

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
Governing Policy or Regulation	DODD 1030.1 Victim Witness Assistance, April 23 2007 DODI 1030.2 Victim Witness Procedures DODI 6400.07 Standards for Victim Assistance Services in the Military Community	Army Regulation 600-20 Chapter 7 and 8 Army Command Policy. Army Regulation 27-10 Legal Services: Military Justice, Chapter 17	AFI 51-201 Administration of Military Justice Chapter 7	OPNAVINST 5800.7A Victim and Witness Assistance Program. SECNAVINST 5800.11B BUPERINST 5800.3A Victim and Witness Assistance Program.	MCO 5800.14 Victim Witness Assistance Program MCO 5800.7 Legal Administration MARADMIN 507/13 27 Sept 13 FY 14 USMC Victim-Witness Assistance Program Training.	The Coast Guard does not have a Victim Witness Liaison Program.
VWL - Rank		The designated VWL should, when practicable, be a commissioned officer, or civilian in the grade of GS-11 or above. When necessary, an enlisted person in the rank of E-6 or above, or civilian in the grade of GS-6 or above, may be designated as a VWL when a commissioned officer is not available.	The victim liaison is selected and appointed by the Local Responsible Official (LRO) or delegate (usually the VWAP coordinator). The victim liaison may be a medical or mental health care provider, judge advocate, paralegal, or other person appropriate under the circumstances of a particular case. There is no specific rank requirement.	The designated Victim Witness Liaison Officer shall be appointed from the legal office and is preferably a staff judge advocate, civilian attorney, or paralegal in the grade of GS-9 or above.	The Regional Victim Witness Liaison Officer (RVWLO) shall be an officer or civilian member of the regional installation commander's staff. The Victim Witness Liaison Officer (VWLO) is an officer or civilian employee on the local installation Commander's staff. The Victim and Witness Coordinator (VWAC) may be an officer, staff non-commissioned officer or civilian employee on the commander's staff.	
VWL – criteria and certification	Victim assistance personnel are expected to maintain standards of competence. They provide victim assistance in accordance with DoD and Military Service qualification requirements, such as education, training, or relevant experience. Victim assistance personnel must exercise careful judgment, apply flexibility and innovative problem solving, and take appropriate precautions to protect	Staff Judge Advocates will designate in writing one or more VWLs they have certified as qualified to administer the Victim/Witness Assistance programs for their office. Per AR 600-20, paragraph 17-7, A VWL is certified to perform VWL duties upon completion of the Judge Advocates General's Officer Basic Course, or Graduate Course; or attendance at a DOD or HQDA-sponsored VWL regional training event; or after completing training designated by HQDA or the certifying SJA. SJAs will designate VWLs in writing. In	The LRO or delegate will determine the individual most qualified to serve as a victim liaison. The regulation does not include specific criteria or qualifications.	The VWLO should have legal training/experience with VWAP.	The RVWLO will be of appropriate grade, experience, and maturity. The RVWLO shall not serve as trial counsel, defense counsel, staff judge advocate, or legal assistance attorney. There is no requirement the RVWLO be a Judge Advocate. The VWLO shall not serve as trial counsel, senior trial counsel, regional trial counsel, defense counsel, senior defense counsel, regional defense counsel, staff judge advocate, or legal assistance attorney.	

