



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION NEW RIVER
PSC BOX 21001
JACKSONVILLE, NC 28545-1001

IN REPLY REFER TO
ASO 5800.1
SJA/VWLO
23 JUN 2014

AIR STATION ORDER 5800.1

From: Commanding Officer, Marine Corps Air Station New River
To: Distribution List

Subj: VICTIM-WITNESS ASSISTANCE PROGRAM (VWAP)

Ref: (a) MCO 5800.14
(b) MCO 1752.5B
(c) NAVMC Dir 5040.6H
(d) DoD Inst 6400.06
(e) MARADMIN 522/04

Encl: (1) Roles and Responsibilities
(2) Sample Appointment Letter
(3) VWAP Flyer
(4) DD Form 2701
(5) DD Form 2702
(6) DD Form 2703
(7) DD Form 2704
(8) DD Form 2706
(9) VWAP Intake Form
(10) VWAP Tracking Sheet
(11) NC Victim Compensation Application

1. Situation

a. The Victim-Witness Assistance Program (VWAP) Marine Corps Air Station (MCAS) New River, established by reference (a), defines the policies, procedures and additional responsibilities for compliance with references (a) through (e) and will support the commander's obligations to victims and witnesses of crime.

b. The lasting effects of crime on victims and witnesses are often unseen and neither servicemembers nor civilian personnel shall face these effects alone. The MCAS New River VWAP reflects the Marine Corps' commitment to ensuring good order and discipline via military justice and ensuring that victims and witnesses are treated with dignity and respect, informed of their rights, and are provided with the necessary information and services to assist in their recovery.

DISTRIBUTION STATEMENT A: Approved for public release;
distribution is unlimited.

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2. Mission. MCAS New River executes a professional VWAP in order to reduce the trauma, frustration and inconvenience experienced by victims and witnesses of crime; inform victims of their statutory rights; and assist victims and witnesses with understanding the military justice process.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) All servicemembers and civilian personnel serving aboard MCAS New River will treat every victim and witness of crime with dignity and respect.

(b) Commanders will make every appropriate effort to protect victims of violence or abuse from further harm.

(c) All installation personnel or commanders will assist victims and witnesses of crime without infringing on the constitutional rights of an accused.

(2) Concept of Operations

(a) Pursuant to the references, MCAS New River will employ a multi-disciplinary response to assist victims and witnesses of crime. The response will focus on reducing the trauma, frustration and inconvenience experienced by victims and witnesses during the military justice and administrative process through education and assistance. Various individuals and organizations have roles and responsibilities under the VWAP to inform victims and witnesses of their rights and also to assist victims and witnesses during the military justice and administrative process.

(b) "Responsible authorities", as defined in enclosure (1) of reference (a), will, in accordance with applicable law, mitigate the physical, psychological, and financial hardships suffered by victims and witnesses and will make all reasonable efforts to foster their cooperation in the military justice process.

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(c) Proper execution of the VWAP will lead to increased cooperation by victim and witnesses during the military justice and administrative process.

b. Tasks. Installation victim witness liaison officer, unit commander's, unit victim witness assistance coordinator's, staff judge advocate, marine and family programs, sexual assault prevention and response coordinator, chaplain, and medical providers see enclosure (3) of reference (a) and enclosure (1) for roles and responsibilities.

4. Administration and Logistics

a. MCAS New River has established a VWAP website which provides references, training materials, and links to victim-related resources. The website can be found at <http://www.newriver.marines.mil/StaffJudgeAdvocate/VWAP.aspx>.

5. Command and Signal

a. Command. This Order is applicable to MCAS New River and all tenant commands.

b. Signal. This Order is effective the date signed.



T. M. SALMON

LOCATOR SHEET

Subj: Victim-Witness Assistance Program (VWAP)

Location: _____
(Indicate the location(s) of the copy(ies) of this
Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of person Incorporated Change

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23 JUN 2014Roles and Responsibilities

1. Primary roles and responsibilities under the Marine Corps' VWAP are located in enclosure (3) of reference (a). Additional roles and responsibilities are as set forth below.

a. Installation Victim Witness Liaison Officer (VWLO)

(1) The VWLO shall provide assistance to all service providers and units aboard MCAS New River on an annual basis by way of an assistance visit as defined in reference (c), utilizing the TAB 092 (Functional Area Checklist from the Inspector General of the Marine Corps) unless a known Commanding General Readiness Inspection (CGRI) is otherwise scheduled.

(a) No unit shall be inspected by the VWLO within 90 days of a known CGRI.

(b) The following proposed schedule is provided to facilitate the inspection of all units on a calendar year basis.

1. All service providers and station units shall endeavor to contact the VWLO during the first quarter.

2. All units of Marine Aircraft Group 26 shall endeavor to contact the VWLO during the second quarter.

3. All units of Marine Aircraft Group 29 shall endeavor to contact the VWLO during the third quarter.

4. Any remaining unit that was not inspected during its designated quarter, including those who were on deployment, shall endeavor to contact the VWLO during the fourth quarter.

(c) The VWLO shall inspect every newly assigned Victim Witness Assistance Coordinator (VWAC) within 60 days of receiving his or her appointment letter.

(2) The VWLO shall ensure that all VWACs have access to or physically maintain copies of all enclosures.

(3) The VWLO shall update the VWAP tracking sheet, enclosure (10), on an annual basis and distribute a copy to all members of the VWAP who maintain VWAP data.

(4) The VWLO shall maintain "By direction" authority to submit the DD Form 2706 on behalf of the installation commander.

b. Commanders' Responsibilities. Commanders are responsible for understanding and aggressively supporting the VWAP and ensuring compliance with this Order and all applicable regulations supporting the VWAP.

(1) Every squadron sized unit (or equivalent) and above shall appoint a VWAC in writing utilizing enclosure (2). The VWAC may be an officer, staff non-commissioned officer or civilian employee on the commanding officer's staff. A copy of the appointment letter will be provided to the VWLO per reference (a). The VWAC should not contemporaneously serve as a uniformed victim advocate per references (a) and (b).

(2) Commanders shall ensure that VWACs are immediately notified when a servicemember of the command is a victim or witness of crime as defined in reference (a). VWACs need to be notified immediately upon a servicemember being placed in pre-trial confinement.

(3) In the event of a summary court-martial where a service member is found guilty, the summary court-martial officer shall coordinate with the unit VWAC to issue a DD Form 2703 to all associated victims and witnesses. See enclosure (6). If confinement is adjudged and approved, the summary court-martial officer shall coordinate with the Legal Service Support Team, Camp Lejeune or the VWLO and unit VWAC, prior to completing the DD Form 2704.

