DETAILED INSPECTION CHECKLIST

FA SC STMT	TEXT
092	VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP) Functional Area Manager: LAO/JA-2 Point of Contact: [redacted] E-mail: [redacted] DATE LAST REVISED: 7 October 2013
092 01	INSTALLATION COMMANDERS
092 01 001	Has the COMMCICOM, COMMARFORRES, and regional MCI CGs appointed in writing, by name, title, duty address, and telephone number, a Regional Victim Witness Liaison Officer (RVWLO)? Reference MCO 5800.14, ENCL (3), PAR 2(a)(2)
092 01 002	Did the installation commander appoint, in writing, by name, title, duty address, and telephone number, an officer or civilian member of the Installation Staff, as a Victim and Witness Liaison Officer (VWLO)? Reference MCO 5800.14, ENCL (3), PAR 2(b)(2)
092 01 003	Is the Installation Commander ensuring that VWAP representatives aboard the installation are provided the VWLO's name and phone number? Reference MCO 5800.14, ENCL (3), PAR 2(b)(3)
092 01 004	Has the Installation Commander established a local Victim and Witness Assistance Council chaired by the installation VWLO? Reference MCO 5800.14, ENCL (3), PAR 2(b)(4)

092 01 005	When a Marine Corps confinement facility is located aboard the installation; has the Installation Commander appointed in writing, by name, title, duty address, and telephone number, a confinement facility representative to serve as the confinement facility Victim Witness Assistance Coordinator (VWAC) and representative to the local Victim and Witness Assistance Council? Reference MCO 5800.14, ENCL (3), PAR 2(b)(5)
092 01 006	With the assistance of the local Marine and Family Programs Office; has the Installation constructed and maintained a directory of military and civilian programs, services, and crime victim compensation funds available to victims and witnesses, and ensured the directory is published on the installation's public website? Reference MCO 5800.14, ENCL (3), PAR 2(b)(6)
092 01 007	Does the Installation Commander have processes in place to maintain data on the number of victims and witnesses who received DD Forms 2701-2703 and elect notification via DD Form 2704? What is the process? Reference MCO 5800.14, ENCL (3), PAR 2(b)(8)
092 02	REGIONAL VICTIM WITNESS LIAISON OFFICER (RVWLO)
092 02 001	Is the RVWLO an officer or civilian member of the commander's staff of appropriate experience, temperament, and rank? Reference MCO 5800.14, ENCL (3), PAR 3(a)(1)
092 02 002	Does the RVWLO maintain a list of VWLOs from each installation under the cognizance of their commanding general and ensure copies of this list are provided to all cognizant VWLOs and CMC (JA-2)? Reference MCO 5800.14, ENCL (3), PAR 3(a)(3)
092 02 003	Has the RVWLO ensured basic VWAP training is available to all new VWLOs and VWACs? Reference MCO 5800.14, ENCL (3), PAR 3(a)(4)

092 02 004	Has the RVWLO collected and maintained data on the number of victims and witnesses, in the region, who received DD Forms 2701-2703 and who elected notification via DD Form 2704? Reference MCO 5800.14, ENCL (3), PAR 3(a)(5)
092 02 005	Has the RVWLO compiled and maintained VWAP data and forwarded it to CMC (JA-2) on a quarterly basis? Reference MCO 5800.14, ENCL (3), PAR 3(a)(6)
092 02 006	Has the RVWLO chaired and conducted a semi-annual Regional VWLO meeting to discuss VWAP- related issues? When was the last meeting held? Reference MCO 5800.14, ENCL (3), PAR 3(a)(8)
092 03	INSTALLATION VICTIM WITNESS LIAISON OFFICER (VWLO)
092 03 001	Is the VWLO an officer or civilian member of the commander's staff of appropriate experience, temperament, rank, and not serving in a prohibited legal billet? Reference MCO 5800.14, ENCL (3), PAR 3(b)(1)
092 03 002	Does the VWLO maintain a list of VWACs, service providers, and SJAs aboard the installation? Are copies of this list provided to all VWACs and service providers? Reference MCO 5800.14, ENCL (3), PAR 3(b)(3)
092 03 003	Has the VWLO ensured that each organization (battalion/squadron level and above) assigned to the installation, including tenant commands, has appointed a VWAC in writing, by name, title, duty address, and telephone number? Reference MCO 5800.14, ENCL (3), PAR 3(b)(4)
092 03 004	Does the VWLO chair and conduct a quarterly installation-level Victim Witness Assistance Council meeting? Reference MCO 5800.14, ENCL (3), PAR 3(b)(5)

