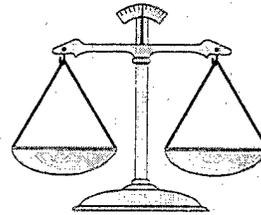
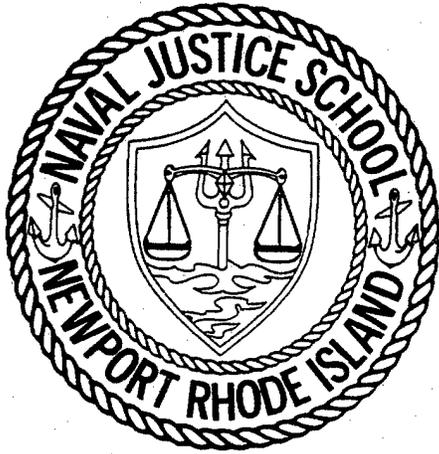


**A  
Commander's  
Quick  
Reference  
Manual  
For Legal  
Issues**



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**March 2001**

**DISTRIBUTION STATEMENT A**  
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## AVAILABILITY OF NAVAL JUSTICE SCHOOL PUBLICATIONS

Naval Justice School (NJS) publications are readily available to commands in hard copy or on fiche from the Defense Technical Information Center (DTIC) is available at the NJS Web Site at <http://www.njs.jag.navy.mil>. They are available to individuals in hard copy or on fiche from the National Technical Information Service (NTIS). **Because of funding restraints, they are not available directly from NJS.**

### ***Defense Technical Information Center***

In order for a command to purchase publications from DTIC, the command must be a registered user. Commands not already registered with DTIC may obtain registration forms and information on ordering publications by writing to:

Defense Technical Information Center  
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FT BELVOIR, VA 22060-6218

or calling commercial (703) 767-8273, DSN 427-8273 or 1-800-CAL-DTIC (225-3842) menu selection 2, option 1. The cost of all hard copy publications is \$6.00 for the first 100 pages, with an additional \$ .10 per page (over 100 pages), and \$4.00 for a microfiche copy. In addition to registering with DTIC, the command normally must establish a deposit account with the National Technical Information Service (NTIS) as the means of funding purchases from DTIC. Information on such a deposit account is supplied by DTIC when a command registers as a DTIC user. When ordering from DTIC, publications should be identified by both title and AD number, if known.

### ***National Technical Information Center***

NJS publications are also available to individual purchasers through the Commerce Department's National Technical Information Service (NTIS); however, the purchase price of the publications through NTIS is substantially higher. The cost of all publications from NTIS is \$6.95 per microfiche copy, with various prices for paper copy (depending on the number of pages in the publication). Information on ordering publications from NTIS may be obtained by writing to:

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5285 Port Royal Road  
Springfield, VA 22161

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### ***NOTE FROM THE EDITORS***

1. Guidance and comments in this pamphlet summarize, rephrase, or explain many complex laws and regulations and are not controlling if in conflict with these. Commanders, Commanding Officers and Officers-in-Charge should encourage personnel at all levels to consult source documents for definitive guidance. Liaison with Judge Advocates, through the chain of command, is strongly encouraged.
2. None of the guidance or comments in this pamphlet are intended to contravene or supersede any provision of law or other order, directive, or issuance of competent authority.
3. The guidance and comments in this pamphlet create no right or benefit, substantive or procedural, enforceable at law against the United States, the Department of Defense, or the Department of the Navy

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## GUIDELINES FOR ETHICAL CONDUCT

REFERENCES: (a) DoD 5500.7-R (JER), Section 2-100

### BASIC OBLIGATIONS OF PUBLIC SERVICE

- Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.
- Employees shall not hold financial interests that conflict with the conscientious performance of duty.
- Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.
- An employee shall not solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.
- Employees shall put forth honest effort in the performance of their duties.
- Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.
- Employees shall not use public office for private gain.
- Employees shall act impartially and not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve Federal property **Error! Bookmark not defined.** and shall not use it for other than authorized activities.
- Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.
- Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

*(Continued on next page)*

- Employees shall satisfy in good faith their obligation as citizens, including all just financial obligations, especially those – such as Federal, State, or local taxes – that are imposed by law.
- Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the standards of conduct.

## **COMMERCIAL DEALINGS BETWEEN MEMBERS**

**REFERENCES:** (a) DoD 5500.7-R (JER), Section 5-409

**SENIOR TO JUNIOR:** On or off duty, a military member cannot solicit or sell to personnel who are junior in rank, grade or position, or to the family members of such personnel. Included in this prohibition are sales of insurance, stocks, mutual funds, cosmetics, household supplies, vitamins, real estate or any other goods or services.

### **EXCEPTIONS:**

- Absent coercion/intimidation, the sale or lease of non-commercial personal or real property and commercial sales solicited and made in a retail establishment during off-duty employment are not prohibited.
- Sales made because a junior approaches the senior and requests the sale to be made are not prohibited, absent coercion/intimidation.

**SPOUSES/OTHER HOUSEHOLD MEMBER:** Must seek opinion of Ethics Counselor (SJA) if spouse or household member is soliciting sales to junior personnel or their families. The member should be counseled that such sales activities are to be avoided where it may cause actual or perceived partiality or unfairness, involve the actual or apparent use of rank/position for personal gain, or otherwise undermine discipline, morale, or authority.

## **CONFLICTS OF INTEREST**

**REFERENCES:**           (a)     18 U.S.C. 208  
                             (b)     DoD 5500.7-R (JER), Section 2-100

**OFFICIAL ACTIONS THAT HAVE A DIRECT AND PREDICTABLE EFFECT ON PRIVATE FINANCIAL INTERESTS:** Officer and enlisted members are prohibited from participating personally and substantially in an official capacity in any particular matter in which he/she (or any person whose interests are imputed to him/her) has a financial interest, if the particular matter will have a direct and predictable effect on that interest.

**IMPUTED INTERESTS:** The interests of a spouse, child, general partner, organization in which the employee serves (i.e., as a director or trustee), or anyone with whom the employee is seeking or negotiating future employment, are imputed to the employee.

### **WHEN A CONFLICT EXISTS OR MAY (EVEN REMOTELY) EXIST:**

- Seek the opinion of an Ethics Counselor (SJA).
- Disqualify and do not participate or take further action on the matter.
- Provide written notice of the particular conflict to superior.
- Request a waiver, disqualification, reassignment or limitation of duties.

**PUBLIC FINANCIAL DISCLOSURE REPORT (SF-278):** All flag/general officers must file:

- When promoted, annually thereafter, and upon termination.
- Ensure it is reviewed by an Ethics Counselor for potential conflicts of interest.
- Ensure any necessary remediation is made for conflicts disclosed.
- This document is available to the public.

*(Continued on next page)*

**CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (SF-450):** All CO's and XO's of Navy shore installations with greater than 500 personnel (military and civilian) and any person whose official responsibilities require personal and substantial participation in contracting or procurement must file:

- Upon assuming the covered position and annually thereafter.
- It is reviewed by Ethics Counselor (SJA) for conflicts and remediation if necessary.
- Information is kept confidential.

**JOB HUNTING:** When seeking outside employment the employee must disqualify himself/herself from any official action which could possibly affect the financial interests of the prospective employer.

- Disqualification must be in writing and sent to employee's supervisor.
- Can be reinstated when either party rejects possible employment.

## **FUNDRAISING**

- REFERENCES:**
- (a) DoD 5500.7-R (JER), Sections 3-210 and 3-211
  - (b) SECNAVINST 5720.44 (series)
  - (c) DoD Dir 5035.1

**OFFICIAL ENDORSEMENT:** Commands may officially endorse fundraising efforts of the Combined Federal Campaign, the Navy-Marine Corps Relief Society, and emergency/disaster relief appeals approved by the Office of Personnel Management (OPM). Additionally, organizations composed primarily of DoD employees or their dependents may receive official endorsement.

**OFFICIAL SUPPORT:** Commands may officially support (vice endorse) a charitable fundraising event sponsored by a non-Federal entity if certain criteria are met. Such support is limited to logistical support (i.e., use of DoD facilities and equipment on a limited basis).

**WORKSPACE SOLICITATIONS:** Only for approved organizations with an official endorsement. Solicitations must be conducted in such a way as to ensure all contributions are voluntary. Coercive practices are prohibited:

- Solicitation by supervisors.
- Setting 100 percent participation goals, mandatory personal goals or quotas.
- Using contributor or non-contributor lists for any purpose other than routine collection and forwarding of pledges.
- Counseling or grading of individuals based on their failure to contribute, or the size of their contribution.
- Special liberty should not be used as an incentive to contribute to any fundraising effort.

**FUND RAISING EVENTS ON NAVY INSTALLATIONS:** Reference (b) authorizes CO's to allow limited fund-raising for:

- Military support organizations such as the USO or Spouse club;
- Local, community-wide programs such as volunteer fire companies, or youth groups; or
- Olympic and Pan American games.

*(Continued on next page)*

**FUND RAISING BY PRIVATE ORGANIZATIONS AND/OR SPOUSE**

**CLUBS:** Sales of merchandise or services is authorized, but should be limited to occasional sales, and not be frequent or continuous. Competition with Navy Resale activities should be minimized. Gambling and/or raffles and lotteries are prohibited. See *PRIVATE ORGANIZATIONS AND SPOUSE CLUBS* and *GAMBLING*.

**RAFFLES:** Authorized for Navy Relief.

**BINGO:** Authorized for MWR programs. See BUPERSINST 1710.11 (series) & BUPERSINST 1710.3 (series).

**SOLICITING CONTRIBUTIONS FROM OUTSIDE SOURCES:** (e.g., local merchants) Prohibited for any and all fundraising activities.

**USE OF RANK OFFICIAL TITLE AND POSITION:** May be used when conducting fundraising in official capacity for approved organizations. Only grade and military component may be used in connection with activities performed in personal capacity.

**PERSONAL FUND RAISING ACTIVITIES:** In a private capacity, charity work, to include fundraising is encouraged. The following are prohibited:

- Solicitations in the work place.
- Solicitation of subordinates.
- Solicitation of prohibited sources. See *GIFTS FROM OUTSIDE SOURCES*.

## **GAMBLING**

**REFERENCES:** (a) DoD 5500.7-R (JER), Section 2-302  
(b) BUPERSINST 1710.11 (series)

**PROHIBITION:** Gambling is prohibited while on duty or on federal property.

- Includes any game of chance, lotteries, raffles, drawings or office pools (e.g., Super Bowl or Final Four).
- Use of government resources to prepare or further such activities is also prohibited.

**MWR BINGO AND NAVY RELIEF RAFFLES:** Are permitted when conducted IAW applicable directives. See *FUNDRAISING*.

- Gambling activities by organizations composed primarily of DoD employees or their dependents may be permitted when approved by the Secretary of the Navy.

**GAMBLING IN GOVERNMENT QUARTERS:** Small wagers (e.g., card games, pools on sporting events), based on a personal relationship, transacted entirely within assigned government quarters (but not onboard ships) and not in violation of local law are permissible.

- Participants may not engage in such conduct or activities if it would violate Navy Regulations (Gambling with Subordinates) or the Navy fraternization policy. See *FRATERNIZATION*.

## **GIFTS BETWEEN EMPLOYEES**

Revised 10/98

**REFERENCES:** (a) DoD 5500.7-R (JER), Sections  
2-100 and 2-203

**GENERAL RULE:** A junior may not offer, give, make a donation, or solicit contributions for a gift to a senior in the same chain of command and the senior may not accept such a gift.

### **EXCEPTIONS TO THE GENERAL RULE:**

- Token gifts of a nominal value (less than \$10.00) may be given on non-frequent, occasional basis (e.g., a junior may give a superior a bag of candy when returning from a vacation).
- Food and refreshments shared in the office.
- Reasonable personal hospitality at a residence or a gift in return for such hospitality (e.g., a junior could invite a superior to dinner).
- On special infrequent occasions such as child birth, marriage, retirement, etc... a gift appropriate for the occasion may be given.

**GROUP GIFTS:** Authorized for special infrequent occasions (e.g., change of command or retirement). Get advice from your Ethics Counselor. Total cost cannot exceed \$300/group or \$10.00/person. All contributions must be voluntary.

- Creative attempts to avoid the \$300 maximum should be avoided (e.g., an organization should not be divided into different components solely to avoid the \$300 maximum).
- Where the senior-subordinate relationship is terminated (retirement, resignation, or PCS transfer) the \$300.00 limit may be exceeded if the gift is appropriate for the occasion and is uniquely linked to the departing employee's position or tour of duty. Get advice from your Ethics Counselor. The remaining rules (voluntary, \$10 per person limit, etc...) apply.

**A SUPERIOR MAY NOT COERCE A SUBORDINATE TO CONTRIBUTE OR PROVIDE A GIFT.**

## **GIFTS FROM OUTSIDE SOURCES**

- REFERENCES:**
- (a) DoD 5500.7-R (JER), Section 2-100
  - (b) SECNAVINST 4001.2 (series)
  - (c) SECNAVINST 1650.1 (series)
  - (d) U.S. Constitution: Article I, Section 9, Clause 8

**GENERAL RULE:** Federal employees are forbidden from soliciting, coercing, or accepting gifts from a "prohibited source" and gifts offered because of the employee's official position. Gifts to family members or a designee are "imputed" to the employee.

**"PROHIBITED SOURCES":** Any entity or person who is seeking official action from a federal employee or a federal agency; is doing or seeking to do business with the agency; or is regulated or substantially effected by the agency.

**DEFINITION OF "GIFT":** Anything of monetary value. Items exempted from the definition, and therefore not considered gifts:

- Greeting cards.
- Modest refreshments which are not offered as part of a meal (the "coffee and donut rule").
- Widely available discounts available to all military personnel.
- Prizes won in contests or events; including random drawings, which are open to the public.
- Items for which you pay fair market value (if you pay for it, it's not a gift).

**COMMON EXCEPTIONS TO THE GENERAL RULE PROHIBITING ACCEPTANCE OF A GIFT:** (In all cases, and especially with regard to the exceptions listed below, an employee is prohibited from requesting, soliciting or coercing a gift; allowing or creating the appearance of bribery or graft; or accepting gifts so frequently that it creates an appearance of impropriety.)

- Gifts worth less than \$20.00 per occasion. No more than \$50.00 worth of gifts from any one source/calendar year.
- Gifts given because of a bona fide personal relationship.
- Awards for meritorious service. Must typically be non cash and worth less than \$200.00.
- Gifts based on outside employment (i.e., approved moonlighting job or due to a spouse's employment).

*(Continued on next page)*

- Free attendance at an event where employee is speaking on behalf of agency.
- Free attendance at "widely attended gatherings" where attendance is deemed by a supervisor to be in the interests of the agency.

**FOREIGN GIFTS:** Gifts from foreign governments may be accepted if proper diplomacy requires.

- Gifts with a fair market value (FMV) less than \$245 may be kept by the employee.
- Gifts with a FMV over \$245 may be accepted on behalf of DON and processed IAW reference (c).

**PROCUREMENT (CONTRACTING) OFFICIALS:** Anyone in a procurement position or who has ultimate responsibility for procurement should see their Ethics Counselor (SJA) before accepting any gift.

**NEVER ASSUME:** Past practice or custom in an organization to accept certain gifts is not a defense. ASK THE ETHICS COUNSELOR (SJA).

**CIVIL AND CRIMINAL PENALTIES EXIST FOR VIOLATIONS OF THESE RULES.**

## **GOVERNMENT PROPERTY**

**REFERENCES:** (a) DoD 5500.7-R (JER), Sections 2-100 and 2-301

**PREVENT MISUSE OF GOVERNMENT PROPERTY:** Government property may not be utilized for private/personal purposes.

**EXCEPTION:** Limited personal use of Government resources may be permitted when:

- No adverse effect on performance of official duties;
- Use is of reasonable duration and frequency and use is during personal time;
- Serves a legitimate public interest;
- Does not reflect adversely on DoD or the command; and
- Creates no significant additional cost to DoD or the command.

**PREVENT MISUSE OF GOVERNMENT TIME:** While receiving pay, unless the member is in an authorized leave or liberty status, all hours should be dedicated to government work. Superiors cannot order junior personnel to perform personal tasks which benefit the superior (e.g., order to perform non-official "taxi" services for the CO's spouse).

**AVOID "APPEARANCE" PROBLEMS:** For both government property and time, members must not create the appearance of misuse/impropriety (e.g., using government vehicle at a "drive-thru" restaurant, even on official travel).

**GOVERNMENT VEHICLES:** May not be used to transport employees between their home and work. (31 USC 1344). TYCOM and local directives should be consulted for further definition of authorized and/or prohibited uses.

**RENTAL VEHICLES:** Where public transport is not available, rental cars may be used to obtain suitable meals, visit drug stores, barber shops, cleaning establishments and similar places required for sustenance, comfort or health. (JFTR U3415). Rental vehicles may be used for personal purposes (scenic or

*(Continued on next page)*

recreational driving), but all such costs (including insurance and liability for loss) will be borne by the member and are not reimbursable by the Government. See *TRAVEL BENEFITS*.

**GOVERNMENT AIRCRAFT:** Recent DoD guidelines on use of government aircraft and air travel state that official travel should normally be accomplished using commercial transportation. Use of MILAIR is a particularly sensitive area. Consult recent policy guidelines to ensure correct use. Deputy SECDEF memo "DoD Policy on the Use of Government Aircraft & Air Travel" dtd 01 Oct 95. See *TRAVEL BENEFITS*.

**GIGS OR BARGES:** Should avoid misuse or even the appearance thereof. Any use in support of foreign relations, community relations or crew morale and welfare should be approved by ISIC with advice of an Ethics Counselor. Recreational use is not authorized. Generally, unless you could say that ORF would be appropriate, the use is probably not authorized.

## **OUTSIDE EMPLOYMENT**

- REFERENCES:**
- (a) DoD 5500.7-R (JER), Sections 2-206 and 2-303
  - (b) MILPERSMAN 5370-010

**CO's MAY REQUIRE MEMBERS TO REQUEST APPROVAL:**  
Command policy should be promulgated to ensure outside employment will not interfere or conflict with military duties. Case by case determinations should be made.

### **POTENTIAL CONFLICTS:**

- Interference with official duties or time.
- Employment by a defense contractor. See *CONFLICTS OF INTEREST*.
- Appearances of impropriety.
- Dual compensation: Second salary paid from U.S. Treasury/  
appropriated funds.
- Involvement in any matter in which the United States is an interested party or has a substantial interest.
- Employment which will detract from readiness or pose a security risk.
- Employment which prejudices good order and discipline or is service discrediting. See *COMMERCIAL DEALINGS BETWEEN MEMBERS*.

**QUESTIONABLE SITUATIONS SHOULD BE DISCUSSED WITH AN ETHICS COUNSELOR (SJA).**

## **POLITICAL ACTIVITIES – MILITARY ACTIVE DUTY**

- REFERENCES:**
- (a) SECNAVINST 1600.1 (series)
  - (b) DoD Dir 1344.10
  - (c) DoD Dir 1325.6
  - (d) OPNAVINST 1620.2 (series)
  - (e) DoD 5500.7-R (JER)
  - (f) MCO 5370.7B

**UNIONS:** Reference (a) prohibits the creation of military labor organizations, and strikes, slowdowns, or picketing.

### **ALLOWABLE AND PROHIBITED POLITICAL ACTIVITIES:**

Specifically allowed activities (e.g., voting, bumper stickers) and prohibited political activities (e.g., use of contemptuous words, performing clerical work for campaign) are listed in enclosure (3) of reference (b), and chapter 6 to reference (e).

**CO's ANALYSIS:** A CO may prohibit, limit, or control, the political expression of a member when there "is a clear danger to loyalty, discipline, or morale of military personnel; or there is a material interference with the accomplishment of the military mission." See *FREEDOM OF EXPRESSION*.

**WEARING UNIFORMS AT POLITICAL RALLIES:** Members are prohibited from wearing of uniforms at any political activity, such as speeches, rallies, interviews, picket lines, marches, or assembly, knowing that a purpose of the activity supports personal or partisan views on political, social, economic, or religious issues, except as authorized in advance by the CO.

**RIGHT TO DIRECTLY CONTACT CONGRESS:** No person may restrict any member from communicating with Congress in the member's personal or private capacity. See Navy Regulations, Section 1155. See *CONGRESSIONAL INQUIRIES*.

## PRIVATE ORGANIZATIONS AND SPOUSE CLUBS

REFERENCES:	(a)	DoD Inst 1000.10 (CREDIT NIONS)
	(b)	DoD Inst 1000.11 (FINANCIAL INSTITUTIONS)
	(c)	DoD Inst 1000.12 (BANKING OFFICES)
	(d)	DoDInst 1000.15 (PRIVATE ORGANIZATIONS)
	(e)	DoD Inst 7230.7 (USER CHARGES)
	(f)	DoD Inst 7600.6 (AUDIT OF NAFI'S)
	(g)	DoD Dir 1330.5 (RED CROSS)
	(h)	DoD Dir 1330.12 (USO)
	(i)	DoD Dir 1330.16 (UNITED SEAMEN'S SERVICE)
	(j)	DoD Dir 1426.1 (LABOR MANAGEMENT)
	(k)	SECNAVINST 5381.5 (FINANCIAL INSTITUTIONS)
	(l)	OPNAVINST 1700.7 (MWR PROGRAMS)
	(m)	OPNAVINST 1700.9 (CHILD DEVELOPMENT)
	(n)	SECNAVINST 4060.1 (NAFI RESALE ACTIVITIES)
	(o)	SECNAVINST 5720.44 (PUBLIC AFFAIRS)
	(p)	OPNAVINST 5760.2 (YOUTHORGANIZATIONS)
	(q)	OPNAVINST 5760.5 (NAT'L YOUTH GROUPS)
	(r)	BUPERSINST 1700.21 (USO)
	(r)	BUPERSINST 1700.11 (RECREATION PROGRAM)
	(t)	JAGMAN 0629 & 0630
	(u)	NAVCOMPTMAN 075261
	(v)	MCO 1710.36
	(w)	MCO 1754.2

**STATUS OF PRIVATE ORGANIZATIONS:** Private organizations are not Federal agencies or NAFI's and are therefore not entitled to the same level of support. The nature and amount of support varies depending on the organization. Applicable regulations must be consulted to determine what level of support is authorized for any particular group.

**PRIVATE ORGANIZATIONS INCLUDE:** Spouse Clubs; Boy Scouts; Girl Scouts; Sea Cadets, athletic clubs; local school organizations; command organizations and social funds (e.g., First Class Association or Chief's Messes).

*(Continued on next page)*

**NO DISCRIMINATION:** Private organizations must be denied any support if they discriminate in membership practices based upon, race, sex, religion etc.

**CREATION OF PRIVATE ORGANIZATION:** Must have written approval from the installation CO to operate. Must have a constitution, by-laws, charter, or other authorization document approved by CO. Cannot state or imply sponsorship by DoD or DON, and should not use DoD, DON or other installation name or seal unless authorized.

**PERIODIC REVIEW:** Installations Cos must conduct periodic reviews of all private organizations.

**FUNDING AND SUPPORT:** Private organizations are generally self-sustaining, primarily through dues, contributions, service charges, fees or special assessment of members. Limited fundraising activities conducted on the base may be permissible, under certain circumstances and controls. An ethics counselor (SJA) should be consulted.

- Minimal logistical support is authorized, dependent on the type of private organization and the authority under which it is organized.
- No direct financial support from a NAFI is allowed except as specifically authorized by SECNAV.
- Under certain circumstances, government resources may be used by private organizations on a "not to interfere" basis.

**FUNDRAISING ON GOVERNMENT PROPERTY:** Sale of merchandise or services is authorized, but should be limited to occasional sales, and not be frequent or continuous. Competition with Navy Resale activities should be minimized. See *FUNDRAISING*.

## **TRAVEL BENEFITS**

Revised 10/98

- REFERENCES:**
- (a) DoD 5500.7-R (JER), Chapter 4
  - (b) JOINT FEDERAL TRAVEL REGULATIONS (JFTR)
  - (c) 31 U.S. Code 1353

**ACCEPTING TRAVEL FROM A NON-FEDERAL SOURCE:** Official travel by DoD employees should normally be funded by the Government. However, official travel benefits from non-Federal sources may be accepted for attendance in an official capacity at a meeting or similar event. Acceptance must be approved in writing and an Ethics Counselor (SJA) must be consulted.

**INCIDENTAL BENEFITS:** Unless an exception applies, any incidental benefit received as a result of official travel (e.g., frequent flyer miles) is the property of the U.S. Government.

### **FREQUENT FLYER MILES (FFM's):**

- FFM's from official travel must be kept in a separate account from personal FFM's, or be easily identifiable if commingled.
- FFM's from official travel can only be used for future official travel (NEVER FOR PERSONAL TRAVEL).
- FFM's can be used on official travel for upgrades to business class, but not first class. Command approval should be sought.

**ON THE SPOT UP-GRADES:** Can never be solicited on official travel. Can be accepted (even to first class) under appropriate circumstances. Always avoid first-class travel in uniform.

**OVER-BOOKING:** If involuntarily bumped you may not keep free tickets or any other benefit received for personal use. If you voluntarily give up your seat and receive free tickets or another benefit, you may keep them for personal use. [Note: volunteering may not result in an increase of expense to the government; per diem and the additional time may not be charged or received on your travel claim].