(4) Commanders shall make every appropriate effort to protect victims of violence or abuse from further harm. Commanders shall ensure that all victims and witnesses are made aware of the resources that may be available to promote their safety, including military protective orders (MPO) and expedited transfer from their unit when applicable per reference (b).

(a) When Issued. Per reference (d), commanders shall issue MPOs, when necessary, to safeguard victims, quell disturbances, and maintain good order and discipline. DD Form 2873, the Military Protective Order, shall be used to issue an MPO. The current version of DD Form 2873 can be found at the DoD Publications and Forms website:
<http://web1.whs.osd.mil/icdhome/forms.htm>.

(b) Distribution and Retention. Commanders shall retain the original DD Form 2873 in the servicemember's record. Per reference (e) and in accordance with the distribution list contained on DD Form 2873, commanders shall provide a signed copy of the form to both the servicemember and protected person. Prior to providing the form, commanders shall ensure that any personal information belonging to either the servicemember or the protected person (i.e., home address, home phone number, social security number, date of birth) is redacted to prevent release thereof to either party.

(5) Commanders will include the VWAP to the unit's check-in and out sheet to ensure that all incoming servicemembers know the identity of the VWAC, if there were any issues from the prior command that the VWAC should be made aware, and when checking out ensure that, if any issues that the receiving command is informed of all those issues.

(6) Commanders shall provide annual VWAP training to unit personnel to ensure that unit personnel know the identity of their assigned VWAC and understand the rights of victims and witnesses.

(7) Commanders shall notify the VWLO prior to deployment to ensure that the unit receives appropriate VWAP training and VWAP material.

(8) Upon replacing the unit's VWAC, commanders shall forward a copy of the new appointment letter, enclosure (2), to the VWLO within five business days.

(9) Commanders should be prepared at all times to be inspected; however, the VWLO shall be available to inspect unit commanders and VWACs during their respective quarters as indicated in paragraph 1.a.(1)b of enclosure (1). If the unit is being inspected by CGRI, commanders shall notify the VLWO at their earliest convenience to ensure that the VWLO does not inspect their unit.

c. Unit Victim Witness Assistance Coordinators (VWAC)

(1) VWACs shall update a VWAP Flyer, enclosure (3), with their unit's information and post it on all squadron read boards and/or common areas.

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(2) Upon receipt of any report that a member of a command is either the victim or witness of a crime, the VWAC shall ensure that the victim and/or witness has been advised and understands the rights afforded to he or she under the VWAP and is provided with a completed DD Form 2701 (Initial Information for Victims and Witnesses of Crime), see enclosure (4).

(3) VWACs shall ensure processes are in place to track and maintain data on the number of victims and witnesses who receive a DD Form 2701 and who elected notification via DD Form 2704. See enclosure (10).

(4) VWACs shall ensure that total numbers are reported to the installation VWLO utilizing DD Form 2706, enclosure (8), by the fifth day following the end of each quarter (April, July, October, January), including the total number of victims and witnesses provided DD Forms 2701, 2702, 2703 and 2704.

(5) In the event that charges are preferred, the VWAC shall coordinate with the provost marshal office (PMO), trial counsel, and the command VWAC to ensure that victims and witnesses have been provided and understand the necessary notifications under the VWAP. Enclosures (9) and (10) will assist in tracking this process.

(6) VWACs will ensure upon servicemembers check-in that they know the VWAP victims and witnesses rights.

d. Service Providers (Staff Judge Advocate, Marine and Family Programs (MFP), Sexual Assault Prevention and Response Coordinator, Chaplain, and Medical)

(1) Upon replacing a council member, service providers shall forward a copy of the new appointment letter, enclosure (2), to the VWLO within five business days.

(2) Service providers shall ensure that victims and witnesses understand the rights afforded to them under the law and this chapter and have been provided with a completed DD Form 2701 (Initial Information for Victims and Witnesses of Crime). See enclosure (4).

(3) Service providers shall ensure processes are in place to track and maintain the number of victims and witnesses who have received DD Form 2701s. See enclosure (10).

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(4) Service providers shall ensure that total numbers are reported to the installation VWLO utilizing DD Form 2706, see enclosure (8), by the fifth day following the end of each quarter (April, July, October, January), including the total number of victims and witnesses provided DD Form 2701.

(5) Service providers should be prepared at all times to be inspected; however, the VWLO shall be available to inspect service providers during their respective quarters as indicated in paragraph 1.a.(1)b of enclosure (1). If a service provider is being inspected by CGRI, the service provider shall notify the VLWO at the earliest convenience to ensure that the VWLO does not inspect their organization.

(6) As appropriate, service providers shall inform victims that they may be reimbursed through state crime compensation funds for certain expenses incurred as a result of the crime. See enclosure (11).



UNITED STATES MARINE CORPS

ASO 5800.1

YOUR SQUADRON
LETTERHEAD
GOES HERE

23 Jun 14

IN REPLY REFER TO:
5800
CO
DATE

From: Commanding Officer, Squadron or Group Name
To: Rank First M. Last Name EDIPI: #####/### USMC
Subj: VICTIM WITNESS ASSISTANCE PROGRAM (VWAP)
Ref: (a) MCO 5800.14
(b) ASO 5800.14

1. In accordance with the references, you are hereby appointed as the Victim Witness Assistance Coordinator (VWAC) for Squadron(s)/Group and a member of the Victim and Witness Assistance Council for Marine Corps Air Station New River. As the VWAC, you will serve as the command's primary point of contact for victim and witness assistance matters.

2. As the responsible official for the Victim Witness Assistance Program (VWAP) for this command, your contact information will be published as follows:

Rank First M. Last Name
Legal Officer (or other billet), Squadron
Address 1
Address 2
Jacksonville, NC 28545
(910) 449-xxxx

3. You are directed to review the references in their entirety.
4. For any additional assistance or information that you require regarding the VWAP, contact Mr. William Yables, the Installation Victim Witness Liaison Officer (VWLO) for Marine Corps Air Station New River. He can be reached at (910) 449-7159.
5. You are required to attend all periods of training scheduled by the New River VWLO.
6. When you transition from your billet, ensure that your successor has been briefed on his/her new responsibilities as our Squadron(s)/Group VWAC. You must secure a new appointing letter from me for the new VWAC and provide that letter to the VWLO, Mr. Yables.

