

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



AF INSTRUCTION 51-201

**AIR EDUCATION AND TRAINING COMMAND
Supplement 1**

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Law

ADMINISTRATION OF MILITARY JUSTICE

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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

This supplement applies to all Air Force military personnel, including members of Air Force Reserve Command and Air National Guard while in Title 10 status. It establishes AETC requirements that each active duty installation stand up a Victim Witness Assistance Council (VWAC), outlines the suggested membership of the VWAC, mandates that the VWAC meet at least quarterly, and requires that the VWAC be a subcommittee of the Community Action Information Board (CAIB) reporting the status and functioning of the VWAC to the CAIB. Air Reserve Component (ARC) gained AETC units are not required to establish a VWAC.

Ensure 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 Records Disposition Schedule (RDS) (available at <https://webrims.amc.af.mil>).

7.9. Crime Victim Rights. Installation commanders shall establish a Victim Witness Assistance Council (VWAC) to ensure an interdisciplinary approach is followed by victim and witness service providers, commanders and first sergeants; to develop and conduct the necessary training of the VWAC members, commanders and first sergeants; and to ensure a base-wide awareness of the assistance and services offered to victims and witnesses by the Victim Witness Assistance Program (VWAP). The VWAC shall be composed of representatives from JA, SF, AFOSI, SG, Family Support Center, HC, Military Equal Opportunity (MEO), commanders, and first sergeants. Installation commanders may appoint additional representatives as deemed necessary. Representatives from the local community service and/or treating organizations and agencies should be invited to attend the VWAC. The VWAC should be chaired by a senior wing leader such as the wing vice commander and meet quarterly at a minimum. The VWAC shall be a subcommittee of the CAIB and will report the status and functioning of the VWAC to the CAIB. In particular, the VWAC will report numbers and types of cases, types of assistance provided, and education, training, and wing-wide VWAP publicity efforts.

Figure 7.4. Victim Witness Assistance Checklist.

1.a. (Added)(AETC) Has the installation commander established a Victim Witness Assistance Council (VWAC) made up of representatives from JA, SFS, AFOSI, SG, Family Support Center, HC, MEO, commanders, and first sergeants?

1.b. (Added)(AETC) Does the VWAC meet on a quarterly basis and report the status and functioning of the VWAC to the CAIB?

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