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	<p>victims' welfare under the guiding principle of "do no harm."</p>	<p>addition to the rank requirements, to the extent permitted by resources, SJAs should refrain from appointing attorneys as VWLs. When an attorney is assigned as a VWL, the attorney must ensure that victims and witnesses understand the attorney's role as a VWL and that an attorney-client relationship does not exist.</p> <p>To be most effective, VWLs must be perceived as impartial actors in the court-martial process.</p> <p>The Office of The Judge Advocate General of the Army (OTJAG) verifies through Article 6, UMCJ, visits to all installations that Staff Judge Advocates have complied with the requirements of Army Regulation (AR) 27-10, Military Justice, Chapter 17, regarding appointment and certification of VWLs.</p>			<p>The VWAC should not serve as a uniformed victim advocate and must be of appropriate experience, temperament, and rank. Generally the VWAC should not serve as a victim advocate due to potentially conflicting roles, responsibilities, and duties to the victim and command.</p> <p>The unit VWAC shall not serve as a trial counsel, defense counsel, or legal assistance attorney.</p>	
<p>VWL – Responsibilities</p>	<p>Per DODI 1030.1, paragraph 5.2.8, "The local responsible official (also referred to as a victim/witness coordinator or victim/witness liaison shall coordinate the effort to ensure that systems are in place at the installation level to provide information on available benefits and services, assistance in obtaining those benefits and services, and other serves required" from this instruction.</p> <p>At the earliest opportunity after the identification of a</p>	<p>The role of the VWL is one of facilitator and coordinator. The VWL will act as a primary point of contact through which victims and witnesses may obtain information and assistance in securing available victim/witness services. The VWL will act in conjunction with the unit victim advocate who is responsible for providing crisis intervention, referral, and ongoing nonclinical support to a sexual assault.</p> <p>At the earliest opportunity after the detection of a crime, and where it may be done without interfering with an investigation, the law enforcement official or commander responsible for the investigation will inform the victims and witnesses of their right to receive</p>	<p>The VWAP coordinator selected by the SJA to implement and manage the VWAP. This individual is responsible for ensuring the accomplishment of required training by all local agencies. The VWAP Coordinator may also serve as victim liaison as appropriate under the circumstances of a particular case.</p> <p>The victim liaison is appointed to assist the victim during the military justice process. The designation need not be in writing. A liaison is responsible for making contact between victims and service agencies and arranging for those services, when appropriate. Communications between a liaison and a victim are not confidential or privileged (See MRE</p>	<p>The VWLO is the representative for the Regional Commander or Type Commander is responsible for coordination of victim and witness assistance within their area of responsibility. The will ensure: each command appoints a VWAC; maintain a list of VWACs; maintain a list of services for victims within their area; obtain reporting data from VWACs; and chair meetings of the local VWC.</p> <p>The VWAC is the primary point of contact for victim assistance matters. The VWAC is responsible for obtaining and distributing VWAP materials and</p>	<p>The RVWLO is the regional MCI Commanding General's primary representative responsible for the VWAP program within each region. The RVWLO is ensuring that all installations under their cognizance of their respective commanders comply the law and applicable orders and regulations.</p> <p>The RVWLO will: ensure regional compliance with the VWAP; maintain a list of VWLOs from each installation under their commanding general; ensure basic VWAP training is available; collect and maintain data on victims; assist inspector generals during the inspections; chair and conduct a semi-annual regional VWLO</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
	<p>crime victim or witness, the local responsible official, law enforcement officer, or criminal investigation officer will provide the following services: provide the DD form 2701 which conveys basic information and contact information for victims; provide information about services available to victims; information about the military justice process and status of the relevant investigation; information about the prosecution of an alleged offender, including consultation on decisions not go forward with charges; information on an order of confinement for the alleged offender.</p> <p>Victim assistance personnel communicate with victims; help victims deal with their individual response to victimization; provide support when confronted with a crisis situation.