I. M. COMMANDING

Copy to: VWLO

Enclosure (2)



UNITED STATES MARINE CORPS

ASO 5800.1

YOUR SQUADRON

23 Jun 14

LETTERHEAD
GOES HERE

IN REPLY REFER TO:

5800

CO

DATE

FIRST ENDORSEMENT on CO, Squadron or Group ltr 5800 of date

From: Rank First M. Last Name EDIPI: #####/### USMC

To: Commanding Officer, Squadron or Group Name

Subj: VICTIM WITNESS ASSISTANCE PROGRAM (VWAP)

1. I hereby assume the duties and responsibilities as the VWAC.
2. I have read and familiarized myself with the duties and responsibilities of the VWAC per the references.

I. B. APPOINTED

SAMPLE

Victim and Witness Assistance Program (VWAP)



Mr. William Yables Jr.
(910) 449-7159
Victim Witness Liaison Officer
MCAS New River

Insert
Logo
Here

Rank First M. Last
(910) 449-####
Victim Witness Assistance Coordinator
UNIT, MCAS New River

Marine Corps Mission (MCO 5800.14) is that:

"The Marine Corps executes a professional Victim and Witness Assistance Program in order to reduce the trauma, frustration and inconvenience experienced by victims and witnesses of crime; inform victims of their statutory rights; and, assist victim and witness understanding of the military justice process."

Victims and witnesses often face adverse effects from crime. In the Marine Corps, victims and witnesses shall not face the effects of crime alone. The VWAP ensures victims and witnesses are provided with meaningful assistance once a crime is reported. The VWAP is specifically designed to lessen the effects of crime on victims and witnesses and to help them understand and participate in the military justice process. The military justice system operates to ensure good order and discipline is maintained in the Marine Corps. Without the cooperation of victims and witnesses, the military justice system would cease to function.

The Marine Corps will do all that is possible, within the limits of available resources and the law, to assist victims and witnesses of crime without infringing on the constitutional rights of an accused. Particular attention shall be paid to victims of violent crimes including, but not limited to, child abuse, domestic violence, and sexual assault. If you are a victim or a witness of a crime and have not been given the brochure **INITIAL INFORMATION FOR VICTIMS AND WITNESS OF CRIME (DD Form 2701)** call me - you have rights!

The specialized concerns and issues surrounding sexual assaults require all personnel involved in these cases to give additional consideration to the sensitive treatment of such victims. The Marine Corps Sexual Assault Prevention and Response Office (SAPRO) oversees all programs and services provided to sexual assault victims. **To report restricted or unrestricted sexual assault, contact your UVA or SAPR.**

SAPR Program Manager & Installation SARC: 910-449-5243.
Installation Victim Advocates: 910-449-6420/5254

To report a sexual assault, call the MCAS New River 24/7 Sexual Assault Hotline: 910-238-6384

Rank First M. Last 910-449-####
UVA, UNIT, MCAS New River

Rank First M. Last 910-449-####
UVA, UNIT, MCAS New River

If you are a victim you may seek assistance via Victim Legal Counsel 910-451-5165 or 910-750-6079 (cell)

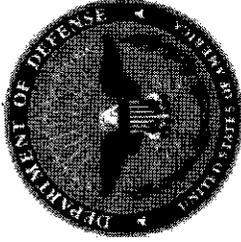
Victim and Witness Rights*

Victim Rights:

*-See MCO 5800.14 for all the Witness Rights

- (1) To be treated with fairness and respect for the victim's dignity and privacy.
- (2) To be reasonably protected from the accused.
- (3) To be notified of any decision to dispose of an allege offense at court-martial, NJP or ADSEP proceedings.
- (4) To be present at all public court-martial, NJP, and ADSEP proceedings, unless the court or legal advisor, after receiving clear and convincing evidence, determines that testimony by the victim would be materially affected if the victim heard other testimony at the proceeding. This right does not obligate the government to pay for expenses incurred by the victim to be present.
- (5) To be reasonably heard at any public proceeding involving release, plea, sentencing, or parole of the accused. This right does not obligate the government to pay for expenses incurred by the victim to be present.
- (6) To confer with the attorney for the Government in the case.
- (7) To receive information about the conviction, sentence, confinement, and release of the accused.
- (8) To be notified of the apprehension of an accused, the initial appearance of an accused before a military judge, the release of the accused pending court-martial, any escape of the accuse, and the time and location of any trial, NJP, or ADSEP proceedings (including entry of guilty pleas and sentencing).
- (9) To proceeding free from unreasonable delay.
- (10) To receive available restitution.

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If You Need Additional Assistance:

In regard to the status of the investigation, contact the investigator below:

(Name)

(Telephone Number)

In regard to other assistance available, contact the command Victim/Witness Responsible Official, or the person identified below:

VWLO: Mr. Yables / VWAC:

(910) 449-7159 / (910) 449-

(Telephone Number)

In regard to the prosecution, contact the legal office below:

Military Justice Section, LSST Camp Lejeune

(Name)
(910) 451-0142

(Telephone Number)

In regard to compensation for medical or other expenses, contact the state office for Crime Victim Compensation:

(Name)
1-800-826-6200 or (919) 733-7974

(Telephone Number)

Please notify these offices of any changes of address or telephone number.

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at:
<http://vwac.defense.gov/>

increased concern for their personal safety and that of their family, trouble concentrating on the job, difficulty handling everyday problems, feeling overwhelmed, and thinking of the crime repeatedly.

Some or all of these behaviors may occur and will ease with time. They are normal reactions but you may wish to see a counselor. State compensation funds may be available to reimburse you for such counseling. The Victim/Witness Assistance Responsible Official will have further information.

Your Rights As A Victim:

As a Federal crime victim, you have the following rights:

- The right to be treated with fairness and with respect for your dignity and privacy;
- The right to be reasonably protected from the accused offender;
- The right to be notified of court proceedings;
- The right to be present at all public court proceedings related to the offense, unless the court determines that your testimony would be materially affected if you as the victim heard other testimony at trial;
- The right to confer with the attorney for the government in the case;
- The right to available restitution;
- The right to information about the conviction, sentencing, imprisonment, and release of the offender.

INITIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME

Enclosure (4)

Initial Information For Victims and Witnesses of Crime

Introduction. We are concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may experience anger, frustration, or fear as a result of your experience. The officer responsible for Victim/Witness Assistance at your installation can help.

We have prepared this brochure to help you deal with the problems and questions which often surface during an investigation and to provide you with a better understanding of how the military criminal justice system works. Your continued assistance is greatly needed and appreciated.

A criminal investigation can be both complex and lengthy and may involve several agencies, some Federal and some local. If you request, you will be kept informed of the status of your case by the investigator handling your case. His or her name is on the back of this brochure.

