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Joseph M. Masterson
Senior Legal Advisor
Army Review Boards Agency

Joseph Masterson is the Acting Senior Legal Advisor at the Army Review Boards Agency. The Army Review Boards Agency (ARBA) administers 14 boards, including the Army Board for Correction of Military Records, the Army Discharge Review Board, and the Army Grade Determination Review Board.

Prior to joining ARBA, Mr. Masterson was an Army Judge Advocate for twenty years. His assignments in that capacity included the following:

Chief, Military Personnel Branch, United States Army Litigation Division, in which he and his office defended the Department of the Army in federal cases involving the Tucker Act, the Administrative Procedure Act, constitutional rights claims, and habeas corpus petitions.

Staff Judge Advocate, Research and Development Command & Aberdeen Proving Ground, a position in which he served as the senior legal advisor to a two-star Commander and General Court-Martial Convening Authority.

Regional Defense Counsel, Eighth United States Army, where he served as the senior-ranking criminal defense attorney in the Pacific Rim Region, and area of responsibility that included all of South Korea and Japan.

Deputy Staff Judge Advocate, 2d Infantry Division, where he served as the principal legal assistant to the division's Staff Judge Advocate and as deputy legal advisor to the division's general staff and subordinate commanders.

Litigation Attorney, Torts Branch, United States Army Litigation Division, where he defended the Army in tort cases filed in federal district courts throughout the United States.

Senior Defense Counsel, 2d Infantry Division, where he supervised five military defense counsel in an area quite near the DMZ.

Trial Counsel (Prosecutor) 101st Airborne Division.

Mr. Masterson received his J.D. from the University of Akron School of Law; an LL.M. in Tax Law from the University of Florida; and his B.S. from Penn State University.

Dana Montalto
Attorney & Liman Fellow
Veterans Legal Clinic
Legal Services Center of Harvard Law School

Dana Montalto is an attorney and Liman Public Interest Fellow in the Veterans Law Clinic at the WilmerHale Legal Services Center of Harvard Law School. She represents less-than-honorably discharged veterans in discharge upgrade petitions, VA character of service determinations, and applications for Massachusetts Chapter 115 veteran benefits.

Dana Montalto holds a B.A. in Political Science and Middle Eastern Studies, *magna cum laude* and Phi Beta Kappa, from Wellesley College and a J.D. from Yale Law School. After graduating from law school, she clerked for the Honorable F. Dennis Saylor IV of the U.S. District Court for the District of Massachusetts.

Evan R. Seamone
Professor, Mississippi College School of Law
Major & Senior Defense Counsel, United States Army Reserve



Evan R. Seamone is a Professor at Mississippi College School of Law who directs the Legal Writing Program. He also serves as a Major in the Army Reserve Component with duties as a Senior Defense Counsel. Recently, he ended a twelve-year career as an active duty judge advocate. His most recent assignment was service as a Prosecutor in the Office of Chief Prosecutor of Military Commissions where he was responsible for cases involving terrorism and the acts of unlawful enemy belligerents tried at Guantanamo Bay, Cuba, under the *Military Commissions Act of 2009*. In other military assignments, Professor Seamone supervised prosecuting attorneys and several civilian and military paralegals in some of the busiest criminal jurisdictions in the Army. During his tours in Iraq, Germany, and at domestic military installations, he has participated in sexual assault, complex death penalty, and other felony criminal cases involving PTSD as a prosecutor and defense attorney.

Professor Seamone has published over twenty scholarly articles with law schools including Yale, Columbia, Georgetown, and New York University on topics including psychology, medical malpractice, national security and international law, and court administration. His *Military Law Review* articles on enhanced legal counseling techniques for clients with suspected or diagnosed PTSD have been featured by state bar associations, the Arizona Public Defenders Association, and in training for military disability evaluation attorneys. Along with a number of preeminent attorneys and mental health professionals, Professor Seamone contributed a book chapter to the volume *The Attorneys' Guide to Defending Veterans in Criminal Court*, titled "The Counterinsurgency in Legal Counseling: Preparing Attorneys to Defend Combat Veterans Against Themselves in Criminal Cases." He has written extensively about treatment-based sentencing alternatives in military courts-martial and the use

of civilian Veterans Treatment and Mental Health Problem-Solving Courts by military organizations and commanders.

Recently, Professor Seamone presented at the Court of Appeals for Veterans Claims Judicial Conference regarding an article he co-authored on understanding the Department of Veterans Affairs' Character of Discharge review process for veterans separated with stigmatizing discharges. He has also trained attorneys at the Board of Veterans Appeals and Veterans Service Officers on this topic. After publishing the first ever article to assist custody evaluators and family court judges in improving their assessment of parents with PTSD, Professor Seamone accepted an offer to edit a special edition of *The Family Court Review* devoted to military families and the courts. Professor Seamone worked hand-in-hand with various interdisciplinary authors (including psychiatrists, pediatricians, judges, and attorneys) to address a wide range of family law issues currently facing veterans and their families. On May 30, 2013, he received the Meyer Elkin Essay Award from the Association of Family and Conciliation Courts for his *Family Court Review* article from a panel of distinguished interdisciplinary professionals. As a member of the Military Committee of the National Council of Juvenile and Family Court Judges, he is involved in the development of a standardized curriculum to assist family court judges in better understanding the unique needs of military families.

Professor Seamone is a member of the Bar of the U.S. Supreme Court and the District of Columbia Court of Appeals. He is also licensed to practice in the U.S. Court of Appeals for the Armed Forces and the U.S. Court of Appeals for Veterans' Claims. His education includes a Bachelor of Arts from the University of California, Los Angeles (*Phi Beta Kappa, summa cum laude*); a Masters in Public Policy from the University of California, Los Angeles's School of Public Policy and Social Research; a Juris Doctor from the University of Iowa College of Law; and a Master of Laws from The Judge Advocate General's Legal Center and School, U.S. Army (Criminal Law Specialization).

Scott F. Thompson
Executive Director and Chairman
Board for Correction of Naval Records

Scott Thompson is the Executive Director of the Board for Correction of Naval Records (BCNR). The Board was created by Congress to adjudicate the requests of members and former members of the Navy and Marine Corps for correction of “errors or injustice” in their military records. The BCNR is the highest level of administrative review for correcting records in the Department of the Navy. As the Executive Director, Mr. Thompson is responsible for leading and managing the executive and administrative functions of the Board and the team of professionals who examine each petition for relief.

Mr. Thompson began his career in the civil service in September 2015, after a successful 21 year career in the U.S. Navy as an attorney and Captain in the Judge Advocate General’s Corps. He received his Bachelor of Arts degree from the State University of New York at Albany, earned a Juris Doctor from Albany Law School of Union University, and a Master of Laws (LLM) in Environmental and Natural Resource Law from Lewis and Clark Law School.

As a Navy judge advocate, Mr. Thompson held a variety of leadership and counsel positions. He defended Sailors and Marines in courts-martial and administrative proceedings, and advised commanders on a broad spectrum of issues involving Navy operations, criminal law, environmental compliance, administrative law, as well as military personnel law and policy. In command, Mr. Thompson led Navy defense counsel representing Sailors, Marines, and Coast Guardsmen throughout the southeastern United States. Mr. Thompson was Director of the Judge Advocate General’s Military Personnel and Administrative Law Divisions, as well as the Senior Counsel to the Chief of Naval Personnel, where he advised on all aspects of military personnel policy. His operational assignments include Carrier Strike Group Nine as legal advisor to the task force delivering relief in Indonesia following the 2004 tsunami, and operational and environmental law counsel to the commanders of Naval Forces Europe and U.S. Sixth Fleet. Mr. Thompson is a veteran of Operation Enduring Freedom, having served as Senior Advisor to the Chief of Legal Affairs for the Afghan National Police and Chief, Rule of Law for NATO Training Mission Afghanistan.



REPRESENTING VETERANS IN DISCHARGE UPGRADES

presented by the Veterans Justice Pro Bono Partnership
Boston Bar Association | May 18, 2016 | 4 – 7 p.m.

4:00 – 4:30 Welcome & Overview

Dana Montalto

Attorney, Veterans Legal Clinic, Legal Services Center of Harvard Law School

4:30 – 5:35 Considerations in Discharge Upgrading: The Search for Needles in an Infinite Haystack: Key Markers for Error & Impropriety

Evan R. Seamone

*Professor, Mississippi College School of Law
Major and Senior Defense Counsel, U.S. Army Reserve*

5:35 – 5:45 Break

5:45 – 7:00 Boards for Correction of Military Records

Scott F. Thompson

Executive Director, Board for Correction of Naval Records

Joseph M. Masterson

Senior Legal Advisor, Army Board for Correction of Military Records



VETERANS JUSTICE PRO BONO PARTNERSHIP

Accessing Training Video

Representing Veterans in Discharge Upgrade Cases: Advanced Training
Boston Bar Association
May 18, 2016

Link: <https://vimeo.com/167337149/>
Password: 20522



REPRESENTING VETERANS IN DISCHARGE UPGRADES: ADVANCED TRAINING

presented by the Veterans Justice Pro Bono Partnership

Dana Montalto,⁸ Veterans Legal Clinic

Welcome!



Considerations in Discharge Upgrading: The Search for Needles in an Infinite Haystack

- Evan Seamone

Professor, Mississippi College School of Law

Major and Senior Defense Counsel, U.S. Army Reserve

Boards for Correction of Military Records

- Scott F. Thompson

Executive Director, Board for Correction of Naval Records

- Joseph M. Masterson

Senior Legal Advisor, Army Review Boards Agency

Veterans Justice Pro Bono Partnership



- Attorneys from **10** law firms & in-house counsel have volunteered their time in the first year to represent veterans, including:
 - An Iraq War veteran who is 60% service-connected for PTSD who was discharged for one-time drug use
 - A Navy veteran who was sexually assaulted and then wrongfully diagnosed with and discharged for “Personality Disorder” after she sought counseling
 - A Vietnam War veteran who, suffering from physical injuries and PTSD, failed to report to duty and was discharged under Other Than Honorable conditions

Veterans Justice Pro Bono Partnership



1. Veteran contacts Veterans Legal Clinic, and Clinic conducts intake and screening
2. Clinic reaches out to *pro bono* attorney with brief summary of Veteran's case to ask whether panelist is interested in referral
3. If yes, with Veteran's consent, Clinic shares Veteran's name for conflict check and then sends case file and resources binder to *pro bono* attorney
4. *Pro bono* attorney and Veteran connect, sign engagement letter, and proceed with case
5. Veterans Legal Clinic attorneys available throughout representation for consultation and advice

Veterans Justice Pro Bono Partnership



- ❑ Host second training
- ❑ Connect more veterans to more *pro bono* attorneys
- ❑ Build expertise and community within the firms
- ❑ Share model nationally

Discharge: Character of Service



1. Honorable
2. General/Under Honorable Conditions
3. Other Than Honorable/Undesirable
4. Bad Conduct Discharge
5. Dishonorable

Administrative

Punitive

➤ Uncharacterized

Discharge: Narrative Reason



EXAMPLES:

- Completion of Required Active Service
- Hardship
- Pattern of Misconduct
- Misconduct (Serious)
- Drug Abuse
- In Lieu of Court-Martial/For the Good of the Service
- Secretarial Authority
- Personality Disorder
- Other Physical or Mental Condition
- Weight Control Failure
- Homosexual Act/Conduct/Admission

