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: preferral 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