If You Are Threatened Or Harassed.

If anyone threatens you or you feel that you are being harassed because of your cooperation with this investigation, contact the investigator or the Victim/Witness Responsible Official right away. It is a crime to threaten or harass a victim or witness.

If You Were Injured. If you do not have insurance to pay the cost of your medical or counseling bills, or related expenses, the state Crime Victim Compensation office may be able to assist.

If You Were a Victim of Spouse or Child Abuse.

For your safety, you may want a restraining order, or temporary shelter. For information about these steps or about counseling services, call the Victim/Witness Responsible Official. If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the prosecutor identified on the back of this brochure for further information.

Restitution. If an individual is arrested and prosecuted in federal court, you may be eligible for restitution. Restitution is court-ordered payment to you as a victim of crime. It is made by the offender for any out of pocket expenses caused by the crime. Restitution cannot be ordered as a sentence in a military court-martial, but it can be used as a condition of a pre-trial agreement to plead guilty to an offense, or as a condition of clemency or parole.

If Property Was Stolen. If your property was stolen, we hope to recover it as part of our investigation. If we do, we will notify you and return it to you as quickly as possible. Sometimes property needs to be held as evidence for trial. We will return your property once it is no longer needed as evidence.

If You Need Assistance With Your Employer or Command. If you have problems at work because of the crime or the investigation, we can contact your employer or Commanding Officer to discuss the importance of your role in the case.

If An Arrest Is Made. If you ask, you will be notified if a suspect is arrested. Since criminal defendants may be released before trial, you can ask for a restraining order to help protect you from the suspect.

Trial. Once an offense has been referred to trial, you will be contacted by the military trial counsel (prosecutor) or the Assistant U.S. Attorney assigned to handle your case, as appropriate. Each command and U.S. Attorney has a Victim/Witness Responsible Official to help answer your questions and deal with your concerns during the prosecution. You have the right to be consulted at key stages in the trial and will be informed of these rights by trial counsel.

Confinement. If the accused is sentenced to confinement (prison), you have a right to notification of changes in the confinee's status. Use a DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status", to request that the confinement facility notify you of parole hearings, escape, release, or death of the confinee.

The Emotional Impact of Crime. Many victims and witnesses are emotionally affected by the crime. Although everyone reacts differently, victims and witnesses report some common behaviors, such as

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Your Participation.

You may choose to participate in the trial at several stages. You may ask to be:

- Notified of and be present at all public court proceedings;
- Consulted on pre-trial confinement of accused and release of accused from pre-trial confinement;
- Contacted about the proposed dismissal of any and all charges;
- Consulted on decision not to prosecute;
- Contacted regarding the proposed terms of any negotiated plea;
- Consulted on proposed terms of any pre-trial agreement;
- Notified of the acceptance of a guilty plea; to present to the court evidence on sentencing;
- Informed about the conviction, sentencing, and imprisonment of the accused.

Points of Contact:

Victim/Witness Responsible Official

Mr. William Yables Jr.

(Name)
(910) 449-7159

(Telephone Number)

Trial Counsel

Military Justice, LSST-Camp Lejeune

(Name)
(910) 451-0142

(Telephone Number)

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at:

<http://dod.mil/vwac>

Sentencing.

In this phase, the judge or members (jury) decide the appropriate types and amount of punishment. The Trial Counsel may call witnesses to show aggravating factors concerning the offenses. The defense may call witnesses to show the offense may be less serious than otherwise indicated. You may be asked to return to the witness stand and testify as to how the crime has affected you. This may include the emotional, physical and financial suffering you experienced.

Punishment.

The court-martial ends when the judge reads the sentence to the accused. Normally, any confinement ordered begins at the time the sentence is announced. Other parts of the sentence, such as forfeitures of pay and reduction in rank, take effect after the "convening authority", usually a senior officer, takes "action" on the case. This generally occurs within two to three months, but can take longer in more complex cases.

If the accused is sentenced to prison, you have additional rights to notification of any changes in the inmate's status. These will be explained to you by the Trial Counsel or a designated representative.

If the offender is convicted or discharged for abusing you or your children, you may be eligible for "transitional compensation" benefits. Contact the Trial Counsel for an application (DD Form 2698) and for further information.

COURT-MARTIAL INFORMATION FOR VICTIMS AND WITNESSES OF CRIME

Enclosure (5)

Court-Martial Information For Victims and Witnesses of Crime

Introduction.

The Department of Defense is concerned about the problems often experienced by victims and witnesses of crime. We know that as a victim or witness, you may feel anger, confusion, frustration, or fear as a result of your experience and then feel added frustration in the course of the trial. The information in this brochure will explain the criminal justice procedures, and your role as a witness.

In the military, a prosecutor is called the Trial Counsel. The Trial Counsel's office will make every effort to keep you informed of the times and places you may be needed. However, it is not unusual for court dates to change several times before the trial. It is very important to keep the Trial Counsel informed of your current address and telephone number.

Referral of Charges.

Like a civilian criminal "complaint," the referral of charges begins the criminal trial process. Upon referral, you may participate in the case at several points as outlined below.

Pretrial Conference.

You will be asked to speak with the Trial Counsel handling the case at least once before you testify. The Trial Counsel will answer any questions you may have at this time, and will tell you what will be expected of you as a witness.

Article 32 Hearing.

Serious crimes are dealt with in a "General" court-martial which includes an "Article 32" hearing. Similar to a grand jury hearing, an Article 32 hearing is the preliminary investigation into the charges to determine if reasonable grounds exist to believe the accused committed the crimes charged. In the Article 32 hearing, testimony is given to an Investigating Officer (IO), rather than a judge or jury. You may have to appear at the hearing and testify under oath regarding what you know about the charges. After the Article 32 hearing, the IO recommends whether to "refer" (send) the case to trial. In less serious cases, the preliminary hearing is not required and cases are referred to a Special Court-Martial.

Court-Martial.

This is the trial of the accused. It generally has two parts: findings (guilty or not guilty) and sentencing (punishment). In the findings phase the accused has the right to choose whether a Military Judge sitting alone or a panel of "members" (jury) will decide whether the accused is guilty of any offenses.

Testimony.

If you testify, you will be placed under oath and asked questions by the Trial Counsel, and, in most cases, cross-examined by the Defense Counsel. Usually, counsel for both sides will have spoken to you prior to testifying so there will be very few surprises. If you have concerns about embarrassing questions that could be asked, tell the Trial Counsel before trial.

Pointers When Testifying.