092 03 005	In conjunction with the installation Marine and Family Programs office and SAPR programs, does the VWLO maintain an installation website that includes, at a minimum, a current directory of installation VWAP personnel, military and civilian programs and services providing counseling, treatment, or other victim support services within the geographic area of the installation, and contact information for these programs? Reference MCO 5800.14, ENCL (3), PAR 3(b)(6)
092 03 006	Does the VWLO obtain and distribute relevant information and provide annual training to all VWACs aboard the installation? Reference MCO 5800.14, ENCL (3), PAR 3(b)(7)
092 03 007	Does the VWLO have a process in place to compile and maintain data, and forward data to the Installation Commander in accordance with reporting requirements? Reference MCO 5800.14, ENCL (3), PAR 3(b)(10)
092 03 008	Does the VWLO ensure that deploying units receive appropriate VWAP training and information prior to deployment? Reference MCO 5800.14, ENCL (3), PAR 3(b)(11)
092 04	LEGAL COMMUNTIY, LAW ENFORCEMENT AND CORRECTIONS ROLES AND RESPONSIBILITIES
092 04 001	Has the Convening Authority SJA provided a copy of the Convening Authority Action (CAA) to the trial counsel in those cases where a victim or witness has elected to be informed of the CAA? Reference MCO 5800.14, ENCL (3), PAR 4(a)(2)
092 04 002	Has the OIC, Legal Services Support Team (LSST) appointed a Legal Services VWAC in writing, by name, title, duty address, and telephone number? Reference MCO 5800.14, ENCL (3), PAR 4(b)(1)
092 04 003	Has the OIC, LSST ensured all VWAP data is entered into the SJA to CMC's Case Management System (CMS)? Reference MCO 5800.14, ENCL (3), PAR 4(b)(3)

092 04 004	Does the OIC, LSST ensure that the total number of victims and witnesses provided DD Forms 2702 and 2703, and the total number of victims and witnesses electing to be notified of prisoner status change in DD Form 2704, are reported to the installation VWLO quarterly? Reference MCO 5800.14, ENCL (3), PAR 4(b)(4)
092 04 005	Does the OIC, LSST ensure that a representative is assigned to the Victim and Witness Assistance Council located on installations to which the LSST provides direct support legal services? Reference MCO 5800.14, ENCL (3), PAR 4(b)(5)
092 04 006	After preferral of charges, do trial counsel provide all victims and witnesses in a case with the DD Form 2702 (Court-Martial Information for Victims and Witnesses of Crime), and determine their elections as to those rights? Reference MCO 5800.14, ENCL (3), PAR 4(d)(3)
092 04 007	When a victim or witness has requested notification, do detailed trial counsel to each case ensure, at their earliest possible opportunity, reasonable, accurate, and timely notification to the victim or witness of the required trial events and procedural milestones? How is this accomplished? Reference MCO 5800.14, ENCL (3), PAR 4(d)(4)
092 04 008	During court-martial proceedings, do detailed trial counsel ensure that victims, victim witness support personnel, and prosecution witnesses are provided, if desired, with a waiting area that is separate from, and out of the sight and hearing of, the accused and defense witnesses? Reference MCO 5800.14, ENCL (3), PAR 4(d)(8)
092 04 009	Upon request by the victim and/or witness, do trial counsel take reasonable steps to inform that person's employer of the reasons for that person's absence from work? Reference MCO 5800.14, ENCL (3), PAR 4(d)(10)

092 04 010	When trial counsel has possession of a victim's or witness's property, does trial counsel safeguard the property held as evidence and return it as soon as possible with due consideration of the possibility of appeals and other post-trial requirements? Reference MCO 5800.14, ENCL (3), PAR 4(d)(11)
092 04 011	At the conclusion of a court-martial resulting in a conviction, does the detailed trial counsel inform victims and witnesses of basic information about the post-trial process and provide each with a completed DD Form 2703 (Post-Trial Information for Victims and Witnesses)? Reference MCO 5800.14, ENCL (3), PAR 4(d)(13)
092 04 012	At the conclusion of every court-martial in which confinement is adjudged, does the trial counsel complete a DD Form 2704 and provide copies to the confinement facility, victim and witnesses entitled to a copy, and responsible VWACs? Reference MCO 5800.14, ENCL (3), PAR 4(d)(14)
092 04 013	Are LSST Trial Counsel maintaining data on the number of victims and witnesses provided DD Forms 2702 and 2703, and the number of victims and witnesses, using DD form 2704, which elected to be notified of a prisoner's status change? How is this data being maintained? Reference MCO 5800.14, ENCL (3), PAR 4(d)(15)
092 04 014	Is all VWAP data entered into the Case Management System record for each victim and witness when required? Reference MCO 5800.14, ENCL (3), PAR 4(d)(15)
092 04 015	Are LSST Trial counsel determining whether victims and witnesses elect to receive further information and updates regarding appeals? If they do, has detailed trial counsel forwarded their contact information and a copy of the DD Form 2704 to U.S. Navy OJAG (Code 46)? Reference MCO 5800.14, ENCL (3), PAR 4(d)(16)(b)

