**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 Special Victims’ Counsel (SVC) Paralegal Under Location

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

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

**OR**

[2]. “The only information that should be considered when evaluating my ability to serve as an SVC paralegal (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 paralegal (Provide further explanation if necessary).”

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

4. I can serve in the position of SVC Paralegal for at least \_\_ months. I will be a member of my current unit/remain at this duty location for at least \_\_ months.

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

6. 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.

7. 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

SVC Paralegal Applicant