- Dress Appropriately: Be neat. Dress conservatively.
- Tell the Truth: Honesty is the best policy.
- Speak Clearly and Loudly: Everyone in the courtroom must be able to hear what you have to say. No gum chewing.
- Don't Guess or Speculate: If you don't know, say you don't know. Give positive, definite answers when you remember positively.
- Be Courteous: Answer politely and address the judge as "Your honor."
- Don't Lose Your Temper: Stay calm.

Closing Argument.

After all evidence is received by the court, each side makes a closing argument. After argument, the judge or members will adjourn to deliberate on the issue of guilt or innocence. If there is a finding of "not guilty," the accused is released and the court-martial process ends. If there is a finding of "guilty," the trial immediately goes to the sentencing phase.

DEPARTMENT OF
DEFENSE



Points of Contact:

Service Central Repository

(Name)
(703) 614-1480
(Telephone Number)

Confinement Facility

Marine Corps Base, Camp Lejeune, NC

(Name)
(910) 451-1308
(Telephone Number)

Service Clemency and Parole Board

(Name)
(202) 590-0326
(Telephone Number)

Other

(Name)
(Telephone Number)

For further information on crime issues, see the DoD Victim and Witness Assistance Council web page at:

<http://dod.mil/vwac>

Your Rights As A Victim.

As a victim of a crime, you have the following rights under the Victim's Rights and Restitution Act of 1990 (Public Law No. 101-647):

- To be treated with fairness and with respect for your dignity and privacy;
- To be reasonably protected from the accused;
- To be notified of court proceedings;
- To be present at all public court proceedings related to the offenses, unless the court determines that your testimony would be materially affected if you heard other testimony at trial;
- To confer with the attorney for the Government (Trial Counsel) in the case;
- To receive available restitution;
- To receive information about the conviction, sentencing, imprisonment, parole eligibility and release of the accused.

Post-Trial Information For Victims and Witnesses of Crime

Introduction.

This brochure details the post-trial process and your rights in that process. Most important is your right to be notified of changes in the confinement status of the offender in your case.

Location of Confinement Facility.

The Victim and Witness Assistance Program does not end with the completion of the court-martial. If the accused is convicted of any offense, the court-martial will sentence the accused. If the sentence includes confinement, the accused, now called "inmate", is usually taken immediately to jail. If there is a confinement facility at the installation where the trial was held, the inmate will be held there temporarily.

Depending on the security level of the inmate, he/she may be assigned to various work details around the installation. If the inmate's period of confinement is minimal, and there are adequate facilities on the installation, the inmate may serve the entire sentence at the installation.

If there is no confinement facility at the installation, the facility is not adequate to house the inmate, or the sentence is in excess of what is handled on the installation, he/she will be taken to a regional confinement facility. The inmate may later be transferred to other facilities available,

based on length of sentence, programs and security levels. You will be notified of these changes if you fill out a form called DD Form 2704, "Victim/Witness Certification and Election Concerning Inmate Status." It is very important that you keep the confinement facility informed of your current address and telephone number.

Convening Authority Action.

The other parts of the sentence (e.g., forfeitures of pay, reduction in rank) will not be effective until the "convening authority", usually a senior officer, takes "action" on it, generally within 6 to 9 months. The convening authority may disapprove the findings, disapprove or reduce any part of the sentence, or approve everything except a punitive discharge. The convening authority cannot increase any part of the sentence. You have the right to submit a statement to the convening authority on how you feel about the inmate receiving clemency. You can ask the Trial Counsel about this right.

Clemency and Parole Consideration.

Military inmates are eligible for parole consideration when they have completed 1/3 of their confinement, and every year thereafter. You may make a statement to the Clemency and Parole Board on how the crime affected you. The statement may be on audio or video tape or in writing and may be sent to the Service Clemency and Parole Board at the address on the back of this page. A personal appearance before the Board may also be permitted.

Notification Rights.

You have the right to be notified in writing of the following changes in the inmate's status: transfer to another facility, parole, escape, release from confinement, or death while in confinement. If the inmate is released on temporary home leave (for example, to visit a dying parent), the confinement facility will make every effort to notify you in advance.

How To Exercise Your Rights.

If you want to exercise these rights, and be notified of the dates of any clemency and parole hearings, and changes in the inmate's status, you must fill out DD Form 2704, "Victim/ Witness Certification and Election Concerning Inmate Status." You MUST notify the Service Central Repository of all address and telephone number changes if you want to receive notices. This information will be kept confidential.

Points of Contact.

From now on, your point of contact will be the confinement facility or the Service Central Repository listed on the back of this page. Please call if you have any questions.

VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS

PRIVACY ACT STATEMENT

AUTHORITY: 42 U.S.C. 10607 et seq.; 18 U.S.C. 1512 et seq; DoDI 1325.07; DoDI 1030.2; and DoDD 1030.1.

PRINCIPAL PURPOSES: To inform victims and witnesses of their post-trial rights; to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in prisoner status.

ROUTINE USES: None.

DISCLOSURE: Voluntary; however, failure to provide identifying information will prevent the correctional facility from notifying victim or witness of changes in a criminal offender's status.

SECTION 1 - ADMINISTRATIVE INFORMATION

Incident Number _____
Installation MCAS NEW RIVER City JACKSONVILLE State NC ZIP Code 28545
Court-martial case of United States v. _____
Print Name of Accused (Last, First, Middle Initial) *Social Security Number (last 4 only)*
Convened by _____
Court-Martial Convening Order Number, Date, and Issuing Command

SECTION 2 - CERTIFICATION OF NO VICTIM(S) OR WITNESS(ES)

I certify that this case does not involve a victim or witness entitled to receive information about the confinement status of the defendant as required by 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq.

Date (YYYYMMDD)

Signature of Trial Counsel or Designee

Type Name (Last, First, Middle Initial)

Grade and Title

Telephone Number (Include area code)

IF THERE ARE NO VICTIM(S) OR WITNESS(ES), STOP HERE AND SKIP TO SECTION 4.

SECTION 3 - CERTIFICATION OF ADVICE TO VICTIM(S) AND WITNESS(ES)

I certify that on this date I personally notified the victim(s) and witness(es) in the above-named court-martial case that included a sentence to confinement, of their right under 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq., to receive information about the status of the prisoner named in Section 1 of this form, to include length of sentence, anticipated earliest release date, likely place of confinement, the possibility of transfer, and the right to receive notification of a new place of confinement. I advised of the possibility of parole or clemency with an explanation of these terms. Additionally, I advised of the right to prior notification of the prisoner's parole hearings, release from confinement, escape and death. I advised the victim(s) and witness(es) that to receive notification of the prisoner's transfer, parole hearings, and release confinement, the victim or witness **MUST PROVIDE THE INFORMATION REQUIRED ON PAGE 2 OF THIS FORM.** I advised all victim(s) and witness(es) that if they elect to terminate or reinstate notifications, or if they change their address, they must contact the Military Service Central Repository listed in Section 4. When a Victim or Witness is not present to initial box 4 (on page 2 of this form) the Trial Counsel or Designee shall contact the Victim or Witness in order to determine their election choice (Yes or No). Once verified, the Trial Counsel or Designee shall initial box 4 indicating and validating the Victim's or Witness's election choice.

