OFFICE SYMBOL DD MMM YYYY

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

SUBJECT: Request to Appoint ***RANK NAME*** as SVC Under ***# LEGAL OPERATIONS DETACHMENT***

1. I hereby nominate ***RANK NAME*** to serve as SVC under ***# LEGAL OPERATIONS DETACHMENT***. 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 on 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 counsel 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 on 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 on 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 ***DATE*** 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 require 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 as an SVC, ***RANK NAME*** will receive state specific criminal justice training IAW FY20 NDAA section 550C.

9. ***RANK NAME*** will serve as a TPU SVC. As a TPU SVC, I understand ***RANK NAME*** must carry a minimum caseload of one to three cases which may impact any additional duties I can assign to him/her.

10. POC for this request is the undersigned at XXX-XXX-XXXX or first.m.last.mil@army.mil.

FIRST M. LAST

COL, JA

Commanding