Discharge: The Numbers



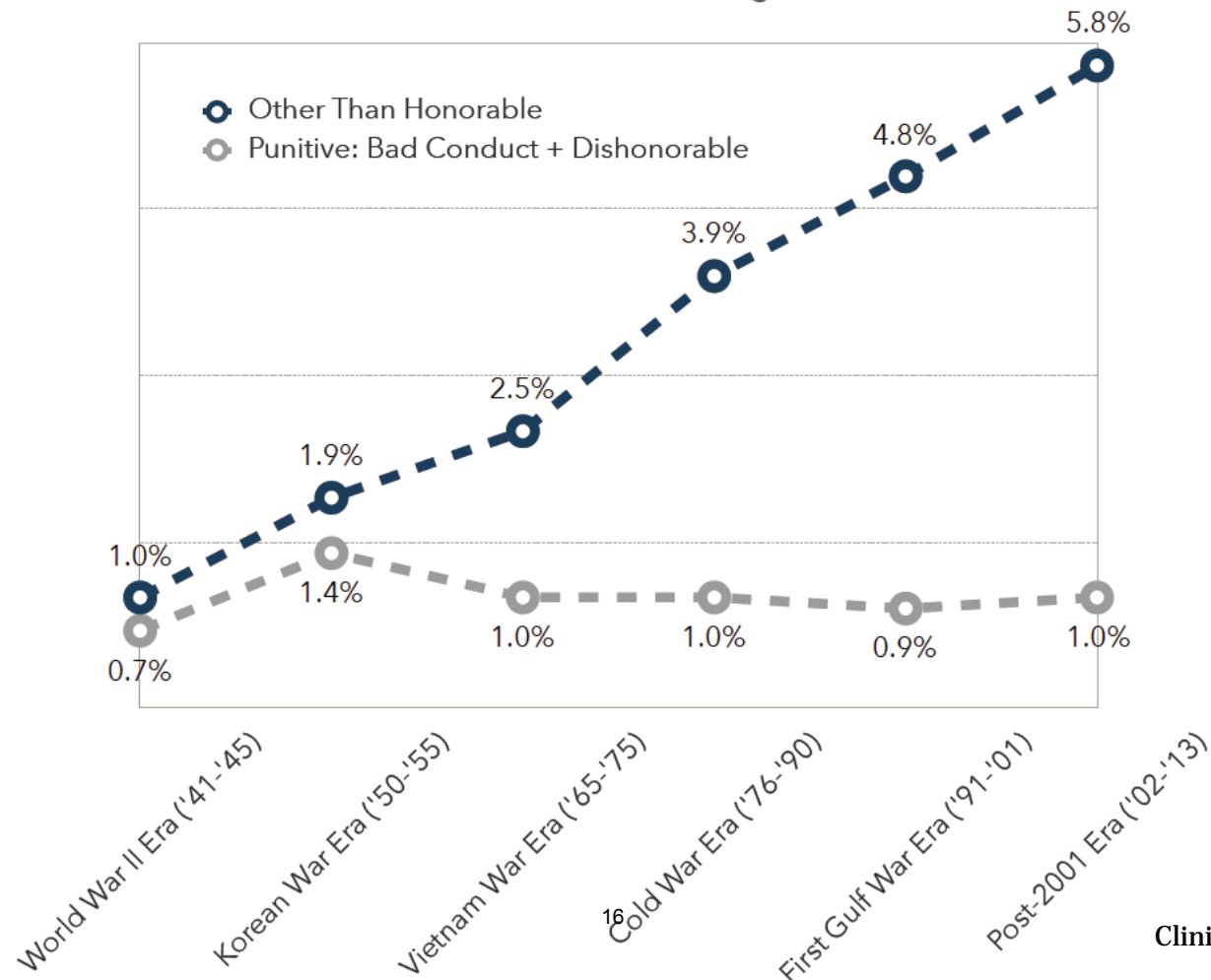
- 22 million veterans in the United States and 380,000 veterans in Massachusetts
- From World War II to the present, more than 2.36 million veterans received a less-than-fully Honorable discharge

	General	OTH/BCD/DD	%General	%OTH/BCD/DD
World War II	12,979	118,327	0.2%	1.7%
Korean War	122,381	137,509	3.0%	3.3%
Vietnam War	354,484	267,199	3.9%	3.5%
Gulf War ('91-'01)	128,315	139,445	5.3%	4.9%
Post-9/11 ('02-'13)	150,434	121,490	8.4%	6.8%

Discharge: The Numbers



Veterans with Bad-Paper Discharges as Percent of All Veterans with Characterized Discharges



Source: Veterans Legal Clinic, Underserved (2016).

Discharge: The Numbers



- ❑ Marine combat veterans diagnosed with PTSD 11 times more likely to be discharged for “misconduct”
- ❑ From 2009 to 2015, Army discharged for “misconduct” 22,000 soldiers who had deployed and been diagnosed with PTSD or TBI
- ❑ Until 2011, DOD policy to discharge service members for “homosexual conduct”—and for decades under less-than-honorable conditions
- ❑ Disparities exist among service branches:

Enlisted Servicemembers Discharged as Percent of Characterized Discharges, FY11

	Honorable	General	Other Than Honorable	Bad Conduct	Dishonorable
Army	81%	15%	3%	0.6%	0.1%
Navy	85%	8%	7%	0.3%	0.0%
Marine Corps	86%	3%	10%	1%	0.1%
Air Force	89%	10%	0.5%	0.5%	0.0%
Total	84%	10%	5%	1%	0.1%

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Sources: Highfill-McRoy et al., Psychiatric diagnoses and punishment for misconduct (2010); NPR, Thousands of Soldiers with Mental Health Disorders Kicked Out for Misconduct (2015); Veterans Legal Clinic, Underserved (2016).

Discharge: Why Does It Matter?



- Honor
- Stigma
 - Employment
 - Veterans community
- Fairness & Equity
- Social Cost & Public Health
- Access to Benefits
 - GI Bill Education
 - Federal employment preferences
 - VA Healthcare*
 - VA Pension, Disability Compensation, etc.*
 - Massachusetts Chapter 115 program*

*May be able to access through VA Character of Discharge Determination or DVS eligibility review

Review Boards: Types



Discharge Review Boards

- ❑ Army Discharge Review Board
- ❑ Navy Discharge Review Board
- ❑ Air Force Discharge Review Board
- ❑ Coast Guard Discharge Review Board

Records Correction Boards

- ❑ Army Board for Correction of Military Records
- ❑ Board for Correction of Naval Records
- ❑ Air Force Board for Correction of Military Records
- ❑ Coast Guard Board for Correction of Military Records

Review Boards: Standards



Discharge Review Boards

- “Propriety” or “Equity” (or “Clemency”)
- Presumption of gov’t regularity unless substantial credible evidence rebuts
- Records Review and/or Personal Appearance Hearing

Records Correction Boards

- “Error” or “Injustice”
- Presumption of gov’t regularity unless substantial credible evidence rebuts
- Records Review (and can request Hearing)

Review Boards: Standards



Discharge Review Boards

- ❑ SOL: 15 years of separation
- ❑ *Cannot* change to/from medical discharge
- ❑ *Cannot* change discharge by general court-martial

Records Correction Boards

- ❑ SOL: 3 years of discovery of “error or injustice”, but can be waived in “interest of justice”
- ❑ *Can* change to/from medical discharge
- ❑ *Can* change discharge by general court-martial
- ❑ Note: has many other powers besides discharge upgrades

Review Boards: Statistics



- Historically, rates of successful applications have been in the single digits.
- After the Secretary of Defense issued guidance about applications based on Post-Traumatic Stress Disorder, success rates for Army veterans diagnosed with PTSD increased from 3.7% to 45% at the ABCMR.

How You Help



- ❑ Gathering and developing evidence
- ❑ Issue-spotting
- ❑ Presenting persuasive arguments
- ❑ Understanding legal system
- ❑ Providing counsel and support

Considerations in Discharge Upgrading



The Search for Needles in an Infinite Haystack: Key Markers for Error and *Impropriety*

Evan R. Seamone, LL.M., J.D., M.P.P.

Professor, Mississippi College School of Law

Major, US Army Reserve

In His Personal Capacity

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May 18, 2016

Notice of Non-Endorsement of Speaker's Positions

The Perspectives in this Presentation are Based on My Personal Experience and Neither My Participation in this Event Nor My Personal Views Represent an Endorsement by the Department of Defense (or the Army) Nor its Official Position.

Our Four Primary Missions

Equip members of this audience to:

- (1) Appreciate a trend toward significant procedural missteps in discharge proceedings as a result of the draw-down in forces;
- (2) Appreciate the value of *context* in highlighting areas of concern for deficiencies in administrative discharges;
- (3) Triage cases by evaluating prominent sources of error; and
- (4) Understand the limits of reported decisions after *Wilhelmus*.



Agenda

1

A summary of bedrock principles in impropriety, error, prejudice, and the presumption of regularity in the conduct of administrative separation proceedings

2

The value of context: six specific contexts that increase the opportunity for legal, procedural errors

3

Methods to triage for error and impropriety

4

Identifying controlling precedent in BCMR decisions following *Wilhelmus*

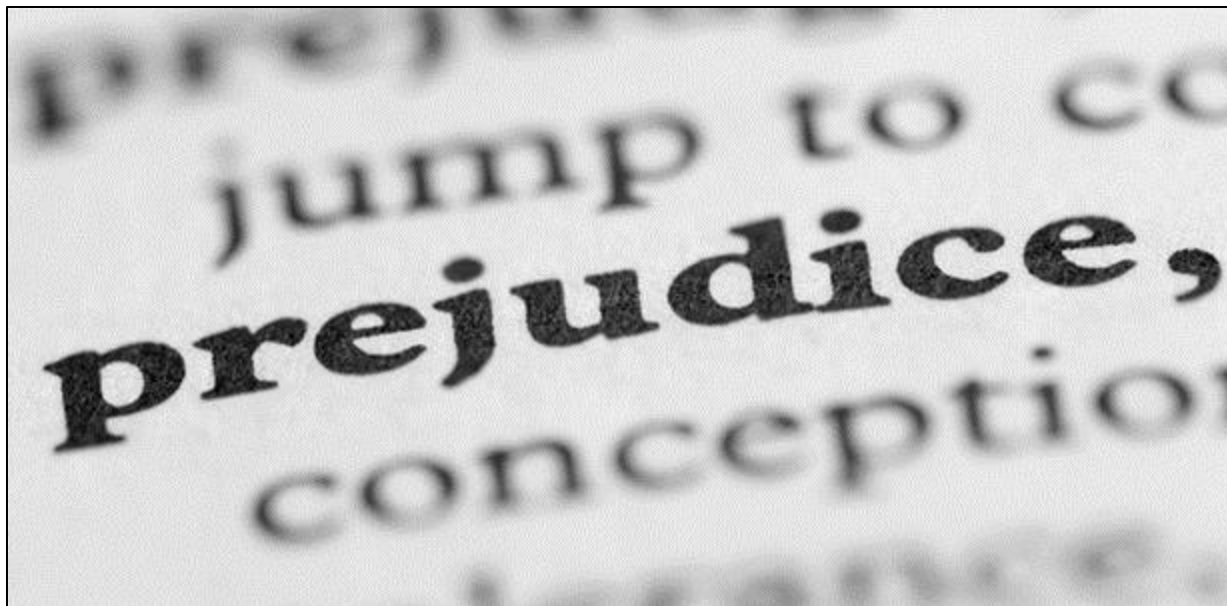


1.

A summary of bedrock principles in impropriety, error, prejudice, and the presumption of regularity in the conduct of administrative separation proceedings.

Propriety

An error in fact, law, procedure, or discretion exists associated with the discharge at the time of issuance; and that the rights of the applicant were prejudiced thereby (such error will constitute substantial doubt that the discharge would have remained the same if the error had not been made).



Ettlinger and Addlestone's Rule of Thumb for Prejudice (§ 12.5.1.3)



When the error, taking the record as a whole, may *arguably* have made someone along the chain of decision-making that led to the discharge make a **less beneficial decision** than would have been made absent the error; or

the error somehow made it difficult for the service member to make an **informed decision** as to his or her course of action when confronted with the discharge proceedings.

a. Propriety: A discharge shall be deemed to be proper, unless in the course of discharge review it is determined that there was prejudicial error. The following are some specific examples of the type of situations which may be helpful in determining whether the available evidence establishes that impropriety is a possibility in a particular discharge review area.

(1) Prejudicial error may be a possibility when:

(a) Unrebutted, clearly substantiated allegations of command influence are found by the ADRB in the record; or,

(b) The ADRB determines there was an intended violation of a regulation which required transfer, or some form of observation and counseling, prior to the initiation of discharge proceedings; or,

(c) The ADRB determines that the applicant was not specifically advised prior to a waiver of the applicant's rights to a hearing of the particular conduct on which the administrative separation was based, or otherwise adequately notified of such conduct by statements of witnesses or other evidence, or given full opportunity to rebut the adverse evidence against him/her.

(2) Prejudicial error may exist when the characterization of the service was based on a record which contained:

(a) An adverse action (e.g., non-judicial punishment or reprimand) which by service regulation should have been removed from the file; or,

(b) Evidence of pre-service conduct except where that pre-service conduct was a part of the basis for discharge, e.g., fraudulent entry because of undisclosed civil convictions.