Date (YYYYMMDD)

Signature of Trial Counsel or Designee

Type Name (Last, First, Middle Initial)

Grade and Title

Telephone Number (Include area code)

SECTION 4 - DISTRIBUTION

1. MILITARY SERVICE CENTRAL REPOSITORY

CMC HQ USMC
2 NAVY ANNEX (PSL CORRECTIONS RM
3312)
WASHINGTON, DC 20380-1775
COMM: (703) 614-1480

2. LAW ENFORCEMENT/SPECIAL INVESTIGATION

3. CORRECTIONAL FACILITY

BRIG COMPANY HQSPTBN
PSC BOX 20140
CAMP LEJEUNE, NC 28542
COMM (910) 451-1308

**INSTRUCTIONS FOR COMPLETING DD FORM 2704,
VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS**

PURPOSE: This form shall be used for victims and appropriate witnesses (those who fear harm by the offender) to elect to be notified of changes in the offender's status while in confinement. For all cases resulting in a sentence to confinement, the DD Form 2704 shall be completed and forwarded to the Service Central Repository, the gaining confinement facility, local responsible official, and the victim or witness, if any.

SECTION 1 - ADMINISTRATIVE INFORMATION

Incident Number: Obtained from the DD Form 1569.

Installation, City, State and Zip Code: The geographical location of the Convening Authority (CA).

Court-Martial Case of United States v.: Add the offender's name and last four digits of his/her Social Security number.

Convened By: Add the court-martial convening order number, date, and issuing command.

SECTION 2 - CERTIFICATION OF NO VICTIM(S) OR WITNESS(ES)

Complete this section only if there are no victims or witnesses who are entitled to notification under the Victim's Rights and Restitution Act of 1990, and DoD Instruction 1030.2.

Date and Signature certifying there are no victim(s) or witness(es) who are entitled to notification under the Victim's Rights and Restitution Act of 1990, and DoD Instruction 1030.2.

Print Name (Last, First, Middle Initial), **Grade, Title and Telephone Number.** Add the same identification as the individual signing the form.

If there are no victims or witnesses involved in this case, stop and go to Section 4.

Forward Page 1 only to the respective Military Central Repository.

SECTION 3 - CERTIFICATION OF ADVICE TO VICTIM(S) AND WITNESS(ES)

Complete this section, print, date and sign, certifying the victim(s) and/or witness(es) have been advised of their rights to be notified by the person signing this document.

Date and Signature certifying that any victim(s) or witness(es) have been advised of their rights to notification under the Victim's Rights and Restitution Act of 1990, and DoD Instruction 1030.2. The authorized signature per DoDI 1030.2 is the "Trial Counsel or Designee" as identified by Service specific regulations.

Print Name (Last, First, Middle Initial), **Grade, Title and Telephone Number.** Add the same identification as the individual signing the form.

When a victim or witness **is not present** to initial box 4 (on Page 2 of this form), **the certifying official of this document shall contact the Victim or Witness in order to determine their election choice (Yes or No). Once verified, the certifying official shall initial box 4 indicating and validating the Victim's or Witness's election choice.**

Forward Page 1 and all other pages listing victims and witnesses to the Military Central Repository.

SECTION 4 - DISTRIBUTION

A copy of the completed form shall be forwarded to each of the listed agencies.

Block 1 - Military Service Central Repository. Add the address for the offender's branch affiliation.

Block 2 - Law Enforcement/Special Investigation. Add the address for the offender's branch affiliation.

Block 3 - Correctional Facility. Add the location of the prisoner's confinement.

SECTION 5 - LIST OF VICTIM(S) AND WITNESS(ES)

Statement of Understanding should be read to the victim(s) and witness(es) when possible.

Statement of Transfer Notification should be read to the victim(s) and witness(es) when possible.

Column 1. Add the identified victim(s) and witness(es). Provide age if victim/witness is a minor. Indicate whether Adult, Parent, Legal Guardian, Minor, Incompetent, Incapacitated. If under 18 years old, incompetent or incapacitated, also list parent or legal guardian's name. Indicate whether victim (V), witness (W), or victim and witness (V&W) in this case.

Column 2. Add the address of the identified victim(s) and witness(es). If under 18 years old, incompetent or incapacitated, also list parent or legal guardian's address (if different from that of victim or witness).

Column 3. Add the complete telephone number of the identified victim(s) and witness(es). If under 18 years old, incompetent or incapacitated, also list parent or legal guardian's telephone number (if different from that of victim or witness).

Column 4. Victim, witness, or Trial Counsel or Designee are required to enter initials in the Yes or No column, indicating desire to be notified regarding the prisoner's status.

NOTE: Prevent victim(s) and witness(es) personal information from being released to other victim(s) and witness(es).

NOTE: DO NOT provide this form to the prisoner. This form (when filled in) is FOIA and PA exempt from release under DoD 5400.7R and 5 U.S.C.

TERMS AND DEFINITIONS

Victim: A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime committed in violation of the UCMJ (Chapter 47 of the U.S.C., reference (b)) or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by the DoD Components. Refer to DoDD 1030.1, Enclosure 1, E1.1.5 - E1.1.5.4. for the list of individuals included as victims. When Victim is under 18 years of age, the term includes Parent, etc. (loco parentis precedence) and are afforded the same notification status as the victim due to the minor victim relationship. Ensure their loco parentis title, e.g., Parent, is completed after their name in Column 1.

Witness: A person who has information or evidence about a crime, and provides that knowledge to a DoD Component about an offense in the investigative jurisdiction of a DoD Component. When the victim is a minor, that term includes a family member or legal guardian.

THE TERM "WITNESS" DOES NOT INCLUDE A DEFENSE WITNESS OR AN INDIVIDUAL INVOLVED IN THE CRIME AS A PERPETRATOR OR ACCOMPLICE. Further state - when the parent or guardian are crime witnesses for which the accused is found guilty and ordered a confinement sentence (witnessed charges), in addition of being afforded the Victim status for the notification of a minor, as a parent/guardian, they are also afforded the Witness status - annotate as (V & W). Those parent(s)/legal guardians of minors who assume the Victim status for notification purposes but did not witness or provide evidence of the crime only assume the Witness status.