*(Continued on next page)*

**GOLD CARDS AND SIMILAR MEMBERSHIPS:** Any benefits accrued due from the use of a personal credit card or other club membership not related to official DOD position, may be kept for personal use by the member when used in connection with official travel (i.e., if personal credit card is used to rent a car while on official travel, the expense may be included on the travel claim, and any free FFM's earned by use of the card may be retained for personal use).

**RENTAL VEHICLES:** Where public transport is not available, rental cars may be used to obtain suitable meals, visit drug stores, barber shops, cleaning establishments and similar places required for sustenance, comfort or health. (JFTR U3415). Rental vehicles may be used for personal purposes (scenic or recreational driving), but all such costs (including insurance and liability for loss) will be borne by the member and are not reimbursable by the Government.

**GOVERNMENT AIRCRAFT:** Recent DoD guidelines on use of government aircraft and air travel state that official travel should normally be accomplished using commercial transportation. Use of MILAIR is a particularly sensitive area. Consult recent policy guidelines to ensure correct use. Deputy SECDEF memo "DoD Policy on the Use of Government Aircraft & Air Travel" dtd 01 Oct 95.

**Section II: CORRESPONDANCE ISSUES; FREEDOM OF  
EXPRESSION AND GRIEVANCE PROCEDURES**

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**FREEDOM OF EXPRESSION**  
(rev. 12/00)

<b>REFERENCES:</b>	(a)	DoD Dir 1325.6
	(b)	SECNAVINST 5720.44 (series)
	(c)	SECNAVINST 1600.1 (series)
	(d)	DoD Dir 1300.17
	(e)	SECNAVINST 1730.8 (series)
	(f)	DOD Inst 4105.70
	(g)	OPNAVINST/MCO 1620.2 (series)
	(h)	NAVYREGS 1167

**CO'S BALANCING TEST:** Constitutional rights involving freedom of expression should be preserved to maximum extent possible, consistent with mission accomplishment, security and good order and discipline. See Reference (a)

**NO CONTEMPTUOUS WORDS:** Article 88 UCMJ prohibits officers from being disrespectful to senior governmental leaders (i.e. President, Vice President, Congress, SECDEF, SECNAV, SECARMY, SECUSAF, etc...).

**PORNOGRAPHY:**

- Private possession cannot be prohibited (except child pornography).
- Display and distribution can be controlled.
- Contact SJA for questions concerning sales at NEX or ship stores.

**HANDBILLS, POSTERS, LEAFLETS, NEWSLETTERS, PAPERS, NOTICES:** CO can and should require prior approval before distribution. Apply the balancing test stated above and rule of equal treatment.

**MANDATORY PAO/SECURITY REVIEW:** Required for any publication written by military member that "pertains to military matters." See reference (b).

**ON-BASE "GATHERINGS":** Shall be prohibited if clear danger to loyalty, morale, good order and discipline or interference with mission accomplishment. Apply the rule of equal treatment.

**OFF-BASE "GATHERINGS":** Attendance may be prohibited if the servicemember is on duty, in a foreign country, if the gathering or march is illegal, if the gathering is sponsored by a "supremacist" or "hate" group; or if the CO believes violence is likely. Moreover, a servicemember may be prohibited from wearing a uniform at the gathering.

**OFF-LIMITS:** A CO may declare places temporarily "off-limits" in emergencies until the Armed Forces Disciplinary Control Board (AFDCB) or Area Coordinator can act. Reasons for declaring places off limits: clear danger to loyalty, morale, good order and discipline; interference with mission accomplishment; adverse affect upon health, safety, welfare or morals; or engages in discriminatory practices.

**NO MILITARY UNIONS, STRIKES SLOWDOWNS, OR PICKETING.**

*Continued*

**MEMBERSHIP IN SUPREMACIST OR EXTREMIST GROUPS:** "Active" participation in such organizations is prohibited. Active participation includes: publicly demonstrating or rallying, fundraising, recruiting and training members, organizing or leading such organizations, or otherwise engaging in activities in furtherance of such organizations that are viewed by command to be detrimental to good order, discipline, or mission accomplishment.

- (a) Commanders have the authority to employ the full range of administrative or disciplinary actions against members who actively participate in such organizations. See reference (a).
- (b) Mandatory processing for substantiated cases. See *ADMINISTRATIVE SEPARATIONS*.

**RIGHTS TO PETITION FOR REDRESS OF GRIEVANCES:** See *REQUEST MAST/ARTICLE 138 COMPLAINT* and *CONGRESSIONAL INQUIRIES*.

**RELIGION:** Policy is to accommodate practice of religion to the extent possible. See reference (e).

See *POLITICAL ACTIVITIES*.

## **REQUEST MAST/REDRESS OF WRONGS/ART. 138 UCMJ**

(rev. 12/00)

- REFERENCES:**
- (a) Navy Regulations, Articles 1150, 1151, 1153, 1156
  - (b) UCMJ, Article 138
  - (c) JAGMAN, Chapter III
  - (d) MCO 1700.23 (series)

**REQUEST MAST:** Members of the Naval service have the right to communicate directly with the CO at a proper time and place determined by the CO. No one may force a member to reveal matter they wish to discuss privately with CO.

- CO's should encourage request mast in order to resolve matters at the lowest level. Once a request mast is submitted, all levels of the Chain of Command should work to resolve the problem. Only the individual submitting the chit may withdraw the chit. If withdrawn, the reason should be documented and preserved.
- Request Mast is an individual right. Article 1153 prohibits members from joining together to protest or complain.
- Request Mast is with the CO. Requests to see higher authority should be handled at Request Mast and if the matter is not resolved the CO should forward the request up the chain of command with a recommendation. USN: There is no "right" to a "personal audience" with a superior above the CO (it is a matter within the sole discretion of that superior). USMC: A Marine may request with any officer in his chain of command up to the Commanding general.

### **NAVY REGULATIONS ARTICLE 1150 – REDRESS OF WRONGS:**

- Formal complaint that may be filed against any superior. (Complaints against the CO are filed under Article 138 after the complainant has requested redress from the CO).
- If the superior is in the same chain of command, the CO should handle through Request Mast procedures. If the matter is resolved no report to higher authority is required. If the complainant considers the resolution unjust the complainant may file an Article 138 complaint against the CO.
- If the superior is not in the same chain of command, the complaint shall be forwarded via the complainant's CO, the respondent, the respondent's CO, to the officer exercising GCMA over the respondent. The GCMA is required to inquire into the matter.

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**UCMJ ARTICLE 138 COMPLAINTS:**

- See JAGMAN, Chapter III.
- Made against a CO after a request for redress has been denied.
- Must be endorsed and forwarded within 10 days to the officer exercising GCMA over the CO and after investigation (regardless of resolution), must be forwarded to SECNAV.
- A complainant may withdraw a complaint at any time but it must be in writing and forwarded up the chain of command if the complaint has already been forwarded. If the complaint has not been endorsed or forwarded the CO should document and preserve the withdrawal.

**CHECKLIST FOR GCMA REVIEW OF ARTICLE 138 COMPLAINTS:** See *Appendix G*.

**HOTLINE COMPLAINTS & WHISTLEBLOWER PROTECTION ACT**  
(rev. 12/00)

- REFERENCES:**
- (a) SECNAVINST 5370.5 (series)
  - (b) SECNAVINST 5370.7 (series)
  - (c) DOD Directive 7050.6

**DOD FRAUD, WASTE, AND ABUSE** Error! Bookmark not defined. **HOTLINE (1-800-424-9098)**. Navy IG (1-800-522-3451) is the "eyes and ears" of SECNAV, CNO and CMC.

- Echelon II Commanders are responsible for written internal procedures for processing hotline referrals at appropriate levels within chain of command.
- Mandatory requirement to post information on Navy/DoD Hotline programs on command bulletin boards, per reference (a).
- Encourage and support reporting of fraud, waste and abuse throughout all levels of command; military and civilian.

**INVESTIGATION PROCEDURES:** If command is tasked with conducting an investigation, CO must ensure standards of independence, completeness, timeliness and accountability are met.

- Assign impartial investigator, outside and independent of the operation specified in the complaint.
- Reports cannot raise unanswered questions.
- IG due date in tasking letter must be met.
- Take proportionate remedial measures in form of disciplinary/administrative/educational action if needed to correct deficiency.
- Retain EVERYTHING (notes, papers, files) for 2 years.
- Use Navy IG Investigations Manual as a guide for investigation.
- Confidentiality of informant is a must.
- NO REPRISAL can ever be taken against a known/suspected informant.

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**WHISTLEBLOWER PROTECTION ACT:** Prohibits reprisal or taking or threatening to take any unfavorable personnel action, or withholding or threatening to withhold any favorable personnel action, because a member makes or prepares to make a lawful communication to a member of Congress, an IG, or any other person designated by regulations or established administrative procedures for such communications. 10 U.S.C. 1034.

- Contents of reference (b) **MUST** be published on command bulletin boards.
- Violation of the Act is a crime punishable under the UCMJ and a basis for disciplinary action against civilian employees.

See *MENTAL HEALTH EVALUATIONS*.

## CONGRESSIONAL INQUIRIES

(rev. 12/00)

- REFERENCES:**
- (a) MILPERSMAN 5216-010
  - (b) SECNAVINST 5216.5 (series)
  - (c) Navy Regulations, Article 1155
  - (d) MARADMIN 256/00

**RIGHT TO COMMUNICATE:** No person may restrict any member from communicating with Congress in the member's personal or private capacity.

**PROTECTION FOR "WHISTLEBLOWERS":** No reprisal may be taken against a member who reports a perceived wrong to a member of Congress. See *HOTLINE COMPLAINTS & WHISTLEBLOWER PROTECTION ACT*.

**PSYCHIATRIC EVALUATION:** Do not refer a member for a mental health evaluation as reprisal for initiating a Congressional inquiry. Must comply with requirements of mental health evaluation instruction. See *MENTAL HEALTH EVALUATIONS*.

**PRIVACY ACT CONCERN:** Ensure that any personal information about a member included in the response is releasable information. Obtain the member's written consent before disclosing personal information unless the Congressperson is making the request on behalf of the member as a constituent.

### CORRESPONDENCE:

- Each Congressional inquiry should receive a prompt, courteous, and complete reply.
- The reply should be correct even though the nature of the reply may be unfavorable.
- A final or interim reply must be sent within five (5) workdays of receipt.
- USN: The final reply and substantive interim replies are sent to Pers-3C with blind copies to the Office of Legislative Affairs. USMC: All Congressional Inquiries are routed through the Office of Legislative Affairs (OLA(C)), (703) 614-5772/1738/1298/5663 DSN 224-xxxx.

**INFORMING CHAIN OF COMMAND:** Check TYCOM instructions for reporting requirements and requirements for providing copies of responses.

## EO PREVENTIVE MEASURES

Revised 12/99

- REFERENCES:**
- (a) SECNAVINST 5350.16
  - (b) OPNAVINST 5354.1 (series)
  - (c) OPNAVINST 3100.6
  - (d) GENADMIN/CINCLANTFLT/081600ZAUG 95
  - (e) GENADMIN/CINCPACFLT/021721ZAPR 5
  - (f) USMC "Processing EO & EEO Complaints, A Commander's Handbook"
  - (g) GENADMIN/CNO/19203Z APR 99

**EDUCATION AND TRAINING FOR ALL HANDS:** Regularly emphasize and discuss the DON EO policies. Set the tone for the command environment on Equal Opportunity:

- Publish a command policy statement on EO.
- Utilize the POD/POW to promote the Navy's EO program.
- Periodically publish and place on command bulletin boards information concerning command EO/EEO counselors, a member's right to submit a formal or informal grievance and the availability of legal advice.
- Prominently display the grievance poster, "Navy Procedures for Processing Discrimination Complaints/Grievances for Military Personnel" (DD Form 1348). Encourage the use of the Equal Opportunity and Sexual Harassment Advice Line, 1-800-253-0931, DSN 882-2507, Comm (901) 874-2507; [eo/sh.advice.line@persnet.navy.mil](mailto:eo/sh.advice.line@persnet.navy.mil). [www.bupers.navy.mil/codes/pers6/pers61](http://www.bupers.navy.mil/codes/pers6/pers61)
- Ensure Navy Rights and Responsibilities workshops are conducted and attended.

### EMPHASIZE POSITIVE ASPECTS OF EARLY REPORTING AND INFORMAL RESOLUTION.

**PROACTIVE TEAM:** Executive Officer, Command Master Chief, Equal Opportunity Specialist (EOPS), Command Managed Equal Opportunity Officer (CMEO), Command Assessment Team Members and Legal Advisor are all key players. Empower them and discuss the issues with them frequently.

**COMMAND ASSESSMENT:** Determine need to have the command assessment team (CAT) conduct. Not required to conduct annually [see *reference (g)*]. Recommended upon assuming command or as situations require.

**FITREP/EVALS:** Establish meaningful, measurable EO/EEO performance objectives for fitness reports and evaluations.

**RECOGNITION:** Provide special recognition or awards for units/personnel demonstrating superior accomplishments in EO/EEO.

**EQUAL OPPORTUNITY (EO) INCIDENT**

**REFERENCES:** (a) OPNAVINST 5354.1 (series)  
(b) MCO P5354.1B

**EVALUATE INCIDENT AS MINOR OR SERIOUS:** *See Appendix D.*

**POTENTIAL REPORTING REQUIREMENTS:**

- OPREP-3 for serious incidents. Unit SITREPS for minor incidents.
- Major criminal offenses to NCIS. *See NCIS INCIDENT REPORTING.*
- Violent crime message. *See VIOLENT CRIME REPORTING.*
- Incidents involving Sexual Harassment. *See SEXUAL HARASSMENT.*
- Incidents involving sexual assaults. *See VICTIM/WITNESS.*
- Incidents involving officers IAW with TYCOM/Second Echelon requirements. *See OFFICER MISCONDUCT.*

**INVOLVE THE EOPS/CMEO OFFICER/COMMAND LEGAL ADVISOR IMMEDIATELY.**

**PREVENT REPRISALS:** Remove the alleged perpetrator from the workspace if reprisal or recurrence is likely.

**PRIVACY ACT CONSIDERATIONS:** Maintain the confidentiality of all parties involved.

**COMPLAINANT/VICTIM ASSISTANCE:** Provide complainant with victim counseling support or referral services at the outset. Monitor and provide follow-up services as required. *See VICTIM/WITNESS ISSUES.* Provide feedback to complainant within a reasonable time. Consider appointing a personal advocate to assist the complainant IAW reference (a).

**MENTAL HEALTH EVALUATION:** Do not order psychiatric evaluation of the complainant or alleged offender as reprisal. Must comply with requirements of the mental health instruction. *See MENTAL HEALTH EVALUATIONS.*

**INFORMAL RESOLUTION:** Encourage use of the Informal Resolution System prior to the filing of a formal complaint.

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**INVESTIGATION:** Ensure investigating officer is neutral and qualified. Consider outside investigator if investigation would have appearance of being partial to either complainant or alleged offender. Coordinate all efforts with the command legal advisor. See reference (a).

**DISCIPLINARY OR ADMINISTRATIVE ACTION:** Take timely and tailored action when appropriate. Focus remedies on solving the problem. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.

**EXTREMIST/HATE GROUPS:** See *ADMINISTRATIVE SEPARATIONS* and *FREEDOM OF EXPRESSION*.

## FREEDOM OF INFORMATION ACT (FOIA)

- REFERENCES:**
- (a) JAGMAN, Chapter V
  - (b) SECNAVINST 5720.42 (series)
  - (c) SECNAVINST 5820.8 (series)

**RESOURCES:** Navy FOIA online [www.foia.navy.mil](http://www.foia.navy.mil)

**ACCESS TO RECORDS:** FOIA gives all persons (including foreign citizens and governments) a right to access Navy "agency records" unless such records are specifically exempted from disclosure.

- (a) Records includes information maintained in an electronic format.
- (b) Commands shall make records available in any form requested by the person, including electronic formats.

**INITIAL DENIAL AUTHORITIES (IDA'S):** Generally, only an IDA may deny release of a properly requested record.

- IDA's are typically Flag/General Officers or officers exercising General Court-Martial Convening Authority.

**FEES:** Requestors may be charged fees for production of materials. Details as to fees and fee waivers are set out in SECNAVINST 5720.42F, Ecnlosure (3). Note that typically a total of less than \$15.00 is waived, and typically two hours of search time and 100 pages of copies are free. Consult your cognizant judge advocate on fee determinations.

**TIME LIMITS:** Must respond to FOIA requests within 20 working days. While there are means to obtain formal or informal extensions, this usually requires permission of the IDA. The twenty day clock begins when person requesting perfects request to allow command to process [See reference (b)].

**SPECIAL RECORDS:** Certain FOIA requests require special handling. Requests for the following must be forwarded to the appropriate release authority:

- NCIS reports.
- IG reports.
- Court-martial records.
- Mishap and safety reports.
- Nuclear information.
- Medical quality assurance reports.

*(Continued on next page)*

**EXEMPTIONS:** If you have any question over whether a record must be released, forward the FOIA request and the documents in issue to the IDA. Some of the specific exemptions under FOIA include:

- Classified information.
- Purely internal rules and procedures.
- Memos containing internal advice and recommendations.
- Records which contain personal and private information (e.g., medical and service records, mailing lists containing names and/or addresses of deployable units, etc...).
- Law enforcement records.

**TRACKING:** FOIA action officers must track all FOIA cases and all reimbursable fees (record search and review time and duplication costs). Use DD Form 2086 (contained in reference (b)) for all FOIA requests. Such records will also help in submitting annual FOIA reports.

**REQUESTS FOR INFO RELATED TO LITIGATION:** If the FOIA request (or any other request for information) is believed to be related to litigation in which the government is or might become a party, notify your servicing TSO and OJAG (Code 15) at DSN 325-4600 or (202) 685-4600. [See reference (c)].

## **PRIVACY ACT**

**REFERENCES:**

- (a) JAGMAN, Chapter V
- (b) SECNAVINST 5211.5 (series)
- (c) OPNAVNOTE/MCBUL 5211

**RESOURCES:** Navy Privacy Act on-line site: <http://privacy.navy.mil>

**PURPOSE:** The Privacy Act limits the government in collecting personal information that will be stored in a "system of records," and permits individuals access to information in a "system of records" that contains personal information about them, unless specifically exempted from disclosure.

**DENIAL AUTHORITIES:** Only a proper "Denial Authority" may deny release of a properly requested record. "Denial Authorities" are typically Flag/General Officers or officers exercising General Courts-Martial Convening Authority.

**PRIVACY ACT WARNINGS:** Required when someone from the command is requesting "personal information" (e.g., SSN) which will then be stored in a "system of records" (e.g., medical or personnel files, training records, JAGMAN investigations, etc...). Sample warning forms are provided in Chapter II to reference (a).

**INDIVIDUAL ACCESS TO FILES:** In most cases, an individual may access any record that contains personal information about them (e.g., medical and personnel files, unit punishment book, etc...). There are some exceptions to this rule.

**THIRD PARTY ACCESS TO FILES:** In most cases, a third party may not access any record that contains personal information about someone else. There are some exceptions, including:

- Internal release within DoD ("need to know").
- Statistical research.
- Law enforcement activity.
- Congressional inquiries (where made on behalf of individual).

**TIME LIMITS:** Privacy Act requests are to be acted upon within 10 working days.

**TRACKING:** For each record disclosed to a party outside DoD in response to a Privacy Act request, document such release with a "Disclosure Accounting Form" – OPNAV 5211/9, which is contained in reference (b).

**Section III: PERSONNEL ISSUES**

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**ALCOHOL ABUSE PREVENTION**  
Revised 12/99

- REFERENCES:**
- (a) OPNAVINST 5350.4 (series)
  - (b) SECNAV 5300.29 (series)
  - (c) MCO P5300.12
  - (d) ALNAV 080/96

**ALCOHOL INCIDENT:** An offense, punishable under the UCMJ or civilian laws, committed by a member, to which, in the judgment of the member's CO, the offender's consumption of alcohol was a contributing factor. Alcohol abuse / dependency screening is mandatory for members who are involved in an alcohol incident regardless of rank or status.

**DEGLAMORIZATION:** Alcohol abuse is inconsistent with Navy initiatives to promote personal excellence among members. Alcohol abuse should not be promoted by the chain of command.

**GENERAL RESPONSIBILITIES OF CO:**

- Alcohol abuse information should be provided by a trained DAPA during indoctrination of newly reporting personnel.
- Command DAPA must screen all alcohol/drug-related cases brought to the attention of the command and forward to CAAC for evaluation and an appropriate determination of treatment. Medically screen every member involved in an alcohol incident.
- Document substantiated alcohol related incidents by page 13 entries; evals; fitreps and other reports [drug and alcohol abuse reports (DAARs)] as required.
- Clearance eligibility incidents shall be referred to DONCAF.
- Review the status of members involved in alcohol abuse incidents and take appropriate disciplinary, remedial, educational and/or administrative action and make a final report to DONCAF. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.
- Ensure that breathalyzer and/or field sobriety tests are conducted by base security when there is reasonable suspicion of alcohol abuse. Additionally, institute a random gate inspection program. See *SEARCH AND SEIZURE*.
- Consult with medical and alcohol abuse program personnel when there is a suspected problem.
- Conduct screening for overseas assignment per transfers manual to ensure members with unresolved alcohol incidents are not considered for overseas duty.

*(Continued on next page)*

- Monitor aftercare of members who have completed treatment programs. Members may be processed for ADSEP by reason of alcohol rehabilitation failure for any alcohol related misconduct at any time in their career after completing either program. See *ADMINISTRATIVE SEPARATIONS*.
- ❖ Reference (d) requires service record documentation of all substantiated drunk driving offenses.

**PREVENTION:**

- Deglamorize alcohol use; emphasize responsibility and moderation.
- Conduct regular command training on alcohol abuse.
- Ensure club personnel are trained not to serve intoxicated individuals.
- Institute and promote a designated driver/MWR taxi program at base clubs.
- Suspend base driving privileges for alcohol related driving incidents.
- Promote firm and equal treatment of alcohol abusers through NJP, Court-Martial or administrative means
- Publish DAPA notes in POW.

## **DRUG PREVENTION AND URINALYSIS PROGRAM**

Revised 12/99

- REFERENCES:**
- (a) OPNAVINST 5350.4 (series)
  - (b) SECNAVINST 5300.28(series)
  - (c) MCO P5300.12

**TRAINING:** Include and emphasize drug education in the command indoctrination program. Conduct periodic drug abuse awareness education in GMT programs. Ensure all personnel understand the zero-tolerance policy and are aware of voluntary self-referral provisions of reference (a).

### **DETERRENCE AND DETECTION PROGRAMS:**

- Gate/quarterdeck inspections of personnel and/or vehicles. CO should structure the inspection to leave no discretion to security personnel and to reasonably balance inconvenience to members and/or others attempting to enter or exit.
- Health and welfare inspections of messing and berthing areas, barracks, and work spaces.
- Use drug detection dogs (when available), in conjunction with inspections, searches, and personnel inspections throughout all command areas. If a dog alerts, a probable cause authorization should be sought. See *SEARCH & SEIZURE*.

### **URINALYSIS PROGRAMS:**

- **COORDINATORS & OBSERVERS:** Must be designated in writing. Whenever possible assign officers or chief petty officers. Coordinators and observers should be tested separately and should never provide a sample in any urinalysis in which they participate.
- **ATTENTION TO DETAIL & SECURITY:** The entire collection process will be scrutinized in any court-martial. Admissibility of test results is dependent on a tight chain of custody and protection of samples after collection.

*(Continued on next page)*

**Revised 12/99**

- **TESTING GOAL:** Mandatory annual unit sweep (minimum one) of all assigned personnel. 10 - 20 percent of the command each month. Random sampling of smaller numbers of personnel on a more frequent basis provides best results. It reduces the risk of predictability of command testing and raises the perceived risk of detection.

**24-HOUR UA & SUB-UNIT TESTING:** Commands may establish policies to test all members returning from UAs longer than 24 hours as a sub-unit sweep. The policy should be in writing and enforced equally and consistently to all members returning from 24 + hour UAs.

**"FAILURE TO GO":** If a member cannot provide a sample or produce a sufficient amount, require the member to remain in a controlled area and drink fluids.

**REFUSAL TO PROVIDE:** A commissioned officer (but not CO, XO or LEGO) should give a direct order.

**POSITIVE RESULTS:** Message report from the NDSL is official notification of lab test results and constitutes authority to take administrative or disciplinary action. Use may be limited depending on the basis for testing. The CO will proceed and either determine the member is a drug abuser and discipline appropriately (administrative separation processing is mandatory) or, determine the member's urinalysis result was caused by administrative error ( faulty local chain of custody, evidence or tampering) or that the drug use was not wrongful (In which case member is not identified as a drug abuser and not a drug abuse incident), and notify ISIC and PERS-6 by official correspondence with specific circumstances. See *APPENDIX 1* and *ADMINISTRATIVE DISCIPLINARY OPTIONS*.

**OBTAINING EVIDENCE OF DRUG USE:** See *SEARCH & SEIZURE – DRUG CASES*.

## **HIV ISSUES**

- REFERENCES:**
- (a) SECNAVINST 5300.30 (series)
  - (b) SECNAVINST 1850.4 (series)
  - (c) NAVMC 2904
  - (d) MCO 5300.30C

**NOTIFICATION OF POSITIVE SCREENING:** Results must be provided to all medical/dental record holders.

**ASSESSMENT INTERVIEW:** Must be completed by cognizant medical health authority, and include counseling on risk factors, transmission factors, and blood donation.

