**DEPARTMENT OF THE ARMY**



**ORGANIZATION STREET ADDRESS CITY, STATE ZIP**

OFFICE SYMBOL DD MMM YYYY

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

SUBJECT: Self Certification for Rank First Last as SVC at Location

1. I, Rank First M. Last would like to make the following statement under oath:

“I do not have any adverse civilian or military actions pending or resolved against me of any kind.

OR

“The only information that should be considered when evaluating my nomination to serve as an SVC (List any investigations, criminal, or civil proceedings or adverse administrative actions with substantiated findings, for example, DUI, any sex-related offense, professional responsibility-related inquiries, etc.). I do not believe that this matter disqualifies me from serving as an SVC (Provide further explanation if necessary).”

2. I am a licensed attorney in good standing with my state bar(s).

3. I will complete the SVC Certification Course on date at location.

4. 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 it is determined I should be reassigned prior to completing the required tour-length, my Staff Judge Advocate 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.

5. Once certified, I will complete the state specific criminal justice training IAW FY20 NDAA Section 550C.

6. [On Date] I completed CATCH training IAW Secretary of Defense Memorandum: Procedures to Implement the “Catch a Serial Offender Program” dated 10 June 2019.

7. I fully understand the contents of this entire statement made by me; this statement is true and accurate. I have affixed my signature below to confirm that I have read the contents of this statement. I make these statements freely without threat of punishment, without coercion, unlawful influence, or unlawful inducement.

8. Should you require additional information, I can be reached at (XXX) XXX-XXXX or email at first.m.last.mil@army.mil.

FIRST M. LAST RANK, JA

Special Victims’ Counsel Nominee