092 04 016	In cases remanded for rehearing on findings and/or sentence, has the LSST VWAC coordinated with U.S. Navy OJAG (Code 46) to re-assume the role as primary point of contact for victims and witnesses associated with the case. Reference MCO 5800.14, ENCL (3), PAR 4(d)(16)(c)
092 04 017	Has each law enforcement agency or office aboard the installation appointed a Law Enforcement VWAC to serve on the Victim Witness Assistance Council? Reference MCO 5800.14, ENCL (3), PAR 4(c)(1)
092 04 018	Are DD Form 2701s being provided to victims and witnesses, and do the forms contain accurate contact information for that specific installation? Reference MCO 5800.14, ENCL (3), PAR 4(c)(1)(b)
092 04 019	Are DD Form 2701s being accurately tracked and reported to the installation VWLO? Reference MCO 5800.14, ENCL (3), PAR 4(c)(1)(c)
092 04 020	Are law enforcement agencies conducting annual training on the requirements of the VWAP and applicable orders regarding the treatment of victims and witnesses? Reference MCO 5800.14, ENCL (3), PAR 4(c)(1)(d)
092 04 021	Are law enforcement agencies ensuring that command VWACs are notified of criminal investigations requiring action? Reference MCO 5800.14, ENCL (3), PAR 4(c)(10)
092 04 022	In situations where one party to a Military Protective Order (MPO) resides off-base, is there an MOU/MOA established with local police and sheriff departments and other municipal organizations? Reference MCO 5580.2B w/Ch 1, encl (1), par 3402
092 04 023	Has the brig/PCF commanding officer (CO) or OIC appointed, in writing, a Confinement Facility VWAC and an alternate VWAC? Reference MCO 5800.14, ENCL (3), PAR 4(e)(1)(a)

092 04 024 Are individual confinement records of prisoners included in the victim and witness program identified by placing a white label on the outside of the file with the letters "VW" written at least high in black?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(4)

092 04 025 Does the confinement facility VWAC maintain a separate adjunct file by individual name of the prisoner, cross-referenced to the brig/PCF-specific number?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(5)

092 04 026 Is the brig/PCF-specific number developed using the brig/PCF's CORMIS unit identification code (UIC), the year and month the prisoner's case was adjudged, and a sequential number of the file for that calendar year (e.g., 31001 10-11 001)?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(5)

092 04 027 Is all contact with a victim or witness, including telephonic and unsuccessful contact attempts, properly documented in CORMIS?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(5)

092 04 028 Is the DD Form 2705, Victim/Witness Notification of Inmate Status used to advise victims and witnesses of all release and release-related activities, transfers, and escapes? Additionally, is notification made at least 45 days prior to the relevant action utilizing certified mail, return receipt?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(6)

092 04 029 Does the confinement facility VWAC send an acknowledgement of request to participate in the program to victims and witnesses within ten working days of receipt of the DD Form 2704, and is a completed DD Form 2705 (section I; section II, block 3, 4, 5 and 6; section III, block 8.a and 8.b; and section V) included with the initial enrollment letter?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(6)(a)

092 04 030 When a prisoner is to be released does the brig/PCF VWAC notify victims and witnesses through the use of a DD Form 2705, providing the date, reason for release, and destination (city and state)?
Reference
MCO 5800.14, ENCL (3), PAR 4(e)(6)(c)

092 04 031	In the event of a prisoner escape, does the confinement facility VWAC notify victims and witnesses telephonically as soon as possible? Reference MCO 5800.14, ENCL (3), PAR 4(e)(6)(d)
092 04 032	Does the confinement facility VWAC notify victims and witnesses of all planned transfers including the address of the receiving brig/PCF? Reference MCO 5800.14, ENCL (3), PAR 4(e)(6)(e)1
092 04 033	Are all brig/PCF personnel provided information about the VWAP and staff responsibilities at least annually? Reference MCO 5800.14, ENCL (3), PAR 4(e)(9)
092 04 034	Do confinement facility VWACs ensure all VWAP information is entered in CORMIS within five days of the end of each quarter (i.e., by January 5, April 5, July 5, or October 5, as applicable)? Reference MCO 5800.14, ENCL (3), PAR 4(e)(10)
092 04 035	Are all documents pertaining to victims and witnesses maintained in a secure and separate manner from the prisoner record for two years after the prisoner's full term release date. Additionally, after the second anniversary of release, is all victim and witness information destroyed in accordance with service regulations regarding PII? Reference MCO 5800.14, ENCL (3), PAR 4(e)(12)(b)
092 04 036	Have Brig/PCF COs and OICs established internal controls to ensure all information held on victims and witnesses is kept strictly confidential and that no unauthorized person(s) or any prisoner(s) shall access the information? Reference MCO 5800.14, ENCL (3), PAR 4(e)(13)