**LIMITATIONS ON USE OF HIV INFORMATION:** Information gained during initial medical interviews cannot be used against the member in court-martial, NJP, administrative separation proceedings, as a bar to enlistment, or a basis for adverse eval or fitrep marks.

**CONFIDENTIALITY IS THE RULE:** Handle HIV information with the highest degree of confidentiality. Information shall not be released to anyone unless there is a demonstrated need to know. Privacy Act considerations strictly applicable.

**WRITTEN PROTECTIVE ORDERS:** Ensure that "safe sex" order has been issued by the appropriate medical authority.

**ASSIGNMENT OF MEMBER:** HIV+ member is not deployable and is normally assigned within 300 miles of certain Naval Medical Treatment Facilities.

**VOLUNTARY SEPARATION:** If member requests within 90 days after initial classification is completed (i.e., when member signs medical board report). Characterization is type warranted by service record (honorable or general). Separation may be delayed up to 180 days after initial evaluation to minimize manning shortfalls.

**INVOLUNTARY SEPARATION:** Authorized for HIV+ members who develop AIDS. Use the Disability Retirement System IAW reference (b).

## HOMOSEXUAL CONDUCT

Revised 12/00

- REFERENCES:**
- (a) 10 U.S.C. 654
  - (b) DoD Dir 1332.14
  - (c) SECNAVINST 1910.4B
  - (d) OSD MEMO 12 AUG 99
  - (e) ASN (M&RA) MEMO 21 SEP 99, 16 DEC 99, 16 FEB 2000
  - (f) DoD OGC ltr of 18 Aug 95
  - (g) MILPERSMAN 1910-148
  - (h) MARCORPSEPMAN, Chapter 6
  - (i) NAVADMIN, 291/99

**POLICY:** Don't ask; Don't tell - Whether homosexual, bisexual, heterosexual.

**FOCUS:** Homosexual conduct NOT sexual orientation. Homosexual conduct includes both homosexual acts and statements by a member that he/she is homosexual or bisexual or words to that effect.

**SAFETY OF THE MEMBER:** Determine whether member should be moved within the command, transferred TAD, or if other security measures are warranted for the member's safety pending investigation and/or administrative processing.

**INVESTIGATIONS:** NCIS will only investigate incidents that involve force, coercion, minor children, or where other serious criminal activity is involved. NCIS is precluded from investigating a consensual activity case. In these cases the command may initiate a "fact-finding inquiry" and assign the matter to a commissioned officer who should conduct the investigation with utmost discretion.

**REASONS FOR INITIATING AN INVESTIGATION:** Only the CO may initiate an investigation. Must have "credible information" that a reason for administrative processing exists (homosexual conduct). Rumors, suspicions, or mere associational activity such as patronizing a "gay bar," or attending a homosexual rights rally, is not credible information. The decision to investigate must be based on first hand knowledge from a "reliable person."

**INTERVIEWING THE MEMBER, EXPLANATION OF POLICY:** The investigating officer must advise and explain to the member the DoD Policy on homosexual conduct set forth in reference (b), including the mandatory processing consequences. Article 31(b), UCMJ rights should be afforded to anyone suspected of an offense (e.g., sodomy, conduct unbecoming, indecent acts, fraternization.) See *SUSPECTS - QUESTIONING*.

**INTERVIEWING THE MEMBER FOR ALLEGED CONDUCT:** The member should not be asked, nor is the member required to reveal, whether he/she is a heterosexual, homosexual, or bisexual. The focus of the interview must be on their CONDUCT and NOT their "status" or sexual orientation. The investigating officer may ask if the member engaged in the homosexual CONDUCT at issue. The investigating officer "must be able to clearly and specifically explain which grounds for separation he/she is attempting to verify and how the information sought relates to the specific basis(es) at issue." See *SUSPECTS - QUESTIONING*.

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**INTERVIEWING THE MEMBER IN A "STATEMENTS CASE":** Reference provided clarifying guidance confirming that the mere statement of homosexual orientation raises the rebuttable presumption that the member has the propensity to engage in homosexual acts. Reference (c) permits the IO to ask the member whether he/she has engaged in, attempts to engage in, or has the propensity to engage in homosexual acts. The member may also be asked why he/she made the statement and what he/she meant by the statement. See *SUSPECTS – QUESTIONING*.

**MANDATORY ADSEP PROCESSING FOR HOMOSEXUAL CONDUCT:** Must initiate if CO determines that member engaged in or will engage in homosexual conduct. Mandatory processing does not equal mandatory separation. Member can rebut presumption of homosexual conduct or admin board may vote to retain. BUPERS & CMC retain separation authority. Request a JAG to act as the command representative at any homosexual conduct admin board. See *ADMINISTRATIVE SEPARATION*.

**CHARACTERIZATION OF SERVICE:** Honorable, general, or entry level separation, unless there is a finding that member attempted, committed, or solicited a homosexual act involving force or coercion; with a subordinate; in public view; with someone under the age of 16; on a naval aircraft or vessel; or on board military property.

**OCTOBER 1999 UPDATE:** CO's must not condone jokes, epithets or derogatory comments in their command. When a member reports incidents or threats of harassment, the CO must take immediate steps to protect safety of victim. The fact that a person reported harassment is not enough, by itself, to initiate an investigation into the acts of the member. If information is uncovered during the investigation into the harassment that the reporter is homosexual or engaged in acts, CO must carefully consider the source and circumstances of the report.

Before a CO orders an investigation, the CO must consult with GCMCA or higher SJA. If CO suspects individual made a statement to avoid an obligation, deployment, obligated service, or payback for education, the CO must contact PERS 83 and seek permission to investigate.

## **INDEBTEDNESS COMPLAINTS**

**REFERENCES:**

- (a) DoD Dir 1344.9
- (b) MILPERSMAN 7000-020
- (c) MCO P5800.8

**EXPECTATIONS:** Members must pay their just financial obligations in a proper and timely manner.

**COMPLAINTS:** Counsel member and refer the member to a Legal Assistance attorney and the command financial counselor.

**DISPUTED CLAIMS:** No internal DON authority exists to adjudicate disputed claims or enforce settlement of private claims made against members.

**DoD STANDARDS OF FAIRNESS:** All creditors must comply with DoD Standards of Fairness before acting on a complaint from a creditor. See references (a) and (b).

**TRUTH IN LENDING ACT AND OTHER FTC REGULATIONS:** Creditors subject to Federal Trade Commission regulations must assert compliance with applicable regulations in addition to DoD Standards of Fairness.

**COOPERATION WITH CREDITORS:** Should be limited to administrative referral of correspondence to the member.

**DEBT COLLECTION AGENCY:** Do not process the complaint without evidence that the member has granted permission for the collector to contact the command under the provisions of the Fair Debt Collection Practices Act. See reference (b).

**RESPONSES:** Use the sample letters in reference (b).

**DOCUMENTING A MEMBERS FAILURE:** Use a Page 13/11 administrative remarks for continuing problems.

**DISCIPLINARY ACTION:** May be initiated when there is a dishonorable failure to pay just debts under Article 134, UCMJ. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.

**ADMINISTRATIVE SEPARATION:** May be used when there is a pattern of failure to pay just debts (must violate counseling first).

**INVOLUNTARY ALLOTMENT APPLICATIONS:** Process IAW reference (a).

## **MENTAL HEALTH EVALUATIONS (MHEs)**

(rev. 12/00)

- REFERENCES:**
- (a) DoD Dir 6490.1
  - (b) SECNAVINST 6320.24 (series)
  - (c) MILPERSMAN 1910-122
  - (d) MARCORSEPMAN 6203.3

**POLICY:** Prevent improper command referral (e.g., as reprisal) and ensure members are provided rights in connection with MHEs.

**RULES:** References (a) and (b) provide guidance in referring a member for mental health evaluation (MHE). Administratively process for separation IAW reference (c).

### **REFERRALS EXEMPTED FROM MHE REQUIREMENTS INCLUDE:**

- Patient self-referrals.
- Referral to CAAC/DAPA, Family Advocacy.
- Referral to non-MHP for competence for duty exam.

**FUNDAMENTAL PRINCIPLES:** Do not refer a member for a MHE as a reprisal for making or preparing a lawful communication to a member of Congress, the chain of command, IG, or other appropriate person. Do not restrict a member from lawfully communicating with an IG, attorney, member of Congress, or other person about appropriateness of MHE referral. Violation of either of these principles may be punished under Art. 92, UCMJ.

### **CO RESPONSIBILITIES PRIOR TO REFERRAL:**

- Consult with Navy psychiatrist/psychologist (MHP)
- Provide member with a written notice of the referral. Sample notice provided in reference (b).

### **MEMBER'S RIGHTS UPON REFERRAL:**

- May not refuse MHE.
- May consult with a JAG for advice about redress.
- May submit allegation of improper referral to IG.
- May be evaluated by MHP of own choosing, if reasonably available.
- No person may restrict member's right to seek redress for referral.
- In situations other than emergencies, member shall have 2 business days before MHE to meet with an attorney, IG, chaplain or other appropriate party.

**EMERGENCY CIRCUMSTANCES:** If member is a "danger to self or others" referral may be made without prior consultation with MHP or written notice to the member.

- Prepare written memo documenting reasons for not complying and provide copies to member and MHP for inclusion in health record.

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**MEMBER'S RIGHTS IF INVOLUNTARILY ADMITTED:**

- MHP must be advised of nature, purpose and consequences of treatment.
- Right to contact friend, attorney, IG, or relative ASAP.
- Right to submit allegations to IG that MHE made as a reprisal.
- Right to evaluation within 24 hours to determine if continued hospitalization is justified.
- Right to notification of reasons for continued hospitalization.
- Right to have review within 72 hours by independent MHP appointed to determine appropriateness of continued hospitalization (right to attorney at the 72 hour review).

**MENTAL HEALTH PROFESSIONAL DUTIES:**

- Advise member of purpose, nature and likely consequences of MHE.
- Report improper MHE referrals to medical chain of command who will report same to offending officer's superiors and the local IG.

**ALL ALLEGATIONS OF IMPROPER REFERRAL ARE INVESTIGATED BY NAVY IG AND REPORTED TO DOD IG.**

## **PREGNANCY**

(rev. 12/00)

<b>REFERENCES:</b>	(a)	SECNAVINST 1000.10
	(b)	OPNAVINST 6000.1 (series)
	(c)	MILPERSMAN 1740-020
	(d)	MILPERSMAN 1740-030
	(e)	MILPERSMAN 1910-112
	(f)	MCO 5000.12
	(g)	ALMAR 67/95

**INITIAL COUNSELING RESPONSIBILITIES:** Once pregnancy is medically confirmed, the service member must be counseled regarding the Navy's pregnancy and parenthood policies, including dependent care plans, administrative separation options, and possible conflicts between parent role and the "Navy's posture of readiness and mobility." References (a) and (b) and OPNAV 1740/1 for dependent care plans. Legal Assistance offices can provide counseling to members regarding paternity, blood testing, child support and other parenting issues. Pregnant members should be referred to a legal assistance office for this counseling if appropriate.

**ADMINISTRATIVE SEPARATION OPTIONS:** Members may voluntarily request ADSEP based on pregnancy. Member should request discharge prior to the 20<sup>th</sup> week of pregnancy. Generally requests will be denied unless in the best interests of the Navy, or if member demonstrates overriding and compelling factors of personal need which warrant separation. After birth of the child, other bases for administrative separation may apply (e.g., hardship or parenthood).

**REQUIRED COUNSELING PRIOR TO SEPARATION:** Prior to separation the member must be counseled concerning limited maternity care benefits. Document the counseling on a Page 13.

**WORK LIMITATIONS:** Detailed guidance is provided on management of pregnant servicewomen, including general duty limitations (i.e., exemptions from regular PT and the PRT, swim quals; parade rest or attention longer than 15 minutes; reduced exposure to unsafe chemical, toxic agents; after 28 weeks of pregnancy ensure member is allowed to rest 20 minutes every 4 hours (including in a chair with feet up); and limited 40 hour work week).

**CONVALESCENT LEAVE:** Six weeks authorized; extensions may be authorized by CO.

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**SHIPBOARD CONSIDERATIONS:** Pregnant servicewomen **MUST** be transferred from the ship before the 20<sup>th</sup> week of pregnancy or date of deployment whichever is first. Pregnant on deployment: send member TAD to nearest military facility with OB/GYN care. "6 Hour Rule": Even when not deployed pregnant member cannot get underway if time required for medevac to emergency OB/GYN care exceeds 6 hours.

**EVACUATION OF PREGNANT MEMBERS:** If a non-combatant evacuation is ordered, all pregnant servicewomen who have reached the 20<sup>th</sup> week of pregnancy will be evacuated as "noncombatants." The area commander has authorization to direct evacuation of members who have not reached the 20<sup>th</sup> week upon the analysis set forth in reference (b).

**BREASTFEEDING:** Servicewomen may breastfeed infants during times allotted for meals and breaks. Alternatives, (e.g., breastpumping) are advised.

**PRIORITY OB/GYN MEDICAL CARE:** Active duty servicewomen will be given priority for OB/GYN care in DON medical facilities. Active duty servicewomen assigned to deploying units or positions (within 3 months), will be given priority over all other active duty servicewomen. See reference (d).

**FOLLOW ON TOURS:** A service member who was transferred from her unit due to pregnancy will be returned to the same ship or unit or to an equivalent billet in a command of the same duty type (e.g., shall complete sea tour).

**See ADMINISTRATIVE SEPARATIONS and PATERNITY.**

## RESERVISTS – SPECIAL CONSIDERATIONS

- REFERENCES:
- (a) COMNAVRESFOR P1600.2A
  - (b) MILPERSMAN 1001-010 through 1001-090
  - (c) MILPERSMAN 1620-020, 1811-010, 1820-010
  - (d) MILPERSMAN 1830-010 through 1830-070
  - (e) MILPERSMAN 1916-010 through 1916-020
  - (f) SECNAVINST 1770.3 (series)
  - (g) DoD 5500.7-R (JER)

**COURT-MARTIAL AND NJP JURISDICTION:** The UCMJ was amended in 1986, expanding jurisdiction over reservists. Reference (a) summarizes the governing rules, as well as the procedures, to recall inactive reservists for disciplinary action.

**COURT-MARTIAL AND NJP PUNISHMENTS:** Sections 0202 and 0304 of reference (a) detail how court-martial and NJP punishments apply to inactive reservists. Commanders of selected reserve/volunteer training units have NJP authority, but may not convene a special court-martial. See JAGMAN, Section 0106 and 0120.

**ADMINISTRATIVE SEPARATIONS:** Generally, procedures are the same as for active duty personnel. Notable exceptions include: inactive reservists have 30 days to respond to notification of processing; admin boards for all reservists must have at least one reserve commissioned officer as a member and all members must be commissioned officers if an OTH discharge is possible; and SECNAV is the separation authority for any reservist within 2 years of eligibility for retired or retainer pay. Commanders of selected reserve/volunteer training units may not convene admin boards.

**URINALYSIS:** Per section 0504 of reference (a), reservists who test positive shortly after beginning IDT, IDTT, ADT, or AT are not subject to disciplinary action (without other evidence of drug use in an active status), but are subject to administrative processing.

**INJURIES, ILLNESSES & DISEASES:** Upon learning that a reservist (on duty for less than 31 days) has incurred or aggravated an injury, illness, or disease on AT, ADT, IDT, IDTT, or traveling to or from such duty, commanders must immediately notify COMNAVRESFOR OO3 and forward an interim LOD/Misconduct determination within 7 days. See reference (c). See JAGMAN, Section 0253 regarding investigations into death and/or injury of reservists.

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**ETHICS:** Inactive reservists may use their military titles in commercial enterprises if their retired or inactive status is clearly indicated and such use does not discredit DoD or give the appearance of DoD approval. See section 2-304 of reference (d). As for political activities, inactive reservists are generally subject to the same restrictions as DoD civilian employees under the amended Hatch Act, not those governing active duty personnel. See sections 6-200 and 6-300 of reference (d) and SECNAVINST 6370.6.

**REDCOM SJAs:** Each of the Naval Reserve Readiness Commands has a Staff Judge Advocate, who is the initial contact for legal inquiries about reservists within the geographical region.

**SUICIDES, ATTEMPTS & GESTURES**  
Revised 7/99

- REFERENCES:**
- (a) MILPERSMAN 1770-010 through 1770-240
  - (b) JAGMAN, Section 0226
  - (c) OPNAV 5510.1 (series)
  - (d) SECNAVINST 6320.24 (series)

**PERSONNEL CASUALTY REPORTS:** Required for any suicide, and also for any case where a member attempts suicide or makes other suicide gestures.

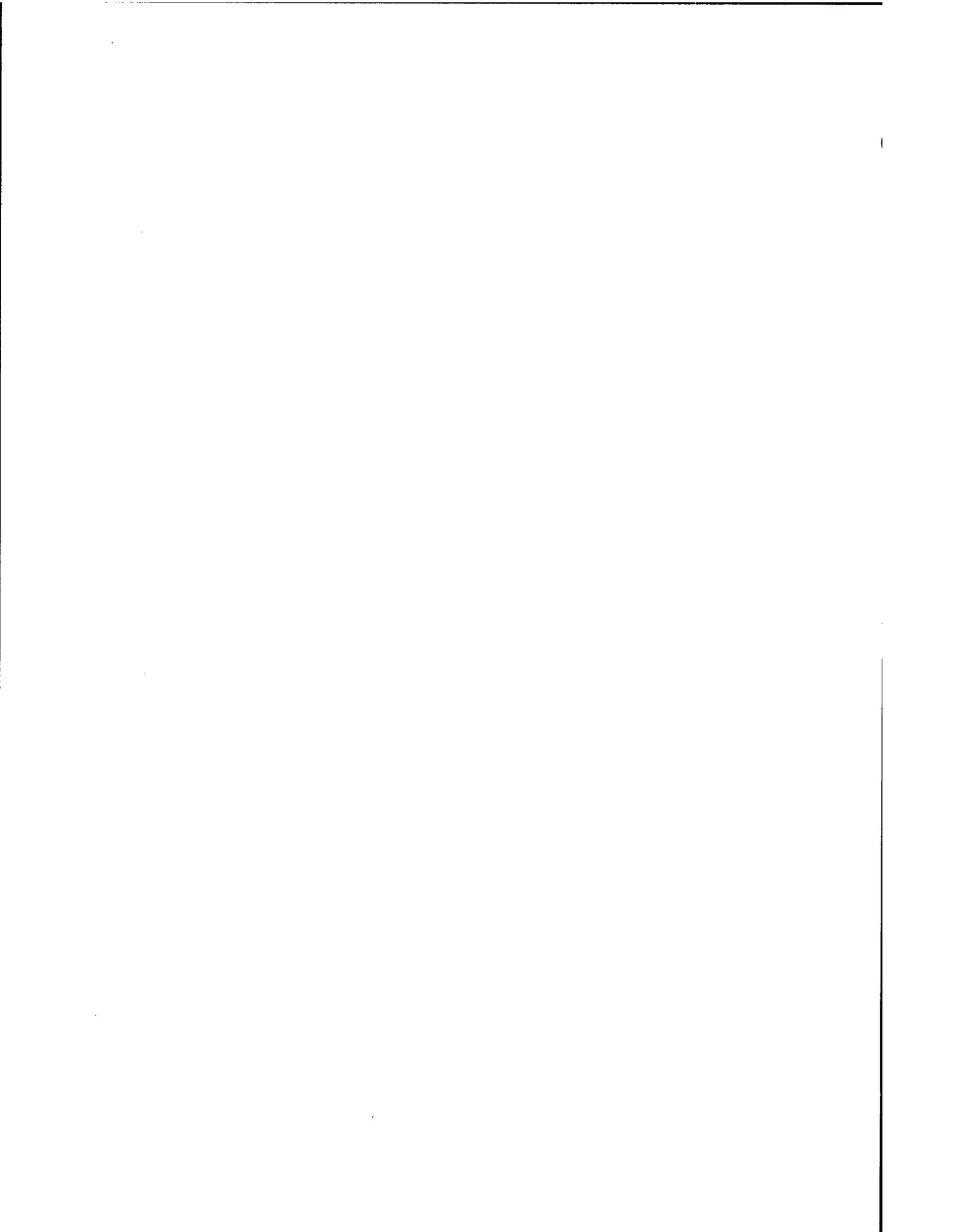
**NCIS NOTIFICATION:** If member had access to classified information.

**ACTUAL SUICIDE:** See *DEATH INVESTIGATIONS*.

**LINE OF DUTY/MISCONDUCT** Error! Bookmark not defined. **DETERMINATIONS:** Will not be made if there is an actual suicide. In suicide attempt or gesture cases, where there is a permanent disability or physical inability to perform duties in excess of 24 hours, a determination is required. Convene a JAGMAN investigation (normally Command Investigation).

- In the case of a true suicide attempt, there is a strong inference that the member lacked mental responsibility. Therefore, the likely outcome will be that the member was "in the line of duty" and "the injury was not due to own misconduct."
- In the case of suicide gestures (an intentional infliction of injury without serious suicidal intent), the likely outcome will be that the member was "not in the line of duty" and "the injury was due to own misconduct."

**MENTAL HEALTH EVALUATIONS:** Members who express suicidal ideations should be immediately referred to DoD mental health professionals. This may be considered an emergency situation for purposes of reference (d), under appropriate circumstances. See *MENTAL HEALTH EVALUATIONS*.



**Section IV: SEXUAL HARASSMENT, FRATERNIZATION &  
HAZING**

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**SEXUAL HARASSMENT PREVENTION**  
Revised 2/01

- REFERENCES:**
- (a) SECNAVINST 5300.26C (Oct 97)
  - (b) OPNAVINST 5354.1E (Jan 01)
  - (c) OPNAVINST 5354.5
  - (d) ARTICLE 1166, U.S. Navy Regulations, 1990
  - (e) NAVPERS 15620 Resolving Conflict Booklet
  - (f) MCO P5354.1B
  - (g) USMC "Processing EO & EEO Complaints, A Commander's Handbook"

**POSITIVE ENVIRONMENT:** Create a command environment where sexual harassment is neither ignored nor condoned.

**EDUCATION AND TRAINING FOR ALL HANDS:** Regularly emphasize and discuss DON Sexual Harassment policies. Set the tone for the command environment:

- Publish a command policy statement outlining the command's stance on sexual harassment.
- Utilize the POD/POW to promote the Navy's zero tolerance sexual harassment policy.
- Periodically publish and place on command bulletin boards information concerning command EO/EEO counselors, a member's right to submit a formal or informal grievance and the availability of legal advice.
- Prominently display the grievance poster, "Navy Procedures for Processing Discrimination Complaints/Grievances for Military Personnel" (DD Form 1348). Encourage the use of the Equal Opportunity and Sexual Harassment Advice Line, 1-800-253-0931, DSN 882-2507, Comm (901) 874-2507; eo/sh.advice.line@persnet.navy.mil.
- Ensure all hands receive annual GMT and Navy Rights and Responsibilities training.

**PROMULGATE AN "INTERPERSONAL RELATIONSHIP" and/or "DATING POLICY":** A Judge Advocate should review prior to issuance. Examples of items that may be covered:

- Intimate conduct/public displays of affection on board a ship/military installation or while in uniform.
- Male/Female counseling situations.
- Uniform inspection requirements when members of the opposite sex are involved.
- Appropriate civilian attire on board ships and military installations.
- Entering berthing areas/heads/personal living areas by male/female personnel of opposite sex.

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- Searches/Health and Welfare Inspections when members of the opposite sex are involved.
- Appropriate language on board ships and military installations.
- See *FRATERNIZATION PREVENTION*.

**EMPHASIZE POSITIVE ASPECTS OF EARLY REPORTING AND INFORMAL RESOLUTION:** Encourage command use of the Informal Resolution System prior to the filing of a formal complaint. [See *reference (e)*]. Process formal complaints iaw the new timelines in reference (b).

**PROACTIVE TEAM:** Executive Officer, Command Master Chief, Equal Opportunity Specialist (EOPS), Command Managed Equal Opportunity Officer (CMEO), Command Assessment Team Members and Legal advisor are all key players. Empower them and discuss the issues with them frequently.

**COMMAND ASSESSMENT:** Ensure the command assessment team conducts the annual assessment to include sexual harassment issues. [See *reference (c)*].

**FITREP/EVALS:** Establish meaningful, measurable EO performance objectives for fitness reports and evaluations.

**RECOGNITION:** Provide special recognition or awards for units/personnel demonstrating superior accomplishments in EO.

*See also SEXUAL HARASSMENT INCIDENT*

## **SEXUAL HARASSMENT INCIDENT**

Revised 2/01

- REFERENCES:**
- (a) SECNAVINST 5300.26C (Oct 97)
  - (b) OPNAVINST 5354.1E (Jan 01)
  - (c) Article 1166, U.S. Navy Regulations
  - (d) NAVPERS 5354/2 (3-00) Formal Complaint Form
  - (e) NAVPERS 15620 Resolving Conflict Booklet
  - (f) MCO P5354.1C
  - (g) DoD Auth. Act of 1997, Section 591
  - (h) ALMAR 130/98

### **POTENTIAL REPORTING REQUIREMENTS:**

- OPREP-3 for major incidents. Unit SITREPS for minor incidents.
- Major criminal offenses to NCIS. See *NCIS INCIDENT REPORTING*.
- Violent crime message. See *VIOLENT CRIME REPORTING*.
- Incidents involving sexual assaults. See *VICTIM/WITNESS*.
- Incidents involving officers IAW TYCOM/Second Echelon requirements. See *OFFICER MISCONDUCT*.