(3) Prejudicial error may exist when the ADRB determines that compliance with the appropriate regulation required an entry in the service record of the individual and such entry is not present, if the missing entry was material to the separation process or the characterization of the service of the individual, and is not otherwise known.

(4) Prejudicial error may exist when the ADRB determines that an individual separated with a discharge under other than honorable conditions in lieu of trial by court-martial could not have been sentenced by a court-martial to a punitive discharge.

(5) Prejudicial error does not exist when in-service determinations of the applicant's eligibility for discharge based on conscientious objection hardship/dependency discharge, or medical discharge were resolved unfavorably even though the applicant contends these decisions were unjust. The impact of such determinations on the applicant's quality of service may be considered in determining the equity of the characterization of his/her service, however, if the ADRB considers that the decisions were too harsh or unjust.

(6) Prejudicial error shall not be based on Constitutional issues unless the ADRB determines that the Constitutional issue addresses an intrinsic element of the discharge process itself.

Pre-service Conduct

Missing Material Entries

Discharge in Lieu of Court-Martial, When No Punitive Discharge Authorized

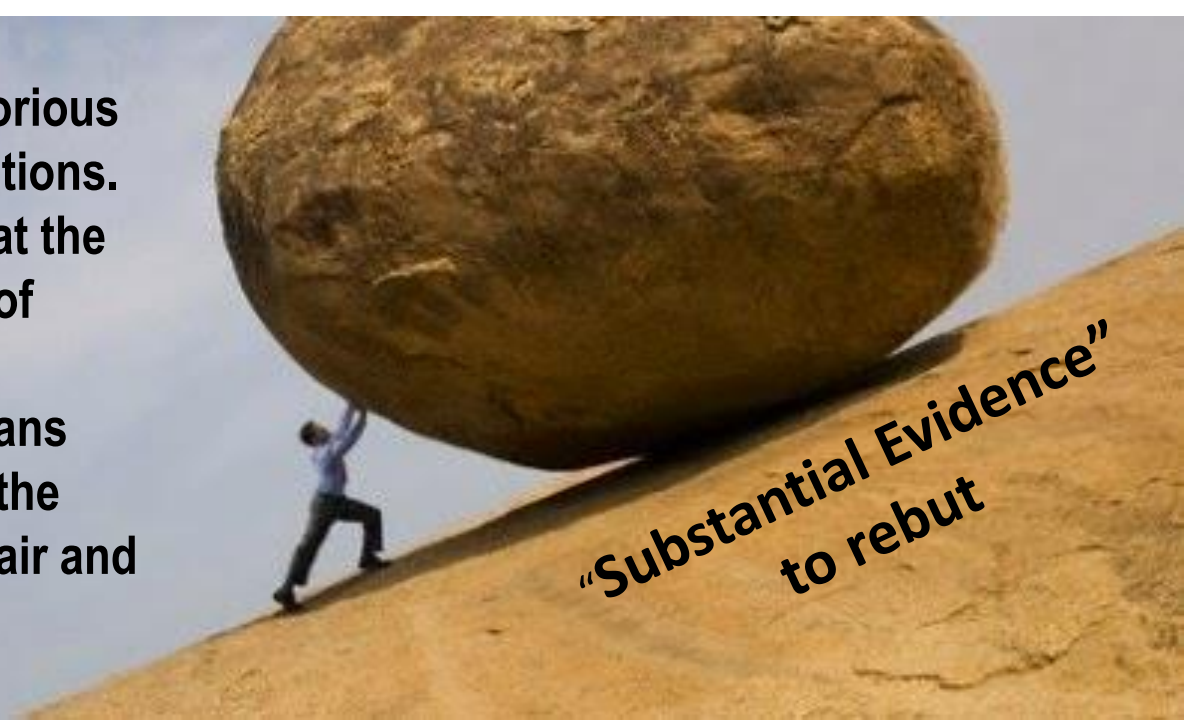
Command Influence

Intentional Noncompliance with Rehab Requirements

Inadequate advice and notice of right to hearing, charges, or rebuttal prior to waiver

Improper consideration of NJP or Reprimand

The DRBs and BCMRs are notorious for denying the majority of petitions. One of the major reasons is that the military enjoys a presumption of regularity in the conduct of governmental affairs. This means starting from the position that the command acted properly in a fair and legal manner.



“Army Regulation 635-200, in pertinent part, stipulates that commanders will not take action to separate Soldiers for a medical condition solely to spare a Soldier who may have committed serious acts of misconduct.”

“[W]hile the applicant may believe PTSD and Depression was the underlying cause of his misconduct, the record of evidence does not demonstrate that he sought relief through his command or numerous Army Community Services like the Chaplain, Army Community and Family Support Services, Community Counseling Center, and other medical resources available to all Soldiers.”



Adopt a “**Shoehorn**” Approach by raising both impropriety and equitable positions for each contention

Also Include Sworn Statements by The Service Member and Witnesses of the Circumstances Surrounding the Discharge Specifically for Submission to the ADRB and ABCMR ***Close to the Time of the Discharge***

Consider the District Court for the District of Columbia’s 2014 opinion *Barrett v. McHugh*, 72 F. Supp. 3d 176, 180-81 (D.D.C. 2014), reviewing ABCMR opinions in which the Board granted discharge upgrades based on additional clarification and explanation included in TDS submissions at the time of discharge.

2.

The value of context: six specific contexts that increase the opportunity for legal, procedural errors.

- (1) ADSEP directed by promotion and other boards;
- (2) ADSEP respondent in pretrial confinement;
- (3) ADSEP processed by the rear detachment of a deployed unit;
- (4) ADSEP when nearing the end of one's term of service;
- (5) Nonjudicial Punishment turn-downs;
- (6) Limited Use.

Comments:

As the rater I directed the Relief for Cause of the rated officer in accordance with the provisions of Army Regulation 623-3 and Army Regulation 600-20. The specific reason for the Relief for Cause of the rated officer is a violation of the Army's fraternization policy. The unprofessional relationship with an enlisted service member compromised the integrity of supervisory authority and had an adverse impact upon good order, discipline, and morale within the unit.

DA FORM 67-10-1, MAR 2014

Page 1 of 2
APD LC v1.00ES

<p>c. 1) Character: <i>(Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)</i></p>	<p>██████ failed to demonstrate adherence to the Army Values when she engaged in an unprofessional, intimate relationship with an enlisted service member. This improper relationship was of a nature to bring discredit to the Armed Forces.</p>
<p>c. 2) Presence: <i>(Military and Professional Bearing, Fitness, Confident, Resilient)</i></p>	<p>██████ displayed an outstanding level of physical fitness during the rating period. She was selected to play on the installation's Women's Varsity Softball Team and also achieved Level-1 Swim Qualification standards. She also participated in 10 Airborne Operations, earning foreign jump wings.</p>
<p>c. 3) Intellect: <i>(Mental Agility, Sound Judgment, Innovation, Interpersonal Tact, Expertise)</i></p>	<p>██████ demonstrated an understanding of the fundamentals of Mission Command when she participated in the successful communications planning for several bi-lateral and multi-lateral security cooperation exercises for the Geographic Combatant Commands.</p>
<p>c. 4) Leads: <i>(Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates)</i></p>	<p>██████'s ability to lead others was compromised by her misconduct. Her unethical relationship with an enlisted service member compromised the integrity of her supervisory authority and created an adverse impact upon good order, discipline, and morale within the unit.</p>
<p>c. 5) Develops: <i>(Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)</i></p>	<p>██████'s ability to create a positive command/workplace environment and foster Esprit de Corps was compromised by her misconduct and violation of the Army's Fraternization policy.</p>
<p>c. 6) Achieves: <i>(Gets Results)</i></p>	<p>██████ demonstrated the ability to prioritize, organize, and coordinate taskings during this rating period. She coordinated the planning and execution efforts for the fielding of new telecommunications equipment for the unit with superb results.</p>
<p>PART V - INTERMEDIATE RATER</p>	



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

AFRC-JAM

MEMORANDUM FOR [REDACTED]
[REDACTED]

SUBJECT: Initiation of Involuntary Separation - [REDACTED]

1. You are required to show cause for retention in the service under the provisions of Army Regulation (AR) 135-175, Separation of Officers, for substandard performance of duty and moral or professional dereliction. The underlying factual allegations are:

a. AR 135-175, paragraph 2-11f (acts of personal misconduct). Your OMPF contains a referred OER. Your OER covering the period of 20140313 – 20140815 states that you were relieved for cause for violating the Army's fraternization policy, as outlined in AR 600-20, paragraphs 4-14 and 4-16, by having an inappropriate relationship with an enlisted servicemember.

b. AR 135-175, paragraph 2-11o (conduct unbecoming an officer). Your OER states "this improper relationship was of a nature to bring discredit to the Armed Forces." It also states that your "unethical relationship with an enlisted service member compromised the integrity of [your] supervisory authority and created an adverse impact on good order, discipline, and morale within the unit."



What about the issue of ADSEPs as a form of retaliation for sexual assault complaints or post-assault behavior treated as misconduct?

MEMORANDUM FOR Separation Authority

SUBJECT: Involuntary separation of [REDACTED]



If there is an allegation of sexual assault, may the Government refuse to permit a medical evaluation to answer this question?

Section I. (if being completed by Soldier)

I _____ (printed name and rank of soldier), acknowledge that I am being considered for involuntary separation from the service and state the following:

a. _____ I **was not** a victim of sexual assault for which an unrestricted report was filed within the past 24 months. (stop here and sign) or

b. _____ I **was** a victim of sexual assault for which an unrestricted report was filed within the past 24 months. (If you answered affirmatively then initial **either** c. or d.)

c. _____ I **do not** believe that this separation action is a direct or indirect result of the sexual assault itself or of filing the unrestricted report.

d. **X** _____ I **do** believe that this separation action is a direct or indirect result of the sexual assault itself or of filing the unrestricted report.

Section II (if being completed by the Commander)

As the Commander of the above-named Soldier, I state to the best of my knowledge, that the Soldier is being considered for involuntary separation and:

a. _____ The Soldier **was not** a victim of sexual assault for which an unrestricted report was filed within the past 24 months. (stop here and sign) or

b. _____ The Soldier **was** a victim of sexual assault for which an unrestricted report was filed within the past 24 months. (If you answered affirmatively then initial **either** c. or d.)

c. _____ This separation **is not** a direct or indirect result of the sexual assault itself or of filing the unrestricted report.

d. _____ This separation action **is** a direct or indirect result of the sexual assault itself or of filing the unrestricted report.

(Soldier's signature required only if he or she completes Section I.)

Soldier's signature

Soldier's printed name

Commander's signature

Commander's printed name

(e) Isolated incidents and events that are remote in time normally have little probative value in determining whether administrative separation should be effected.

d. Commanders will review all administrative separations involving known victims of sexual assault (see AR 600-20, chap 8) and any Soldier who answered “Yes” to either of the questions cited under either paragraph 2-2*i* or 2-4*h*. Unless otherwise directed, this review must consider the following:

(1) Whether the separation appears to be in retaliation for the Soldier filing an unrestricted report of sexual assault. If so, consult with the servicing office of the staff judge advocate or other legal office.

(2) Whether the separation involves a medical condition that is related to the sexual assault, to include Post Traumatic Stress Disorder (PTSD). If so, consult with the appropriate medical personnel.

(3) Whether the separation is in the best interest of the Army, the Soldier, or both. If not, consult with the servicing staff judge advocate.

(4) The status of the case against the alleged offender, and the effect of the Soldier’s (victim’s) separation on the disposition or prosecution of the case. If the case is still open, consult the servicing Criminal Investigation Division unit and staff judge advocate.

e. Each commander in the chain of command must include a statement on his/her endorsement certifying review in

Consider this actual Army National Guard Officer Evaluation Report that was the basis of an ADSEP for Unsatisfactory Performance in the U.S. Army Reserve.