ANNUAL REPORT ON VICTIM AND WITNESS ASSISTANCE

REPORT CONTROL SYMBOL

DD-P&R(A)1952

This report summarizes delivery of services to victims and witnesses as prescribed by the Victim and Witness Protection Act of 1982 (18 USC 1512) and the Victim's Rights and Restitution Act of 1990 (42 USC 10601-10607). It is submitted annually in accordance with DoD Instruction 1030.2.

1. REPORTING OFFICE		2. REPORTING PERIOD				
		a. FROM	b. TO			
		January 1,	align="center">December 31,			
3. DURING THE REPORTING PERIOD, OUR LAW ENFORCEMENT, SPECIAL INVESTIGATION, TRIAL COUNSEL, AND RELATED OFFICES ASSISTED:		(1) NUMBER OF CRIME VICTIMS	align="center">(2) NUMBER OF WITNESSES			
a. DD FORM 2701 UPON INITIAL CONTACT <i>(Number of crime victims and witnesses informed of their rights to assistance.)</i>						
b. DD FORM 2702 UPON REFERRAL TO COURT-MARTIAL <i>(Crime victims informed of their consultation rights in courts-martial.)</i>						
c. DD FORM 2703 UPON SENTENCING TO CONFINEMENT <i>(Number of crime victims and witnesses informed of their right to be notified of changes in the prisoner's status in confinement (i.e., release, transfer, escape, parole, death))</i>						
d. DD FORM 2704 ONCE INFORMED OF THEIR RIGHT TO BE NOTIFIED OF CHANGES IN THE PRISONER'S STATUS <i>(Number of crime victims and witnesses who elected to be notified of prisoner status changes.)</i>						
4. DURING THIS REPORTING PERIOD, NOTIFICATION LETTERS WERE SENT FROM OUR CORRECTIONAL FACILITIES:		(1) NUMBER OF PRISONER STATUS CHANGES	align="center">(2) NUMBER OF NOTIFICATION LETTERS			
DD FORM 2705 UPON STATUS CHANGE <i>(Number of status changes that required notification letters)</i>						
5. AS OF DECEMBER 31, _____		(1) ARMY	(2) NAVY	(3) AIR FORCE	(4) MARINES	(5) COAST GUARD
OUR CORRECTIONAL FACILITIES CUMULATIVE REPORT OF TOTAL SERVICE PRISONERS THAT REQUIRE VICTIM AND WITNESS NOTIFICATIONS:						(6) OTHER
6. DOD COMPONENT RESPONSIBLE OFFICIAL						
a. NAME <i>(Last, First, Middle Initial)</i>		b. SIGNATURE			c. DATE SIGNED <i>(YYYYMMDD)</i>	

VWAP INTAKE FORM

PRIVACY ACT STATEMENT

Information contained on this form is maintained under Privacy Act System of Records Notice N05810-2, Military Justice and Correspondence Information File (January 08, 2001, 66 FR 1321) **AUTHORITY:** 5 U.S.C. 301, Departmental Regulations and 42 U.S.C. 10601 et seq., Victim's Rights and Restitution Act of 1990 as implemented by DoD Instruction 1030.2, Victim and Witness Assistance Procedures. **PURPOSE:** To provide information and support to victims and witnesses in compliance with the Victim and Witness Assistance Program, the Sexual Assault Prevention and Response Program, and the Victims' Rights and Restitution Act of 1990. **ROUTINE USE:** In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act, these records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows: To victims and witnesses to comply with the Victim and Witness Assistance Program, the Sexual Assault Prevention and Response Program, and the Victims' Rights and Restitution Act of 1990. **DISCLOSURE:** Voluntary, however failure to provide this information may result in lack of information and services provided under the Victim Witness Assistance Program.

Victim/Witness Information

Victim/Witness Name:		
Type of Crime:	Date of Incident:	Incident Number:
Determine if there is intra-familial abuse by the service member? Yes or No If yes, ensure that the victim received information on Transitional Compensation for Abused Family Members Program from Marine and Family Programs.		
What date was the DD Form 2701 issued on: _____ and by who: _____		
Victim/Witness Work Phone:	Home Phone:	Cellular Phone:
Victim/Witness Work Email address:		
Victim/Witness Personnel Email address:		
How does the Victim/Witness wish to receive additional information?		
Does the Victim/Witness request notification of pretrial confinement status changes? Yes or No		
Victim/Witness Unit/home address:	VWAC Unit:	VWAC Name:
	VWAC Phone:	VWAC Email:

Witness Names (complete additional Intake Form for each witness)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Accused Information

Are there multiple accused? Yes or No	Accused Unit VWAC Name:
Accused Name:	Accused Unit VWAC Phone:
Accused Unit:	Accused Unit VWAC Email:
Accused in confinement? Yes or No	Date confined:
Has the Accused been released from confinement? Yes or No	Date released:
Multiple Accused use the space below for Name(s), Unit, VWAC and Phone numbers:	

Victim Legal Counsel Organization

Has the Victim been notified that they may seek assistance via the Victim Legal Counsel Organization? Yes or No
Did the VWAC need to assist the Victim with obtaining counseling services? Yes or No
Is the Victim represented by Victim Legal Counsel? Yes or No
Name of the Victim Legal Counsel:
Phone number of the Victim Legal Counsel:
Email address for the Victim Legal Counsel:

Transfer Information

Has the victim request a transfer? Yes or No	Transfer date:
Victim's new Unit:	New Unit's VWAC Name:
Victim's new Phone:	New Unit's VWAC Phone:
Victim's Email if changed:	Date New VWAC notified:
Has the Accused transferred? Yes or No	Transfer date:

VWAP Personnel Contact Information

Trial Counsel:	Phone Number:
NCIS Agent:	Phone Number:
CID Agent:	Phone Number:
UVA:	Phone Number:
VA:	Phone Number:
Members OIC/SNCO:	Phone Number:

Courts-martial Process

Victim/Witness aware of the next stage of the legal process: referral of charges, referral of charges, and then arraignment? Yes or No
Did the Victim/Witness receive and understand the DD Form 2702? Yes or No
Is the Victim/Witness aware of the general nature of the charges preferred? Yes or No
Does the Victim/Witness request notification of confinement status? Yes or No
Did the accused receive a pretrial agreement (PTA)? Yes or No - If yes, was the victim notified? Yes or No