**BACKGROUND:** Sexual harassment is unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when made a term or condition of a person's job, pay, or career; used as a basis for a job decision affecting that person; or, interferes with an individual's work performance or creates a hostile or offensive working environment.

**INVESTIGATIVE REQUIREMENTS:** All formal complaints of sexual harassment will be processed according to the following procedures:

Initiate an investigation within **72 hours** after receipt of the complaint and advise the complainant and the GCMCA via SITREP (OPREP for major incidents) with an info copy to NAVPERSCOM (Pers 6/61) and your Echelon II command.

Complete investigation of the complaint within **14 days**, or file a progress report within **20 days** of commencement and every **14 days** thereafter. File a final report with the GCMCA including the results of the investigation and whether or not any administrative or disciplinary action was taken (if disciplinary action was taken, the actual punishment awarded should not be placed in the message). See refs. (b), (d), (g) and (h).

**PREVENT REPRISALS:** Remove the alleged perpetrator from the work space if there is reasonable possibility of further sexual harassment or reprisal.

**COMPLAINANT/VICTIM ASSISTANCE:** Appoint a personal advocate to assist the complainant. Provide the complainant with victim counseling support or referral services at the outset. Monitor and provide follow-up services as required. See *VICTIM/WITNESS*.

**PRIVACY ACT CONSIDERATIONS:** Maintain the confidentiality of all parties involved. See *PRIVACY ACT*.

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**MENTAL HEALTH EVALUATION:** Do not order psychiatric evaluation of the complainant or alleged perpetrator unless the requirements of the DoD mental health instruction have been met. See *MENTAL HEALTH EVALUATION*.

**INFORMAL RESOLUTION:** Encourage command use of the Informal Resolution System prior to the filing of a formal complaint. See reference (e).

**FORMAL COMPLAINT:** Use reference (d) "Formal Complaint Form". Start investigation within 72 hours and attempt to complete within 14 days. See *Appendix E: Steps for Investigating SH Complaints* and reference (b).

**LEVEL OF INVESTIGATION:** CO's determination based on seriousness and magnitude of incident. Ensure investigating officer is neutral and qualified. Consider outside investigator if command investigation would have appearance of being partial to either complainant or alleged perpetrator. Coordinate all efforts with the command legal advisor.

**DISCIPLINARY OR ADMINISTRATIVE ACTION:** Take timely and tailored action when appropriate. Focus remedies on solving the problem. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.

**MANDATORY ADMINISTRATIVE DISCHARGE PROCESSING:** Required for substantiated incidents which involve:

- Actions, threats or attempts to influence another's career or job in exchange for sexual favors; or
- Physical contact of a sexual nature which, if charged as a violation of the UCMJ, could result in a punitive discharge. See *ADMINISTRATIVE SEPARATIONS*.

**FRATERNIZATION PREVENTION**  
Revised 3/01

- REFERENCES:**
- (a) OPNAVINST 5370.2 B
  - (b) Marine Corps Manual 1100.4
  - (c) Art. 1165, U.S. Navy Regulations, 1990
  - (d) UCMJ ARTICLE 134

**EDUCATION AND TRAINING FOR ALL HANDS:** Regularly emphasize and discuss the DON fraternization policy:

- Ensure personnel are attending the Navy Rights & Responsibility workshops upon reporting to the command.
- Ensure all hands are receiving annual GMT.

**PROMULGATE A COMMAND "INTERPERSONAL RELATIONSHIPS" POLICY:** A Judge Advocate should review prior to issuance. Examples of items that may be covered:

- Relationships between crew members/personnel in the same work center or command. May strongly discourage, but should not prohibit off duty relationships that are not otherwise prohibited as fraternization or sexual harassment (e.g. after hours dating between two E-3s in different work centers).
- Intimate conduct/public displays of affection on board a ship/military installation or while in uniform.
- Appropriate civilian attire on board ships and military installations.
- Entering berthing areas/heads/personal living areas by male/female personnel of opposite sex.
- Appropriate language on board ships and military installations.
- Private business partnerships between command members.

**COMMAND ASSESSMENT:** Ensure the command assessment team (CAT) conducts an annual assessment that includes fraternization. [see OPNAVINST 5354.5]

**MULTI-SERVICE COMMAND:** Must develop a policy consistent with the different service regulations and ensure all personnel within the command understand the policy.

*See also FRATERNIZATION INCIDENT*

## FRATERNIZATION INCIDENT

Revised 3/01

- REFERENCES:
- (a) OPNAVINST 5370.2B
  - (b) Marine Corps Manual 1100.4
  - (c) Article 1165, U.S. Navy Regulations
  - (d) UCMJ, Article 134

**BACKGROUND:** Unduly familiar personal relationships between seniors and subordinates are contrary to naval custom because they undermine the respect for authority that is essential to the Navy's ability to accomplish its mission. Fraternization is prohibited and punishable under the UCMJ.

### PROHIBITED RELATIONSHIPS:

- **Officer/Enlisted:** Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.
- **Officer/Officer and Enlisted/Enlisted:** Personal relationships between officer members, or between enlisted members that are unduly familiar and that do not respect differences in grade or rank when they are prejudicial to good order and discipline, or of a nature to bring discredit on the naval service.
- **Chief Petty Officer/Junior Enlisted:** Personal relationships between chief petty officers and junior personnel (E-1 to E-6), who are assigned to the same command, that are unduly familiar and that do not respect the differences between grade or rank. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.
- **Staff and Instructor/Student Personnel:** Personal relationships between staff or instructor members and student personnel within Navy training commands that do not respect differences in grade, rank, or the staff/student relationship. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.
- **Recruiter/Recruit and Applicant:** Personal relationships between recruiters and recruits or applicants that do not respect differences in grade or rank. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.

**PREJUDICE TO GOOD ORDER AND DISCIPLINE:** May result from, but are not limited to, circumstances which:

- call into question a senior's objectivity;
- result in actual or apparent preferential treatment;
- undermine the authority of a senior; or
- compromise the chain of command.

*(Continued on next page)*

**EXAMPLES OF PROHIBITED RELATIONSHIPS:** Dating, shared living accommodations, intimate or sexual relations, commercial solicitations, private business partnerships, gambling and borrowing money.

**RELATIONSHIPS WITH MEMBERS OF OTHER SERVICES:** The policy applies to all prohibited relationships between Navy members and other members, regardless of service.

**DIRECT SENIOR-SUBORDINATE SUPERVISORY RELATIONSHIP:** Not a prerequisite for fraternization.

**SAME CHAIN-OF-COMMAND:** Not a prerequisite for fraternization.

**GENDER-NEUTRAL:** The focus is on the detriment to good order and discipline, not the sex of the parties.

**SUBSEQUENT MARRIAGE:** Does not excuse or mitigate.

**MARRIED MEMBERS:** Will not be assigned to the same chain of command (compatible with needs of the Navy).

**RESPONSIBILITY FOR PREVENTION:** Rests primarily on the senior. However, both members are accountable for their own conduct.

**MULTI-SERVICE COMMANDS:** Must create clear policies because of differences in service regulations.

**ADMINISTRATIVE OR DISCIPLINARY OPTIONS:** Investigate allegations and take appropriate administrative or disciplinary action. *See Appendix F: Fraternization Investigation Chart and ADMINISTRATIVE & DISCIPLINARY OPTIONS.*

## **HAZING PREVENTION**

**Revised 3/01**

- REFERENCES:**
- (a) SECNAVINST 1610.2 (Oct 97)
  - (b) MCO 1700.28 (Jun 97)
  - (c) OPNAVINST 3120.32, para. 510.36
  - (d) SECDEF MEMO of 28 Aug 1997

**COMMAND POLICY:** Must be regularly emphasized to all hands.

**PREVENTION:** Requires continuous education and awareness from khaki leadership. Use the definition and specific examples below. The listing is not all inclusive and other known examples should be added to the list.

**HAZING DEFINITION:** Hazing is defined as any conduct whereby a military member or members, regardless of service or rank, without proper authority causes another military member or members, regardless of service or rank, to suffer or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered hazing. Hazing need not involve physical contact among or between military members; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. (NOTE: Whether an individual consents or volunteers is immaterial; no service member may consent to acts of hazing being committed upon them).

**SPECIFIC EXAMPLES THAT ARE CLEARLY PROHIBITED:** "Tacking on" promotions or warfare pins; initiations that have not been approved and are unsupervised by the chain of command; handcuffing members to fixed or movable objects; taping or tying member's arms or legs; forced/non-consensual cutting or shaving of hair; forced or non-consensual removal of clothing; "red bellies"; placing or pouring a liquid substance or foreign substance (i.e. grease or shoe polish) on a person or their property; requiring a person to consume substances or food not normally prepared or suitable for consumption; sabotaging personal property of another to cause even minor injury or damage; any horseplay or minor assault upon the person of another; or any other act that could even remotely subject a person to injury, ridicule or degradation.

**HAZING DOES NOT INCLUDE:** Command-authorized or operational activities; the requisite training to prepare for such missions or operations; administrative corrective measures; extra military instruction; athletics events, command-authorized physical training, contests or competitions and other similar activities that are authorized by the chain of command.

**INITIATIONS AND SPECIAL CEREMONIES:** Must be approved by the chain of command. Specific guidance is contained in reference (c):

- CO or his/her direct representative shall personally be involved in planning or execution.
- Glamorization of alcohol and alcohol abuse by event participants and guests shall not be tolerated.

*(Continued on next page)*

- Sexually suggestive activities, props, costumes, skits, gags, or gifts are prohibited.
- Personal, ethnic and religious beliefs of those in attendance shall be respected.
- There will be no coercion of Navy members to participate. Any participation by principals or guests shall be strictly voluntary.
- Proper medical screening of participants (when appropriate) and compliance with applicable health, safety, and environmental regulations shall be part of event planning.

**REPORTING REQUIREMENTS:** Substantiated incidents of hazing must be reported via OPREP to CNO or CMC.

**Section V: FAMILY RELATIONSHIP ISSUES**

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**DOMESTIC ABUSE PREVENTION**  
Revised 4/98

- REFERENCES:**
- (a) SECNAVINST 1752.3 (series)
  - (b) OPNAVINST 1752.1 (series)
  - (c) OPNAVINST 1752.2 (series)
  - (d) MCO P1752.3B

**EDUCATION AND TRAINING FOR ALL HANDS:** Regularly emphasize and discuss DON family violence policies that emphasize prevention; recognition; prompt notification and reporting; and the availability of responsive services.

- Publish and place on command bulletin boards information concerning victim services and family violence rehabilitative education and counseling.
- **EDUCATION AND TRAINING FOR SUPERVISORS:** Ensure that military and civilian supervisors are trained in identifying signs of abuse and FAP referral procedures.

**PROACTIVE TEAM:** Executive Officer, Command Master Chief, Installation Family Advocacy Officer (FAO), Senior Medical Officer, Chaplain, and Legal Advisor are all key players.

**FAMILY PROGRAMS:** Conduct activities that contribute to a healthy family life (e.g. family picnics, family career day, etc.).

**DEGLAMORIZATION OF ALCOHOL.**

**CIVILIAN LIAISON:** Installation COs must establish a cooperative relationship with appropriate civilian authorities to provide for reciprocal reporting of information and development of a community based approach to family violence. Memorandum's of Understanding (MOU's) are recommended.

Issue Military Protective Orders when appropriate. See DOMESTIC VIOLENCE/FAMILY ADVOCACY Incidents.

## **DOMESTIC VIOLENCE / FAMILY ADVOCACY INCIDENTS**

<b>REFERENCES:</b>	(a)	SECNAVINST 1752.3 (series)
	(b)	DOD Directive 6400.2
	(c)	10 U.S.C. Sec. 1058
	(d)	OPNAVINST 1752.1 (series)
	(e)	OPNAVINST 1752.2 (series)
	(f)	MCO P1752.3B Ch 1
	(g)	18 U.S.C Sec 921 (series)
	(h)	MILPERSMAN 1910-162

### **POTENTIAL REPORTING REQUIREMENTS:**

- OPREP-3 for major incidents
- Unit SITREPS for minor incidents
- Major criminal offenses to NCIS. (See *NCIS INCIDENT REPORTING*)
- Violent crime message. (See *VIOLENT CRIME REPORTING*)
- Incidents involving sexual assaults. (See *VICTIM/WITNESS*)
- Incidents involving officers IAW with TYCOM/Second Echelon requirements. (See *OFFICER MISCONDUCT*)

**NOTIFICATION TO FAMILY ADVOCACY REPRESENTATIVE (FAR):** All allegations of spouse or child abuse. Notify BUPERS (Pers-8 and Pers-6) when allegations of child sexual abuse are made.

**TRACK THE CASE:** Appoint the XO or a responsible command representative to work with Family Advocacy and provide command input on disposition.

**DISPOSITION:** The Family Advocacy Case Review Committee (CRC) will make a determination of either "substantiated" or "unsubstantiated – did not occur" or "unsubstantiated – unresolved" within 90 days. This determination, along with any treatment recommendations, will be forwarded to the commands of the offender and victim, if a different command, in a written report.

- (a) Command must debrief the alleged offender, victim, or victim's sponsor on the report and their rights and obtain a signed statement of rights form.
- (b) **CO maintains sole discretion over disciplinary action. Family Advocacy review does not preclude or limit command disciplinary action.** (See *ADMINISTRATION & DISCIPLINARY OPTIONS*)

*(Continued on next page)*

can be appealed to the CRC, and then to a Headquarters Review Team at BUPERS. Appeals must be in writing, and normally filed within 30 days of the advisement of the CRC determination. Appeals can be filed by the alleged offender, victim, or command of either, on the following grounds:

- (a) Newly discovered evidence
- (b) Fraud upon the CRC
- (c) Voting member of the CRC absent
- (d) Not Guilty/Guilty finding after a full trial on the merits.
- (e) Plain legal or factual error.

(Marine Corps only) CRC determinations can be appealed to the installation CRC. Appeals must be in writing, and normally filed within 10 days of the advisement of the CRC determination. Appeals can be filed by a substantiated offender or victim, or person legally responsible for the victim, or either spouse where the incident was unsubstantiated – did not occur on the following grounds:

- (a) Newly discovered information
- (b) Failure to substantially follow correct procedures

**TREATMENT OF VICTIMS:** Coordinate under the Victim/Witness Assistance Program. (See *VICTIM/WITNESSES*).

**INTERVENTION:** Ensure that appropriate actions are taken to provide for the protection of victims during the investigation and processing of a FAP case [e.g. issuance of a military protective order (MPO) to remove the military member from the family home (whether on or off base); coordination with local child protective services to have the child removed from the home; or issuance of an order barring alleged perpetrators from Navy installations]. (See *LAW ENFORCEMENT CIVILIAN JURISDICTION*).

**MILITARY PROTECTIVE ORDERS (MPO):** Written order requiring member to move out of home or to "stay away" from complainant. Should be issued whenever it is likely or foreseeable that further incidents will arise. Should be issued in writing. Must be temporary in nature but may be renewed and should be in force until Family Advocacy counselors have intervened. Will also protect members from false allegations. Consult with a legal advisor.

**INTERVIEWING OR QUESTIONING SUSPECTED OFFENDERS:** Should not be done if a law enforcement agency (NCIS or civilian) is investigating. (See *NCIS INCIDENT REPORTING & SUSPECT—QUESTIONING*).

*(Continued on next page)*

**ALCOHOL RELATED INCIDENTS:** DAPA/CAAC screening should be conducted.

**MANDATORY PROCESSING:** ADSEP processing must be initiated for sexual perversion, or in any case involving conduct which caused or could have caused death or serious bodily injury. Rehabilitation failure cases are separated under reference (h) (See *ADMINISTRATIVE SEPARATIONS*).

**ADMINISTRATIVE BOARDS:** Request assignment of a Judge Advocate to act as the command representative.

**Weapons Possession:** If convicted at SPCM/GCM or any civilian court of crime of domestic violence, then service member is no longer permitted to possess a firearm.

**FAMILY SUPPORT**  
Revised 7/99

**REFERENCES:** (a) MILPERSMAN 1754-030  
(b) MCO P5800.8

**ALLOTMENTS:** Encourage all married personnel on sea duty to provide allotments to their dependents.

**NONSUPPORT OR INSUFFICIENT SUPPORT COMPLAINTS:** Ensure the member is interviewed and informed of the USN/USMC policy regarding support of dependents. Members should be referred to a Legal Assistance attorney and the command financial counselor. The requirement for Marines to meet support obligations is a punitive order so failure to pay may be the basis for disciplinary action.

**SEPARATION AGREEMENTS AND VALID COURT ORDERS:** Members must comply with the support provisions of the agreement or court order or use the civilian court system to obtain a change.

**NO COURT ORDER OR MUTUAL AGREEMENT:** Recommended support scale is contained in reference (a).

**REQUEST FOR WAIVER OF OBLIGATION TO PROVIDE SPOUSAL SUPPORT:** DFAS may grant a waiver in cases involving desertion, physical abuse, or infidelity. Commands should endorse request to verify circumstances.

**MISCONDUCT BY THE SPOUSE:** A member's duty to support minor children is not affected by spousal misconduct.

**PATERNITY ACKNOWLEDGEMENT:** Member admitting paternity must furnish support to the child. See *PATERNITY*.

**DOCUMENT UNSATISFACTORY PROGRESS:** Counseling should be documented on a Page 13/11.

**ADMINISTRATIVE SEPARATION:** May administratively separate a member for a pattern of failure to contribute adequate support or failure to follow court orders. See *ADMINISTRATIVE SEPARATION*.

**DISCIPLINARY ACTION:** May be imposed if a member fraudulently obtained BAQ/VHA. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.

## **PATERNITY COMPLAINTS**

**REFERENCES:** (a) MILPERSMAN 5800-010  
(b) MILPERSMAN 1754-030

**POLICY:** Members owe the same duty of support to illegitimate children as they would to children born in wedlock.

**DETERMINATION OF PATERNITY:** DON does not determine disputed paternity actions, this is a matter for states.

**SUPPORT ORDERS:** Members must comply with state court orders.

- Compliance is necessary even if member disputes paternity or does not believe that an official determination of paternity has been made.
- Refer member to legal assistance attorney/civilian attorney to challenge order.

**UPON RECEIPT OF A WRITTEN COMPLAINT:** Member must be interviewed and counseled IAW reference (a).

**ADMISSION OF PATERNITY:** If member admits paternity, he should be counseled on obligation to provide support.

- If no state order, support should be made IAW service guidelines in reference (b), or member must enter into a voluntary written agreement with the mother or guardian of the child.
- If member is now eligible for BAQ, PSD will require written acknowledgement of paternity.

**DENIAL OF PATERNITY:** Refer member to a legal assistance attorney/civilian counsel to challenge paternity action. Use the sample letter to respond to complainant in reference (a).

**ADMINISTRATIVE OR DISCIPLINARY ACTION:** After counseling, if the member continues to fail to provide child support IAW a state order, mutual agreement, or service guidelines, administrative or disciplinary action may be warranted. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.

**LEGAL ASSISTANCE:** Members may be referred to a legal assistance provider for counseling on parenting issues such as paternity, blood testing and child support.

**Section VI: INTERACTIONS WITH CIVILIANS**

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## **ENVIRONMENTAL COMPLIANCE**

Revised 01/00

- REFERENCES:**
- (a) Navy Regulations, 0832
  - (b) OPNAVINST 5090.1 (series)
  - (c) MCO P5090.2 (series)
  - (d) JAGMAN, Chapter XIII

**PERSONAL INVOLVEMENT:** The CO's personal attention and involvement in environmental compliance is essential in establishing the necessary environmental ethic.

**TRAINING:** Annual training should be given to all hands regarding the Navy's environmental compliance program. Specialized training may be required depending on duties assigned.

**SUPPORT NETWORK:** Numerous sources of information and support networks exist to assist Navy and Marine activities. These include "Regional Environmental Coordinators" (REC's), the Naval Facilities Engineering Command, and installation environmental program managers. Determine where support assets are located before environmental compliance issues arise.

**ENVIRONMENTAL QUALITY ASSESSMENTS (EQA'S):** Both shore and afloat units are required to conduct annual EQA's. See *references (b) and (c)* for areas to be audited and for applicable checklists.

- For any deficiencies identified in the EQA, a POA&M must be developed in order to get into compliance.
- All EQA's and corrective measures taken should be documented and retained.

**REPORTING:** If the requirements of any environmental law cannot be achieved because of operational considerations, insufficient resources or other reason, the CO "shall report" to the ISIC. See *reference (a)*.

- Many environmental regulations require that federal and/or state authorities be notified in situations involving spills or other unauthorized releases of pollutants to the environment. If there are any questions over whether to report, or who to report to, contact the REC staff.

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Revised 1/01

**NAVAL VESSELS:** Strict control of vessel-generated waste discharges is required. OOD's and Department Heads should be familiar with Chapter 19 of reference (b) and the rules on what may be placed over the side.

**CONTACT WITH REGULATORS:** Report any and all contact with federal or state environmental regulators to the REC staff. This is particularly important with respect to requests to access ships. If you receive any "Notice of Violation/Non-Compliance," process in accordance with Appendix B to reference (b), or Appendix D to reference (c).

POC:

Marines

Eastern Area Counsel Office:  
Lt Col Finn  
(910) 451-9517

Western Area Counsel Office:  
Lt Col Craig Myers  
(760) 725-5610

Major Paul Starita  
(760) 725-5176

Navy

COMNAVREG MIDLANT  
Norfolk VA.  
LCDR Mike Palmer  
(757) 836-5957  
DSN 836-5957

COMNAVREG SE  
Jacksonville, FL  
LCDR Linda Young  
(904) 542-5216

COMNAVREG SW  
San Diego, CA  
CDR Jon Nelson  
(619) 532-1418  
DSN 522-1418  
DSN 942-5216

NAVSUBASE  
New London, CT  
CDR Margy Calson  
860-694-4632

Report any and all spills of oil or other hazardous substances to the National Response Center at 1-800-424-8802, or 202-267-2675 to your ISIC and to your REC. Failure to report will lead to personal liability.

## **JURY DUTY**

**REFERENCES:**

(a)	SECNAVINST 5822.2 (series)
(b)	28 U.S.C. 1863
(c)	10 U.S.C. 982

**AUTOMATIC FEDERAL COURT EXEMPTIONS:** Reference (b) exempts all active duty members from serving on federal juries.

**AUTOMATIC STATE COURT EXEMPTIONS:** Flag officers, commanding officers, members assigned to operating forces; those in a training status; and those outside conus are exempt from serving on state juries under reference (a).

**DISCRETIONARY STATE COURT EXEMPTIONS:** Officers with authority to convene special courts-martial may exempt members from state/local juries if jury duty would:

- unreasonably interfere with performance of their duties; or
- adversely affect readiness of command as a whole.

**HOW TO EXEMPT:** CO should sign written letter to appropriate state official (normally clerk of courts) exempting member.

**OIC OR CO WITHOUT AUTHORITY TO CONVENE SPECIAL COURTS-MARTIAL:** Should forward request with a recommendation and justification as soon as possible.

**FOR MEMBERS AVAILABLE FOR JURY DUTY:** Should not be charged leave or lose any entitlement.

- Fees received by member for jury duty must be turned over to the U.S. TREASURY. Members may retain any reimbursement from state or local authorities for actual expenses incurred in performance of jury duty.

**LAW ENFORCEMENT – CIVILIAN JURISDICTION**  
(rev. 12/00)

- REFERENCES:**
- (a) 40 U.S.C. 255
  - (b) OPNAVINST 5100.12 (series)
  - (c) 18 U.S.C. 1382
  - (d) Navy Regulations, Article 0810

**BASE INTEGRITY AND SECURITY PARAMOUNT:** The installation commander, under the Internal Security Act of 1950, retains ultimate authority to protect his/her installation from any threat, no matter what type of jurisdiction is present.

**THREE TYPES OF JURISDICTION** (some installations will have different types in different areas):

- **EXCLUSIVE:** Federal government has exclusive authority to make and enforce local laws.
- **CONCURRENT:** State has equal authority to make and enforce local laws.
- **PROPRIETARY:** Federal government is merely a tenant on the land and retains no power to make or enforce local laws.

**JURISDICTION DOES NOT AFFECT ENFORCEMENT OF UCMJ OVER MILITARY PERSONNEL:** UCMJ is applicable in all places and at all times to all active duty.

**CIVILIAN MISCONDUCT:**

- **EXCLUSIVE AREAS:** Civilian misconduct may be prosecuted in Federal Magistrate's Court. Local SJA, NLSO or TSO will have a Special Assistant U.S. Attorney to prosecute. Minor driving infractions may be handled in a base traffic court. See reference (b).
- **CONCURRENT AREAS:** State law applies with equal force as federal law. DON or civilian law enforcement may respond and either may pursue prosecution. **MUST** have a memorandum of understanding with civilian law enforcement on these issues.

*(Continued on next page)*

- **PROPRIETARY AREAS:** State law controls. State law enforcement normally make all arrests and prosecution will be in state courts. Active duty may also be prosecuted in state court for traffic violations and other crimes but will not necessarily preclude punishment under UCMJ for same offense.

**DETENTION OF CIVILIAN FOR DELIVERY TO CIVILIAN AUTHORITIES:** Regardless of the type of jurisdiction may not confine civilians, but may "detain" for a reasonable time for civilian Law Enforcement pickup. Notify NCIS immediately. See *SERVICE OF PROCESS/SUBPOENAS*.

