



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION  
BEAUFORT, SOUTH CAROLINA 29904-5010

IN REPLY REFER TO  
ASO 5800.15B  
SJA  
14 Apr 23

AIR STATION ORDER 5800.15B

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

Subj: VICTIM-WITNESS ASSISTANCE PROGRAM

Ref: (a) MCO 5800.16 Volume 16, Chapter 4  
(b) DoDI 1030.02  
(c) MCO 5040.6J  
(d) MCO 1754.11A  
(e) MCO 1752.5C  
(f) DoDI 6400.06

Encl: (1) MCAS Beaufort Roles and Responsibilities  
(2) Sample IVWLO/VWAC Appointment Letter  
(3) Sample VWAP Flyer  
(4) VWAP Tracking Sheet

1. Situation. This order implements the Victim-Witness Assistance Program (VWAP), established by references (a) and (b), and defines the policies, procedures, and responsibilities for Marine Corps Air Station (MCAS) Beaufort's compliance in accordance with references (a) through (f).

2. Cancellation. ASO 5800.15A.

3. Mission. MCAS Beaufort implements and maintains a VWAP in accordance with the relevant references and enclosures in order to mitigate potential trauma and uncertainty, and to inform victims and witnesses of statutory rights throughout the military justice process.

4. Execution

a. Commander's Intent

(1) The VWAP's purpose is to ensure that all victims and witnesses aboard MCAS Beaufort are treated with dignity and respect through the employment of a multi-disciplinary approach of assistance consisting of service providers from law enforcement, family advocacy, naval medicine, trial services, and correction facilities. The end-state is that victims and witnesses are made aware of their rights, the trial process, provided services, and protected from further harm or hardship throughout the military justice process.

b. Concept of Operations

(1) In accordance with enclosure (1), the Commanding Officer's representative responsible for the coordination of the VWAP aboard the installation shall be the appointed Installation Victim Witness Liaison Officer (IVWLO). In accordance with reference (a), the IVWLO, in conjunction with tenant commands' Victim Witness Assistance Coordinators (VWAC) and the

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MCAS Beaufort VWAP Council, shall overview the multi-disciplinary execution of the MCAS Beaufort VWAP in order to ensure a smooth transition of victim and witness assistance at each stage of the criminal justice process, and safeguard the continuing coverage for victims' and witnesses' rights from initial incident to final disposition.

## 5. Administration and Logistics

### a. Administration

(1) MCAS Beaufort shall maintain a VWAP website that publishes a directory of military and civilian programs and services available at: <https://www.beaufort.marines.mil/Resources/Legal/Victim-Witness-Liaison-Officer/>. Further inquiries may be directed to the Office of the Staff Judge Advocate, MCAS Beaufort.

(2) This Order will be reviewed annually. Comments and recommendations concerning the contents of this Order are invited. Recommendations for changes should be forwarded to the Commanding Officer, Marine Corps Air Station Beaufort, (Attention: Office of the SJA).

### b. Controlled Unclassified Information (CUI)

(1) Unless specifically marked as classified (e.g. Confidential, Secret, and Top Secret) the following are categories are subsets of Controlled Unclassified Information (CUI) and are to be protected in accordance with 32 CFR Part 2002: Agriculture, Critical Infrastructure, Emergency Management, Export Control, Financial, Geodetic Product Information, Immigration, Information Systems Vulnerability Information, Intelligence International Agreements, Law Enforcement, Legal, Natural and Cultural Resources, NATO Controlled, Nuclear, Patent, Privacy, Procurement and Acquisition, Proprietary Business Information, SAFETY Act Information, Statistical and Tax.

(2) All individuals handling this information are required to protect it from unauthorized disclosure. Handling, storage, reproduction, and disposition of the attached document(s) must be in accordance with 32 CFR Part 2002 and applicable agency policy.

(3) Access to and dissemination of Controlled Unclassified Information shall be allowed as necessary and permissible to any individual(s), organization(s), or grouping(s) of users, provided such access or dissemination is consistent with or in furtherance of a Lawful Government Purpose and in a manner consistent with applicable law, regulations, and Government-wide policies.

c. Records Management. Records created as a result of this Order shall be managed according to national archives and records administration (NARA) approved dispositions, SECNAV Notice 5210 Implementation of New Department of the Navy Bucket Records Schedules and SECNAV M-5210.1 Records Management Manual to ensure proper maintenance, use, accessibility and preservation, regardless of format or medium. Refer to MCO 5215.1K Marine Corps Directives and MCO 5210.11F Marine Corps Records Management Program for Marine Corps records management policy and procedures.

b. Logistics. A current list of VWACs, service providers, and Staff Judge Advocates aboard the installation shall be made available through the IWWLO. VWAP coordination between the MCAS Beaufort VWAP Council, tenant commands VWACs, and MCAS Beaufort shall be serviced through the IWWLO. Refer to enclosures regarding further responsibilities and requirements pertaining to all VWAP personnel.

