OFFICE SYMBOL DD MMM YYYY

MEMORANDUM FOR Program Manager, Special Victim Counsel (SVC) Program, (SVCP), OTJAG, Pentagon, Washington DC 20310-2200

SUBJECT: Request to Appoint *RANK NAME* as SVC Under *LOCATION* & for Interim Certification

1. I hereby nominate *RANK NAME* to serve as SVC under *REGIONAL MANAGER*, at *LOCATION*. I have determined that *RANK NAME* possesses the requisite skills to serve as an SVC.

[2]. *(If Applicable)* *RANK NAME* has *XX* months of military justice experience having served as an Army trial counsel/defense counsel. In addition, *RANK NAME* has performed other roles as a Judge Advocate (JA) that makes him/her uniquely qualified to serve in the SVC Program.

OR

[2]. *(If Applicable)* Although *RANK NAME* does not have previous military justice experience, she/he has served as a prosecutor/defense attorney prior to his/her U.S. Army JAGC service. In addition, *RANK NAME* has performed other roles as a Judge Advocate (JA) prior to his/her JAGC service that makes him/her uniquely qualified to serve in the SVC Program.

OR

[2]. *(If Applicable)* Although *RANK NAME* does not have previous military justice experience, she/he has performed other roles as a Judge Advocate (JA) or prior to his/her JAGC service that makes him/her uniquely qualified to serve in the SVC Program.

3. In addition to the stated experience, I have determined that *RANK NAME* will be an excellent SVC because *BRIEF OVERVIEW OF SPECIFIC REASONS FOR SELECTION INCLUDING ANY RELEVANT MILITARY JUSTICE, CRIMINAL JUSTICE, OR OTHER LITIGATION EXPERIENCE. INCLUDE LENGTH OF TIME.*

4. *RANK NAME* possesses the maturity, judgment, and intellect to be a highly successful SVC.

5. *RANK NAME* will attend the next SVC Certification Course from *DATES* and complete all other administrative requirements to be certified as an SVC.

6. Department of Defense Instruction (DoDI) 1030.04, dated 29 April 2024, and TJAG Policy as outlined in JALS Pub 1-1, dated 31 January 2025, prescribe minimum tour lengths for Judge Advocates serving as SVCs. If I determine [Rank/Name] should be reassigned prior to completing the required tour-length, I will submit an Exception to Policy (ETP) through the SVC Program Manager for action. I understand the Chief, TMO is the approval authority for any such ETP.

7. *RANK NAME* has completed CATCH training IAW Secretary of Defense Memorandum: Procedures to Implement the “Catch a Serial Offender Program” dated 10 June 2019.

[8.] Once certified, *RANK NAME* will receive state specific criminal justice training IAW FY20 NDAA section 550C.

[8]. *(If Applicable)* I also request interim certification of *RANK NAME* prior to their attendance at the certification course identified in paragraph 5 and certification by TJAG. Interim certification is requested because *BRIEF OVERVIEW OF SPECIFIC REASONS FOR CERTIFICATION PRIOR TO TRAINING*.I understand that I must ensure *RANK NAME* receives additional training, mentorship, and support prior to their full certification and that interim certification is contingent upon *RANK NAME* completing the certification course, CATCH training, and state specific criminal justice training IAW FY20 NDAA section 550C.

9. POC for this request is the undersigned at first.m.last.mil@army.mil.

FIRST M. LAST

COL, JA

STAFF JUDGE ADVOCATE