



DEPARTMENT OF THE ARMY  
HEADQUARTERS  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
FORT LEONARD WOOD, MISSOURI 65473-5000

REPLY TO  
ATTENTION OF

28 JUN 2004

ATZT-CG

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 21-04, Fort Leonard Wood Victim and Witness Assistance Program

1. PURPOSE. To establish the policy for the assistance of victims and witnesses of crimes being handled within the Fort Leonard Wood military justice system.
2. POLICY. All crime victims should be treated with dignity and respect. Therefore, all personnel working within and in support of the Fort Leonard Wood military justice system, that is, commanders, judge advocates, law enforcement and investigative agencies, and all other personnel directly involved with prosecuting crimes or providing victim services, should ensure that victims of crime are treated courteously and with respect for their privacy. In cases where a victim has been subjected to attempted or actual violence, every reasonable effort will be made to minimize further traumatization. All victims will be treated with care and compassion, particularly victims of child abuse, domestic violence, and sexual misconduct.
3. REFERENCE. AR 27-10 (Military Justice), Chapter 18, is the authority for the Army's Victim and Witness Assistance Program.
4. DEFINITIONS.
  - a. A victim is a person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime being handled within the military justice system.
  - b. A witness is a person who has information or evidence about a crime and provides that knowledge to a DOD investigative component. IAW AR 27-10, Chapter 18, para.18-5b, the term "witness" does not include a defense witness.
5. RESPONSIBILITIES.
  - a. The Staff Judge Advocate (SJA) is the local responsible official for victim and witness assistance within the General Court-Martial jurisdiction of Fort Leonard Wood. The SJA will designate in writing Victim Witness Liaisons (VWLs) to administer the Victim and Witness Assistance Program. The VWL will act as the primary point of contact through which victims and witnesses may obtain information and assistance in securing available victim and witness services.
  - b. Commanders, investigators in both Law Enforcement Command and USACIDC, and all other personnel directly involved with prosecuting crimes or providing victim services, should ensure that victims and witnesses of crime are provided the name, location, and telephone number of a VWL on DD Form 2701, Initial Information for Victims and Witnesses of Crime, at the earliest opportunity. Contact the Office of the Staff Judge Advocate, 125 East 8<sup>th</sup> Street, Building 1705, Fort Leonard Wood, MO, for assistance. Phone is 573-596-0630. Crime victims may also contact the VWL for information and available assistance.
  - c. Prior to any court-martial proceeding, the VWL provides DD Form 2702, Court-Martial Information, to both victims and witnesses. The VWL assists the victim throughout the investigative and

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trial process. The VWL notifies the victim of significant events in the case and ensures that a victim is informed of and assists the victim in obtaining all available assistance through federal and state programs, including any applicable compensation funds. If the offender is convicted, the VWL provides DD Form 2703, Post-Trial Information, and informs the victims and witnesses of the right to receive information about the status of the inmate and assists them in submitting the election forms necessary for notification, DD Form 2704.

6. PROPONENCY: The proponent of this Command Policy is the Staff Judge Advocate.



R.L. VAN ANTWERP  
Major General, U.S. Army  
Commanding

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All Brigades, Battalions, Companies,  
Detachments, Directorates, Personal  
Staff Offices, and Tenant Units