6. Command and Signal

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

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



K. R. ARBOGAST

DISTRIBUTION: A

### MCAS Beaufort VWAP Roles and Responsibilities

1. Primary roles and responsibilities are outlined in 5800.16 - V16, Chapter 4, which are expected to be reviewed and adhered to. Additional roles and responsibilities are set forth below.

#### 2. Installation Victim Witness Liaison Officer (IVWLO)

a. The IVWLO shall be an officer or civilian of appropriate experience, temperament, and rank appointed in writing by the Commanding Officer, MCAS Beaufort.

b. The IVWLO shall ensure installation and tenant commands comply with MCO 5800.16 Volume 16 Chapter 4 and that all Victim Witness Assistance Coordinators (VWAC) undergo annual Victim Witness Assistance Program (VWAP) training.

c. The IVWLO shall maintain a list of Victim Legal Counsels (VLC), VWACs, service providers, Staff Judge Advocates (SJA) servicing MCAS Beaufort, and ensure copies of this list are provided to all VWACs and service providers aboard the air station.

d. The IVWLO shall ensure each squadron level and above command assigned to MCAS Beaufort appoints a VWAC in writing, by name, title, duty address, and telephone number, and maintain copies of each appointment letter.

e. The IVWLO shall chair and conduct a quarterly installation Victim Witness Assistance Council meeting.

f. The IVWLO shall maintain an installation website including, at a minimum, a current directory of installation VWAP personnel, military and civilian programs and services providing counseling, treatment, or other victim support services within the local geographic area.

g. The IVWLO shall compile and maintain data concerning the number of victims and witnesses provided DD Form 2701-2703 and who elected notification on DD Form 2704 and report that data to the Installation Commander and Regional Victim Witness Liaison Officer (RVWLO) on a quarterly basis via DD Form 2706 no later than three days following the end of each calendar year quarter.

h. The IVWLO shall provide VWAP inspection assistance upon request to all service providers and units aboard MCAS Beaufort on an annual basis by utilizing the VWAP Functional Area Checklist.

i. Upon IVWLO turnover, the outgoing IVWLO shall ensure that the incoming IVWLO is appropriately briefed on the roles and responsibilities outlined in reference (a) and this Air Station Order. The incoming IVWLO will be assigned, in writing, by the Commanding Officer, MCAS Beaufort and will provide a copy of this letter to the VWAP Director at Headquarters Marine Corps and the Regional Victim Witness Liaison Officer, MCI-East.

#### 3. Victim Witness Assistance Coordinators (VWACs)

a. Tenant commands aboard MCAS Beaufort of the squadron level above shall have a VWAC be an officer, staff noncommissioned officer, or civilian

of appropriate experience, temperament, and rank appointed in writing by the unit's Commanding Officer.

b. VWACs shall liaison and coordinate between all Victim Witness Assistance Council members and related service providers upon the identification of a crime victim or witness in the unit.

c. Following the identification of a crime victim or witness of the unit, VWACs shall ensure that the victim and/or witness has been advised and understands their rights afforded to him or her under the VWAP.

d. VWACs shall ensure victims and witnesses understand the rights afforded to them under the law and are provided a completed DD Form 2701 if one has not already been provided. VWACs will implement a process to maintain data on the number of victims and witnesses provided a DD Form 2701 and report this data to the IVWLO via a DD Form 2706 on a calendar year quarterly basis.

e. VWACs shall ensure they are compliant with a calendar year annual training on the VWAP and attend the quarterly Victim Witness Assistance Council meetings as permanent participatory members.

f. Upon VWAC turnover, the outgoing VWAC shall ensure that the incoming VWAC is appropriately briefed on the roles and responsibilities outlined in reference (a) and this Air Station Order. The incoming VWAC will be assigned, in writing, by the respective unit's Commanding Officer, and will provide a copy of this letter to the IVWLO, MCAS Beaufort for filing.

#### 4. Victim and Witness Assistance Council (Council)

a. The Council shall meet quarterly and be chaired by the IVWLO.

b. The Council shall consist of the IVWLO, MCAS Beaufort Staff Judge Advocate, Victim's Legal Counsel from the Legal Services Support Team Parris Island, all tenant command VWACs aboard MCAS Beaufort, representatives from the Sexual Assault Prevention and Response program, the Family Advocacy Program, Provost Marshal's Office, Naval Criminal Investigative Services, MCAS Beaufort Chaplain's office, and the MCAS Beaufort Naval Branch Health Clinic.

c. The purpose of the Council will be to coordinate a comprehensive assistance program and ensure compliance with VWAP notification and reporting requirements. The Council will also use meetings to routinely update a directory of military and civilian programs, services, and crime victim compensation funds available to victims and witnesses, and ensure the directory is provided to the IVWLO for publishing on the MCAS Beaufort's public website.