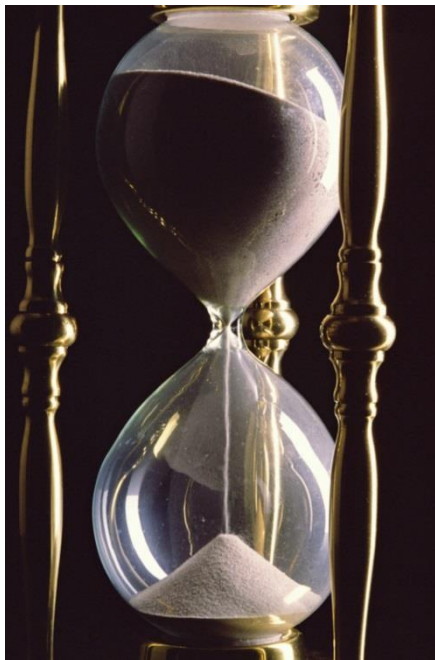


What if derogatory information is included outside the rating period?

NAME [REDACTED]	SSN [REDACTED]	PERIOD COVERED 20120619 20130618
PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)		
a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIS/HER POTENTIAL FOR PROMOTION		
<input type="checkbox"/> OUTSTANDING PERFORMANCE, MUST PROMOTE	<input type="checkbox"/> SATISFACTORY PERFORMANCE, PROMOTE	<input checked="" type="checkbox"/> UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE <input type="checkbox"/> OTHER (Explain)
b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE, REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND PART Vb, DA FORM 67-9-1.		
<p>1LT [REDACTED] was giving an initial counseling on 11 APR 2012 for having an unsatisfactory performance this rating period. 1LT [REDACTED] has failed to complete five of nine established personal goals. 1LT [REDACTED] has also failed two record APFT's, one during OCT 2012 IDT and the other during JUN 2013 IDT. 1LT [REDACTED] was counseled for being late for drill on 09 SEP 2012 and he has not enrolled into the Captains Career Course. As of March 3, 2013 1LT [REDACTED] has failed to meet several expectations he was assigned. 1LT [REDACTED] did not identify all MOSQ issues with soldiers within the company and he failed to create a tracking system to mitigate any future issues. He was unsuccessful in establishing a more detailed filing system for company operations, and he did not coordinate with maintenance on tracking and maintaining accountability of all equipment assigned. 1LT [REDACTED] failed to have 50% of all personnel assigned to HQ Platoon, pass the annual APFT and Height/Weight standards. Also, he has been unsuccessful in having 100% completion of initial counseling statements for all soldiers assigned to HQ by the end of their first drill. 1LT [REDACTED] has not executed numerous goals and tasks despite being given an appropriate timeline, adequate support, and specific input on his goals and assigned duties</p>		

Applied Example

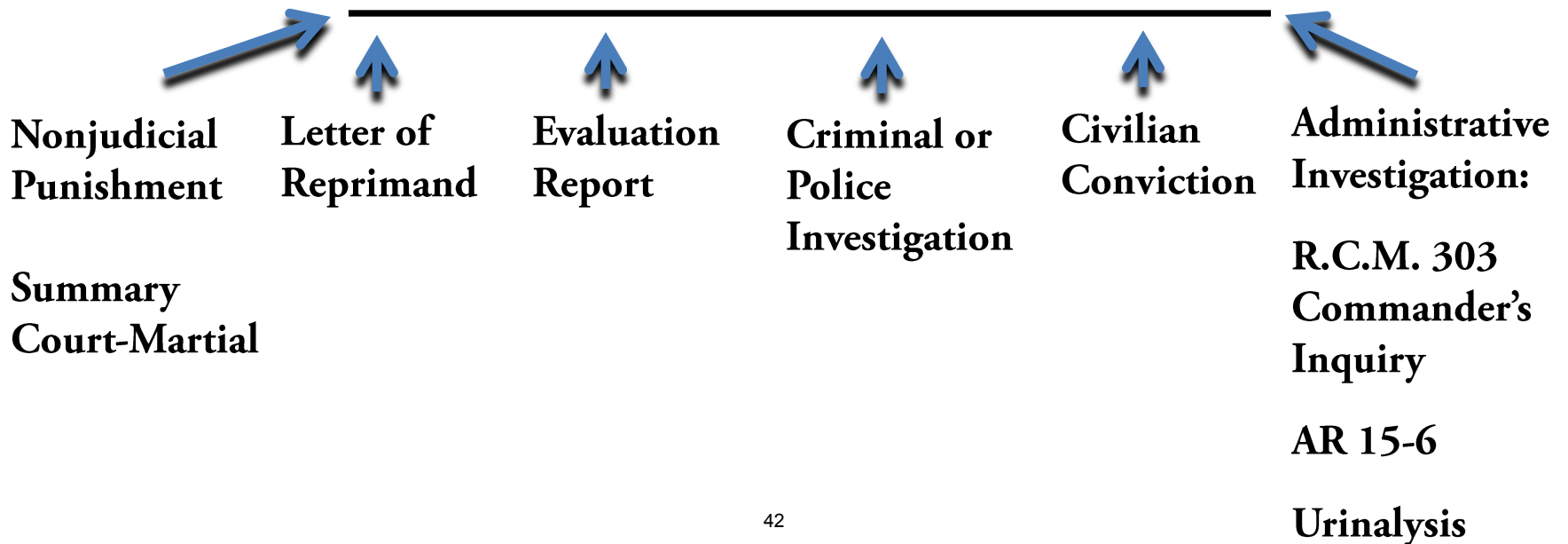
A Key principle in evaluating context, especially when an ADSEP is based upon some other underlying process, e.g., nonjudicial punishment, is that serious flaws in the underlying process can carry over prejudicial error in the ADSEP.



Consider the Soldier who was given 48 hours, beginning on a Friday evening, to meet with a military attorney to determine whether or not to accept a Field Grade Article 15. After being unable to secure an appointment with defense counsel, the Soldier elects nonjudicial punishment and forgoes the opportunity to challenge the charge at a court-martial. After imposition of rank reduction, forfeitures of pay, and a period of extra duty, she is afraid to appeal the Article 15, and it later becomes the basis of an ADSEP with a UOTH classification.

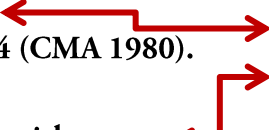
If the Soldier was unable to obtain counsel to consider her legal options, would an UOTH discharge based upon that Article 15 meet the threshold for impropriety and prejudicial error?


The Command's Underlying Support for ADSEP



Procedural Errors That Can Rebut the Presumption of Regularity


“If neither block had been checked, the form would be incomplete on its face and is not entitled to the presumption of regularity.” *Mack (Pre-MRE case)*

3.a.-3.b. Neither block is checked. 
United States v. Mack, 9 M.J. 300, 324 (CMA 1980).

3.b. Block is checked *after* receipt of punishment. 
United States v. Mack, 9 M.J. 300, 324 (CMA 1980).

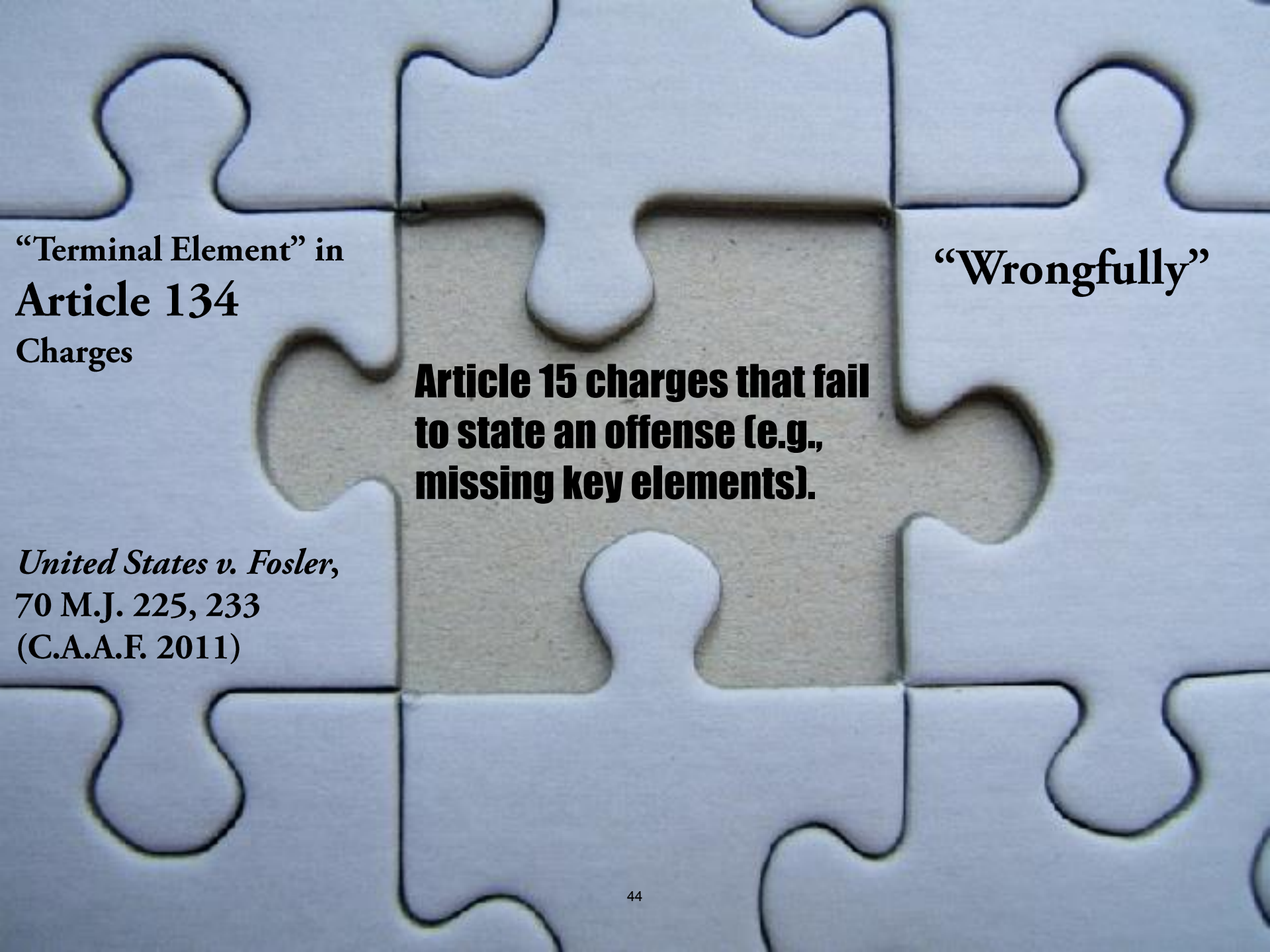
7.a.-7.c. No block is checked. 
United States v. Mack, 9 M.J. 300, 324 (CMA 1980).

SM signature is “completely indiscernible.” 
United States v. Cross, 10 M.J. 34, 35 (CMA 1980).

Absence of Judge Advocate Signature when appeal is indicated. 
United States v. Guerrero, 10 M.J. 52, 52 (CMA 1980).