**BARRING OF CIVILIANS:** Civilians who commit misconduct and/or present a threat to good order and discipline on the base, may be barred by the base CO from entering the installation. Issue a written barring order. Those who violate the order may be tried in federal court, fined and/or imprisoned. See references (c) and (d).

## **LAW ENFORCEMENT – SUPPORT OF CIVILIAN POLICE AGENCIES**

(rev. 12/00)

- REFERENCES:**
- (a) 18 U.S.C. 1385
  - (b) SECNAVINST 5820.7 (series)
  - (c) JAGMAN, Chapter VI

**REPORTING REQUIREMENT:** If DON assets are requested, permission must come from SECNAV or SECNAV designee. If approved, cost recovery for DON is required.

**POSSE COMITATUS ACT:** Willful use of Army or Air Force to execute civilian laws, without authorization from Constitution or Congress is a criminal offense.

- **DON POLICY:** Act is adopted as applicable to USN and USMC.
- **EXAMPLES OF PROHIBITED ACTIVITIES:**
  - Search and seizure.
  - Arrest (stop and frisk).
  - Surveillance; pursuit; undercover operations.
- **EXAMPLES OF PERMITTED ACTIVITIES:**
  - Use of equipment/facilities with appropriate approval.
  - When primary purpose is to enforce UCMJ; good order and discipline or protection of classified equipment/info.
  - Suppression of insurrection/domestic violence.
  - Protection of President; Vice President; dignitaries.
  - Maintenance of loaned equipment.
  - Training and expert advice on operation of equipment.
- **APPLICATION:** Posse Comitatus only applies to active duty in a duty status or when acting in an official capacity.

**CONFINEMENT OF MILITARY MEMBER FOR DELIVERY TO CIVILIAN AUTHORITIES:** Service member may be held in confinement if necessary under circumstances but only for a reasonable period to facilitate delivery to the civilians. Civilians **MUST** have a warrant or reasonable belief that the offense was committed by a member.

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**ARREST WARRANTS FOR ACTIVE DUTY MEMBERS:** See reference (c) for detailed guidance.

- Federal warrant: Upon display of credentials and warrant, must turn over member.
- Local State warrant: Upon display of credentials and warrant, turn over member. Ensure execution of delivery agreement.
- Out-of-state warrant: Turn over member only if member waives extradition. Ensure execution of delivery agreement.
- Foreign arrest warrant: Notify SOPA SJA immediately. DO NOT release until directed by higher authority.

**CO REFUSAL TO ALLOW ARREST:** Report to OJAG (Code14) DSN 325-5450 or (202) 685-5450 immediately.

## **REPOSSESSION OF PERSONAL PROPERTY**

**REFERENCES:** (a) JAGMAN, Section 0622

**DISCRETION OF THE INSTALLATION CO:** Repossession of personal property belonging to military personnel located on a naval installation may be permitted at the discretion of the installation CO. The "repo-man" must obtain permission from the CO in advance.

**LOCAL INSTRUCTIONS OR DIRECTIVES:** Should be implemented to ensure standard procedures are followed.

**DOCUMENTS AUTHORIZING REPOSSESSION**Error! Bookmark not defined.  
**MUST COMPLY WITH LOCAL STATE LAW:** The installation SJA should review the documents.

**INFORMAL INQUIRY BEFORE REPOSSESSION IS ALLOWED:** Contact the member to determine if he/she is aware of the problem, and rule out administrative error (i.e., an allotment problem).

**IF REPOSSESSION**Error! Bookmark not defined. **IS TO BE ALLOWED:** The owner of the property should be afforded the opportunity to voluntarily relinquish the property. The member should be referred to a Legal Assistance attorney.

**NO BREACH OF THE PEACE:** Ensure that the repossession is carried out in the manner prescribed by the CO. Contact base security and have them on the scene to avoid any problems or altercations.

**SERVICE OF PROCESS/SUBPOENAS**  
(rev. 12/00)

**REFERENCES:**           (a)       JAGMAN, Chapter VI  
                             (b)       SECNAVINST 5820.8 (series)

**CO's CONSENT/CO's PRESENCE:** Service of process (a summons to appear in court as a party) will not be permitted without the CO's consent. Where practicable, the member should be served within the CO's presence or that of another designated officer.

**IMMEDIATELY REFER MEMBER TO A LEGAL ASSISTANCE ATTORNEY.**

**LOCAL STATE COURT OR FEDERAL COURT SERVICE OF PROCESS:** CO should permit service upon members, civilian employees or dependents except in unusual cases when compliance would prejudice the public interest.

- **VESSELS IN TERRITORIAL WATERS OF A STATE:** Should be considered within the jurisdiction of that state for purposes of service of process.

**COURTS LOCATED OUT OF STATE:** Service of process shall normally be permitted under the same conditions as in-state service, but the CO shall ensure that the member is advised that he/she need not accept service.

**SERVICE BY OUT-OF-STATE MAIL:** If member refuses to accept, the refusal should be noted and the documents returned to sender.

**FOREIGN COURT/OVERSEAS SERVICE OF PROCESS:** Normally addressed by the applicable SOFA. Contact overseas area coordinator SJA.

**RELATION TO OFFICIAL DUTIES:** When service of process upon a member or civilian employee arises from performance of official duties, ensure that the member is notified of his/her applicable rights IAW section 0616 of reference (a), and that copies of the process and pleadings along with a description of the pertinent facts are provided to the local NLSO for immediate notification to JAG (Code 14) at DSN 325-5450 or (202) 685-5450.

**NORMALLY GRANT LEAVE OR LIBERTY:** Personnel who are served with or accept process should normally be granted leave or liberty unless prejudicial to naval service. See MILPERSMAN 1050-270.

*(Continued on next page)*

**SERVICE OF SUBPOENAS:** (Court orders requiring a person to testify as a witness) shall be handled in the same manner as service of process with the following exceptions:

- If service member is subpoenaed as a witness on behalf of the Federal Government, the member will be issued TAD orders.
- If service member is subpoenaed as a witness on behalf of accused in federal court, no-cost permissive orders should be issued unless the member's absence would prejudice the command.
- If service member is subpoenaed as a witness on behalf of a party to a civil or state criminal action with no Federal Government interest, leave or liberty should be granted if not prejudicial to command. (No-cost permissive orders shall be issued if witness is subpoenaed because of performance of official duties).

**REQUESTS FOR STATEMENTS AND/OR INTERVIEWS WITH SERVICE MEMBERS BY PARTIES TO PRIVATE LITIGATION:** Notify the cognizant NLSO or SJA. See reference (b).

**ARREST WARRANTS:** See *LAW ENFORCEMENT – SUPPORT OF CIVILIAN POLICE AGENCIES*.

**Section VII: OUTSIDE CONUS**

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## **CUSTOMS**

- REFERENCES:**
- (a) JAGMAN, Chapter XI
  - (b) OPNAVINST 5840.2 (series)
  - (c) Navy Regulations, Article 0860
  - (d) OPNAVINST 3120.3 (series)

**PRIOR TO DEPLOYMENT:** Ensure adequate number of personnel are trained to act as military custom inspectors and adequate supply of forms are onboard.

### **CO RESPONSIBILITIES FOR SHIP ARRIVAL:**

- Must notify Customs District Director upon return to U.S. customs territory at port of first entry.
- Must facilitate customs and immigration inspection and ensure proper immigration clearance for any military or civilian passenger.
- Must distribute customs declarations to all passengers and crew.
- Must file a cargo declaration within 48 hours if carrying anything other than U.S property and passengers on official business.

### **AIRCRAFT COMMANDER RESPONSIBILITIES FOR ARRIVAL:**

- Upon entering U.S. customs territory provide advance notice to Customs District Director at place of first landing.
- Notification may be made by radio, telephone, or other direct means; or through FAA flight notification procedures.
- Must distribute declarations to all passengers and crew and facilitate inspection.

## FOREIGN CLAIMS

REFERENCES: (a) JAGMAN, Chapter VIII

**PURPOSE & SCOPE:** Promote friendly relations with foreign countries by promptly paying meritorious claims for death, injury, property damage or other loss caused by U.S. military members. The claim must arise outside the U.S. and its territories, possessions or commonwealths.

**VALID CLAIMANT:** Inhabitants of foreign countries including persons, corporations or other government or business entities and U.S. citizens living abroad. Does not include tourist, travelers, U.S. service members or their dependents.

**EXAMPLES OF CLAIMS NOT COVERED:** Combatant claims, admiralty incident, patent infringement, claims of insurers, purely contractual claims of individuals or claims for paternity.

**ESTABLISHMENT OF CLAIMS COMMISSIONS:** COs should appoint responsible officers to adjudicate foreign claims. TYCOM directives may limit the authority to settle claims or require Judge Advocate approval. Foreign claims officers must diligently follow the requirement of reference (a) when investigating, documenting, adjudicating and reporting incidents.

**PRIVATE SETTLEMENT:** When a wrongdoer or group of individuals are identified as having committed a negligent act or an act outside the scope of duty, private settlement and voluntary restitution is an option that should be considered. Private settlement must be voluntary on the part of the member(s). The foreign claims officer should thoroughly document the incident in the same manner as a foreign claim, and ensure that a final settlement agreement and release is signed by the member and the claimant to prevent additional or supplementary claims for the same damage.

**FUNDING FOREIGN CLAIMS:** Payment is not made from command OPTAR. Funding source information is contained in reference (a).

## **FOREIGN CRIMINAL JURISDICTION/SOFA**

**REFERENCES:** (a) JAGMAN, Sections 0609 and 1010  
(b) Fleet Deployment/Legal Manuals  
(c) Status of Forces Agreements (SOFA's)

### **APPREHENSION OF U.S. MILITARY PERSONNEL BY FOREIGN**

**AUTHORITIES:** Report via OPREP/SITREP. All efforts should be made at the local level to secure the member's release pending final resolution of judicial proceedings. Members not released should be encouraged to notify parents and/or spouse or allow command to notify. Upon release members should be given complete medical examination and should provide sworn statement concerning conditions of confinement.

**IMPORTANT CONTACTS:** The following individuals may be able to assist: Consulate/Embassy/USDAO country representatives, NCIS regional offices, husbanding agents.

**SOFA COMPLIANCE:** In countries where the U.S. has a SOFA, the terms of that agreement will determine whether the member may be removed from the jurisdiction and whether the U.S. or host country will prosecute the case. In many countries, disciplinary action under the UCMJ (including NJP) may not be conducted until the issue of jurisdiction has been resolved with the host country. Consult with the cognizant SJA.

**NO SOFA:** If there is no SOFA, CO's are not authorized to deliver members or civilian employees of DON or their dependents to foreign authorities. Contact the cognizant SJA.

**WARSHIP SOVEREIGNTY:** U.S. warships are immune from any other nation's jurisdiction. COs shall not permit his/her ship to be searched or allow personnel to be removed by foreign authorities. If foreign authorities use force to compel submission, the CO should resist to the utmost of his/her power. See Navy Regulations, Article 0828.

**PERSONNEL RETAINED IN FOREIGN CUSTODY:** Must be visited on a regular basis and may not be separated from the service until they complete sentence and return to U.S.. See MCO P1900.16.

## **LIBERTY RISK**

### **REFERENCES:** (a) JAGMAN 0104

Primary instructions governing liberty risk are issued by major overseas and fleet commanders.

**APPLICABILITY:** Liberty risk only applies in foreign countries or territories. The underlying purpose for liberty risk is to protect U.S. foreign relations with host countries.

**DISTINGUISH FROM DISCIPLINARY ACTION:** Liberty risk may not be used as punishment and cannot be awarded at NJP or courts-martial. Liberty risk should not be used as a subterfuge for pretrial restraint. Do not use this administrative measure to satisfy the need for discipline. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS* and *PRETRIAL RESTRAINT*.

### **GENERAL GUIDANCE:**

- Only the CO or acting CO may assign a member to liberty risk (generally after a recommendation from a liberty risk board);
- placement on liberty risk cannot be automatic;
- lesser forms or limitations on liberty should be considered (e.g. limited hours ashore); and
- each individual's status must be regularly reviewed; and liberty risk cannot be indefinite.

### **RIGHTS OF MEMBERS PLACED IN LIBERTY RISK STATUS:**

- Opportunity for request must with the CO;
- Specific notification in writing of the reason(s) for being placed on liberty risk; and
- May not be required to muster or participate on special working parties with members serving punishment issued at NJP or courts-martial.

**ALCOHOL RELATED INCIDENTS:** DAPA/CAAC screening should be conducted.

## **MARRIAGES – OVERSEAS**

- REFERENCES:**
- (a) MILPERSMAN 5352-030
  - (b) BUPERSINST 1722.1 (series)
  - (c) Local 1752 (series)
  - (d) MCO 1752.1C

**REQUEST/APPLICATION:** Any member planning to marry a foreign national overseas must submit an application to the area coordinator. Applications should be sent to the nearest area coordinator. Contact PERS 66 for areas not listed in reference (a).

**COUNSELING:** Member must be counseled regarding the legal responsibilities incurred by marriage, including financial obligations. Member should also be advised that approval process is often lengthy.

**VALIDITY OF FOREIGN MARRIAGE:** The marriage must be valid under the law of the jurisdiction where it was performed.

**INTENDED SPOUSES:** Must receive medical screening and background investigations. Local United States Embassy or Consulate will conduct background investigation, including a criminal and subversive record check.

**VISAS:** There is no automatic right for foreign spouses to be granted visas to enter the United States. Foreign spouses must apply for an immigrant visa with local embassy or Immigration and Naturalization Service office.

**Section VIII: JAGMAN INVESTIGATIONS**

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## JAGMAN INVESTIGATIONS

Revised 10/98

- REFERENCES:
- (a) JAGMAN, Chapter II
  - (b) MILPERSMAN 1770-010
  - (c) MCO P5800.16

### TYPES OF INVESTIGATIONS:

- Courts of Inquiry.
- Boards of Inquiry.
- Command Investigations.
- Litigation-Report Investigations.

**PRELIMINARY INQUIRY (PI):** The JAGMAN now provides CA's the option to conduct a 3-day PI to determine whether further investigation is required. Based upon the result of the PI, the CA may decide to take no action or to convene some form of JAGMAN Investigation. Results of PI's need to be reported to ISIC through normal reporting methods.

**LITIGATION-REPORT INVESTIGATIONS:** This form of JAGMAN Investigation is utilized when the primary purpose of the investigation is to defend the legal interests of the Government. The Lit-Report is designed to be "Attorney Work-Product," and thus protected from release during litigation. There are special rules for convening and conducting:

- The CA must consult with the "cognizant judge advocate" before convening.
- Special Convening Order.
- The investigation is conducted under direction and supervision of a JAG.
- Special rules for witness statements.
- Opinions & recommendations only ordered under the authority of the JAG.

**ENDORSEMENTS:** CO's should address any & all deficiencies identified in the investigation, and detail corrective action taken. Special rules apply in referencing certain admin and disciplinary actions (e.g., nonpunitive letters shall not be mentioned).

- Command Investigations: Forward to GCMCA. It is no longer appropriate to make OJAG the ultimate addressee.
- Lit-Reports: Forward to OJAG, via SJA of GCMCA. Special markings are required. *(Continued on next page)*

**RETENTION:**

- Command Investigations: retain copy for 2 years.
- Lit-Reports: Call OJAG (DSN 325-4600 or (202) 685-4600) before destroying.

**FOIA RELEASE AUTHORITIES:**

- Command Investigations: GCMA (Flag) is the final reviewer.
- Lit-Reports: OJAG.

**LOD/MISCONDUCT CHANGES:** Whenever an injury occurs which requires a LOD/Misconduct determination, the command must conduct a PI and forward the results to the GCMCA using the Personnel Casualty Report. See reference (b).

**DOCUMENTING LOD/MISCONDUCT:**

- Health/medical record entries: Where CO and medical agree injury was "in the LOD, not due to misconduct."
- Command Investigations: Where possibility that determination will be "not in the LOD" or due to misconduct.

**DEATH CASES:**

- "Limited Investigation": Authorized where member's death occurs in CONUS, off-base, while on liberty, and there is no discernable nexus between circumstances of death and the naval service.
- JAGMAN Investigations: Required in all cases not meeting above test.

See *DEATH INVESTIGATIONS*.

## **DEATH INVESTIGATIONS**

Revised 7/99

- REFERENCES:**
- (a) JAGMAN, Sections 0234-0241
  - (b) MILPERSMAN 1770-010 to 1770-240
  - (c) SECNAVINST 5520.3 (series)
  - (d) MCO P5800.16

**PERSONNEL CASUALTY REPORT:** Required in the event of the death of a member. See reference (b).

**NCIS NOTIFICATION:** Must be made if there is a death occurring on a naval vessel or Navy/Marine Corps aircraft or installation except when the cause of death is medically attributable to disease or natural causes.

### **JAGMAN INVESTIGATION:**

- If death occurred in CONUS, off-base, while the member was off-duty, and there is no connection between the naval service and the circumstances of death, the command may simply obtain the investigation (police report and/or autopsy) completed by civilian authorities and maintain the record as an internal report.
- If death is a result of a previously known medical condition and medical care is not in issue; or, death was caused by enemy action, no investigation is required.
- All other circumstances, a full JAGMAN investigation (typically, a command investigation) is required.

**STATUS OF INVESTIGATION REPORTS (SIRs):** Required every 14 days until the JAGMAN investigation is forwarded to the next reviewing authority. See reference (b).

**LINE OF DUTY DETERMINATIONS:** Opinions on the member's line of duty status and/or opinions on the member's misconduct, shall not be made in a death case.

**INDEPENDENT REVIEWS:** If the deceased's conduct is called into question, the CO may appoint an individual not associated with the case (outside the chain of command) to review the investigation from the perspective of the deceased, to ensure thoroughness and accuracy of the findings.

**FORWARDING:** Do not delay while awaiting final autopsy reports, death certificates, etc... Such documents can be forwarded under separate cover.

*See also JAGMAN INVESTIGATION and SUICIDES, ATTEMPTS & GESTURES.*

**CLASSIFIED MATERIAL**

- REFERENCES:**
- (a) SECNAVINST 5510.30 (series) (Personnel)
  - (b) SECNAVINST 5510.36 (series) (Information)
  - (b) JAGMAN, Chapter II
  - (c) MCO 5510.15

For guidance on information security, contact CNO Security Action Hotline. (202) 433-8856. Information Security DSN 288-8842, Personnel Security DSN 288-8843. See also, NO9N2 website [www.navysecurity.navy.mil](http://www.navysecurity.navy.mil).

**PERSONNEL SECURITY:** Reference (a) establishes coordinated policies and procedures for implementation of the Navy Personnel Security Program (PSP).

**INFORMATION SECURITY:** Reference (b) establishes uniform implementation of Information Security Programs (ISP) policies and procedures.

**REPORTING:** Generally, no report is required until after completion of the preliminary inquiry.

**NOTIFY NCIS IMMEDIATELY:** See *NCIS REPORTING*.

**SIOP MATERIAL:** If any portion of any Single Integrated Operational Plan is involved, inform JCS (J-5) and N65 by quickest means possible, consistent with security requirements.

**SCI VIOLATIONS:** Additional reporting and investigation requirements contained in the "SCI Security Manual" C5105.21-M1.

**COMSEC MATERIAL:** Additional reporting and investigation requirements contained in CMS-4L, "COMSEC Security Manual."

**PRELIMINARY INVESTIGATION:** Initiate a command preliminary inquiry (PI). The PI must be completed within 72 hours and should not be delayed pending NCIS investigation, unless NCIS has specifically requested that command action be held in abeyance. (Chapter 12, reference (b)).

**FINAL PI:** Must be sent to the original classification authority (OCA), the originator of the material, next superior in the chain of command, NO9N2, Director NCIS, and the local NCIS office. Message format and requirements are contained in chapter 12 of reference (b).

**FOLLOW UP ACTION:** If PI concludes "no further action necessary" and ISIC concurs, a Security Violation Notice or other administrative action may be the only further action required. In all other cases, initiate a JAGMAN investigation in the form of "command investigation." See exhibit 12c of reference (b) for sample format of JAGMAN INVESTIGATION. Ultimate addressee on the JAGMAN should be CNO (NO9N2). See *JAGMAN INVESTIGATIONS*.

*(Continued on next page)*

**ADMINISTRATIVE or DISCIPLINARY ACTION:** After a loss or compromise or under any circumstances where disciplinary action involving classified material may be initiated against military or civilian personnel, liaison with the Staff Judge Advocate of one of the officers designated in JAGMAN 0126 is required. ONLY the officers designated in JAGMAN 0126 have authority to dispose of offense involving national security.

**CLEARANCES AND ACCESS:** Policies and procedures for granting, withdrawing , adjusting, denying, or revoking clearances are in chapter 8 of reference (a). Similar issues with respect to access are in chapter 9 of reference (a).

## **CLAIMS**

**REFERENCES:** (a) JAGMAN, Chapters II, VIII, and XII  
(b) JAGINST 5890.1 (series)

**INVESTIGATION:** If an incident occurs which gives rise to the possibility that a claim may be submitted either for or against the government, some form of admin investigation will be required in order to adjudicate or defend the claim. Typically, a JAGMAN investigation will be required.

- A "Litigation-Report Investigation" is appropriate whenever the "primary purpose" of the investigation is to defend the legal interests of the Navy.
- Consult the "cognizant judge advocate" before convening a "Litigation-Report Investigation" or if you have questions.

**NLSO NOTIFICATION:** The servicing Naval Legal Service Office (NLSO) should be notified of any incident which might result in a claim.

**CLAIM RECEIPT:** Should the command receive an actual claim, it must be date stamped and the original forwarded immediately to the servicing NLSO - along with all accompanying material and original envelope with postmark.

**ADVANCE COPY OF INVESTIGATION:** Provide NLSO with an advance copy.

**NOTIFICATION OF LAWSUIT:** If a lawsuit has been filed against an individual within the command, the command or the DON, immediately notify the servicing NLSO and Office of the Judge Advocate General (OJAG), Code 35, at DSN 325-4600 or (202) 685-4600.

**ADMIRALTY INCIDENTS:** Any claim that may arise from the operation of a vessel upon navigable waters is considered an admiralty incident. Every admiralty incident must be reported immediately to OJAG (Code 31) at DSN 325-5040 or (202) 685-5040.

**FOREIGN CLAIMS:** Before foreign port calls, an officer should be appointed as the Foreign Claims Officer (unless already provided for by the Battle Group). The Foreign Claims Officer must familiarize himself/herself with the references and ensure proper procedures are followed. See *FOREIGN CLAIMS*.

**Section IX: MILITARY JUSTICE**

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## NCIS REPORTING & MILITARY JUSTICE INVESTIGATIONS

Revised 4/98

- REFERENCES:**
- (a) Manual For Courts-Martial (RCM 303)
  - (b) SECNAVINST 5520.3 (series)

**REPORT OF OFFENSES (COMPLAINTS):** May come to command attention in variety of ways [e.g. shore patrol, MAA, Incident Complaint Report (ICR), civilian law enforcement, individual (civilian or military), in person or via phone or mail]. CO must investigate all complaints [see *reference (a)*]. Degree of investigation will depend on nature and seriousness of complaint.

**MANDATORY REFERRAL TO NCIS**Error! Bookmark not defined. **PRIOR TO COMMAND INVESTIGATION:** Major criminal offenses except those which are purely military in nature. "Major offense" is defined as any offense which carries more than one year confinement. Consult the Manual for Courts-Martial. Reference (b) mandates that incidents of actual, suspected or alleged major criminal offenses must be immediately referred to NCIS whether occurring **on or off** an installation and **regardless of civilian investigative involvement**.

- Actual, potential, or suspected sabotage, espionage, subversive activities, or defections;
- Loss, compromise, leakage, unauthorized disclosure, or unauthorized attempts to obtain classified information;
- National security cases. (*see also* JAGMAN 0126);
- Incidents involving ordnance;
- Incidents of perversion;
- Damage to government property which appears to be the result of arson or other deliberate attempt;
- Fire or explosion of questionable origin affecting military property;
- Incidents involving narcotics, dangerous drugs or controlled substances (Note: NCIS may decline to investigate user amounts or positive urinalysis but **MUST** still be notified of the incident);
- All thefts of government property;

*(Continued on next page)*

- Thefts of personal property over \$500.00 or series of unresolved minor thefts that affect morale and discipline;
- Deaths on military property when criminal causality cannot be firmly excluded.

**WHEN NCIS DECLINES AN INVESTIGATION:** NCIS may decline any investigation which in their judgment would be fruitless or unproductive. A command may then pursue a command investigation (e.g. one officer/CPO/Petty Officer; disciplinary review board; XO; or JAGMAN) or request assistance from the Security Department or Criminal Investigation Department (CID).

**SUSPECTS—QUESTIONING/INTERROGATION/ARTICLE 31(b)**

Revised 10/98

**MAJOR CRIMINAL OFFENSES:** DO NOT allow anyone from your command to interrogate the member before referring the case to NCIS.

**ALWAYS READ RIGHTS:** Before questioning anyone suspected of committing any offense, you must give them rights warnings.

- Use the rights warning form at JAGMAN A-1-m. Do not ask the suspect any questions unless both the right to remain silent and the right to a lawyer are waived. If the suspect wants to remain silent or asks for a lawyer, you MUST NOT ask any more questions.

