

**BY ORDER OF THE COMMANDER
HILL AIR FORCE BASE (AFMC)**



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Law

ADMINISTRATION OF MILITARY JUSTICE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force WebRims Records Disposition Schedule (RDS).

AFI 51-201, 26 November 2003 is supplemented as follows:

7.7. The Ogden Air Logistics Center Commander (OO-ALC/CC) delegates local responsible official (LRO) duties and responsibilities to the OO-ALC Staff Judge Advocate (OO-ALC/JA).

7.7.1 (Added). Victim and Witness Assistance Program (VWAP) Executive Board. The oversight board will consist of representatives from Family Advocacy, Chaplain's office, Office of Special Investigations, Security Forces, and Family Support Center. The board will be chaired by the LRO or his designee.

7.8. The LRO's designee will appoint victim liaisons from one or more of the agencies represented on the VWAP Executive Board.

7.9. All agencies represented on the Executive Board will use DD Form 2701, **Initial Information for Victims and Witnesses of Crime**, to inform victims and potential victims of crime of the rights and services relevant to the victim's needs as listed in AFI 51-201, Chapter 7, paragraph 7.10. Ensure the blank lines on the distributed DD Forms 2701 are completed with functional address symbol, phone number, and name to contact.

7.10.1. Make every effort to coordinate directly with agencies to which the victim is referred to ensure the victim/witness knows where to go and with whom to speak. If coordination is not made directly for the victim/witness, then, at a minimum, the agency or person making the referral will give a courtesy call to the referred agency to advise the referred agency of the victim/witness' pending visit or call. The person making the referral will obtain the victim/witness' consent before placing the courtesy call. The Security Forces are specifically exempted from directly contacting service organizations on behalf of victims and witnesses. The Victim/Witness Assistance Coordinator and Family Advocacy will monitor the Security Forces blotter and will contact victims and witnesses directly if a need for base services may exist for particular victims and witnesses.

7.10.13. All agencies represented on the Executive Board are encouraged to coordinate with community victim-oriented organizations to share information and resources and to foster goodwill between on-base and off-base agencies. Any official liaison membership or activity must be according to the Joint Ethics Regulation and other applicable authorities, including but not limited to, fiscal law requirements.

7.16.1. The VWAP Executive Board representatives will ensure members of their respective agencies receive VWAP training. This training will focus on the particular VWAP requirements of the agency conducting the training. Law enforcement training must meet the minimum requirements of AFI 51-201, Chapter 7, paragraph 7.16. Training resources and guidance may be coordinated through the Board.

7.16.2.1 (Added). The VWAP Executive Board will coordinate training for commanders and first sergeants. VWAP training through participation in outside concurrent training may suffice to meet this requirement.

7.16.2.2 (Added). The LRO will coordinate specialized training for potential victim/witness assistance liaisons. The purpose of this coordination is to gain a broader perspective of training needs and to enhance avenues for obtaining training expertise and resources

7.16.2.3 (Added). The VWAP Executive Board will coordinate additional opportunities to publicize the VWAP through display of relevant victim assistance information, articles, briefings, newcomer packages, and any other means as the Board may see fit, subject to command approval.

7.16.4.1 (Added). Each agency represented on the Board is responsible for providing the LRO with information from that agency which may be pertinent to victims and witnesses of crime. The LRO will consolidate this information and provide to appointed victim liaisons during the training referenced in paragraph 7.16.2.2.

7.17. The LRO will create a customer survey and checklist to be included in the VWAP information package and distributed by victims/witness liaisons.

M. WARNER MEADOWS, Lt Colonel USAF
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