“[A] purported record of nonjudicial punishment which has no signatures whatsoever—including no signature by the commander, who purportedly imposed the punishment—is such a deviation from customary practice that to receive it into evidence constitutes plain error.” *United States v. Dyke*, 16 M.J. 426, 427 (CMA 1983) (*Post-MRE case*)

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ				
For use of this form, see AR 27-10; the proponent agency is TJAG.				
See Notes on Reverse Before Completing Form				
NAME	GRADE	SSN	UNIT	PAY (Basic & Sea/Foreign)
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: ^{1/}				
2. You are not required to make any statements, but if you do, they may be used against you in this proceeding or at a trial by court-martial. You have several rights under this Article 15 proceeding. First I want you to understand I have not yet made a decision whether or not you will be punished. I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense(s). You may ordinarily have an open hearing before me. You may request a person to speak on your behalf. You may present witnesses or other evidence to show why you shouldn't be punished at all (<i>matters of defense</i>) or why punishment should be very light (<i>matters of extenuation and mitigation</i>). I will consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. ^{2/} If you do not want me to dispose of this report of misconduct under Article 15, you have the right to demand trial by court-martial instead. ^{3/} In deciding what you want to do you have the right to consult with legal counsel located at _____. You now have 48 hours to decide what you want to do. ^{4/}				
DATE TIME	NAME, GRADE, AND ORGANIZATION OF COMMANDER			SIGNATURE
3. Having been afforded the opportunity to consult with counsel, my decisions are as follow: (<i>Initial appropriate blocks, date, and sign</i>)				
a. <input type="checkbox"/> I demand trial by court-martial.				
b. <input type="checkbox"/> I do not demand trial by court-martial and in the Article 15 proceedings:				
(1) I request the hearing be <input type="checkbox"/> Open <input type="checkbox"/> Closed. (2) A person to speak in my behalf <input type="checkbox"/> Is <input type="checkbox"/> Is not requested.				
(3) Matters in defense, mitigation, and/or extenuation: <input type="checkbox"/> Are not presented <input type="checkbox"/> Will be presented in person <input type="checkbox"/> Are attached.				
DATE	NAME AND GRADE OF SERVICE MEMBER			SIGNATURE
4. In a(n) <input type="checkbox"/> Open <input type="checkbox"/> Closed hearing ^{5/} all matters presented in defense, mitigation, and/or extenuation, having been considered, the following punishment is imposed: ^{2/} ^{5/}				
5. I direct the original DA Form 2627 be filed in the <input type="checkbox"/> Performance fiche <input type="checkbox"/> Restricted fiche of the OMPF. ^{2/}				
6. You are advised of your right to appeal to the _____ within 5 calendar days. An appeal made after that time may be rejected as untimely. Punishment is effective immediately unless otherwise stated above.				
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER			SIGNATURE
7. (<i>Initial appropriate block, date, and sign</i>)				
a. <input type="checkbox"/> I do not appeal b. <input type="checkbox"/> I appeal and do not submit additional matters ^{8/} ^{9/} c. <input type="checkbox"/> I appeal and submit additional matters ^{8/} ^{9/}				
DATE	NAME AND GRADE OF SERVICE MEMBER			SIGNATURE
8. I have considered the appeal and it is my opinion that:				
DATE	NAME AND GRADE OF JUDGE ADVOCATE			SIGNATURE
9. After consideration of all matters presented in appeal, the appeal is:				
<input type="checkbox"/> Denied <input type="checkbox"/> Granted as follows: ^{10/}				
DATE	NAME, GRADE, AND ORGANIZATION OF COMMANDER			SIGNATURE
10. I have seen the action taken on my appeal.		DATE	SIGNATURE OF SERVICE MEMBER	
11. ALLIED DOCUMENTS AND/OR COMMENTS ^{11/} ^{12/} ^{13/}				



“Terminal Element” in
Article 134
Charges

“Wrongfully”

**Article 15 charges that fail
to state an offense (e.g.,
missing key elements).**

United States v. Fosler,
70 M.J. 225, 233
(C.A.A.F. 2011)

The Limited Use Policy for Urinalysis or Alcohol Testing: “Command Directed” Versus “Probable Cause” Testing.



10–11. Limited Use Policy

The objectives of the Limited Use Policy are to facilitate the ID of Soldiers, who abuse alcohol and other drugs by encouraging ID through self-referral to facilitate the rehabilitation of those abusers who demonstrate the potential for rehabilitation and retention. When applied properly, the Limited Use Policy does not conflict with the Army’s mission or standards of discipline. It is not intended to protect a member who is attempting to avoid disciplinary or adverse administrative action.

10–12. Definition of the Limited Use Policy

a. Unless waived under the circumstances listed in paragraph 10–13d of this regulation, Limited Use Policy prohibits the use by the government of protected evidence against a Soldier in actions under the UCMJ or on the issue of characterization of service in administrative proceedings. Additionally, the policy limits the characterization of discharge to “Honorable” if protected evidence is used. Protected evidence under this policy is limited to:

(1) Results of command-directed drug or alcohol testing that are inadmissible under the MRE. Commanders are encouraged to use drug or alcohol testing when there is a reasonable suspicion that a Soldier is using a controlled substance or has a blood alcohol level of .05 percent or above while on duty. This information will assist a commander in his or her determination of the need for counseling, rehabilitation, or medical treatment. Competence for duty tests may be directed if, for example a Soldier exhibits aberrant, bizarre, or uncharacteristic behavior, but PO to believe the Soldier has violated the UCMJ through the abuse of alcohol or drugs is absent. Competence for duty test results may be used as a basis for administrative action to include separation, but shall not be used as a basis for an action under the UCMJ or be used to characterize a Soldier’s service.

(2) Results of a drug or alcohol test collected solely as part of a safety mishap investigation undertaken for accident analysis and the development of countermeasures is further described in paragraph 4–5.

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AR 600–85 • 28 December 2012

9–4. Characterization of service or description of separation

The service of Soldiers discharged under this section will be characterized as honorable or under honorable conditions unless the Soldier is in entry-level status and an uncharacterized description of service is required. An honorable discharge is mandated in any case in which the Government initially introduces into the final discharge process limited use evidence as defined by AR 600–85, paragraph 6–4. (See para 2–6h for procedures for reinitiation or rehearing, if appropriate.)

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AR 635–200 • 6 June 2005/RAR 17 December 2009

Excerpt from a Template for Commander's Urinalysis SOP

Individual Tests. Since urinalysis is a search and seizure under the Military Rules of Evidence, I may direct that an individual soldier submit to a urinalysis only under the following circumstances.

- a. Probable Cause. If a member of a soldier's chain of command suspects, or has proof, that a soldier is abusing drugs, he may request that I order a urinalysis specimen from that soldier. After consultation with SJA (trial counsel) and consideration of the particular facts of the case, I will make the decision to approve/disapprove the request for urinalysis (**Test basis: PO**). Probable cause only exists if it is likely that the soldier has engaged in illegal drug use and that his body fluids (urine) contain evidence of such a crime. Individuals requesting a probable cause search must pay particular attention to the appearance of the soldier and his physical actions. I will draft a memorandum for record outlining the consultation in the case and the facts that led to the conclusion of probable cause anytime I order such a test. This MFR should be forwarded with the 2624 to ASAP and a copy maintained in the unit UPL files with the ledger.
- a. Competence/Fitness for Duty also referred to as **Command Directed**. This test will be ordered on a soldier when I do not have probable cause, but I believe that there is something causing the soldier to have bizarre or unusual behavior and feel that he/she could be safety hazard to themselves or others. This test falls under the Limited Use Policy and cannot be used for characterization of service or in courts martial (**Test basis: CO**). UPLs should ensure that they do not use test code CO simply because I, the commander, direct the test. CO should only be used if the test is a fitness for duty test.



Sharpening the Quill and Sword: Maximizing Experience in Military Justice

Major Derrick W. Grace*

"Military justice is our statutory mission and at the core of a disciplined fighting force. We must do it right and we must do it well."

—Lieutenant General Scott C. Black¹

I. Introduction

The Army's military justice (MJ) system suffers from a lack of experienced practitioners. While senior leaders have initiated some programs to solve this problem, the programs are inadequate to completely address the dilemma.³ The future health and success of the Army's MJ system depends on placing it in the hands of intelligent, experienced, and knowledgeable personnel. In performing its statutory mission of MJ,⁴ the Army Judge Advocate General's Corps (JAG Corps) faces many challenges. Senior leaders must weigh the importance of all JAG Corps supported missions in deciding how to deploy resources and personnel. This article discusses whether the Army JAG Corps is poised for MJ success and recommends systemic changes to provide improved military justice to the Army and its Soldiers.

The Army's modularization and the recurring deployments since 2002 present new problems and exacerbate old ones with the administration of MJ, to include a lack of experienced judge advocates (JA) in MJ positions.⁵ Beginning in 2008, the JAG Corps made major

changes to address some perceived deficiencies in the administration of justice.⁶ Other services have also recognized the need for more experienced JAs in MJ positions and addressed this problem. For example, both the Navy and Air Force decided to implement a MJ career track.⁷ To fortify its MJ system, the Army hired special victims prosecutors (SVP) and highly qualified experts (HQE), as well as implementing additional skill identifiers (ASI). This article will look at these programs and will propose some minor changes to the current system that will help it continue to meet and exceed the JAG Corps' statutory mission. Among these proposals are changes to the ASI program to better capture the MJ experience of JAs for use in the assignments process, coding of MJ positions, changes to post-trial administration, and adding a regional military justice practitioner.

II. A Lack of Experience in Military Justice

*"The only source of knowledge is experience."*⁸

—Albert Einstein

The biggest problem the MJ system faces is a lack of experience across the spectrum of MJ positions.⁹ The best way for advocates to excel in MJ is to spend time in court prosecuting or defending cases.¹⁰ Army JAs do not possess the experience required to be good litigators.¹¹ They simply

* Judge Advocate, U.S. Army. Presently assigned as Assistant Executive Officer, The Judge Advocate General's Legal Center and School, U.S. Army, Charlottesville, Virginia. This article was submitted in partial completion of the Master of Laws requirements of the 58th Judge Advocate Officer Graduate Course.



Ineffectiveness of Inexperienced Legal Counsel and Erroneous Advice

1. Increasingly, in the aftermath of Operational Law requirements during deployments, military justice has suffered from a lack of experienced counsel.
2. Emphasis on the prosecution of sexual assault cases has also limited time spent training counsel on administrative proceedings.
3. These two factors above help to explain why many Defense Counsel may not be prepared to catch errors in government documents and advise clients in a competent manner.
4. There is a difference between faulty advice and a problematic strategy for discharge proceedings.
5. The Sixth Amendment standard for ineffectiveness of counsel does not translate to noncriminal administrative proceedings.
6. The Court of Federal Claims has applied the standard of “competent and qualified” counsel.
7. Under this standard, the question is whether the attorney can articulate specific reasons for making the suspect decisions.
8. Patently erroneous advice contrary to law will meet the standard.

The *Fairchild* court found prejudicial error when an applicant was “misinformed when he was told that if he elected nonjudicial punishment he ‘could not receive an adverse discharge.’ Although [the applicant] received the advice of military counsel, the advice he received was erroneous. On the basis of this advice, [the applicant] waived his statutory right to trial by court-martial. We do not think that an accused can execute an intelligent waiver of his statutory right to trial when he has been misinformed of the consequences of electing nonjudicial punishment by counsel provided by the military.” *Fairchild v. Lehman*, 814 F.2d 1555, 1559-60 (Fed. Cir. 1987).

3.

**Methods to triage for error and
impropriety.**

MILITARY DISCHARGE UPGRADING

and

Introduction to Veterans Administration Law

1990 Supplement with Cumulative Index and Case List



NVLSLP

National Veterans Legal Services Project
2001 S Street, NW, Suite 610
Washington, DC 20009

by
Michael Ettlinger
David F. Addlestone

**Legal Errors
Propriety Issues
Checklist
§ 12.10.2**

pp. 12/63-12/67

http://ctveteranslegal.org/wp-content/uploads/2012/12/MilitaryDischargeUpgrading_lr.pdf

Annex H-2-1.—Checklist For Reviewing Discharge Propriety

The following is intended to aid PROs and panel members in review of cases to focus on key elements of the regulatory requirements for the various types of discharges commonly encountered. It is emphasized that this is a simple check sheet and obviously not a substitute for detailed understanding and application of the ARs, the SOP, and the supplemental memoranda, especially where applicants make specific contentions relating to the detailed requirements of the discharge process.

The lists are arranged in the order of the chapters of AR 635-200 (Nov. 77 edition) in effect at this time. In some cases additional amplifying notes are provided. A negative response to any criterion indicates a possible issue is present.

1. Chapters 1 & 2—ETS—Applicable Criteria—
a. Individual completed normal tour in enlistment, reenlistment, or induction.

b. Individual met one or more following criteria during current period (prior to May 75).

- (1) Conduct rating below GOOD.
- (2) Efficiency rating below FAIR.
- (3) Convicted by GCM.

44 Fed. Reg. 25,076-78 (Apr. 27, 1979)
Annex H-2-1.

Checklist for Reviewing Discharge
Propriety

RESCINDED
DEC. 17, 1982

2015 Commander's Legal Handbook



Misc Pub 27-8

The Judge Advocate General's Legal Center and School, United States Army



USN/USMC Commander's Quick Reference Legal Handbook



Jan 2015



Electronic Update
2015

THE MILITARY COMMANDER AND THE LAW



Is it legally permissible for a command to accept a Chapter 10, Discharge in Lieu of Court-Martial, for the offense of Absence Without Leave for 28 Days Terminated by Apprehension?

What about the propriety of basing an ADSEP pursuant to Chapter 14-12c, Commission of a Serious Offense, on the same Absence Without Leave offense?



