



DEPARTMENT OF THE NAVY
NAVAL CONSOLIDATED BRIG CHARLESTON
1050 REMOUNT RD, BLDG 3107
CHARLESTON, SC 29406-3515

REPLY TO
ATTENTION OF

01 MAR 2012

Desk Reference for DD Form 2704
DOD Victim and Witness Notification Program

1. Trial counsel will provide a completed DD Form 2704 to the Brig via escort personnel upon confinement for all adjudged prisoners regardless of sentence.
2. The **Trial Counsel** completing DD Form 2704 is responsible for "certifying/signing" by an **Officer**, that each victim or witness (v/w) listed on the form meets the criteria as a v/w entitled to receive notification services per DODI 1030.2 and has been properly briefed of their rights under federal law.
3. It is important to limit identified v/w's to **only those that meet the established criteria**. **Unqualified v/w's would be:** witnesses for the defense, individuals involved in the crime as a perpetrator or accomplice, witnesses whom did not testify or do not fear harm by the offender.
4. Each listed v/w should indicate their election choice by **signing** their initials in the "yes" or "no" box under the "notify" column, only after they have been properly briefed on the mechanics of the program, their responsibilities and their rights under Federal Law.
5. If the victim or witness is out of area, contact the v/w and obtain a notarized statement from v/w stating they do or do not wish to be in the notification program. "X" or "check mark" is not authorized in the yes or no block.
6. A victim under the age of **18** should be identified as such, "minor" and contact information for their **legal guardian** provided. The legal guardian should initial for the minor in the appropriate box.
7. Obtain a **complete/current** mailing address, primary and secondary phone number if available, for each qualified v/w along with a good email address if possible. Make sure the v/w understands their information is exempt from the "Freedom of Information Act".
8. Inform each listed v/w of the "Privacy Act Statement" section and emphasize that termination from the prisoner status notification program can only come from the v/w, made in writing with notarization, to the confinement facility Victim/Witness Program Coordinator, or as a result of inaccurate contact information resulting in notification failure.
9. Make sure section 1 of the DD Form 2704 is completed correctly; Installation, city, state and zip code. Do not put entire Social Security number in section III, only last 4.
10. The DD Form 2704 must be **SEALED** in envelope, secured with tape and labeled with "Privacy Act Statute", To the Attention of: Brig Commander/Victim/Witness Program Coordinator ONLY. At no time is a DD Form 2704 given to a prisoner, or placed inside a prisoner's records.