

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

1. Trial counsel will provide a DD 2704 to the brig upon confinement for all adjudged prisoners.
2. The trial counsel completing DD Form 2704 is responsible for certifying 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.
3. Enclosure (2) of DOD Instruction 1030.2 provides definitions of a qualified victim or witness and outlines notification procedures. It is important to limit identified V/Ws to **only those that meet the established criteria**. For example, unqualified V/W's would be: witnesses for the defense, individuals involved in the crime as a perpetrator or accomplice, or **witnesses that do not fear harm by the offender**.
4. Each listed V/W should indicate their election choice by placing **their initials** in the "Yes" or "NO" box under the "Notify" column.
5. A listed V/W under the age of 18 should be identified as such and contact information for their legal guardian provided. The legal guardian should initial for a minor in the "Yes" or "No" under the "Notify" column.
6. Obtain a complete mailing address and phone number for each qualified V/W.
7. Inform each listed V/W of the "Privacy Act Statement" section and emphasize that termination from the prisoner status Notification Program may be by their request, made in writing to the confinement facility housing the prisoner, or as the result of notification failure (V/W address has not been updated by V/W or responsible party).