Chapter 10

Discharge in Lieu of Trial by Court-Martial

10-1. General

a. A Soldier who has committed an offense or offenses, the punishment for which under the UCMJ and the Manual for Courts-Martial, 2002 (MCM 2002), includes a bad conduct or dishonorable discharge, may submit a request for discharge in lieu of trial by court-martial.

(1) The provisions of RCM 1003(d), MCM 2002 do not apply to requests for discharge per this chapter unless the case has been referred to a court-martial authorized to adjudge a punitive discharge.

(2) The discharge request may be submitted after court-martial charges are preferred against the Soldier or, where required, after referral, until final action by the court-martial convening authority.

AR 635-200 • 6 June 2005

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Section III

Acts or Patterns of Misconduct

14-12. Conditions that subject Soldiers to discharge

Soldiers are subject to action per this section for the following:

a. *Minor disciplinary infractions.* A pattern of misconduct consisting solely of minor military disciplinary infractions. Except as provided in paragraph 11-3c, if separation of a Soldier in entry-level status is warranted solely by reason of minor disciplinary infractions, the action will be processed under chapter 11.

b. *A pattern of misconduct.* A pattern of misconduct consisting of one of the following:

(1) Discreditable involvement with civil or military authorities.

(2) Discreditable conduct and conduct prejudicial to good order and discipline including conduct violating the accepted standards of personal conduct found in the UCMJ, Army regulations, the civil law, and time-honored customs and traditions of the Army.

c. *Commission of a serious offense.* Commission of a serious military or civil offense, if the specific circumstances of the offense warrant separation and a punitive discharge is, or would be, authorized for the same or a closely related offense under the MCM.

(1) An absentee returned to military control from a status of absent without leave or desertion may be separated for commission of a serious offense. (See para 1-43 for civil offenses under investigation by foreign authorities.)

(2) Abuse of illegal drugs is serious misconduct.

APPENDIX 12

MAXIMUM PUNISHMENT CHART

This chart was compiled for convenience purposes only and is not the authority for specific punishments. See Part IV and R.C.M. 1003 for specific limits and additional information concerning maximum punishments.

<i>Article</i>	<i>Offense</i>	<i>Discharge</i>	<i>Confinement</i>	<i>Forfeitures</i>
86	Absence without leave, etc.			
	Failure to go, going from place of duty	None	1 mo.	2/3 1 mo.
	Absence from unit, organization, etc.			
	Not more than 3 days	None	1 mo.	2/3 1 mo.
	More than 3, not more than 30 days	None	6 mos.	2/3 6 mos.
	More than 30 days	DD, BCD	1 yr.	Total
	More than 30 days and terminated by apprehension	DD, BCD	18 mos.	Total
	Absence from guard or watch	None	3 mos.	2/3 3 mos.
	Absence from guard or watch with intent to abandon	BCD	6 mos.	Total
	Absence with intent to avoid maneuvers, field exercises	BCD	6 mos.	Total
87	Missing movement			
	Through design	DD, BCD	2 yrs.	Total
	Through neglect	BCD	1 yr.	Total
88	Contempt toward officials	Dismissal	1 yr.	Total
89	Disrespect toward superior commissioned officer	BCD	1 yr.	Total
90	Assaulting, willfully disobeying superior commissioned officer			
	In time of war	Death, DD, BCD	Life ⁴	Total
	Striking, drawing or lifting up any weapon or offering any violence toward superior commissioned officer in the execution of duty ¹	DD, BCD	10 yrs. ¹	Total
	Willfully disobeying lawful order of superior commissioned officer ¹	DD, BCD	5 yrs. ¹	Total
91	Insubordinate conduct toward warrant, noncommissioned, petty officer			
	Striking or assaulting:			
	Warrant officer	DD, BCD	5 yrs.	Total
	Superior noncommissioned or petty officer	DD, BCD	3 yrs.	Total
	Other noncommissioned or petty officer	DD, BCD	1 yr.	Total
	Willfully disobeying:			
	Warrant officer	DD, BCD	2 yrs.	Total
	Noncommissioned or petty officer	BCD	1 yr.	Total
	Contempt or disrespect toward:			
	Warrant Officer	BCD	9 mos.	Total
	Superior noncommissioned or petty officer	BCD	6 mos.	Total
	Other noncommissioned or petty officer	None	3 mos.	2/3 3 mos.

A12-1

Actual Example from 2015

SUBJECT: Notification of Separation Proceedings under AR 135-178, Chapter 12.



**Is there anything
concerning about
Para. 2?**

1. Under the provisions of AR 135-178, Chapter 12, paragraph 12-2 I am initiating action to separate you from The New York Army National Guard and The National Guard of the U.S. for conviction by a civil court. The reasons for my proposed action are a result of being convicted and sentenced by a civil court for Criminal Mischief 2 deg. on 07 august 2014.

2. I am recommending that upon separation you receive an general (under other than honorable conditions) Characterization of Service. My recommendation and your reply will be submitted through intermediate commanders to the separation authority, The Adjutant General, State of New York, who will make the final decision in your case.

3. The intermediate commander(s) and the separation authority are not bound by my recommendation as to characterization of service. The separation authority may direct that your service be characterized as honorable, general (under honorable conditions), (under other than honorable conditions), or you may receive an uncharacterized description of service if you are in an entry level status. However, the separation authority may not direct the issuance of a type of discharge or characterization of service less favorable than that recommended by an administrative separation board should you request a hearing before an administrative separation board.

4. If my recommendation is approved by the TAG, the proposed separation could result in discharge from the Army National Guard and as a Reserve Army.

5. I am suspending separation action for 30 days to give you an opportunity to exercise the following rights:

a. You have the right to consult with an appointed counsel; military counsel of your choice, if he or she is reasonably available, or civilian counsel at your own expense.



Was the SM denied the right to have a board hearing when he or she had a total of six or more years of military service?



Special Considerations for Chapter 10, Discharge in Lieu of Court-Martial

1. There must be **preferred** charges.
2. To avoid a coercive atmosphere, the command will provide a **reasonable time to consult** with consulting counsel—not less than 72 hours.
3. Consulting counsel must give **complete** advice.
4. The SM must, in writing, acknowledge that she or he has been advised of specific facts about the **consequences** of accepting this discharge, e.g., the possibility of receiving a UOTH discharge and effects on VA benefits.
5. If the SM waived the right to consult counsel, there must be an **affirmative waiver** of the right.
6. The SM must, in writing, acknowledge that she or he understands the elements of the offenses charged and is **guilty** of the main charge or a lesser included offense.
7. A SPCMCA may approve such a discharge request *if* **delegated** by the GCMCA and if the **nature of offenses** fall within specified limitations.



If there was a separation board, consider the following:

1. Failures to properly **notify the SM of rights**, including the right to submit materials in support of request for alternative disposition.
2. Failures of the Discharge Authority to consider **materials submitted** in support of alternative disposition.
3. Failures to give the SM an opportunity to **consult with counsel**.
4. Problems with **composition of the board**, e.g., minority representation and special branches.
5. **Objections** made by counsel preserved on the record.
6. Recorder had a previous **attorney-client relationship** with the Respondent.
7. The role and function of the Legal Advisor and whether the Legal Advisor **assisted the government**.
8. Consideration of **improper evidence** at the board, such as evidence from a prior enlistment or arrests that did not lead to convictions or court proceedings.
9. **Accuracy** of any legal review, e.g., factual misstatements, added negative information that Respondent did not have a chance to see, omission of favorable information.



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY RESERVE COMMAND
4710 KNOX STREET
FORT BRAGG, NC 28310-5010

AFRC-JAM

MEMORANDUM FOR [REDACTED]
[REDACTED]

SUBJECT: Initiation of Involuntary Separation - [REDACTED]

1. You are required to show cause for retention in the service under the provisions of Army Regulation (AR) 135-175, Separation of Officers, for substandard performance of duty and moral or professional dereliction. The underlying factual allegations are:

a. AR 135-175, paragraph 2-11f (acts of personal misconduct). Your OMPF contains a referred OER. Your OER covering the period of 20140313 – 20140815 states that you were relieved for cause for violating the Army's fraternization policy, as outlined in AR 600-20, paragraphs 4-14 and 4-16, by having an inappropriate relationship with an enlisted servicemember.

b. AR 135-175, paragraph 2-11o (conduct unbecoming an officer). Your OER states "this improper relationship was of a nature to bring discredit to the Armed Forces." It also states that your "unethical relationship with an enlisted service member compromised the integrity of [your] supervisory authority and created an adverse impact on good order, discipline, and morale within the unit."

4-14. Relationships between Soldiers of different rank

a. The term "officer," as used in this paragraph, includes both commissioned and warrant officers unless otherwise stated. The provisions of this paragraph apply to both relationships between Army personnel (to include dual-status military technicians in the Army Reserve and the Army National Guard) and between Army personnel and personnel of other military services. This policy is effective immediately, except where noted below, and applies to different-gender relationships and same-gender relationships.

b. Relationships between Soldiers of different rank are prohibited if they—

- (1) Compromise, or appear to compromise, the integrity of supervisory authority or the chain of command.
- (2) Cause actual or perceived partiality or unfairness.
- (3) Involve, or appear to involve, the improper use of rank or position for personal gain.
- (4) Are, or are perceived to be, exploitative or coercive in nature.
- (5) Create an actual or clearly predictable adverse impact on discipline, authority, morale, or the ability of the command to accomplish its mission.

c. Certain types of personal relationships between officers and enlisted personnel are prohibited. Prohibited relationships include—

AR 600-20 • 18 March 2008

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4-14. Relationships between Soldiers of different grade

a. The term "officer" used in this paragraph includes both commissioned and WOs unless otherwise stated. The term "noncommissioned officer" refers to a Soldier in the grade of corporal to command sergeant major/sergeant major. The term "junior enlisted Soldier" refers to a Soldier in the grade of private to specialist. The provisions of this paragraph apply to both relationships between Soldiers in the Active and Reserve Components and between Soldiers and personnel of other military Services. This policy is effective immediately, except where noted below, and applies to opposite-gender relationships and same-gender relationships.

b. Soldiers of different grades must be cognizant that their interactions do not create an actual or clearly predictable perception of undue familiarity between an officer and an enlisted Soldier, or between an NCO and a junior-enlisted Soldier. Examples of familiarity between Soldiers that may become "undue" can include repeated visits to bars, nightclubs, eating establishments, or homes between an officer and an enlisted Soldier, or an NCO and a junior-enlisted Soldier, except for social gatherings, that involve an entire unit, office, or work section. All relationships between Soldiers of different grade are prohibited if they—

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AR 600-20 • 6 November 2014

III. Argument

8. The *Ex Post Facto* Clause of the United States Constitution prohibits the retroactive criminalization of conduct that was innocent before the enactment of a new law. U.S. Const. art. I, § 9, cl. 3. The noted Supreme Court case of *Calder v. Bull* specifies two distinct ways in which a subsequent change to a law would offend this provision: (1) criminalization of innocent conduct, and (2) aggravation of a criminal offense. *Calder v. Bull*, 3 U.S. (3 Dall.) 386, 390 (1798) (prohibiting “[e]very law that makes an action done before the passing of the law, and which was *innocent* when done, criminal; and punishes such action” and “[e]very law that *aggravates* a *crime*, or makes it greater than it was, when committed”). See also *United States v. McDonagh*, 14 M.J. 415, 420 (C.M.A. 1983) (“The *ex post facto* prohibition forbids . . . any law which imposes a punishment for an act which was not punishable at the time it was committed; or imposes additional punishment to that prescribed” (internal quotations omitted)).

9. Military appellate courts have found the *Ex Post Facto* Clause applicable not only to statutes like the U.C.M.J., but also the regulations promulgated by the Secretary of Defense and the Service Secretaries. See, e.g., *United States v. Orzechowski*, 65 M.J. 538, 540-41 (N.-M.C.C.C.A. 2006) (“Where a governmental body has statutory authority to adopt rules or issue regulations, an *ex post facto* analysis is appropriate.”). For example, in a long line of cases, the military appellate courts precluded records of Nonjudicial Punishment from being considered under the expanded records retention provisions that revised AR 27-10 when the offenses in question occurred at a time requiring disposal of records earlier in time. See, e.g., *United States v. Tafoya*, 48 C.M.R. 969, 970-71 (A.C.M.R. 1974) (limiting the reach of Army regulations to those provisions “in effect at the time the offense being tried was committed”); *United States v. Gowing*, 45 C.M.R. 749, 750 (C.M.R. 1972) (same).