092 04 037	Is all victim and witness information placed in a separate envelope stamped on both sides "EXEMPT FROM RELEASE UNDER FREEDOM OF INFORMATION ACT ONLY CMC (ARSF) CAN AUTHORIZE RELEASE OF INFORMATION"? In addition, is a cover sheet placed inside the envelope on top of the material stamped "ALL VICTIM AND WITNESS INFORMATION IS EXEMPT FROM RELEASE UNDER THE FREEDOM OF INFORMATION ACT, ONLY CMC (ARSF) CAN AUTHORIZE RELEASE OF INFORMATION?" Reference MCO 5800.14, ENCL (3), PAR 4(e)(13)
092 04 038	Is the Victim and Witness Notification Program included in the brig/PCF standard operating procedures? Reference MCO 5800.14, ENCL (3), PAR 4(e)(13)
092 05	SERVICE PROVIDERS INSTALLATION MARINE AND FAMILY SERVICES (MF)
092 05 001	What process is in place to inform crime victims and witnesses about VWAP rights, services, and assistance when they receive counseling, treatment, or advice, if such information has not already been provided? Reference MCO 5800.14, ENCL (3), PAR 5(a)(1)
092 05 002	Does MF ensure that victims and witnesses in a case understand the rights afforded them under the law and are provided with a completed DD Form 2701 if one has not already been provided? Reference MCO 5800.14, ENCL (3), PAR 5(a)(2)
092 05 003	What is the process in place to maintain data on the number of victims and witnesses who received DD Form 2701? Reference MCO 5800.14, ENCL (3), PAR 5(a)(3)
092 05 004	Does MF compile and report the total number of victims and witnesses provided DD Form 2701 to the installation VWLO quarterly? Reference MCO 5800.14, ENCL (3), PAR 5(a)(4)

092 05 005	Does MF inform victims of spousal or interfamilial abuse of the benefits provided under Transitional Compensation for Abused Family Members? Reference MCO 5800.14, ENCL (3), PAR 5(a)(5)
092 05 006	Has MF appointed, by name and in writing, a representative to the local Victim and Witness Assistance Council? Reference MCO 5800.14, ENCL (3), PAR 5(a)(9)
092 06	UNIT COMMANDERS
092 06 001	Has the Unit Commander appointed in writing, by name, title, duty address, and telephone number, a VWAC? Reference MCO 5800.14, ENCL (3), PAR 2(c)(1)
092 06 002	In cases of summary courts-martial where confinement is adjudged and approved, did the unit commander coordinate with a trial counsel assigned to the Legal Services Support Team (LSST) supporting their command prior to completing the DD Form 2704? Reference MCO 5800.14, ENCL (3), PAR 2(c)(3)
092 06 003	Have Commanders provided annual VWAP training to ensure that unit personnel know the identity of their VWAC and understand victim and witness rights? Reference MCO 5800.14, ENCL (3), PAR 2(c)(5)
092 07	VICTIM WITNESS ASSISTANCE COORDINATORS (VWAC)
092 07 001	Is the VWAC an Officer, SNCO, or civilian member of the commander's staff of appropriate experience, temperament, and rank? Reference MCO 5800.14, ENCL (3), PAR 2(d)(1)
092 07 002	What is the process in place to maintain data on the number of victims and witnesses who receive DD Forms 2701? Reference MCO 5800.14, ENCL (3), PAR 2(d)(4)

092 07 003	Are the total number of victims and witnesses provided DD Form 2701 being reported to the installation VWLO quarterly? Reference MCO 5800.14, ENCL (3), PAR 2(d)(5)
092 07 004	In pretrial confinement cases where the victim or witness has requested notification, did the VWAC notify the victim or witness of changes in the accused's pretrial confinement status? Reference MCO 5800.14, ENCL (3), PAR 2(d)(8)
092 07 005	Has the VWAC obtained and distributed VWAP materials and provide VWAP training to the members of the command on an annual basis? Reference MCO 5800.14, ENCL (3), PAR 2(d)(9)