</p> <p>Within the military community, victim assistance personnel are required to abide by standards for appropriate and ethical conduct when performing duties by ensuring victims understand participation is voluntary; respecting privacy of information; respecting victims rights; accurately representing roles of victim</p>	<p>victim/ witnesses services and the name and contact information of the VWL and how to request assistance from the VWL in obtaining the victim services listed in AR 27-10. The DD form 2701 will be used for this purpose. This notification is mandatory.</p> <p>At the earliest opportunity, but no later than appointment of a UCMJ, Art. 32 investigative officer or referral of charges to a court-martial, the VWL, trial counsel, or other government representative will ensure that victims are informed of the services described in AR 27-10 and provided with a victim/witness packet. The VWL should use appendix d of AR 27-10 to ensure victims are informed of the services provided.</p> <p>The VWL will inform the victim of available medical services and will assist the victim in obtaining financial, legal, and social service support. The VWL will assist the victim in contacting the available agencies.</p> <p>During the investigation and prosecution of a crime, the VWL or other government representative will notify the victim of significant events in the case. To include: the status of the suspect; decision whether to prefer; initial appearance of the suspected offender at a judicial hearing; scheduling dates; detention or release of the offender; acceptance of a guilty plea or rendering of a verdict; the opportunity to speak with the trial counsel about presenting evidence at sentencing; when offender is eligible for parole; general information about</p>	<p>513 regarding the privilege in judicial proceedings for communications between psychotherapists and patients). Either the LRO or victim liaison will advise the victim of his/her rights under federal and state law (the regulation tasks the LRO but allows for a delegation. In practice the liaison carries out these tasks). The victim liaison is responsible for assisting the victim during the military justice process and acts as the point of contact between the victim and the various service agencies that assist with VWAP. A liaison will ensure that a victim remains informed regarding their rights throughout the justice process. This includes the right to notification of certain court-marital proceedings, the right to consultation with the trial counsel on decisions regarding disposition of the case, and notification of all available resources. The victim liaison will assist the victim or witness in arranging for medical care, notification of employers, counseling, and childcare. The liaison will also coordinate with the case paralegal and the legal office to make sure that all arrangements are made for the victim/witness to ensure that they are able to travel and remain away from the accused at trial. The government trial counsel or designee (usually the liaison) will also notify victims of their post-trial rights. This includes being notified any changes to a confinement status or appearance. The VWAP coordinator at the confinement facility will ensure these notifications take place.</p>	<p>for providing VWAP training to members of the command. The will ensure victims are: informed of their rights; provide information on available resources; maintain contact with other VWACs and other VWAP personnel; assist victims in exercising their rights; advise on pretrial confinement status; confirm trial counsel has received victims' views on plea negotiations; and ensure compliance with notification procedures.</p> <p>Victim Witness Coordinators located at each Brig will notify victims of a change in a prisoner's status. BUPERINST 5800.3A(d). The VWC will maintain secure records of each victim and/or witness information and the contact made with those individuals.</p>	<p>meeting to discuss VWAP related issues; and liaise with the SJA to the CMC.</p> <p>The VWLO is an installation commander's primary representative responsible for the VWAP aboard an installation. The VWLO will serve as Chair for the installation Victim and Witness Assistance Counsel. The Counsel will coordinate a comprehensive assistance program and comply with VWAP notification and reporting requirements.</p> <p>The VWLO will maintain a list of VWACs, service providers, and SJAs on the installation; ensure each organization appoints a VWAC; chair and conduct installation level Victim Witness Counsel meetings; maintain a website with information about VWAP personnel; distribute relevant information; ensure victims are notified of their rights; ensure victims are aware of VWAC personnel; compile data in accordance with VWAP requirements; ensure deploying units receive appropriate training; and assist victims in exercising their rights.</p> <p>The VWAC is a local commander's designated representative for victim and witness assistance matters. The VWAC will ensure that victims and witnesses understand the rights afforded them under the law and ensure close coordination with VWAP personnel so victim's are aware of</p>	