10. As applied to ██████████ the use of the December 2014 regulatory provision regarding fraternization would serve to criminalize conduct that was not directly prohibited at the time she ate lunch with, drove to a location in the same vehicle with, or otherwise casually socialized with an enlisted Airman in limited instances. By creating a standard requires officers to avoid actions that might appear to be improper relationships, the revised regulation would not only retroactively criminalize innocent conduct under *Calder*’s first standard, but also transform any conduct attributable to the clouded judgment of an officer who was drugged and nearly raped into a reason to be harsher on her as a form of aggravation in violation of *Calder*’s second

4.

Identifying controlling
precedent in BCMR decisions
following *Wilhelmus*.



Electronic Reading Rooms and Digital Libraries of Opinions

ADRB and ABCMR:

<http://boards.law.af.mil/ARMYboards.htm>

Boards of Review Reading Rooms

This is the Department of Defense Electronic Reading Room for the Military Departments Boards for the Corrections of Military/Naval Records (BCMR) and the Discharge Review Boards (DRB). The Reading Room contains the decisional documents for each of the Boards from October 1998. The personally identifiable information has been removed (redacted) from these documents.

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Army Board for the Correction of Military Records (BCMR)

BOARDS → ARMY → BCMR

NAME	DATE
CY1900-1979	01/28/2009
CY1980-1989	10/15/2008
CY1990-1993	10/15/2008
CY1994	10/15/2008
CY1995	04/03/2009
CY1996	04/03/2009
CY1997	11/29/2012
CY1998	10/15/2008
CY1999	10/15/2008
CY2000	10/15/2008
CY2001	06/15/2010
CY2002	10/15/2008
CY2003	10/15/2008
CY2004	07/28/2011
CY2005	06/19/2012
CY2006	02/13/2013
CY2007	06/19/2012
CY2008	11/27/2012
CY2009	05/19/2012
CY2010	02/20/2015
CY2011	11/20/2015
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ABCMR decisions have precedential value for virtually identical scenarios *Wilhelmus v. Geren*, 796 F. Supp. 2d 157, 163 (D.D.C. 2011). *But see Helferty v. United States*, 113 Fed. Cl. 308, 311 (2013) (denying precedential value for any BCMR opinion “that bears some similarity”).

Wilhelmus v. Geren, 796 F. Supp. 2d 157 (D.D.C. 2011)

Wilhelmus addressed cases with “similarly situated parties” and “very similar” situations (162).

Under such situations, even split decisions may still be considered as precedent (163).

If there is sufficient similarity, the agency must be able to distinguish or justify why outcomes were different (163).

Helferty v. United States, 113 Fed. Cl. 308 (Ct. Cl. 2013)

Wilhelmus has been construed narrowly for the proposition that it is prohibited to treat “identically situated cases radically differently” (317).

“An agency is not required to distinguish every prior case that bears some similarity” (317).

Courts search for “nearly identical” and “virtually identical cases” (317).





Questions?

Boards for Correction of Military Records

Boston Bar Association

“Representing Veterans in Discharge Upgrades”

Mr. Joe Masterson, Legal Advisor, ABCMR

Mr. Scott Thompson, Executive Director, BCNR



Overview

- **BCMR Origins**
- **BCMR Authority**
- **BCMRs Compared**
- **Typical Corrections**
- **Applying to BCMRs**
- **BCMR Review**
- **Advising Clients**

BCMR Origins

➤ **First Amendment**

- Guarantees right to petition government for “redress of grievances”
- Congress gives effect to this right via the private bill of relief

➤ **Legislative Reorganization Act of 1946 (60 Stat 812)**

- Prohibited private bills of relief for military records
- Created BCMRs

BCMR Basics

➤ **Authorities**

- Title 10, U.S. Code
 - Sec. 1552 – Boards for Correction of Military Records (BCMR)
 - Sect 1553 – Discharge Review Boards (DRBs)
 - Sect 1556 – Ex parte communication prohibited
 - Sect 1557 – Timeliness Standards for disposition of applications before Correction Boards
 - **90 percent of cases must be processed within 10 months (300 days)**
 - **No case should exceed 18 months (540 days)**
 - Sect 1034 – Whistleblower/reprisal (BCMR may request IG inquiry, recommend discipline)
- Service Regulation – Army, Navy, Air Force
- Department of Defense Policy (e.g. PTSD memos of 03 Sep 14 & 24 Feb 16, DODD 1332.41)

BCMR Authority

- **“The Secretary... acting through boards of civilians... may correct any military record... when necessary to correct an error or injustice...” (10 U.S.C. §1552)**
- **Mission:** Correct errors or remove injustices from military records for Active Duty, Reserve, and former Service Members. The BCMRs seek to:
 - Be accessible, transparent, fair, and efficient in assisting veterans seeking to correct their records;
 - Provide an unbiased examination of service and other related records, and evenly present petitioners’ request and supporting materials to enable the Board to fairly render decisions.
- **Highest level of administrative appeal in the Department of the Army / Navy / Air Force.**
 - Decisions are “final agency action”
 - Federal Courts apply an “arbitrary and capricious” standard of review”

BCMR Authority

- **Powers are very broad**
- **Board cannot change the law, but can change the facts in a military record to make them fit the law**
 - To remove an injustice, the Board can change a record to reflect the way things *should* be, rather than how they actually are
- **Secretaries have delegated approval authority in many, but not all, cases to an Assistant Secretary, Senior Executive Service leader, or BCMR Executive Director**

BCMR Authority

➤ **BCMR can review decisions of other boards**

- Petitioners must exhaust administrative remedies
- Discharges < 15 yrs old should be reviewed by Discharge Review Board

➤ **Limitations:**

- Statute of Limitations: 3 years; may be waived in the interest of justice
- Reconsideration: By regulation requires “new and material evidence” within one year of BCMR decision
- No authority, sua sponte, to review records. BCMRs can only act on a petition from an individual veteran or directive by Service Secretary on behalf of a group similarly harmed by the same error or injustice.
- Cannot overturn court-martial convictions, but can grant clemency
- Cannot change records of other agencies, or actions taken by the President

BCMRs Compared

	ARMY	NAVY/MARINE	AIR FORCE
ORGANIZATION	Reports to Secretary through Review Board Agency	Direct report to Asst. Secretary (ASN(M&RA))	Reports to Secretary through Review Board Agency
STAFF	44 (28 examiners)	34 (16 examiners)	31 (21 examiners)
BOARD MBRS	100 (GS13-SES) Appointed by Asst. Secretary (M&RA)	53 (GS13 – SES). Appointed by ASN(M&RA)	75 (GS15 – SES) Appointed by Dir, Rev. Bd. Agency)
PANELS	At least 3 mbrs. Each sit once per quarter	3 mbrs. Each mbr sits approx one panel per month	3 mbrs. Each mbr sits approx one panel per quarter
PRESENTATION	Case file / synopsis	Oral, w/brief sheet	Written, in advance
APPLICATIONS	17,000 / YR	12-15K / YR	6000 / YR
BOARDABLE CASES	9144 / YR	6K-7K / YR	3000 / YR

Typical Bases for Correction

- **Genuine Error**
- **Changing Standards**
- **Failure to Counsel**
- **Regulatory Violations**
- **Clemency**
- **Any Circumstance that Creates an Injustice**

Typical Corrections

- Awards
- Separations / Discharge
- Promotions
- Retirements
- Disability review
- Evaluation Reports
- Pay and Allowances
- Survivor Benefit Plans
- Home of Record
- Clemency Petitions
- Article 15 (UCMJ)
Punishment
- Memoranda of Reprimand



Applying to the BCMR

➤ **Applicants file form DD-149**

- Articulate the (a) error, and/or (b) injustice that is alleged to have occurred
- Does not require an attorney

➤ **Best Practices**

- Provide evidence, or explain why it is not available. BCMRs will request some service records (pre-1996, not available electronically)
- Explain why it is in the interest of justice to waive the statute of limitations, if applicable
- If a personal appearance is requested, articulate why granting it will be helpful to the Board
- Plain English and brevity. Not all reviewers are lawyers.
- Keep copies of the application and all supporting documents

BCMR Review

- **Staff analyzes the application**
 - Assembles facts from military records, advisory opinions, applicant's supporting evidence, regulations and laws
 - Some cases are administratively closed if there are no records, application is not appropriate for Board review, or issue can be corrected administratively
- **Staff analysis and application materials are submitted to a Board for consideration and vote**
 - Presumption of administrative regularity
 - Boards are not investigative bodies
- **Board decision is transmitted to the applicant and, if applicable, to appropriate staff office for implementation**

BCMR Analysis

➤ **Test 1 for Board action: Is There an Error?**

- Yes: the Board can correct the record
- No: the Board cannot correct the record (unless there is injustice; see below)

➤ **Test 2 for Board action: Is There an Injustice?**

- What is an Injustice?
- Is there a fact or facts that, if changed, would provide relief?
- No: the Board cannot correct the record

BCMR Evidence

- **BCMR is not an investigatory body**
 - Burden on applicant to provide sufficient evidence to show it is “more likely than not” there was a material error or injustice
 - Presumption of Regularity: Absent contrary evidence, Board presumes officials acted in accordance with governing law/policy and in good faith
- **Presumption of Regularity – Administrative Law** – absent contrary evidence, it is presumed that government officials acted in accordance with governing law/policy and in good faith based on available information
- **Applicant must provide sufficient evidence to show it is more likely than not there was material error or injustice**

Post Traumatic Stress Disorder (PTSD)

Traumatic Brain Injury (TBI)

- Secretary of Defense (SECDEF) policy memos of 3 Sep 14 and 26 Feb 16
- In the past (e.g. Vietnam), PTSD and TBI were not recognized, so veterans' records often lack information to determine whether PTSD / TBI contributed to / mitigated their discharge.
- Policy applies to requests to change characterization of service, but BCMR nonetheless gives liberal consideration to PTSD in other requests, too.
- Give “liberal consideration” to symptoms or diagnoses indicating PTSD existed at time of discharge. Give “special consideration” to VA determinations documenting PTSD at time of discharge.
- Board analysis:
 - Did PTSD exist at time of discharge?
 - If so, is it a mitigating factor in the circumstances leading to discharge?
- Carefully weigh evidence of PTSD against seriousness of any misconduct
- “PTSD is not likely a cause of premeditated misconduct.”

Cases Involving PTSD/TBI

- Statute of Limitations must be waived if Board finds PTSD or related condition (e.g. TBI). (Dep. Under SECDEF memo, 24 Feb 2016)
- Board may obtain an advisory opinion from a Department of Defense (DOD) mental health (MH) professional in assessing presence of PTSD and its potentially mitigating effects.
 - BCMRs have access to MH experts either on staff or through other offices if Board determines an advisory opinion is needed.
- Cases previously reviewed by BCNR prior to SECDEF's Sep 2014 policy must, upon request, be reconsidered *de novo* (completely anew).

Other Policies

- **Military Sexual Assault:** Where petitioner alleges he/she was a victim of sexual assault, consider
 - The psychological and physical aspects of the petitioner's experience in connection with the sex-related offense;
 - The bearing such experience may have had on the circumstances surrounding the petitioner's separation from the Armed Forces.
- **"Don't Ask, Don't Tell:"** BCMRs will normally grant change of discharge (characterization, narrative reason, codes) if
 - discharge was based solely on homosexuality (orientation, statement, act), and
 - "there were no aggravating factors, such as misconduct."
- **Name Changes:**
 - Applicant must demonstrate error or that having their former name on their DD-214 causes an injustice (e.g., divorce or new gender identity)
 - Evidence should include court order showing applicant's name was legally changed. However, even absent court order, Board considers each application on its own merits.

Advising Clients: BCMR or DRB?

- **Discharge character, reason, or reenlistment code? DRB or BCMR**
- **Other relief (advancement, evaluation, pay)? BCMR only**
- **Limitations on applying to DRB:**
 - Discharge must be less than 15 years ago
 - Cannot review discharge awarded by General Court-Martial
 - Cannot change narrative reason to “Physical Disability”
 - Cannot reinstate petitioner into the Service
 - Cannot award back pay or separation pay
- **Leverage all review opportunities:**
 1. DRB document review
 2. DRB personal appearance
 3. BCMR petition
 4. Federal Court

Advising Clients

- **Build the administrative record at every stage of representation.**
- **Tell client to obtain and retain DD-214, all admin separation records, medical documents, or other information needed for a BCMR case.**
- **Understand the various boards in the Service Review Board Agencies. Apply to these boards first, if available.**
- **Understand the BCMR's authorities and limitations**
 - Has client exhausted administrative remedies?
 - Is the case ripe yet for BCMR (e.g. DRB reviews discharges < 15 years old)?