**PRIOR QUESTIONING WITHOUT RIGHTS WARNING:** If someone has previously questioned the member and did not provide rights warnings, advise the member that the prior statement cannot be used against him/her, and that even though he/she made the earlier statement, he/she can still choose to remain silent or request a lawyer. Then fully advise the member of his/her rights using JAGMAN A-1-m and determine whether the member will waive his/her rights.

**NEW OFFENSES:** If during any conversation or questioning, you begin to suspect the member of a new or different offense, you must stop the questioning immediately and complete new rights warning form (JAGMAN A-1-m) with the new or different offense listed.

**ARTICLE 31(b) & NJP** Error! Bookmark not defined.: Rights warnings must be given at all stages in the process. Prior to any questioning by a supervisor, investigating officer, chief's disciplinary review board, XOI, and before appearing before the CO at Mast.

**DRUNKEN SAILOR:** A member must be in a condition to knowingly, intelligently, and voluntarily waive his/her rights. Don't try to interrogate a drunk Sailor!

**FALSE PROMISES OR THREATS:** A confession must be voluntary. Don't use threats or false promises.

**PROMISE OF LENIENCY:** Only General Court-Martial Convening Authorities (Flag officers) have the authority to grant immunity or leniency for testifying. Do not promise a member that you won't use what he/she says against them or that he/she won't be prosecuted.

## SEARCH & SEIZURE

Revised 4/98

- REFERENCES:
- (a) Military Rules Of Evidence 313-316
  - (b) MILPERSMAN 1620-010

**CO/OIC AUTHORIZING A SEARCH MUST BE NEUTRAL AND DETACHED:** If CO/OIC was the victim of an offense or has become involved in the investigation, refer any search authorization request to a superior in the chain of command.

**NON-DELEGABLE AUTHORITY:** Only the CO/OIC can issue a search authorization. CO/OIC must personally make the probable cause determination (CDO must wake CO/OIC).

**MAJOR CRIMINAL OFFENSES:** DO NOT conduct a search before referring the case to NCIS unless the search is necessary to protect life or property or to prevent the destruction of evidence.

### SEARCH AUTHORIZATIONS MUST BE BASED ON PROBABLE CAUSE:

- A reasonable belief that a crime has been committed and that evidence of the crime will be located at the place to be searched.
- The reasonable belief must be supported by a factual basis and information must be reliable and credible.

**ON BASE PROPERTY:** With probable cause, a CO/OIC can authorize the search or seizure of persons or property under his/her immediate control.

**OFF BASE PROPERTY IN U.S.:** CO/OIC may not authorize a search of off-base property in the United States. Must work through NCIS to obtain authority to conduct an off-base search.

**OFF BASE PROPERTY OUTSIDE U.S.:** CO/OIC with probable cause may authorize a search of military members under his/her immediate control and their property. Note that some Status of Forces Agreements (SOFAs) limit or prohibit such off-base searches.

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**QUEST FOR EVIDENCE:** If looking (searching) for evidence, DO NOT order or conduct a "health and readiness inspection" in the area where the evidence may be located.

- Courts may throw out the evidence seized in an inspection if the inspection was not previously scheduled; if it followed the report of an offense; if it targeted specific individuals; or if it subjects specific individuals to a greater degree of scrutiny than others.

**COMMON AREAS:** May be searched anytime without a search authorization. Drug dogs may be used in passageways, work spaces, or common areas at any time. Drug dog alert from within a common area may establish probable cause to order a search of private property (e.g., private room or locker).

**USE OF FORMS:** Search authorization forms are Found at JAGMAN A-1-n. Anyone providing information to support the request to search should be sworn and under oath. See *APPENDIX B: CO Search Authorization Checklist*.

**SPECIFICITY ON THE FORM:** When authorizing a search, the CO/OIC must describe the place to be searched and the items to be seized. The list of items to be seized should include every item of evidence that may be expected to be found or any parts/pieces thereof.

**ALWAYS ASK FOR CONSENT:** Before actually conducting a search, the owner of the property should be asked for consent to search. Document consent in writing (see JAGMAN A-1-o).

**SEARCH & SEIZURE – DRUG CASES**  
Revised 10/98

- REFERENCES:**
- (a) OPNAVINST 5350.4 (series)
  - (b) SECNAVINST 5300.28(series)
  - (c) Military Rule Of Evidence 313
  - (d) MCO P5300.12
  - (e) SECNAV 5520.3B

**INSPECTIONS:** Commanders may order urinalysis inspections to determine and ensure the security, military fitness, safety, and good order and discipline of the command. Members may be selected randomly or commanders may conduct unit or sub-unit sweeps. Results of inspections that follow reports of drug use by individuals within the command (which were not previously scheduled) and/or inspections that target specific individuals may be suppressed at a court-martial. Per reference (e), NCIS should be consulted upon reports of drug use by members in the command.

- **24 HOUR UA & SUB-UNIT TESTING:** Commands may establish policies to test all members returning from UA periods longer than 24 hours as a sub-unit sweep. The policy should be in writing and enforced equally and consistently to all members returning from 24 + hour UAs.

**REPORT OF DRUG USAGE POSSESSION or SUSPICION OF DRUG USE & PROBABLE CAUSE SEARCHES:** Evidence obtained through probable cause searches will be admissible in disciplinary actions and may be used to characterize discharge. Must have reliable and credible information to establish probable cause. See *SEARCH & SEIZURE* and *APPENDIX B: CO PROBABLE CAUSE CHECKLIST*.

- **ALWAYS ASK FOR CONSENT SEARCH:** Prior to conducting any search or ordering a member to provide a urine sample, the member should be asked to consent and the consent should be obtained in writing. Member should be advised that he/she may refuse. Consent will negate subsequent challenge that the sample was seized illegally. See JAGMAN Appendix A-1-o.
- **OBSERVATION:** If you suspect a member is under the influence of a drug or alcohol, have medical or trained observer evaluate the member and opine whether the behavior indicates intoxication. Observation alone may establish probable cause. If probable cause does not exist, a commander may still order a "Fitness for Duty", but results will be inadmissible in disciplinary action. See Fitness for Duty Tests below & *APPENDIX I: Use Of Positive Urinalysis*.

*(Continued on next page)*

Revised 10/98

- **STALE COMPLAINTS:** If alleged use occurred several days before report, the information may be stale and therefore would not support a probable cause determination. Consent urinalysis may still be requested. Windows for detection:

▪ Marijuana	7 days
▪ Cocaine/Amphetamines/Methamphetamine	72 hours
▪ LSD/Morphine/Codeine	48 hours

- **FITNESS FOR DUTY TESTS:** May not be used for disciplinary purposes nor to characterize a member's discharge. Includes command directed tests (ordered whenever a member's behavior, conduct, or involvement in an accident gives rise to suspicion of drug abuse and a urinalysis test has not been conducted on a consensual or probable cause basis), aftercare and surveillance testing, and safety investigation tests. See *APPENDIX I*.

**DRUG PARAPHERNALIA:** Reference (b) prohibits the wrongful possession of drug abuse paraphernalia which is defined as "all equipment, products, and materials of any kind that are used, intended for use or designed for use in injecting, ingesting, inhaling, or otherwise introducing into the body drugs, chemicals or other controlled substances in violation of the law." Enclosure (1) to reference (b) has a non-inclusive list. Paraphernalia discovered during authorized searches, inspections, or that is in plain view may be seized.

**COURTS-MARTIAL: TYPES & CONVENING**  
**Revised 4/98**

REFERENCES:           (a)     Manual For Courts-Martial  
                             (b)     JAGMAN Chapter I

**TYPES OF COURTS-MARTIAL:**

**SUMMARY COURT-MARTIAL (SCM):**

- Commanding Officers may convene.
- Cannot try officers.
- Enlisted have absolute right to refuse.
- One officer O-3 or above as SCM Officer.
- Punishment is limited. *See APPENDIX C.*
- CO approves findings & punishment after 7 days.

**SPECIAL COURT-MARTIAL (SPCM):**

- Commanding Officers may convene.
- Full criminal trial for officer and enlisted.
- *See APPENDIX C* for punishments.
- Convicted Officer may not be discharged.
- CO approves any pre-trial agreement.
- CO approves findings & sentence.

**GENERAL COURT-MARTIAL (GCM):**

- Article 32 investigation required. SPCM Convening Authority may convene Art 32.
- Only flag officer (and a very few specially designated COs) may convene. (*See JAGMAN 0120*).
- Most serious type of court with authority to issue maximum punishments listed for each offense.
- General Court-Martial Convening Authority approves pre-trial agreement.
- General Court-Martial Convening Authority approves findings & sentence.

*(Continued on next page)*

## CONVENING COURTS:

- NONDELEGABLE: Requires CO personal decision and action.
  - TSO should be consulted before referral of charges because referral will start a speedy trial clock.
- SELECTION OF MEMBERS: Officers should be appointed who are best qualified by reason of their age, education, training, experience, length of service, and judicial temperament. Any member with personal knowledge of the charges will be disqualified. Do not attempt to "stack" the jury. Members should ordinarily be senior to the accused. The accused is entitled to an impartial and fair panel. Enlisted members are only detailed after an enlisted accused requests enlisted members and must come from another unit (unless extraordinary circumstances).
- MECHANICS: Court created by convening order. Convening order must be created prior to CO signing the charge sheet. Contents:
  - Date.
  - Convening order number.
  - Authority to convene.
  - Type of court.
  - Names of members.
  - Personal signature of CO.
- CO SIGNATURE: Required on the charge sheet to refer charges to a court-martial. Be absolutely sure both a Convening order and Referral block of the charge sheet (block 11) have been signed and dated prior to referring charges to Court-Martial.

## **COURTS – MARTIAL: BASICS**

**JUDICIOUS AND FAIR:** Congress has entrusted Commanding Officers with responsibility to administer discipline. All Cos should be vigilant to ensure all actions are consistent with the UCMJ.

**INFORMED DECISIONS:** Ensure that independent investigations are convened to disclose reliable facts.

### **AREAS OF UNLAWFUL COMMAND INFLUENCE TO AVOID:**

**PERSONAL INTEREST:** Cos with a "personal interest" (i.e. victim or witness) should not take any action on a case, and should forward the case to a superior in the chain of command for action.

**PUBLIC OPINIONS:** Do not express public opinions on innocence/guilt or appropriate punishment.

**UNLAWFUL INFLUENCE:** Do not order a subordinate commander to dispose of a case in a particular way. Each commander must exercise independent judgement.

**INFLEXIBLE POLICY:** Do not have an inflexible policy on disposition or punishment. Each case and each punishment must be decided based on its particular facts.

**INFLUENCE ON MEMBERS:** Do not select or remove court members in order to obtain a particular result.

**INFLUENCE ON MILITARY JUDGE:** Do not attempt or even create the appearance of putting pressure on a military judge or court members to obtain a particular result.

**INFLUENCE ON WITNESSES:** Witnesses may not be discouraged or intimidated from testifying.

**PRETRIAL PUNISHMENTS:** Courts decide the punishment. An accused may not be punished before trial. Legitimate pre-trial restraint is not punishment.

**THE STANDARD:** "Would the average American citizen lose faith in the military justice system or consider it unfair?" Ensure that an accused member receives all the protection provided under the UCMJ.

### **COURTS-MARTIAL: PRETRIAL RESTRAINT (PTR)**

**PUNISHMENT BEFORE TRIAL IS PROHIBITED:** PTR may only be used to ensure presence at trial and/or to prevent future serious misconduct.

**DECISIONS FOR PTR:** Must be made on a case-by-case basis. PTR may not be used for offenses that will be handled at NJP. PTR is for court-martial offenses only.

**PTR STARTS SPEEDY TRIAL PROVISIONS:** Immediately notify the local NLSO or TSO when a member is placed in PTR.

**DEGREE OF PTR:** The least severe form of PTR that is necessary under the circumstances should be used. PTR should not be more rigorous than the circumstances require.

#### **THE 4 TYPES OF PTR (FROM LEAST SEVERE TO MOST SEVERE):**

- (a) Conditions on liberty (e.g. Military Protective Order issued IAW family advocacy/domestic violence. See *VICTIM WITNESS ISSUES & FAMILY ADVOCACY*)
- (b) Restriction
- (c) Arrest
- (d) Pretrial Confinement (PTC)

**AUTHORITY TO ORDER PTR:** Only the CO may order PTR on an officer. Any commissioned officer may order PTR on any enlisted person but that individual's CO should be notified immediately.

**USE OF PRETRIAL CONFINEMENT (PTC):** Only for SPCM or GCM. May be imposed only when there is probable cause to believe:

- The prisoner will not appear at trial; or
- The prisoner will engage in future serious misconduct; and
- Less severe forms of restraint are deemed inadequate.

**SUICIDAL OR INTOXICATED PRISONERS:** PTC is not appropriate and brigs will not accept.

*(Continued on next page)*

**Revised 10/98**

**DOCUMENTING CO APPROVAL OF PTC:** When PTC is imposed the CO must be notified and approve the PTC within 24 hours. A written memorandum justifying the PTC must be prepared and signed by the CO within 48 hours and forwarded to the brig, unless the CO is not "neutral and detached", in which situation an officer who is neutral and detached must make a probable cause decision to continue PTC within 48 hours.

**COMMAND REPRESENTATIVE AT PTC HEARING:** Within 7 days of confinement, an independent review officer (IRO) appointed by the area coordinator will conduct a hearing to review the reasons for confinement. The command should send a command representative to the hearing at the brig.

**COMMAND VISITS:** Prisoners in PTC should receive a weekly Command visit.

## **COURTS-MARTIAL: PRETRIAL AGREEMENTS**

- REFERENCES:**
- (a) Manual For Courts-Martial
  - (b) JAGMAN Chapter I

**NEED FOR PRETRIAL AGREEMENTS (PTA):** PTAs serve both the government and the accused. In exchange for a plea of guilty and a limit on the authorized punishment, the government is often spared the expense (both monetary and man hour) of conducting lengthy trials (commands must fund the cost of a trial with OPTAR and witnesses and members are often unavailable to the command for days).

**COs APPROVE ALL PTAs:** PTAs are not entered into without the express consent of the CO. Trial counsel (prosecutors) may recommend but only COs may approve.

### **SCOPE OF A PRETRIAL AGREEMENT (PTA):**

#### Accused may agree to:

- Plead guilty.
- Waive article 32 hearing.
- Waive members.
- Waive sentencing witnesses.
- A specific trial date.
- Stipulate to facts or testimony.
- Testify against others.
- Make restitution to a victim.
- Conform behavior to conditions of probation.
- Waive an ADMIN Board after trial.

#### CO may agree to:

- Lower forum court-martial.
- Drop or not proceed with certain charges.
- Protection on sentence provisions.

*(Continued on next page)*

**NEGOTIATION PROCEDURES:** Negotiations may originate with accused, DC, TC, SJA, CO. Proposals must be forwarded to the CO.

- Counter offers permissible.
- Agreement must be in writing.
- Must contain all aspects of agreement.
- Authority to sign may be delegated by CO.

**WITHDRAWAL FROM THE PTA:**

By the CO:

- Anytime before performance by the accused begins.
- If accused fails to fulfill a material condition.
- If MJ finds disagreement as to a material term.
- If findings are set aside on appeal.

By the accused: Anytime; but, after findings are announced, the accused can withdraw only with permission of the MJ.

**DOD Authorization Act – Automatic Forfeitures**

- (a) Forfeitures may be automatic depending on sentence adjudged
- (b) Defense counsel may ask for waiver (instead of automatically forfeiting all pay, it is paid directly to dependents) or deferral (no automatic forfeitures until CA acts) of the automatic forfeitures in the Pretrial Agreement. Note that deferral may cancel out automatic forfeitures if the CA does not act until after the prisoner is released.
- (c) CO cannot **suspend** automatic forfeitures

## **COURTS-MARTIAL: POST-TRIAL REVIEW**

Revised 4/98

- REFERENCES:**
- (a) Manual For Courts-Martial
  - (b) JAGMAN Chapter I
  - (c) DOD Authorization Act 1996

**CA ACTION:** Review of the court-martial by the Convening Authority after the trial. A crucial step in the court-martial process that is often neglected and causes serious consequences.

**EFFECTIVE DATE OF PUNISHMENT:** Most punishments do not take effect until the CA takes his/her action. Exceptions are confinement which starts immediately and forfeitures of pay and reduction in pay grade which start 14 days after trial. [See *reference (c)*]. Other punishments (e.g. restriction, extra duty) will not go into effect until CA acts. Dismissal, DD and BCD will not take effect until appellate review is complete.

**WHEN CA MAY TAKE ACTION:** Before the CA action the accused must be given the opportunity to submit matters and the record of trial must be completed by the NLSO. For cases involving a Dismissal, DD or BCD—A Staff Judge Advocate (SJA) or Legal Officer must conduct a review (SJA reviews are preferred). Contact TSO for assistance.

**ATTENTION TO DETAIL:** CA actions must include specific information about the accused and must accurately reflect information about the trial. Use of the standard language and forms in the MCM and JAGMAN is crucial.

### **FINDINGS OF THE COURT:**

- CA not required to take any action on findings.
- CA may disapprove findings (i.e. change a guilty finding into a not guilty finding but not vice versa).

**SENTENCE OF THE COURT:** CA must take action. Options:

- Approve all punishment as adjudged.
- Disapprove all or part of punishment.
- Mitigate (reduce) a punishment.
- Commute (change) a punishment but never increase.
- Approve as adjudged, but suspend all or part of punishment.

## VICTIM/WITNESS ISSUES

Revised 12/00

<b>REFERENCES:</b>	(a)	DoD Dir 1030.1
	(b)	SECNAVINST 5800.11 (series)
	(c)	OPNAVINST 5800.7 (series)
	(d)	NAVADMIN 061/95
	(e)	CNO 202000Z Mar 95
	(f)	SECNAVINST 1752.4 (series)

**APPOINT A COMMAND VICTIM & WITNESS ASSISTANCE COORDINATOR:** Responsible individual should be appointed in writing to coordinate victims/witnesses issues and to act as a Data Collection Coordinator per the references.

**BASIC REQUIREMENTS:** Upon notification of incident wherein a victim or witness of a crime is identified, ensure that rights advisement are made utilizing form DD-2701 IAW reference (b).

- **Victim:** A person who has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime.
- **Witness:** A person who has information or evidence concerning a crime, and provides that knowledge to a DON a representative about an offense in the investigative jurisdiction of the DON.

**PREVENT REPRISAL:** Protect victims and witness. Remove alleged perpetrator from workspace if necessary. For alleged military perpetrator consider necessity of issuing a Military Protective Order (MPO). See *FAMILY ADVOCACY/DOMESTIC VIOLENCE and PRETRIAL RESTRAINT*. An MPO may be issued in situations other than family violence (e.g., boyfriend/girlfriend disputes). Consider TAD transfer of alleged perpetrator or victim. If victim is military or military dependent refer to Legal Assistance attorney for advice on civilian protective order. If alleged perpetrator is civilian consider debarment from the base.

**COUNSELING AND TREATMENT:** Victims of sexual assault and rape should receive immediate treatment and counseling. See reference (a) and (c).

**PSYCHIATRIC EVALUATION:** Do not refer a victim (complainant) or witness for a mental health evaluation unless it is done in compliance with the Mental Health Evaluation Instruction. See *MENTAL HEALTH EVALUATIONS*.

*(Continued on next page)*

Revised 12/00

**FOLLOW UP INFORMATION:** Provide information and assistance to victims and witnesses at all stages. Victims and witnesses should be informed regarding: apprehension of accused (or changes in confinee status); investigative status; decisions not to prosecute; preferral/referral of charges; conviction, sentencing and/or final resolution. See reference (a) , (b) and (c).

**POTENTIAL INCIDENT REPORTING REQUIREMENTS:**

- OPREP-3 for major incidents. Unit SITREPS for minor incidents.
- Major criminal offenses to NCIS. See *NCIS INCIDENT REPORTING*.
- Violent crime message. See *VIOLENT CRIME REPORTING*.
- Incidents involving Sexual assaults (SAVI).
- Incidents involving Sexual Harassment. See *SEXUAL HARASSMENT*.
- Incidents involving officers IAW with TYCOM/Second Echelon requirements. See *OFFICER MISCONDUCT*.

**ADDITIONAL REPORTING REQUIREMENT FOR SEXUAL ASSAULT INCIDENTS (SAVI):** In addition to requirements listed above, commands must report to Echelon II Commanders within 10 days of receiving a report of incident and submit follow-up reports monthly until resolution. See reference s (d) and (f).

- Sexual assault includes rape, forcible sodomy, assault with intent to commit rape or sodomy, and indecent assault.
- Must report assaults occurring in areas of Navy control regardless of victims or perpetrator's duty status, military affiliation, or nationality.
- Must report incidents involving victims who are family members and victims and alleged perpetrators who are active duty naval service members or another service assigned to a naval command regardless of location of incident.
- Incidents involving sexual assault victims who are under age 18 or married to the perpetrator should be reported through the family advocacy program. See *DOMESTIC VIOLENCE/FAMILY ADVOCACY INCIDENTS*.

**SUPPORT AND PUBLICIZE THE SEXUAL ASSAULT VICTIM INTERVENTION (SAVI) PROGRAM:** Establish an atmosphere of zero tolerance of sexual assault and rape. See reference (f).

## **VIOLENT CRIME REPORTING (VCR)**

**REFERENCES:** (a) GENADMIN/CINCLANTFLT/081600Z AUG 95  
(b) GENADMIN/CINCPACFLT/021721Z APR 95  
(c) OPNAVINST 3100.6

**MANDATORY MESSAGE REPORT:** Whenever command milpers/civpers are involved (on or off base) as either the suspect or victim of violent crime.

**DEFINITION OF "VIOLENT CRIMES":** Murders, rapes, robberies, aggravated assaults, simple assaults, sexual assaults, child abuse, spouse abuse. ANY VIOLENCE THAT COMES TO THE ATTENTION OF THE COMMAND OR BASE POLICE.

**DISTINGUISH FROM OPREP/SITREP:** Requirement to report violent crimes is separate from the requirement to submit OPREP/SITREP pursuant to reference (c). However, if a OPREP/SITREP will be submitted, the information necessary to meet the Violent Crime reporting requirement may be included in the remarks section of the OPREP/SITREP.

**WHEN OPREP/SITREP IS NOT SUBMITTED:** The report should be submitted via message to the fleet commander with info addressees including TYCOM, regional commanders and others in the chain of command as necessary.

**MESSAGE SUBMISSION RESPONSIBILITIES:** The parent command of the victim/suspect is responsible for sending the report.

**MESSAGE FORMAT:** See reference (a) and (b).

**REPORTING SEXUAL ASSAULTS (SAVI):** See *VICTIM/WITNESS ISSUES*.

**Section X: NONJUDICIAL PUNISHMENT**

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## **ADMINISTRATIVE & DISCIPLINARY OPTIONS**

- REFERENCES:**
- (a) Manual for Courts-Martial (RCM 306)
  - (b) MCO P1610.7
  - (c) MCO 5510.7F

**APPROPRIATE ACTION IN EVERY CASE:** "The disposition decision is one of the most important and difficult decisions facing a commander." RCM 306 lists 10 factors that the commander should consider. (e.g. character of accused's military service; nature of the incident; victim and witness availability, etc.). Prompt action is always essential.

**NO ACTION OR DISMISSAL:** Pertinent facts and decisions should be appropriately documented and preserved for future reference.

**ADMINISTRATIVE ACTION:** May be taken in addition to or instead of disciplinary action as circumstances warrant. Administrative action will not preclude further disciplinary action.

### **TYPES OF ADMINISTRATIVE ACTION:**

- Informal resolution system for minor sexual harassment incidents or very minor misconduct.
- See *NONPUNITIVE MEASURES*. Leadership tools to correct unacceptable behavior.
  - Counseling.
  - Nonpunitive letter of caution. JAGMAN 0105.
  - Extra Military Instruction. JAGMAN 0103 & OPNAVINST 3120.32.
  - Denial of Privileges. JAGMAN 0104.
- Letter of Instruction (LOI). MILPERSMAN 1611-020.
- FITREP and EVALS. BUPERSINST 1610.10, MCO P1610.7
- Security clearance/PRP adjustment or withdrawal. OPNAVINST 5510.1, 5510.7F.
- Withhold or withdraw advancement/promotion recommendation.

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- Reassignment/Early transfer/Delay of transfer.
- See *DETACHMENT FOR CAUSE (DFC)*. (MILPERSMAN 1611-020, 1616-010)
- See *ADMIN SEPARATION*.

**TYPES OF DISCIPLINARY ACTION:**

- See *NONJUDICIAL PUNISHMENT*
- SUMMARY COURTS-MARTIAL (SCM)
- SPECIAL COURTS-MARTIAL (SPCM)
- GENERAL COURTS-MARTIAL (GCM)

**SEE: COURTS-MARTIAL**

## **NONPUNITIVE MEASURES**

Revised 4/98

**REFERENCES:** (a) JAGMAN 0102, 0103,0104  
(b) OPNAVINST 3120.32 (Section 140-142)

**PURPOSE:** Correct minor infractions and deficiencies without permanent record.

**FUNCTION:** A leadership tool for teaching and training instead of punishment. Under UCMJ, **punishment** may only be given as a result of NJP or Court-Martial.

**CENSURE (JAGMAN 0102):** Two types:

- Oral: Chewing out
- Written: "Nonpunitive Letter of Caution" or counseling chit. Limitations: Private (one copy). Not mentioned in evals/FITREPs. (Underlying CONDUCT may be mentioned)

**EXTRA MILITARY INSTRUCTION (EMI) (JAGMAN 0103).** Command obligation to have policy and ensure EMI not abused.

**EMI ANALYSIS:**

- Identify the deficiency.
- Assign corrective instruction logically related to deficiency.
- Recommend order be given in writing.

