



U.S. COAST GUARD SPECIAL VICTIMS' COUNSEL REQUEST FORM

To assist the Office of Member Advocacy and Legal Assistance with detailing an SVC in your cases, please make all requests via email to osvc@uscg.mil and include the following information:

Date of Request:

1) Reporting Victim's Information:

- a) Rank/Name:
- b) Location:
- c) Service:
- d) Eligibility status:
- e) Date of Discharge (if applicable):
- f) Date of Incident:
- g) General charges:
- h) Type of report (Restricted/Unrestricted):
- i) Contact info (phone/email address):
- j) Victim's command:
- k) Victim Advocate/contact info:
- l) SARC Name/contact info:

2) Convening Authority Information:

- a) Convening Authority:
- b) Trial Counsel/contact info:
- c) SAPR CIT date initiated:
- d) CGIS agent name/contact info:

3) Subject's information (if known):

- a) Subject's Rank/Name:
- b) Service/Status:
- c) Subject's Supervisor/Command:

4) Additional Information/Notes:

5) Email Request to: OSVC@uscg.mil

6) Questions - please contact:

Ms.	Christa Cothrel	SVC Program Manager	703-872-6916
LCDR	Kelley Stevens	SVC West Coordinator	510-384-3458
LT	Elizabeth Oliveira	SVC East Coordinator	703-872-6912
YN1	Kelly Steele	SVC Office Manager	703-872-6918

After hours: Call Ms. Cothrel at 202-297-6984 or LCDR Stevens at 510-384-3458

SARC contact information: http://www.uscg.mil/worklife/sapr_contact.asp