General Courts-martial Only

Is the Victim/Witness aware of the Article 32 date? Yes or No	Date of Article 32:
Is the Victim/Witness aware of the legal forum recommended by the Art 32 Investigating Officer? Yes or No	

General and Special Courts-martial

Is the Victim/Witness aware of the arraignment date? Yes or No	Date of arraignment:
Is the Victim/Witness aware of the Motions date? Yes or No	Date of Motions:
Is the Victim/Witness aware of the Trial date? Yes or No	Date of Trial:
Was the Accused convicted of any crime? Yes or No	Did the TC issues 2703? Yes or No
Was the Accused sentence to serve any future time in the Brig? Yes or No	Did the TC issue 2704? Yes or No

Summary Courts-martial Only

Was the accused found guilty? Yes or No
- If yes, did the VWAC or the Summary Court-martial Officer issue the 2703? Yes or No
Did the accused receive confinement? Yes or No
- If yes, did the VWAC or the Summary Court-martial Officer issue the 2704? Yes or No

Special Instructions for Article 120 Offenses

Was the Accused charged with an Article 120 offense? Yes or No
If yes: Did the Victim testify during court-martial proceeding? Yes or No
If yes: Did the TC provide the victim notification of the right to receive a copy of the record of trial? Yes or No

Case Closed on this date, _____
File under SSIC 5811, SECNAV M-5210.1, PART III, CHAP. 5, PARA 5811.1 - 2 YRS

Totals 2701 0 2702 0 2703 0 2704 0

Week ending	2701	2702	2703	2704
	Crime Victims	Witnesses	Crime Victims	Witnesses
1/4				
1/11				
1/18				
1/25				
2/1				
2/8				
2/15				
2/22				
3/1				
3/8				
3/15				
3/22				
3/29				
Submit 1st Qtr report to VWLO by 5 April 20XX				
4/5				
4/12				
4/19				
4/26				
5/3				
5/10				
5/17				
5/24				
5/31				
6/7				
6/14				
6/21				
6/28				
Submit 2d Qtr report to VWLO by 8 Jul 20XX				

Week ending	2701	2702	2703	2704
	Crime Victims	Crime Victims	Crime Victims	Crime Victims
	Witnesses	Witnesses	Witnesses	Witnesses
7/5				
7/12				
7/16				
7/26				
8/2				
8/9				
8/16				
8/23				
8/30				
9/6				
9/13				
9/20				
9/27				
Submit 3rd Qtr report to VWLO by 5 Oct 20XX				
10/4				
10/11				
10/18				
10/25				
11/1				
11/8				
11/15				
11/22				
11/29				
12/6				
12/13				
12/20				
12/27				
Submit 4th Qtr report to VWLO by 5 Jan 20XX				

INJURIES INFORMATION Attach all itemized medical bills related to the injuries received from the crime. If Victim deceased, attach funeral bill and a copy of the death certificate .	Did victim receive injuries from the crime? <input type="checkbox"/> No <input type="checkbox"/> Yes -- (describe) _____ Did victim receive medical treatment? <input type="checkbox"/> No <input type="checkbox"/> Yes - (Physician who treated victim) _____ Address _____ City _____ State _____ Zip _____ Hospital where victim was treated _____
	Did victim receive counseling? <input type="checkbox"/> No <input type="checkbox"/> Yes Name of counselor _____ Address _____ City _____ State _____ Zip _____
	Is victim deceased due to injuries from crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of funeral home _____ phone # _____ Federal ID# _____ Street address _____ City _____ State _____ Zip _____
	_____ Lost Wages (Victim) _____ Funeral/burial (Victim) _____ Mental Counseling (Victim) _____ Medical/Dental (Victim) _____ Other (Victim or Claimant) _____ Was victim employed at time of crime? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, do not complete employment information.)
	Employer's Name _____ Phone # () _____ Address _____ City _____ State _____ Zip _____

Section 5: TYPES OF ECONOMIC LOSS (Check all that apply)	_____ Lost Wages (Victim) _____ Funeral/burial (Victim) _____ Mental Counseling (Victim) _____ Medical/Dental (Victim) _____ Other (Victim or Claimant) _____ Was victim employed at time of crime? <input type="checkbox"/> Yes <input type="checkbox"/> No (If no, do not complete employment information.) Employer's Name _____ Phone # () _____ Address _____ City _____ State _____ Zip _____
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Section 6: ADDITIONAL INFORMATION Supply all additional information as related.	Has an attorney been retained for purposes of representing victim or claimant in a civil suit related to crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Attorney Name _____ Address _____ City _____ State _____ Zip _____ Was a civil suit filed or do you anticipate filing a civil suit as a result of the crime? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you applied for other financial assistance? <input type="checkbox"/> Yes <input type="checkbox"/> No - Agency Name _____ Address _____ City _____ State _____ Zip _____ Victim or Offender Auto Insurance _____ Address _____
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Section 7: CERTIFICATION Please read carefully, date and sign. Must be 18 or older to sign. Application must be NOTARIZED. This authorization is granted for a period of two year from this date.	I authorize the Office of Victim Services to request and obtain any information or records required to determine the eligibility of my claim for a period not to exceed the full processing of this application. I agree that if I recover any money from the offender or from any other source as payment for my injury, I will pay it to the Office of Victim Services or that amount may be deducted from the amount of compensation for which I am eligible. I agree that the failure to immediately inform the Office of Victim Services of the existence of any other funds constituting payment for my injury may be considered fraud and that the Office of Victim Services may reduce or deny my claim or may initiate an action to recover funds previously paid. I agree that the Office of Victim Services may pay compensation directly to the provider for any unpaid expenses relating to this claim. I understand that willfully and knowingly providing false information could result in this claim being disallowed and/or imprisonment of up to five years. I certify under penalty of law that the information contained in this application is true to the best of my knowledge.
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STATE OF NORTH CAROLINA
 COUNTY OF _____

Sworn to and subscribed before me the undersigned this the _____ day of _____, _____ (month) (year)

 (Notary Public)

 Victim's (or Claimant's) Signature

My Commission Expires _____

 Mailing Address

Dated this the _____ day of _____, _____ (month) (year)

 (City, State, Zip)

PLEASE MAIL TO:
 NORTH CAROLINA DEPARTMENT OF PUBLIC SAFETY
 Office of Victim Services
 4232 Mail Service Center
 Raleigh, North Carolina 27699-4232
 (919) 733-7974
 1-800-826-6200 (in North Carolina)
 Web Address: <http://www.nccrimecontrol.org/VJS>