VWL COMPARISON CHART

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	<p>assistance personnel; and maintaining objectivity in relationships with victims.</p> <p>DODI 6400.07(3)(a)(2): Victim assistance personnel will: describe to victims in clear language the capabilities and limits of the victim assistance programs; provide an explanation of victim's rights; provide information on available resources; as needed provide written information on the on and off base resources; provide information on the military justice system; and provide liaison assistance with other organizations and agencies on victim care matters.</p>	<p>the corrections process; how to submit a statement to the clemency and parole board. The VWL will determine on a case-by-case basis, the extent to which this information is provided to non-victim witnesses.</p> <p>When appropriate, the VWL or other government representative will consult with victims concerning: decisions not prefer charges; decisions about pretrial restraint; pretrial dismissal of charges; negotiations of pretrial agreements and their potential terms. Consultation may be limited when justified by the circumstances.</p> <p>The VWL will ensure non contraband property of the victim used in the prosecution is returned to the victim.</p> <p>The VWL will notify the SJA when a victim or witness is concerned for their safety. Will also advise victim/witnesses of protections from intimidation.</p> <p>At the request of a victim or witness, a VWL may act as an intermediary between such persons and the government or defense. The VWLs role in arranging the interviews is to ensure victims and witnesses are treated with respect and interference with their lives and privacy is kept to a minimum. At trial, will assist victim/witnesses in obtaining a separate waiting area.</p> <p>Also at the request of the victim or witness, the VWL will inform a victim's employer of his or her involvement in the case and the possibility of missing work. They will also explain to creditors</p>			<p>the available resources. The VWAC will also ensure procedures are in place to maintain certain data on victim's and witnesses. After charges have been preferred the VWAC will ensure victims and witnesses are provided with the necessary notifications under the victim and witness assistance program.</p> <p>The VWAC shall confirm the trial counsel obtained the victim's views on pretrial negotiations and has forwarded that to the convening authority. They will also ensure the trial counsel complied with notification requirements in accordance with the VWAP. In the event a case is not referred to court-martial, a VWAC may perform the notifications and confer with the victims.</p> <p>The VWAC located at each Brig will ensure victims are notified of any changes in a prisoner's confinement status. This includes any granted parole and/or clemency.</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
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<p>VWL – Curriculum and training</p>		<p>SJAs will ensure that annual victim/witness assistance program training is provided to representatives of all agencies performing victim/witness assistance functions within their GCM jurisdictions. At a minimum, training will cover victim's rights; available compensation; provider's responsibilities; and requirements and procedures established by AR 27-10.</p>	<p>The LRO is responsible for developing and implementing a training program at each installation. The LRO is also responsible for ensuring the accomplishment of required annual training by all local agencies.</p> <p>The installation SJA, Chief of Security Forces (SF), Air Force Office of Special Investigations (AFOSI) detachment commander, medical facility commander (SG), Sexual Assault Response Coordinator (SARC), Family Advocacy Program (FAP), Airman and Family Readiness Center director (A&FRC), installation chaplain (HC) and representatives from commanders and first sergeants develop local training programs to ensure compliance with the VWAP. Each individual agency is responsible for training the program and the LRO is responsible for the coordination between agencies.</p> <p>The U.S. Army tracks VWL attendance at HQDA-sponsored training events. The Office of The Judge Advocate General offers training to VWLs annually. In Fiscal Year (FY) 2013, OTJAG conducted training for 25 Army VWLs, Army correctional facility victim assistance personnel, and 19 paralegals designated for direct support of Special Victim Prosecutors, 20-23 August 2013, in Raleigh, North Carolina. From 17 to 19 September,</p>		<p>HQMC, Judge Advocate Division sponsors annual training on the proper implementation of VWAP. The training will provide regional and installation program managers and other VWAP personnel with a basic understanding of the VWAP, the roles and responsibilities of supervisors and to properly assist victims of crime. The curriculum will include the following topics: VWAP basics, victim advocacy, assisting victims of violent crime, interaction with victims and victim legal counsel, the impact of crime, effectively communicating with victims, offender behavior, sex offender registration notification act, VWAP checklist, confinement, clemency and parole, transitional compensation and an overview of the court-martial process.</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