**WHO MAY ASSIGN EMI?**

- EMI completed during working hours - - officers/CPOs/Pos/NCOs.
- EMI completed after working hours - - COs may delegate to commissioned officers and senior enlisted.

**LIMITATIONS ON EMI:**

- Two hours maximum per day.
- Not on Sabbath.
- Reasonable number of days.
- Normal liberty upon completion
- No entry in service record

*(Continued on next page)*

Revised 4/98

**ADMINISTRATIVE WITHHOLDING OF PRIVILEGES (JAGMAN 0104).** Power to grant equals power to revoke. Distinguish "privileges" from "rights" which cannot be administratively withheld.

- Right: Part of compensation or required for the performance of duties (e.g., medical care, dental care, quarters, subsistence, pay, normal liberty).
- Privilege: A benefit for the member's enjoyment (e.g., special liberty, driving on base, civilian clothing, exchange of duty, use of base theater, club).

**LAWFUL WAYS TO DENY NORMAL LIBERTY:**

- EMI
- Extension of working hours for mission requirements.
- Limited health/safety reasons (i.e., immunization, vaccination, and family advocacy 72-hour cooling-off period).
- See *LIBERTY RISK*.
- Punishment awarded at NJP.
- Pretrial restraint for courts-martial. See *COURTS-MARTIAL—PRETRIAL RESTRAINT*.
- Punishment awarded at NJP or Court-martial.

**"VOLUNTARY RESTRAINT" (HACQ):** "House Arrest, Confinement to Quarters", or HACQ, is not authorized.

**REMEDIES FOR ILLEGAL NONPUNITIVE MEASURES:**

- Request mast.
- Article 138 (UCMJ) complaint against CO.
- Article 1150 (NAVREGS) complaint against superior.
- Congressional inquiry/Hotline complaint.

## **NJP JURISDICTION**

- REFERENCES:**
- (a) Manual For Courts-Martial: Part V
  - (b) JAGMAN Chapter I

**CO's AUTHORITY NON-DELEGABLE:** Authority to impose NJP is normally *not* delegable. Exception for Admirals who may designate a principal assistant (JAGMAN 0106). CO of a unit has authority over:

- All military members of the command.
- Member of command at the time NJP is imposed, *not* at the time of the offense.
- *TAD Personnel:* Either PCS or TAD CO can impose but not both.
- *Embarked units:* Unit commanders defer to the CO of the ship. Except unit embarked for transportation only – unit commander retains NJP authority (generally).
- *Multi-service command:* Change 2 to the JAGMAN provides that Navy personnel are subject to NJP from multi-service commander.

**OFFENSES PUNISHABLE:** CO has broad discretion to decide what offenses should be handled at NJP.

- **GENERAL GUIDANCE:** NJP is for "minor" offenses. An offense is "minor" if a dishonorable discharge (DD) or over one year's confinement is *not* authorized.
- **"DOUBLE PUNISHMENT":** Punishment of a minor offense at NJP will bar a subsequent court-martial for the same offense. Major offense – punishment at NJP will not bar a subsequent court-martial for the same offense, but accused will receive credit for NJP against the court-martial sentence. Military judge (MJ) will decide if offense is major or minor.

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**PRIOR CIVILIAN ACTION (JAGMAN 0124):** Prior federal court action bars NJP or court-martial. Prior State/local/foreign court action does not bar NJP or court-martial, but must request permission to proceed.

- For GCM/SPCM – OJAG permission.
- For NJP/SCM – GCMCA permission.
- Criteria – exceptionally light sentence, impracticable probation, court concludes without conviction or acquittal after trial on the merits, unique military interest.

**RACE TO THE COURT HOUSE:** If both the Navy and a civilian law enforcement agency have jurisdiction over an offense, prosecution efforts should be coordinated. SOPA and the area coordinator SJA, as well as NCIS should be consulted if it appears that both the Navy and local authorities are contemplating prosecution.

**STATUTE OF LIMITATIONS:** Two years from date of offense.

**NJP - PRE-MAST & MAST PROCEEDINGS**  
**REVISED 10/98**

- REFERENCES:**
- (a) Manual For Courts-Martial: Part V
  - (b) JAGMAN Chapter I
  - (c) MCO P5800.8 Chapter 2

**XOI:** An investigative tool that is not required, but may be conducted in order to screen cases for the CO. Member cannot refuse XOI. XO may not impose punishment but may take administrative measures. See *APPENDIX H: XOI PROCEEDINGS* and *ADMINISTRATIVE & DISCIPLINARY OPTIONS*. (USN ONLY)

**RIGHT TO REFUSE NJP**

- Only when *not* attached to or embarked on a vessel. See *United States v. Edwards* 46 M.J. 41 (CAAF 1997)
- Right expires when punishment is imposed.
- Right to refuse NJP. If member refuses CO decides if case will be handled at court-martial or with administrative measures. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*.
  - "Golden Rule"- Never push a case to NJP that could not be proved at court-martial.

**RIGHT TO CONSULT WITH COUNSEL:**

- Only when not attached to or embarked upon a vessel.
- Prior to refusing or accepting NJP.
- Required only if the command wants NJP to be admissible in Aggravation at a later Court-Martial.

**CO SCRIPT OR GUIDE FOR NJP:** [JAGMAN, Appendix A-1-(E)(1)]. TYCOM regulations have rules on conducting NJP on CCTV.

**MEMBER'S RIGHTS AT THE HEARING:**

- To be present. Member may request to waive personal appearance, but CO may require member to appear. May not hold NJP on member who goes UA or in absentia.
- To remain silent.
- To have a personal representative.
- To examine evidence.

*(Continued on next page)*

- To present matters in defense or extenuation & mitigation.
- Appearance of "reasonably available" witnesses.  
(No subpoena power over civilian witnesses.)
- To a public hearing. Member may request "closed mast." CO decision but CO should never go one-on-one.

**MILITARY RULES OF EVIDENCE:** Do not apply (except privileges).

**STANDARD OF PROOF:** Preponderance of the evidence.

**CO'S OPTIONS:**

- Dismissal – with or without warning;
- Dismissal and imposition of administrative/nonpunitive measures. See *ADMINISTRATIVE & DISCIPLINARY OPTIONS*;
- Impose authorized punishment. (See *APPENDIX A: NJP Punishment Chart*);
- Refer to a higher forum or superior CA;
- Postponement of action.

**PUBLICATION OF NJP:** (JAGMAN § 0115)

- Full publication allowed to military personnel within one month of the NJP.
- If there is civilian access to publication, name must be removed.
- Best course of action: Publish **only** paygrade, punishment and date of Mast/office hours

## **NJP – CLEMENCY & CORRECTIVE ACTION**

**REFERENCES:**

- (a) Manual For Courts-Martial: Part V
- (b) JAGMAN Chapter I
- (c) MCO P5800.8 Chapter 2

**AUTHORITIES:**

- Imposing officer;
- Successor in command (temporary or permanent);
- Subsequent CO after transfer of member; or
- Appellate authority

**FOUR MONTHS:** All clemency or corrective action should normally occur within 4 months.

**SET ASIDE:** All rights, privileges, and property restored. Used to correct a clear injustice.

**REMISSION:** Cancel out unexecuted portions of punishment. End of current enlistment or discharge automatically remits unexecuted punishment. Member may not be retained beyond EAOS to serve NJP punishment.

**MITIGATION:** A reduction in the quantity or improvement in the quality of a punishment.

**SUSPENSION:** Punishment held in abeyance (probation). May suspend any type of punishment. Period of suspension – no more than six months.

**CONDITIONS OF SUSPENSION:** Member cannot commit further violations of the UCMJ. Additional terms should be in writing. Must be lawful order capable of performance.

- Examples: Make restitution to a victim; to *not* enter certain establishments; to submit to searches; to conduct GMT; to successfully complete course of rehabilitation, etc.

**VACATING SUSPENSIONS:** If member violates terms of suspension or UCMJ. May be vacated by any authority competent to impose punishment:

- Member should be notified.
- Hearing should be conducted.

**NJP – APPEALS**  
**REVISED 10/98**

- REFERENCES:**
- (a) Manual For Courts-Martial: Part V
  - (b) JAGMAN Chapter I
  - (c) MCO P5800.8 Chapter 2

**REVIEWING AUTHORITY:** (USN) Area coordinator or GCM authority (Flag officer). (USMC) immediate superior to imposing officer.

**GROUND FOR APPEAL:**

- Unjust: "Not guilty".
- Disproportionate: "Guilty but punishment too harsh or unfair."

**TIME LIMIT:**

- 5 working days (excluding weekends and holidays) from date of imposition of punishment;
- Extensions may be requested for good cause;
- Late appeals may be denied only by the appellate authority.

**PROCEDURE:**

- Appeal must be in writing;
- Via the officer who imposed NJP;
- Endorsement should include:
  - Statement of facts
  - Copies of documents/witness statements
  - Copy of report chit/unit punishment book (UPB)
  - Copy of member's SRB performance.

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**REQUEST FOR STAY OF RESTRAINT:** Applies only to restriction, extra duties, bread and water. May be made in writing or verbally. If request is made and appellate authority fails to act within 5 days after timely appeal submitted, restraint punishment must be stayed until the appellate authority acts.

**APPELLATE AUTHORITY'S ACTION:** Standard of review is "abuse of discretion."

**REFERRAL TO JUDGE ADVOCATE:** Required if punishment was greater than O-3 or below CO could impose.

**REHEARING:** At any rehearing, the maximum punishment is limited to the punishment imposed at the original NJP.

**Section XI: ADMINISTRATIVE SEPARATIONS**

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**ADMINISTRATIVE SEPARATIONS**  
Revised 12/00

REFERENCES:           (a)     SECNAVINST 1910.4 (series)  
                          (b)     MILPERSMAN, sections 1900, 1910  
                          (c)     MARCORSEPMAN, Chapter 6

**CNO CONCERN:** Ensure expedited processing of ADSEP cases.

**NAVY SEPARATION AUTHORITIES (SA):**

- **NOTICE PROCEDURE USED:** Normally the Special Court-Martial Convening Authority (SPCMA), when General or Honorable discharge awarded. *See Appendix J.*
- **ADMINISTRATIVE BOARD PROCEDURE USED:** Normally the General Court-Martial Convening Authority (GCMA) if Other than Honorable (OTH) discharge awarded. If General or Honorable discharge is awarded by Admin Board, SPCMA can act as the SA. *See Appendix J.*
  - **GCMA REVIEW:** In all cases where member is involuntarily separated by a SPCMA, member can request review of case by GCMA before separation is awarded.
- **BUPERS/SECNAV SA:** Active duty or reserve personnel within 2 years of retirement; best interest of the service cases; conscientious objection; and homosexual conduct cases.

**USMC:** For majority of separations, the GCMA is the SA. CMC is SA in conscientious objector and homosexual conduct cases.

**NOTIFICATION vs. ADMINISTRATIVE BOARD PROCEDURES**

- **Notification:** all Convenience of the Government cases, and for misconduct cases (except mandatory processing bases listed below) where convening authority feels General or Honorable discharge is warranted and individual being processed (respondent) is not entitled to a board.
- **Administrative Board:** all homosexual conduct cases, mandatory processing bases, and other misconduct cases where CA feels OTH is warranted.

*(Continued on next page)*

Administrative Board Cont'd: Member is entitled to an admin board when OTH is authorized and sought, or when member has at least 6 years active service or processing is mandatory.

**MANDATORY PROCESSING INCLUDES:**

- Drug abuse, offenses involving potential death or serious bodily injury, sexual perversion, aggravated sexual harassment, homosexual conduct, supremacist or extremist conduct.

**LEGAL REVIEW**

- In cases where an OTH is recommended, or when a letter of deficiency is submitted, the record must be reviewed by a Judge Advocate before the SA can act.

**CONDITIONAL WAIVERS**

- A respondent entitled to an administrative board may request a conditional waiver of his right to a board, contingent upon receiving a General or Honorable discharge.
- Approved by GCMA **only** if favorably endorsed by CA.

**ENDORISING ADMIN BOARD CASES:** If admin board recommends retention, CO may still recommend discharge to SA. As to characterization, CO can recommend a more favorable discharge than the admin board recommended, but not worse.

**USN PAGE 13/USMC PAGE 11 IS EXTREMELY CRITICAL DOCUMENT:** May be a prerequisite to administrative separation processing. Clear guidance on who may issue a Page 13/11 should be promulgated (typically, delegated to Dept Heads and/or Legal Officer).

**DEPLOYING UNITS:** Prior to deployment pending ADSEP cases may be transferred to shore commands with ISIC approval. Fleet legal manuals provide the format for requesting JAG services at sea.

**OVERSEAS ADSEPS:** Procedures should be in place to "escort" members to CONUS for discharge. Requires coordination with major overseas transient stations to ensure members are in appropriate liberty risk category and under appropriate supervision while in transit.

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**ADMIN LEAVE:** Separation leave shall not be granted for members who are being administratively discharged.

**FAMILY ADVOCACY CASES:** Request servicing Trial Service Office (TSO) provide a recorder for admin boards.

**AVOID UNLAWFUL COMMAND INFLUENCE:** See *COURTS-MARTIAL BASICS*.

*See also PREGNANCY; HIV ISSUES; HOMOSEXUAL CONDUCT; FREEDOM OF EXPRESSION; and DOMESTIC VIOLENCE/FAMILY ADVOCACY INCIDENTS.*

## ADMINISTRATIVE SEPARATION BOARDS

Revised 12/00

- REFERENCES:**
- (a) MILPERSMAN, section 1910-500
  - (b) MARCORSEPMAN, Chapter 6

**WITNESS REQUESTS:** Must be timely. No subpoena power for civilian witnesses. CO may expend funds if live testimony is both necessary and outweighs the difficulties. CO should consider such things as cost, delay, interference with mission in deciding whether to expend funds.

**CONTINUANCE REQUESTS:** Respondent should be given reasonable time in order to prepare for admin board.

- Senior member (Navy) rules on requests for continuances .
- Watch delay tactics with respect to upcoming EAOS.
- BUPERS Guidelines – for admin board case, members should be separated within 60 days after notification.
- If respondent goes UA while pending the board, may proceed in absentia.

**CHALLENGES FOR CAUSE:** May be made where board member cannot make a fair and impartial decision.

- Navy: CO rules on challenges.
- USMC: Non-challenged board members rule on challenge.

### ISSUES FOR THE ADMIN BOARD:

- Basis supported by preponderance of evidence?
- If supported, should respondent be separated or retained?
- If separated, what should characterization of discharge be (Honorable, General (Under Honorable Conditions), or Other Than Honorable (OTH)?

### ADMIN BOARD EVIDENCE:

- Pre-service/prior enlistment adverse matters – may **never** be considered on the issue of characterization. May only be considered on the issue of retention, if not remote or isolated.
- Findings of Court-Martial or civilian courts are binding upon subsequent administrative boards (USN only).

*(Continued on next page)*

**ADMIN BOARD COMPOSITION:**

- 3 or more commissioned, warrant, or noncommissioned officers (E-7 and above).
- Majority must be commissioned officers.
- Senior member must be O-4 or above (line or staff).
- E-7 or above member must be senior to Respondent (lineally)
- Reservist Respondent – only commissioned officers, at least one reservist.

**AVOID UNLAWFUL COMMAND INFLUENCE:** See *COURTS-MARTIAL BASICS*.

## OFFICER MISCONDUCT

Revised 12/99

<b>REFERENCES:</b>	(a)	MILPERSMAN 1611-010
	(b)	BUPERS 1610.10 (series)
	(c)	Navy Regulations, Article 1122
	(d)	MILPERSMAN 1070-020
	(e)	SECNAVINST 1920.6 (series)
	(f)	OPNAVINST 5510.1 (series)
	(g)	MCO P5800.16

**NOTIFICATION:** BUPERS requires notification and follow on reports for instances of officer misconduct, specifically including:

- Preferral of court-martial charges. A copy of the charge sheet with explanatory information must be sent to PERS-834, with periodic status reports provided.
- Imposition of NJP. Notify PERS-834 by letter as soon as results are "final." NJP results must be sent via the first flag officer in the admin chain of command. See reference (a) for appropriate format and informational requirements.
- Arrest by civilian authorities. A "Civil Action Report" must be immediately sent to PERS-834 by message if a BCD would be authorized for the offense under the UCMJ (e.g., drunk driving). When results become "final," a close-out letter report is required.
- UA: All facts and circumstances are to be immediately relayed to PERS-834 by message. Next of kin letters must be sent after 10 days and DD 553 notification sent after 30 days. If the officer had access to classified info, and there are any indications that the UA may be inimical to national security, notify NCIS.

**FLEET AND TYCOM REPORTING REQUIREMENTS:** Additional reporting requirements may exist pursuant to ISIC directives.

**RETENTION:** If military disciplinary or civil criminal action may be taken against an officer, they should not be transferred until the action is resolved.

*(Continued on next page)*

**NON-PUNITIVE LETTERS OF CAUTION (NPLOC'S):** A common administrative counseling tool in cases for officer malfeasance or neglect. NPLOC's may not be referred to in fitness reports or forwarded to BUPERS. Underlying facts which caused the NPLOC may properly be mentioned in fitness reports. If adverse matter is included in a fitness report or other official record, it must be referred to the member for statement. See BUPERSINST 1610.10 and JAGMAN 0105. See *NON-PUNITIVE MEASURES*.

**ADMIN SEPARATION:** Inform BUPERS of any incidents or situations involving an officer whose performance or conduct is such that processing for separation may be appropriate. See reference (e) and consult your local SJA or NLSO.

See *DETACHMENT FOR CAUSE*.

**DETACHMENT FOR CAUSE**  
**Revised 7/99**

**REFERENCES:** (a) MILPERSMAN 1611-020  
(b) MCO P1610.7

**ENLISTED DFC:** Detachment for cause of chief petty officers and selected petty officers are conducted IAW MILPERSMAN 1616-010. Detachment for cause of officers must be conducted IAW reference (a). BUPERS is the approval authority.

**GROUND:** Four reasons for requesting an officer DFC:

- Misconduct;
- Unsatisfactory performance involving one or more significant events (gross negligence or complete disregard);
- Unsatisfactory performance over an extended period of time after counseling or LOI; or
- Loss of confidence of officer in command.

**DETACHMENT FOR CAUSE IS GENERALLY NOT AN OPTION WHEN:**

- Reassignment within the command is possible;
- Officer is at PRD, in receipt of orders or has relief on board; or
- Other available alternatives exist within the command to resolve the situation.

**DOCUMENTATION:** Unsatisfactory performance over an extended period of time must be properly documented (e.g., Letter of Instruction). All allegations must be adequately supported by appropriate inquiry or documentation.

**DISCIPLINARY ACTION:** Must be taken before requesting a detachment for cause based on misconduct or an explanation must be provided to BUPERS.

**DETACHMENT PAPERWORK:** Notification to the member must advise the officer that an approved detachment for cause request will be filed in the officer's official record.

**OPPORTUNITY TO RESPOND:** The officer must be given 10 calendar days to provide a written response to the detachment for cause request.

## SECTION XII

### *APPENDIX*

- A. NONJUDICIAL PUNISHMENT CHART
- B. SEARCH & SEIZURE CHECKLIST
- C. COURTS-MARTIAL PUNISHMENT CHART
- D. EO INCIDENT REPORTING
- E. SEXUAL HARASSMENT INVESTIGATION CHART
- F. FRATERNIZATION INVESTIGATION CHART
- G. ARTICLE 138 COMPLAINT CHECKLIST
- H. EXECUTIVE OFFICER INQUIRY (XOI) GUIDE
- I. USE OF POSITIVE URINALYSIS
- J. ADMINISTRATIVE SEPARATIONS

**LIMITS OF PUNISHMENTS UNDER UCMJ, ART. 15 -- TABLE ONE**

Imposed upon	Confinement on B&W or DIMRATS (2)	Correctional Custody (3)	Arrest in Quarters (1)	Forfeiture (5) (6)	Reduction (6) (8)	Extra Duties (4)	Restrictions to Limits (4)	Admonition (6)	Reprimand (6)
Officers	No	No	30 days	1/2 one mo. for 2 mos.	No	No	60 days	Yes	Yes
E-4 to E-9	No	No	No	1/2 one mo. for 2 mos.	1 grade	45 days	60 days	Yes	Yes
E-1 to E-3	3 days	30 days	No	1/2 one mo. for 2 mos.	1 grade	45 days	60 days	Yes	Yes
Officers	No	No	No	No	No	No	30 days	Yes	Yes
E-4 to E-9	No	No	No	1/2 one mo. for 2 mos.	1 grade	45 days	60 days	Yes	Yes
E-1 to E-3	3 days	30 days	No	1/2 one mo. for 2 mos.	1 grade	45 days	60 days	Yes	Yes
Officers	No	No	No	No	No	No	15 days	Yes	Yes
E-4 to E-9	No	No	No	7 days	1 grade	14 days	14 days	Yes	Yes
E-1 to E-3	3 days	7 days	No	7 days	1 grade	14 days	14 days	Yes	Yes

May not be combined with restriction

May be awarded only if attached to / embarked in a vessel and may not be combined with any other restraint punishment or extra duties

May not be combined with restriction or extra duties

Restriction and extra duties may be combined to run concurrently or consecutively but the combination may not exceed the maximum imposable for extra duties

Shall be expressed in whole dollar amounts only

May be imposed in addition to or in lieu of all other punishments

OIC's have NJP authority over enlisted personnel only

Chief petty officers (E-7 through E-9) may not be reduced at NJP in the Navy; Marine Corps NCO's (E-6 through E-9) may not be reduced at NJP (check current directives relating to promotions)

## CO SEARCH & SEIZURE CHECKLIST

Revised 4/98

**I. FINDING THE EXISTENCE OF PROBABLE CAUSE TO ORDER A SEARCH:**  
When faced with a request by an investigator to authorize a search, what should you know before you make the authorization? The following considerations are provided to aid you.

A. Find out the name and duty station of the applicant requesting the search authorization.

B. Administer an oath to the person requesting authorization. A recommended format for the oath is set forth below:

"Do you solemnly swear (or affirm) that the information you are about to provide is true to the best of your knowledge and belief, so help you God?"

C. What is the location and description of the premises, object, or person to be searched? **Ask yourself.**

1. Is the person or area one over which I have jurisdiction?

2. Is the person or place described with particularity?

D. What facts do you have to indicate that the place to be searched and property to be seized is actually located on the person or in the place your information indicates it is?

E. Who is the source of this information?

1. If the source is a person other than the applicant who is before you, that is, an informant, see the attached addendum on this subject.

2. If the source is the person you are questioning, proceed to question F immediately. If the source is an informant, proceed to question F after completing the procedure on the addendum.

F. What training have you had in investigating offenses of this type or in identifying this type of contraband?

G. Is there any further information you believe will provide grounds for the search for, and seizure of, this property?

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Appendix B

H. Are you withholding any information you possess on this case which may affect my decision on this request to authorize the search?

If you are satisfied as to the reliability of the information and that of the person from whom you receive it, and you then entertain a reasonable belief that the items are where they are said to be, then you may authorize the search and seizure. It should be done along these lines:

"(Applicant's name), I find that probable cause exists for the issuance of an authorization to search (location or person) for the following items: (Description of items sought) and I authorize (Applicant's name) to search (location or person) for those items and to seize them if found."

## II. SEARCH AUTHORIZATIONS: INFORMANT ADDENDUM

A. *First inquiry.* What forms the basis of his or her knowledge? You must find what *facts* (not conclusions) were given by the informant to indicate that the items sought will be in the place described.

B. Then you must find that *either* the informant is reliable or his information is reliable.

### 1. Questions to determine the informant's reliability:

- (a) How long has the applicant known the informant?
- (b) Has this informant provided information in the past?
- (c) Has the provided information always proven correct in the past? Almost always? Never?
- (d) Has the informant ever provided any false or misleading information?
- (e) (If drug case) Has the informant ever identified drugs in the presence of the applicant?
- (f) Has any prior information resulted in conviction? Acquittal? Are there any cases still awaiting trial?
- (g) What other situational background information was provided by the informant that substantiates believability (e.g., accurate description of interior of locker room.)?

2. Questions to determine that the information provided is reliable:

- (a) Does the applicant possess other information from known reliable sources, which indicates what the informant says is true?
- (b) Do you possess information (e.g., personal knowledge) which indicates what the informant says is true?

### III. SEARCHES: DESCRIBE WHAT TO LOOK FOR AND WHERE TO LOOK

**Requirement of specificity:** No valid search authorization will exist unless the place to be searched and the items sought are particularly described.

A. Description of the place or the person to be searched.

- 1. **Persons.** Always include all known facts about the individual, such as name, rank, SSN, and unit. If the suspect's name is unknown, include a personal description, places frequented, known associates, make of auto driven, usual attire, etc.
- 2. **Places.** Be as specific as possible, with great effort to prevent the area which you are authorizing to be searched from being broadened, giving rise to a possible claim of the search being a "fishing expedition."

B. **What can be seized.** Types of property and sample descriptions. The **basic rule:** Go from the general to the specific description.

1. **Contraband:** Something which is illegal to possess.

Example: "Narcotics, including, but not limited to, heroin, paraphernalia for the use, packaging, and sale of said contraband, including, but not limited to, syringes, needles, lactose, and rubber tubing."