ASO 5800.15B  
SJA  
14 Apr 23



**UNITED STATES MARINE CORPS**  
[UNIT LETTERHEAD]

IN REPLY REFER TO:  
5800  
CO  
DD Mon YY

From: Commanding Officer, [UNIT]  
To: [Rank First M. Last 1234567890/0000 USMC]

Subj: APPOINTMENT AS VICTIM WITNESS [LIAISON OFFICER / ASSISTANCE  
COORDINATOR]

Ref: (a) MCO 5800.16 Vol 16  
(b) ASO 5800.15\_

1. Per the references you are hereby appointed as the Victim Witness [LIAISON OFFICER / ASSISTANCE COORDINATOR] and as a member of the Victim and Witness Assistance Council for Marine Corps Air Station (MCAS) Beaufort. Your contact information shall be published as follows:

[Rank First M. Last  
Billet Title  
Building Number  
Marine Corps Air Station  
Beaufort, SC 29904-5001  
(843)228-XXXX]

2. You are directed to familiarize yourself with the provisions of the references.

3. This appointment will remain in effect until your transfer or reassignment.

4. The point of contact in this matter is [ADJ / S-1 OFFICER at (843)228-XXXX.]

[I. M. MARINE]

Copy to:  
IVWLO, MCAS Beaufort  
RVWLO, Eastern Region  
Director, VWAP

ENCLOSURE (2)

[Unit Logo]

# Victim-Witness Assistance Program (VWAP)



[VWAC Photo]

[IVWLO Photo]

H&HS VICTIM WITNESS ASSISTANCE COORDINATOR

MCAS BEAUFORT VICTIM WITNESS LIAISON OFFICER

### ***Marine Corps Mission (MCO 5800.16) 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 the Installation Victim Witness Liaison Officer or your unit Victim Witness Assistant Coordinator (VWAC) - 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 Coordinator (SARC) oversees all programs and services provided to sexual assault victims. To report restricted or unrestricted sexual assault, contact your Uniform Victim Advocate (UVA) or SAPR-VA.

**Victim.** A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime in violation of the Uniform Code of Military Justice (UCMJ), or in violation of the law of another jurisdiction if any portion of the investigation is conducted primarily by a Department of Defense (DoD) Component. The term "victim" does not include an individual involved in the crime as a perpetrator or accomplice.

**Witness.** A person who has information or evidence about a crime, and provides that knowledge to a DoD Component representative regarding an offense within the investigation jurisdiction of a DoD component. When the actual "witness" is a minor, the term "witness" includes an adult family member or legal guardian of the minor witness. The term witness does not include a defense witness or any individual involved in the crime as a perpetrator or accomplice.

### **Installation Points of Contacts:**

[Unit] VWAC: [Rank/Title – First Name - Last Name - Phone Number]

MCAS Beaufort IVWLO: [Rank/Title – First Name - Last Name - Phone Number]

MCAS Beaufort SAPR-VA: [Rank/Title – First Name - Last Name - Phone Number]

MCAS Beaufort SARC: [Rank/Title – First Name - Last Name - Phone Number]

MCAS Beaufort 24/7 Sexual Assault Hotline: [Number]

MCAS Beaufort 24/7 Family Services Victim Advocate Hotline: [Number]

MCRD PI Victim Legal Counsel: [Rank/Title – First Name - Last Name - Phone Number]

**ENCLOSURE (3)**

**VWAP FORMS TRACKER**

<b>VWAP FORMS TRACKER</b>									
<b>QUARTER</b>	<b>DD Form 2701</b>		<b>DD Form 2702</b>		<b>DD Form 2703</b>		<b>DD Form 2704</b>		<b>DD Form 2706</b>
[20XX]	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	Forwarded?
1st Quarter									NO/YES
2nd Quarter									NO/YES
3rd Quarter									NO/YES
4th Quarter									NO/YES
[20XX]	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	
1st Quarter									NO/YES
2nd Quarter									NO/YES
3rd Quarter									NO/YES
4th Quarter									NO/YES
[20XX]	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	
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3rd Quarter									NO/YES
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[20XX]	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	VICTIM	WITNESS	
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2nd Quarter									NO/YES
3rd Quarter									NO/YES
4th Quarter									NO/YES