			<p>OTJAG also trained 35 Army Special Victim Counsel, four VWLs, and five paralegals designated for direct support of Special Victim Prosecutors, in Seattle, Washington. This training included instruction on working with victims of sexual assault, counterintuitive behavior, transitional compensation, and other Army specific programs that address issues related to sexual assault. Both training programs were held in conjunction with Trial Counsel Assistance Program (TCAP) training for prosecutors to encourage collaboration and continuity of services.</p>			
<p>Number of VWLs</p> <p>(RFI 8d, 9d)</p>		<p>The SJA will appoint a VWL, at a minimum, for each GCMCA.</p>	<p>VWAP Coordinator. The individual selected by the SJA to implement and manage the VWAP.</p> <p>Victim Liaison. An individual appointed by the LRO or delegate, to assist a victim during the military justice process.</p>	<p>The Regional Commanding Officer will appoint, in writing, a VWLO for their region.</p> <p>Each unit command will appoint a VWAC.</p> <p>Each Brig CO will appoint a Brig VWAC.</p>	<p>The MCI CG will appoint one RVWLO for his or her region.</p> <p>Installation CGs or GCMCAs will appoint a VWLO for the installation and subordinate installations.</p> <p>If a brig is located on the installation, the CG will appoint a VWAC for that confinement facility.</p> <p>The unit commanders will appoint a VWAC for their units.</p>	
<p>Reporting Structure</p>	<p>Per DODI 1030.1(6.6): The component responsible official (see service regulations) shall submit an annual report using the DD Form 2706 to the Under Secretary of Defense for Personnel and Readiness and will include the following information: the number of</p>	<p>The Army corrections command, Victim/witness Central Repository Manager, is the Army's Central repository for tracking notice of the status of offenders confined and for tracking the following information: the number of victims who received a DD Form 2701 or DD Form 2702; the number of victims and witnesses who were informed of their right to be</p>	<p>Responsible officials will develop a system for assessing the effectiveness of their victim and witness assistance program. Liaisons should keep a record of each case involving victims and witnesses entitled to notice to show the notice was provided.</p> <p>TJAG shall submit an annual report</p>	<p>The CRO will act as the central repository for maintaining data on the number of victims and witnesses to whom Navy Brig personnel provide notice of changes in confine status.</p> <p>The VWLO will obtain reporting data from VWACs on the number of victims and witnesses who</p>	<p>HQMC will receive reports on assistance provided to victims and witnesses by each command and will prepare a report for submission to the Assistant Secretary of the Navy.</p> <p>Installation commanders will ensure processes are in place to maintain data on the number of</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
	<p>victims who received the DD Forms 2701, 2702, 2703, 2704, 2705; and the cumulative number of inmates in each service for whom victim witness notifications must be made by the confinement facilities.</p> <p>The USD (P&R) shall consolidate all reports submitted and submit an annual report to the office for Victims of Crime at DOJ.</p>	<p>notified of changes to a confinee's status. The Central repository will report to the OTJAG, Criminal Law Division, cumulative figures from the previous year.</p> <p>The SJA of each command having GCM Jurisdiction will report, through major Army command channels, to OTJAG Crim law, cumulative information about the following: number of victims who received DD Form 2701 from VWLs or other government representatives; the number of victims who received DD Form 2703 from trial counsel, VWL, or another designee.</p> <p>SJAs will obtain data for their reports from subordinate commands. Negative reports are required. OTJAG will then prepare a consolidated report on DD Form 2706 for submission to the department of defense. SJAs will ensure that each victim and witness in an incident receives a victim/witness evaluation form DA Form 7568. Evaluations will be reviewed locally by the SJA and copies forwarded quarterly to the Victim/Witness coordinator at OTJAG, Criminal Law</p>	<p>using the DD Form 2706, <i>Annual Report on Victim and Witness Assistance</i>, to the Under Secretary of Defense for Personnel and Readiness, quantifying the assistance provided victims and witnesses of crime.