2. **Unlawful weapons:** Weapons made illegal by some law or regulation.

Example: "Firearms and explosives including, but not limited to, one M-60 machine gun, M-16 rifles, and fragmentation grenades."

3. **Fruits of crimes**

Example: "Household property, including, but not limited to, one G.E. clock, light blue in color, and one Sony fifteen-inch, portable, color TV, tan in color with black knobs."

4. **Tools or instrumentalities of crime.** Property used to commit crimes.

Example: "Items used in measuring and packaging of marijuana for distribution, including, but not limited to, cigarette rolling machines, rolling papers, scales, and plastic baggies."

5. **Evidence which may aid in a particular crime solution:**

Example: "Papers, documents, and effects which show dominion and control of said area, including, but not limited to, canceled mail, stencilled clothing, wallets, receipts."

## PUNISHMENT CHART

PUNISHMENT	SCM		SPCM		GCM		
	E-4 & below	E-5 & above	EM's	O's & WO's	EM's	WO's	O's
1. Death	NO	NO	NO	NO	YES (*1)	YES (*1)	YES (*1)
2. Dismissal	NO	NO	NO	NO	NO	NO	YES
3. Dishonorable Discharge	NO	NO	NO	NO	YES	YES	NO
4. Bad-Conduct Discharge	NO	NO	YES	NO	YES	NO	NO
5. Confinement	30 days	NO	6 mos.	NO	YES (*4)	YES (*4)	YES (*4)
6. Solitary Confinement	NO	NO	NO	NO	NO	NO	NO
7. Restriction	2 mos.	2 mos.	2 mos.	2 mos.	2 mos.	2 mos.	2 mos.
8. Hard Labor Without Confinement	45 days	NO	3 mos.	NO	3 mos.	NO	NO
9. Forfeiture of All Pay and Allowances	NO	NO	NO	NO	YES	YES	YES
10. Forfeiture of two-thirds pay per month	1 mo. (*2)	1 mo. (*2)	6 mos.	6 mos.	YES (*4)	YES	YES
11. Fine	YES (*3)	YES (*3)	YES (*3)	YES (*3)	YES	YES	YES
12. Reduction to next inferior rate	YES	YES	YES	NO	YES	NO	NO
13. Reduction to lowest paygrade	YES	NO	YES	NO	YES	NO	NO
14. Loss of numbers	NO	NO	NO	YES	NO	YES	YES
15. Reprimand	YES	YES	YES	YES	YES	YES	YES

(\*1) Where authorized or mandatory

(\*2) May extend payment up to two months -- MJM 10-F-2.e

(\*3) If given, a fine or a fine and forfeiture combination may not exceed the maximum amount of forfeitures which may be adjudged in a case

(\*4) Maximum punishment listed for each offense in Part IV, MCM

(\*5) At SCM, a fine may not be combined with forfeitures

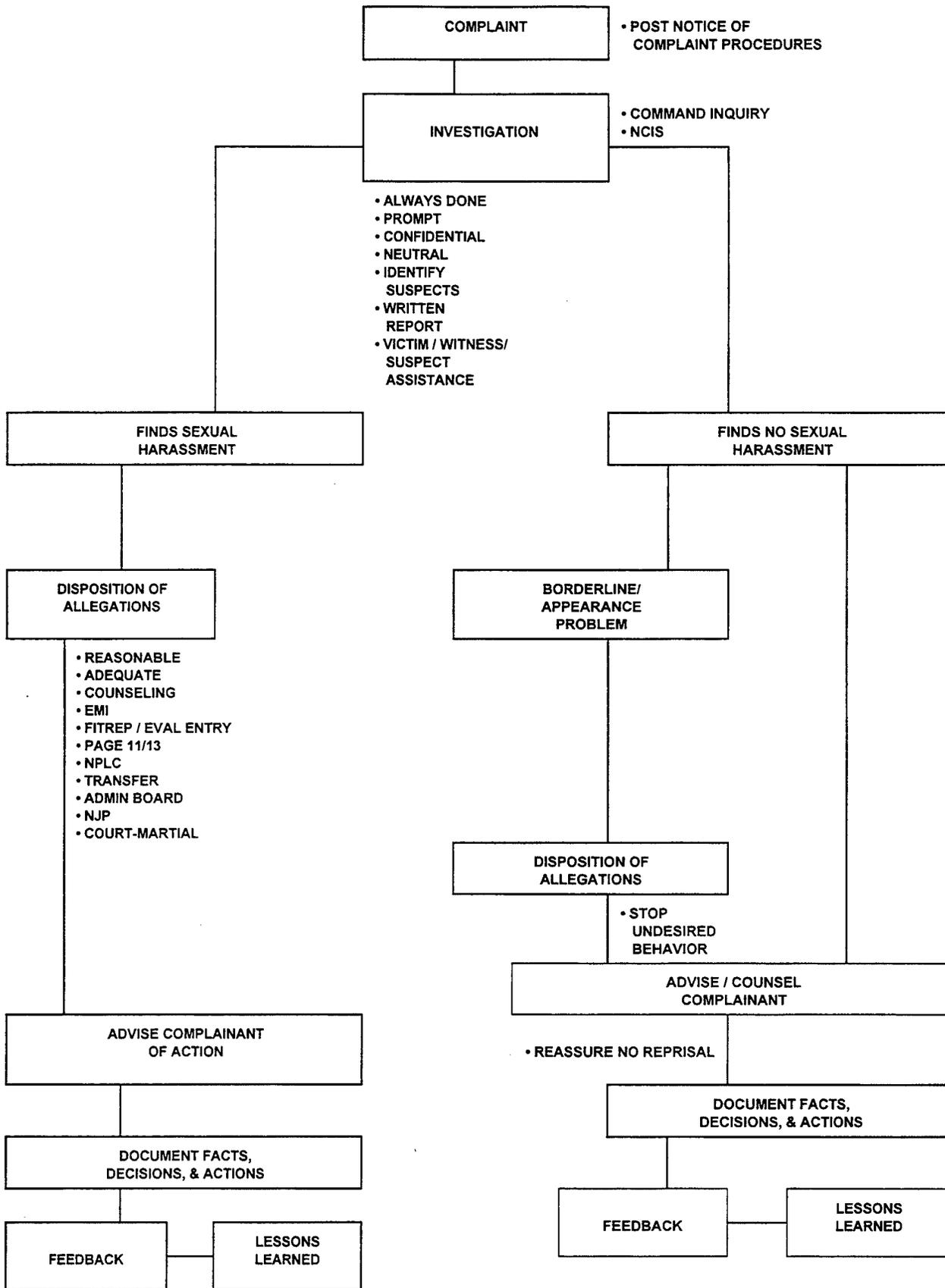
### Appendix C

Error! Bookmark not defined. **EEO INCIDENT REPORTING  
(MINOR / SERIOUS)  
FROM OPNAVINST 5354.1 (series)**

CRITERIA/ CLASSIFICATION	NUMBER OF PARTICIPANTS	DURATION	PROPERTY DAMAGE	PERSONAL INJURY	RELATIONSHIP TO OTHER INCIDENTS	THREAT TO AUTHORITY OR MISSION
MINOR	2-5	SHORT, LESS THAN 30 MINUTES	LITTLE OR NONE		AN ISOLATED EVENT	NO THREAT TO AUTHORITY OR MISSION
SERIOUS	6 OR MORE	MORE THAN 30 MINUTES	EXTENSIVE OR SERIOUS PROPERTY DAMAGE (i.e. ARSON)	PERSONAL INJURIES REQUIRING MEDICAL ATTENTION OR DEATH	(1) RELATED TO OTHER MINOR INCIDENTS  OR (2) PRESS INTEREST ANTICIPATED OR HAS OCCURRED	(1) PRESENTATION OF DEMANDS AND / OR DEFIANCE OF AUTHORITY OR (2) DISOBEDIENCE OF LAWFUL ORDERS  MISSION IS / MAY BE THREATENED

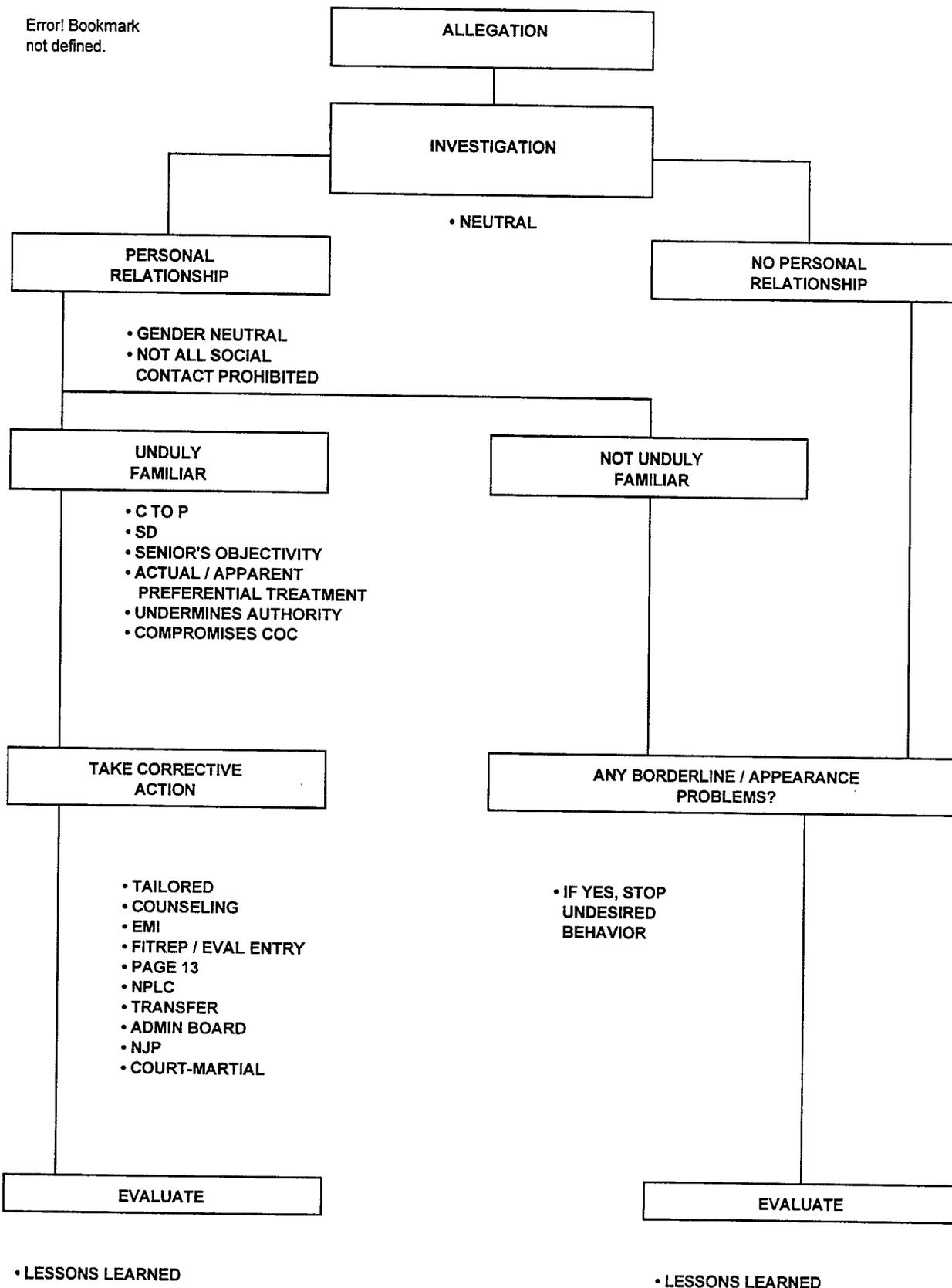
### Appendix D

## STEPS IN HANDLING SEXUAL HARASSMENT COMPLAINTS



# HANDLING FRATERNIZATION ALLEGATIONS

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**CHECKLIST FOR GCM REVIEW  
OF ARTICLE 138 COMPLAINTS**

- | YES   | NO    |  |
|-------|-------|--|
| _____ | _____ | Is this command the proper GCMA? §§ 0303e and 0305c.   |
| _____ | _____ | Has an advance copy of the complaint, without enclosures, been sent to the SECNAV, via JAG, upon receipt? § 0306d. |
| _____ | _____ | Is Complainant a proper complainant? § 0305a.  |
| _____ | _____ | Is Respondent a proper respondent? § 0305b.  |
| _____ | _____ | Does the complaint allege a wrong which is the proper subject of a complaint of wrongs?                            |

- | YES   | NO    |  |
|-------|-------|--|
| _____ | _____ | Was the wrong initiated, taken or ratified by the Respondent, and otherwise meet the definition of a wrong? §§ 0303f and 0304a (1) – (2). (If he or she did not, the complaint is not cognizable.)   |
| _____ | _____ | Was the Respondent's action final? § 0304a (3). (Non-final actions, including most recommendations by respondent are not cognizable unless the recommendation itself, such as a recommendation for advancement, is controlling.)                 |
| _____ | _____ | Does the Complaint challenge general policies of the Department of Defense or the Department of the Navy or provisions of instruction or other documents promulgating such policies? § 0304a (4). (If it does, the complaint is not cognizable.) |
| _____ | _____ | Does the complaint challenge decisions or procedures of the GCMA involving an article 138 complaint, except for failure to forward the complaint? § 0304a (5). (If it does, the  |

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Appendix G

YES      NO  
 \_\_\_\_\_      \_\_\_\_\_  
 complaint is not cognizable.)  
 Does the complaint challenge findings or final actions of boards covered under 10 U.S.C. § 1181 (Board to Consider Separation of Regular Officers for Substandard Performance), 1182 (Board of Inquiry), and 1183 (Board of Review)? § 0304a (6) (a). (If it does, the complaint is not cognizable.)

YES      NO  
 \_\_\_\_\_      \_\_\_\_\_  
 Does the complaint make a collateral attack on NJP, court-martial, or administrative discharge procedures? § 0304a (6) (b). (If it does, the complaint is not cognizable.) NOTE: A complaint concerning vacation proceedings involving suspended nonjudicial punishment is cognizable.

\_\_\_\_\_      \_\_\_\_\_  
 Does the complaint seek disciplinary action against another? § 0304b (1). (If it does, the complaint is not cognizable.)

\_\_\_\_\_      \_\_\_\_\_  
 Does the complaint seek to change records which have become final? § 0304b (2). (If it does, the complaint is not cognizable.) NOTE: Records are final 90 days after member knows of the record's submission for entry into the appropriate record or one year after submission for entry into the appropriate record, whichever is earlier.

- \_\_\_\_\_      \_\_\_\_\_      Is the complaint timely? § 0306a.
- \_\_\_\_\_      \_\_\_\_\_      Did Complainant request redress from Respondent before filing the complaint? § 0306b.
- \_\_\_\_\_      \_\_\_\_\_      Is the complaint in the form specified at Appendix A-3-a of JAGMAN Chapter III? § 0306c.
- \_\_\_\_\_      \_\_\_\_\_      Has the complaint been properly forwarded? § 0306d.

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**Appendix G**

YES

NO

\_\_\_\_\_      \_\_\_\_\_      Is the complaint complete and does it contain all enclosures and endorsements? § 0306e.

\_\_\_\_\_      \_\_\_\_\_      Does the complaint improperly join more than one complaint or respondent? § 0306g.

\_\_\_\_\_      \_\_\_\_\_      (e)Has Complainant received a copy of all endorsements and enclosures? § 0306e.

\_\_\_\_\_      \_\_\_\_\_      (e)Has complainant been given an opportunity to rebut adverse matter included in the endorsements and enclosures or developed by GCMA inquiry? § 0307e.

\_\_\_\_\_      \_\_\_\_\_      Did GCMA personally sign report to Secretary describing action taken? § 0307g. (By direction signatures are not permitted).

\_\_\_\_\_      \_\_\_\_\_      Did GCMA advise Complainant of determination (s) indicating the merit of each allegation and the relief granted, if any? § 0307j.

\_\_\_\_\_  
DATE.....

\_\_\_\_\_  
SIGNATURE OF OFFICIAL REVIEWING THE COMPLAINT

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Appendix G

## EXECUTIVE OFFICER'S INQUIRY (XOI)

1. Obtain the report chit, all written statements, and all physical and documentary evidence relating to the alleged offense from the legal officer. (You may want to consult with the legal officer prior to XOI).
2. Call in the accused and all reasonably available witnesses who can testify about either the alleged offense or extenuating (E), mitigating (M), or aggravating (A) circumstances concerning the alleged offense.
3. Inform the accused that the CO is contemplating the imposition of NJP and that this informal hearing – the XOI – is part of the NJP process. The accused may not refuse XOI.
4. Describe the specific offense(s) to the accused, including the article of the UCMJ that was allegedly violated.
5. If applicable, advise the accused of the right to refuse NJP. (Accused can never refuse XOI.)
6. Advise the accused (s)he does not have to make a statement regarding the offense(s) and that any statement made by him / her can be used as evidence against him / her at XOI and NJP.

**Note:** If it is reasonably foreseeable that the accused's statements during the XOI may be considered for introduction in a later court-martial, an explanation of rights and a waiver—in the format of appendix A-1-m of the *JAG Manual*—will have to be obtained from the accused during the hearing, before proceeding further.

7. Ask the accused what happened.
  - a. If (s)he admits guilt, the accused should be allowed to articulate any E & M.
    - Ask the witnesses to testify on matters of E & M or A.

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Appendix H

- b. If (s)he denies guilt, the accused should be asked for his / her version of the facts.
- Ask the witnesses to testify about the alleged offense.
  - Inform the accused of any other evidence against him / her concerning the alleged offense (i.e. written statements and / or physical and documentary evidence).
  - Allow for rebuttal, as appropriate.
  - Ask the witnesses to testify on matters of Extenuation, Mitigation and Aggravation.
8. Ask the accused if (s)he would like to make a final statement.
9. If the CO has given you the power to dismiss cases and you feel dismissal is warranted, either dismiss the case outright or dismiss it with a warning. (Such action does not preclude later NJP for the same offense.) You may also impose nonpunitive measures. If you feel NJP is warranted, indicate this on the report chit and return all materials to the legal officer who will take appropriate action.

**USE OF DRUG URINALYSIS RESULTS** Error! Bookmark not defined.

	Usable in disciplinary proceedings	Usable as basis for separation	Usable for (other than honorable) characterization of service
1. Search or Seizure - member's consent - probable cause	YES YES YES	YES YES YES	YES YES YES
2. Inspection - random sample - unit sweep	YES YES	YES YES	YES YES
3. Medical - general diagnostic purposes (e.g., emergency room treatment, annual physical exam, etc.)	YES	YES	YES
4. Fitness for duty - command-directed - competence for duty - aftercare testing - surveillance - evaluation - mishap / safety investigation	NO NO NO NO NO NO	YES YES YES YES YES NO	NO NO NO NO NO NO
5. Service-directed - rehab facility staff (military members) - drug / alcohol rehab testing - PCS overseas, naval brigs - entrance testing - accession training pipeline	YES NO YES NO YES	YES YES YES YES YES	YES NO YES *NO (R) YES (R)
* YES for reservists recalled to active duty only (except Delayed Entry Program participants)			

MILPERSMAN 1910-704

Determining Separation Authority (SA)

Responsible Office	BUPERS (Pers-83)	Phone:	DSN	882-4432
			COM	(901) 874-4432
			FAX	882-2624

Separation Authority Use this table with MILPERSMAN 1910-706 to determine Separation Authority.  
(NOTE: COG refers to Convenience of the Government.)

If the member is being separated by reason of . . .	THEN the separation authority is . . .
<ul style="list-style-type: none"> <li>Selected Changes in Service Obligation - Inactive Reserves</li> <li>Selected Changes in Service Obligation - Immediate reenlistment</li> <li>Selected Changes in Service Obligation - Within 90 days of EAOS</li> <li>Expiration of Service Obligation</li> </ul>	Commanding Officer
<ul style="list-style-type: none"> <li>COG – dependency or hardship</li> <li>COG – pregnancy or childbirth</li> <li>COG – surviving family member</li> <li>GOC – Reservist becomes a minister</li> <li>COG – other designated physical or mental conditions</li> <li>COG – personality disorder</li> <li>COG – parenthood</li> <li>COG – review action</li> <li>COG – early release to further education</li> <li>Entry level performance and conduct</li> <li>Unsatisfactory performance</li> <li>Drug abuse rehabilitation failure</li> <li>Alcohol abuse rehabilitation failure</li> <li>Family Advocacy Program Rehabilitation Failure</li> <li>Defective Enlistments and Inductions – erroneous</li> <li>Defective Enlistments and Inductions – minority</li> <li>Defective Enlistments and Inductions – defective enlistment agreements</li> <li>Defective Enlistments and Inductions – separation from the delayed entry program</li> </ul>	Special Court-Martial Convening Authority (SPCMCA) or higher
<ul style="list-style-type: none"> <li>Misconduct – a pattern of misconduct</li> <li>Misconduct – commission of a serious offense</li> <li>Misconduct – civilian conviction</li> <li>Misconduct – drug abuse</li> <li>Defective Enlistments and Inductions – fraudulent entry into the naval service</li> <li>Unsatisfactory participation in the ready reserve</li> </ul>	<p>GCMCA or higher when the Administrative Board procedure was used and:</p> <ul style="list-style-type: none"> <li>Board recommended OTH</li> <li>Board recommended retention</li> <li>Member waived a Board</li> <li>Member requested a conditional waiver</li> </ul> <p>SPCMCA or higher when:</p> <ul style="list-style-type: none"> <li>The notification procedure was used</li> <li>The Administrative Board procedures were used and Board recommended separation with Honorable, General or Entry Level Separation.</li> </ul>

Weight Control Failure	GCMCA or higher (Marine Corps and CG only)
Separation in lieu of trial by court-martial	GCMCA unless request is based solely on an absence without leave of more than 30 days, then SPCMCA is SA. BUPERS (Pers-83) is SA if request is based on homosexual conduct referred to court-martial
<ul style="list-style-type: none"> <li>• Selected Changes in Service Obligation - General Demobilization or reduction in authorized strength</li> <li>• Selected Changes in Service Obligation - Acceptance of active duty commission or appointment</li> <li>• COG - Conscientious objection</li> <li>• When member has Physical Evaluation Board (PEB) action completed or pending, and at the same time being administratively processed for separation.</li> <li>• Homosexual conduct</li> </ul>	Chief of Naval Personnel
<ul style="list-style-type: none"> <li>• Disability</li> <li>• Best interest of the service (BIOTS)</li> </ul>	Secretary of the Navy

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**NOTE:** Review individual reason processing articles to determine correct BUPERS code where ADSEP should be mailed.

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**MILPERSMAN 1910-704**

**Exceptions in Determining Separation Authority**

<b>Responsible Office</b>	BUPERS (Pers-83)	Phone:	DSN 882-4432 COM (901) 874-4432 FAX 882-2624
<b>Reference</b>	Title 10, U.S.C., Section 12686		
<b>Exceptions</b>	The following exceptions apply when determining Separation Authority.		

The Separation Authority is . .	WHEN . . .
Secretary of the Navy via (Pers-83 or Pers-254 as appropriate)	Inactive duty (selected) reservists are being involuntarily separated within 2 years of Retired Reserve eligibility
	Active duty reservists are being involuntarily separated within 2 years of retired or retainer pay (10 U.S.C. 12686)
	An Administrative Board (Admin Board) finds that member committed one or more of the reasons for separation and recommends retention, but the SPCMCA or GCMCA recommends separation. Only the Secretary of the Navy can overturn a board that recommends retention.
	Sole basis for separation is a serious offense that resulted in SPCM/GCM conviction with no punitive discharge imposed and an Under Other Than Honorable Discharge is recommended by an Admin Board (or CO when no board was held).
	The convening authority determines that an Honorable Discharge is clearly warranted by the presence of unusual circumstances involving personal conduct and performance of naval duty for a member in an entry level status who is being separated by reason of Selected Changes in Service Obligations, Convenience of the Government, Disability, or Best Interest of the Service.
	Member is processed for misconduct – civilian conviction and final action on the appeal has not been taken, and the member does not request separation before final action on the appeal is taken.
Chief of Naval Personnel (via Pers-83 or Pers-254 as appropriate)	Active duty members being involuntarily separated with 18 or more years total active military service.
	Admin Board recommends separation, but the Convening Authority recommends retention. Only CHNAVPERS may retain when a board recommends separation.

**LOCAL DIRECTORY**

**(Write in name and phone number of personnel in your local area)**

**NAVY LEGAL SERVICE OFFICE (NLSO) / TRIAL SERVICE OFFICE (TSO):**

- CO / OIC:

- Command Service Officer:

(Assist all commands without permanent Staff Judge Advocates assigned)

- Trial Counsel:

(Represents government (Prosecution) in Courts-Martials)

- Defense Counsel:

(Represents members under investigation or facing disciplinary action)

- Legal Assistance Attorney:

(Assists members and dependents with personal legal matters i.e. wills)

**Local Staff Judge Advocate:**

(Area coordinator & Flag JAGS are ethics advisors)

**ISIC JAG or first JAG in chain of command:**

**Others:**

**CAAC:**

(Assist area commands with Alcohol / Drug incidents)

**Equal Opportunity Officers:**

(Assist with discrimination complaints / sexual harassment / fraternization)

**Family Advocacy Representative (FAR):**

(Assist area commands with domestic violence and child abuse incidents)

**Naval Criminal Investigative Service:**

- Senior Agent In Charge (SAC):

- Special Agent:

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