

**JUDICIAL PROCEEDINGS PANEL  
REQUEST FOR INFORMATION SET # 1**

*Data and Metrics*

**40. DoD and Services: Provide copies of any reports, data, or presentations that have been created to assess the SVC Program. Indicate the purpose and frequency of reports or assessments and who received them. For recurring or routine reports, please provide a representative sample.**

<b>DoD</b>	Response Pending
<b>USA</b>	<p>See Enclosure 13, Special Victims’ Counsel Course – Student Feedback Trends.</p> <p>The Army SVC Program began its operating capability on November 1, 2013 and reached full operating capability January 1, 2014. The SVC Program Manager has provided information papers to the Department of Defense detailing the progress of the SVC Program.</p> <p>The SVC Program maintains a roster of how many SVC have gone through the SVC training, CLE and/or child victim witness training. Each SVC provides monthly reports to the SVC Program staff, who in turn compile the reports for review by the Program Manager. The reports document the number of new clients an SVC has undertaken to represent, the number of consultations, appearances in courts-martial, the number of post trial counseling, and the number of interviews and pretrial meetings SVC have attended with their clients.</p> <p>In addition, after every court-martial case that an SVC is involved in, the SVC is required to do a memorandum for record documenting what occurred during the court-martial process. This document is forwarded to the Program Manager and shared with TJAGLCS in order to develop future course curriculum and student exercises based on experiences in the field.</p> <p><b>ENCLOSURE 13: Special Victims’ Counsel Course – Student Feedback Trends</b></p>
<b>USAF</b>	<p>The SVC Program Chief provides a weekly program update to The Judge Advocate General, which is periodically provided to the Secretary of the Air Force and Chief of Staff of the Air Force. This update assesses items that are tracked including current client caseload, numbers of courts-martial and Article 32 hearings attended, victim interviews, the number of clients who have converted from a restricted report to an unrestricted report and victim feedback on the SVC Program from the Victim Impact Survey. (Atch 19.6)</p> <p>The SVC Program Chief creates a monthly SVC Case Trajectory to track trends and SVC caseloads. This report is used to assess whether the program is sufficiently staffed. The monthly SVC Case Trajectory is provided to TJAG. (Atch 19.7)</p> <p><b>ATTACHMENT:</b></p> <ul style="list-style-type: none"> <li>- Atch 19.6 –SVC Program Weekly Report (Sample)</li> <li>- Atch 19.7 – SVC Case Trajectory</li> </ul>

**JUDICIAL PROCEEDINGS PANEL  
REQUEST FOR INFORMATION SET # 1**

<b>USN</b>	<p>A sample “weekly report” collected from each Navy VLC is attached in enclosure (17). These reports are collated into a comprehensive Program Report for CNLSC at the end of each week. While the program is continually assessed, the VLCP COS and CNLSC conduct quarterly reviews to assess manning and training, and ensure VLCs are being effective and responsive in the representation of victims in both pretrial decisions and throughout the court-martial process. We are continually assessing the VLCP using these reports, VLC-CNLSC leadership briefings, continuing dialogue with fellow victim-support providers to include SARCs, VAs, FAP providers, and trial counsel (or TC if used by now). A quarterly review is executed with CNLSC every 90 days to specifically discuss VLCP matters including victim support policies, mission demand metrics, and long-term planning.</p> <p><b>ENCLOSURE 17: VLC Data Collection Template</b></p>
<b>USMC</b>	<p>The OIC, VLCO continuously tracks VLC caseloads and metrics using the VLCO Case Management System (CMS). This system generates reports as needed to help assess VLC impact and identify trends requiring additional policy guidance. Enclosure (12) provides a sample of the information tracked.</p> <p>Additionally, the OIC, VLCO, Deputy OIC, and RVLC regularly provide presentations to supported installations, HQMC, DoD, SAPR Program, and others about the organization, mission, and impact of VLC. Enclosure (12) is a representative sample.</p> <p><b>ENCLOSURE (12) Reports, Data, or Presentations Created to Assess the SVC Program:</b></p> <ul style="list-style-type: none"> <li>a) VLC Statistics Slide (1 Nov 2014 – 1 Aug 2014)</li> <li>b) VLCO Case Management System Report (Sample)</li> </ul>
<b>USCG</b>	<p>See Attachment (12). Both the Judge Advocate General and Deputy Judge Advocate General review the metrics on a semi-annual basis.</p> <p><b>ATTACHMENT (12): Performance Goals: Special Victims’ Counsel (15 Jul 2013 – 30 Apr 2014)</b></p>