</p> <p>Each base SJA or equivalent reports: the number of victims and witnesses who received a DD Form 2701 from law enforcement or criminal investigations personnel; the number of victims and witnesses who received a DD Form 2702 from the government trial counsel or designee; the number of victims and witnesses who received a DD Form 2703 from the government trial counsel or designee; and the number of victims and witnesses who elected via the DD Form 2704 to be notified of changes in confinee status through JA channels to their major command.</p> <p>A part of the Army SAPR Action Plan, OTJAG continues to collect and review every Department of the Army (DA) Form 7568, Army/Victim/Witness Liaison Program Evaluation. These forms are provided to each victim and witness in each trial by special or general court-martial, including sexual assault cases. It is also provided to victims and witnesses in cases where there is an investigation pursuant to Article 32, UCMJ, that does not result in a trial. The DA Form 7568 is optional for trials by summary court-martial and nonjudicial proceedings. They are returned anonymously, are reviewed by the local Staff Judge Advocate and forwarded to OTJAG, Criminal Law Division for review quarterly in accordance with AR 27-10,</p>	<p>received the relevant DD Forms for each year.</p> <p>The number of victims and witnesses who were notified of changes in inmate status must be reported. The VWAC shall retain this data and report those numbers to the central repository.</p> <p>An annual report is required to be presented to the Under Secretary of Defense (PandR) on the assistance provided to victims and witnesses of crime.</p>	<p>victims who received assistance and notifications. This will be forwarded to HQMC.</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
			<p>Military Justice, Paragraph 17-28, dated 3 October 2011. These evaluations are overwhelmingly positive.</p>			
<p>Command Responsibilities</p>		<p>Commanders are responsible for establishing the victim witness assistance programs within their GCM jurisdiction. SJAs are designated as the local responsible official and will implement the local victim witness liaison program. The SJA will designate VWLs in writing. The SJA will then ensure law enforcement agencies inform victims and witnesses of the VWLs name and contact information.</p>	<p>The Judge Advocate General (TJAG) is responsible for coordinating, implementing and managing the Air Force VWAP. The LRO is the individual responsible for identifying victims and witnesses of crimes and providing the services required by the VWAP. Each installation commander or SPCMCA, as appropriate, is the LRO. LROs may delegate the LRO duties and responsibilities to the SJA. The delegation must be in writing and addressed to the base SJA by duty title rather than name. The SJA may further delegate the LRO duties and responsibilities in writing to a VWAP Coordinator while maintaining oversight and overall responsibility for the program.</p>	<p>The Chief of Naval Operations is the Component responsible Official for implementation of the Navy's VWAP program. Responsibility for oversight is delegated to Navy Personnel Command, Office of Legal Counsel. The will ensure materials are provided to the Local Responsible Officials and will receive reports concerning assistance to victims. Regional Commanders are responsible for the overall implementation of the VWAP within their geographic areas and for acting as the central point of contact for victims and witnesses. Program oversight is administered through the SJA that provides legal support to that commander. They will also ensure close coordination is maintained between VWAP personnel; establish a VWAC; ensure data collection; appoint a VWLO Unit and Type commanders are responsible for ensuring victims are afforded their rights and informed of the status of their case. They are responsible for</p>	<p>Regional MCI CGs are responsible for ensuring the VWAP is properly implemented by installation VWLOs in their region. Regional MCI CGs will appoint the RVWLO. Installation CGs or GCMCA's are responsible for implementing the VWAP program on their installations. The CG will appoint a VWLO for the installation and subordinate installations. The CG will establish the Victim Witness Assistance Counsel and comply with VWAP reporting requirements. If a brig is located on the installation, the CG will appoint a VWAC for that confinement facility. Unit commanders are responsible for aggressively supporting the VWAP program and ensuring compliance with that program. Each unit commander will appoint a VWAC. Unit commanders will make every effort to protect victims within their command. Commanders will provide annual VWAP training.</p>	

VWL COMPARISON CHART

Issue	DOD/JCS	USARMY	USAF	USNAV	USMC	USCG
				<p>ensuring compliance with the VWAP and ensuring those under their command are properly trained. They will appoint a VWAC and ensure that VWAC fulfills their responsibilities.</p>		