OFFICE SYMBOL DD Month YYYY

MEMORANDUM FOR Program Manager, Special Victims’ Counsel (SVC) Program

SUBJECT: Request to Appoint ***RANK NAME*** as SVC in Support of ***LOCATION***

1. I hereby nominate ***RANK NAME*** to serve as SVC under ***NAME OF LAO CHIEF or REGIONAL MANAGER***, Chief of Legal Assistance / 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/defender 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]. **(first tour judge advocates ONLY)** If approved, ***RANK NAME*** will serve as a ***full-time / part-time*** SVC for a minimum of 18 months IAW Department of Defense Instruction 1030.04, dated 29 April 2024 and TJAG Policy outlined in JALS Pub 1-1 dated 31 January 2025. If it is determined ***RANK NAME*** should be reassigned to duties other than those as an SVC prior to completing 18 months as an SVC, I will submit an Exception to Policy (ETP) on behalf of ***RANK NAME*** through the SVC Program Manager, to the Chief, TMO, for action.

**OR**

[6]. **(all other judge advocates)** If approved, ***RANK NAME*** will serve as a ***full-time / part-time*** SVC for a minimum of 24 months IAW Department of Defense Instruction 1030.04, dated 29 April 2024 and TJAG Policy as outlined in Pub 1-1 dated 31 January 2025. If it is determined ***RANK NAME*** should be reassigned to duties other than those as an SVC prior to completing 24 months as an SVC, I will submit an Exception to Policy (ETP) on behalf of ***RANK NAME*** through the SVC Program Manager, to the Chief, TMO, for action.

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.

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

FIRST M. LAST

COL, JA

STAFF JUDGE ADVOCATE