**DEPARTMENT OF THE ARMY**



**ORGANIZATION STREET ADDRESS CITY, STATE ZIP**

OFFICE SYMBOL DD Month YYYY

MEMORANDUM FOR

Chief, Legal Assistance Policy Division (LAPD), Office of the Judge Advocate General

 (OTJAG), Pentagon, Washington DC 20310-2200

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

SUBJECT: Self-Nomination to Participate in Civilian Special Victims’ Counsel (SVC) Program & Self-Certification for First Last in Support of Location

1. I would like to be considered as a participant for the Civilian SVC Program.

2. I intend to voluntarily participate in the Civilian SVC Program. I understand I may withdraw from the Program at any time. If I intend to withdraw, I will notify the Chief, LAPD, and Program Manager, SVCP, as soon as feasible to coordinate client transfer(s) to another SVC.

[3]. [optional] [Statement of interest, at the discretion of the prospective participant, describing any points or factors the individual would like to have considered in their application].

[3]. I, 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 includes: (List any investigations (administrative or criminal), 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).”

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

5. I will complete the Army SVC Certification Course on date.

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

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

8. 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.

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

 FIRST M. LAST

 RANK

 Special Victims’ Counsel Nominee