Advising Clients - BCNR

- **Why does it often take months to receive a decision?**
 - Volume of cases/year, complexity of issues, and time required to obtain service record and advisory opinions.
- **What has BCNR changed in the last 12 months to improve response times?**
 - Increased and reorganized manning, increased production, and implemented accountability metrics to understand and remedy delays.
 - Oct '15 – May '16: Reduced pending cases 21% (from 4,992 to 3,919); cases on board over 10 months are down 39% (from 852 to 521); and cases under 10 months are down 18% (from 4,140 to 3,398).
- **BCNR is making it easier for veterans to apply for relief.**
 - Added content to website to provide “best practices” and “how to” advice in building an application; as well as caseload and processing time information.
 - Applications can now be sent by e-mail; on-line application will be developed.
 - BCNR increased manning last year and is putting technology in place to allow more cases to be reviewed electronically, in order to reduce processing times.

Resources

➤ BCMR Websites:

- Army – <http://arba.army.pentagon.mil>
- Navy/Marine Corps – www.secnav.navy.mil/mra/bcncr
- Air Force –
www.afpc.af.mil/afveteraninformation/airforceboardforcorrectionofmilitaryrecords
- Websites include information on
 - Boards and application procedures
 - Frequently Asked Questions and Answers
 - Printable DD Form 149 (BCMR) and DD Form 293 (DRB)
 - Online application (Army)

➤ BCMR / DRB Electronic Reading Room: <http://boards.law.af.mil/>



QUESTIONS ?

Barrett v. McHugh

United States District Court for the District of Columbia

October 31, 2014, Decided

Civil Action No. 12-1642 (JDB)

Reporter

72 F. Supp. 3d 176; 2014 U.S. Dist. LEXIS 154659

CHRISTOPHER D. BARRETT, Plaintiff, v. JOHN M. MCHUGH, Secretary of the Army, Defendant.

Core Terms

court-martial, cases, summary judgment, military, narrative, internal quotation marks, moot, Secretary's, motion to dismiss, requested relief, agency's action, desertion, analyzed, parties, records

Counsel: **[**1]** For CHRISTOPHER D. BARRETT, Plaintiff: Gary R. Myers, LEAD ATTORNEY, GARY MYERS & ASSOCIATES, Weare, NH.

For JOHN M. MCHUGH, in his official capacity as Secretary of the Army, Defendant: Wayne Holden Williams, LEAD ATTORNEY, U.S. ATTORNEY'S OFFICE, Civil Division, Washington, DC.

Judges: JOHN D. BATES, United States District Judge.

Opinion by: JOHN D. BATES

Opinion

[*178] MEMORANDUM OPINION

Plaintiff Christopher D. Barrett is a former active duty United States Army enlisted service member. After returning from combat in 2004, Barrett went absent without leave ("AWOL") for nearly a year. He was subsequently charged with desertion. In response, Barrett requested a discharge from the Army "in lieu of trial by court-martial." The general court-martial convening authority granted his request. Barrett later

unsuccessfully petitioned the Army Board for the Correction of Military Records ("ABCMR") to change the underlying basis for his discharge from "in lieu of trial by court-martial" to "secretarial authority." He brings this case against the Secretary of the Army challenging the ABCMR's denial of his petition. The Secretary [14] has moved to dismiss for lack of jurisdiction and for summary judgment, and Barrett [16] has cross-moved **[**2]** for summary judgment. Upon careful consideration of the parties' **[*179]** memoranda,¹ the applicable law, and the record, and for the reasons set forth below, the Court will grant the Secretary's motion and will deny Barrett's motion.

BACKGROUND

The parties agree on the following facts:² In 2002, Barrett enlisted with the Army for a 4-year period. He deployed to Iraq in 2003 and 2004. He then went AWOL on July 15, 2004. On June 1, 2005, he returned to his unit at Fort Bragg, North Carolina. Shortly thereafter, he was charged with a single specification of desertion in violation of Article 85, Uniform Code of Military Justice. On June 26, 2005, Barrett submitted his first voluntary request for a discharge in lieu of court-martial, explaining that he was being treated for post-traumatic stress disorder. Barrett admitted that he was guilty of the specification charged or of a lesser included offense and that either would warrant a punitive discharge. He conditioned his request, **[**3]** however, on the receipt of an "honorable" discharge. The general court-martial convening authority denied his request and later referred Barrett's case to a special court-martial, authorized to administer a bad-conduct discharge.

Barrett submitted his second voluntary request for discharge in lieu of court-martial on July 24, 2005.

¹ Def.'s Mot. to Dismiss and for Summ. J. [ECF No. 14] ("Def.'s Mot."); Pl.'s Opp'n to Def.'s Mot. & Cross Mot. for Summ. J. [ECF No. 16] ("Pl.'s Opp'n & Mot."); Def.'s Reply to Pl.'s Opp'n & Mot. [ECF No. 20] ("Def.'s Reply").

² See Def.'s Stmt. of Material Facts to Which There is No Genuine Dispute [ECF No. 14-2] ¶¶ 1-25; Pl.'s Stmt. of Material Facts to Which There is No Genuine Dispute [ECF No. 16-1] ¶¶ 1-25.

Again, he admitted that he was guilty of the specification charged or of a lesser included offense and that either would warrant a punitive discharge, but this time, he did not condition his request on the receipt of an "honorable" discharge. The general court-martial convening authority approved Barrett's request and directed that he receive an "other than honorable" discharge. Barrett was so discharged on August 3, 2005.

Barrett later petitioned the Army Discharge Review Board to change his characterization of service from "other than honorable" to "honorable." The Army Discharge Review Board granted Barrett's request, citing the "overall length and quality" of his service, **[**4]** the medical circumstances surrounding his discharge, and his post-service accomplishments. Admin. Record at 325. The Army Discharge Review Board also noted, however, that "the [narrative] reason for discharge [i.e., "in lieu of trial by court-martial"] was both proper and equitable" and "voted not to change it." *Id.*

Barrett later petitioned the ABCMR—the highest level of administrative review within the Department of the Army—to change the narrative reason for his discharge from "in lieu of trial by court-martial" to "secretarial authority." In support of his ABCMR petition, Barrett submitted an Army Discharge Review Board opinion, case number 20040000857 ("Case 1"), which he argued established precedent for his requested relief. *Id.* at 274, 278, 281. The ABCMR denied Barrett's petition, noting that the Army Discharge Review Board determined the reason for Barrett's discharge—in lieu of trial by court-martial—was "both proper and equitable." *Id.* at 276. The ABCMR reasoned that, because of his AWOL, Barrett had submitted a request for a discharge in lieu of trial by court-martial, and hence "discharge in lieu of trial by court-martial" **[*180]** was the appropriate narrative for his discharge. *Id.* at 277.

Barrett attempted to appeal **[**5]** the ABCMR's decision, but he submitted his appeal outside the one-year appeal period. He then filed suit in this Court. The case was voluntarily remanded back to the ABCMR to reconsider its earlier decision. Barrett again asserted that Case 1 was precedent for his requested relief. He also submitted another Army Discharge Review Board opinion, case number 20110004285 ("Case 2"), in support of his position. In Cases 1 and 2, the Army Discharge Review Board had upgraded the petitioners' discharges from "other than honorable" to "honorable" and had changed the narrative reason for separation from "in lieu of trial by court-martial" to "secretarial authority."

On October 24, 2013, the ABCMR denied Barrett relief. The ABCMR considered the two cases that Barrett provided and found that "there are several readily apparent bases upon which to distinguish [Barrett's] case from the 'precedential' cases." *Id.* at 12. Regarding Case 1, the ABCMR noted that the petitioner there:

[J]oined the Army in June 1992 and trained as an infantryman. . . . He went AWOL from Fort Campbell, KY, in April 1995. On 19 November 1998, he was apprehended in Sullivan, IN. He was returned to military control. . . . A single AWOL charge **[**6]** was preferred on 24 November 1998. The applicant on the same day submitted a chapter 10 request and signed a statement indicating that he understood "the government has not received the necessary documentation and/or records with which to obtain a conviction by a court-martial." The memorandum further provided "I [applicant] have been advised by military counsel that he cannot completely advise me without these records. I realize my defense counsel is limited by the few records that are available as to the advice he can give. Nevertheless, knowing all this to be true, I waive all defenses that may become known had my defense counsel been able to review my records." The separation authority approved his request and . . . he was discharged from the Army under the provisions of Army Regulation 635-200, chapter 10, by reason of "in lieu of trial by court-martial[]" and issued a UOTHC [under other than honorable conditions] discharge.

Id. at 9. The ABCMR noted that the Army Discharge Review Board upgraded the petitioner's discharge characterization and narrative reason in Case 1 on the basis of equity, citing his medical condition and post-service conduct.

Regarding Case 2, the ABCMR noted **[**7]** that the petitioner there:

[E]ntered the Army on 16 November 1999 and was trained as an automated logistics specialist, a combat service support function. . . . Charges were preferred against [him] on 5 June 2002 while stationed at Fort Bragg, NC. The offenses occurred over the course of about five weeks and essentially involved indiscipline. He failed to repair and/or report for duty eight times, left the Corps Support Command (COSCOM) area in violation of the order of his commander, would not move rocks, go wash

vehicles, return from lunch, or stay in the company area when ordered to do so by an NCO, wrongfully possessed a pair of brass knuckles, and forged the signature of another on a counseling statement. On the same day charges were preferred (5 June 2002), he submitted a request for discharge under chapter 10, Army Regulation 635-200. As part of his request, he asked for a general discharge, but did not make the [*181] request conditional upon such a discharge. He noted, in his request for discharge, that his offenses, though serious in the military context, were not so serious as to warrant a federal conviction. He also noted that he came from a close-knit single parent home and that the death [*8] of his younger sister contributed to his decline in performance. On 18 June 2002, the separation authority approved the chapter 10 with issuance of a UOTHC [under other than honorable conditions] discharge. He was separated effective 26 June 2002.

Id. at 9-10. The ABCMR noted that the Army Discharge Review Board upgraded the petitioner's discharge characterization and narrative reason in Case 2 on the basis of equity, citing his overall length of service, the circumstances surrounding his discharge, and his youth and immaturity.

The ABCMR then distinguished Barrett's petition from Case 1, noting that Barrett had "deserted his unit in a time of war after having served about 21 months of his 48-month commitment." *Id.* at 12. In contrast, the petitioner in Case 1 went AWOL when the nation was not at war and "after having served about 34 months of his 48-month commitment." *Id.* The ABCMR also observed that Barrett initially "attempted to separate on his own terms rather than fully accept responsibility for his misconduct and its adverse impact on the Army" by seeking a general discharge, whereas the petitioner in Case 1 immediately requested discharge without any contingency. *Id.* Additionally, the ABCMR noted [*9] that the petitioner in Case 1 waived production of evidence necessary to secure a conviction, was separated in less than a week, and "submitted a chapter 10 without having reviewed the evidence in the case with a defense counsel, who, due to lack of evidence, was unable to fully advise his client as to the relative merits of the government's case if he proceeded to trial." *Id.* In contrast, Barrett's "attempt[] to separate on his own terms . . . delayed his separation for over 2 months and put the Army and his unit through additional pains." *Id.*

The ABCMR also distinguished Barrett's petition from Case 2, where the petitioner's offense had occurred during a time of war. *Id.* The ABCMR noted that the petitioner in Case 2 "did not desert or leave his unit without authority." *Id.* Rather, he had engaged in "a rash of indiscipline over a five or six week period." *Id.* The ABCMR observed that, similar to the petitioner in Case 1 and in contrast to Barrett, the petitioner in Case 2 actively expedited his separation from the military by immediately submitting an unconditional request for discharge in lieu of court-martial. *Id.*

After analyzing the facts, comparing the cases, finding that there were [*10] no indications of procedural error in Barrett's case, and finding that the relief Barrett requested was not compelled, the ABCMR determined that the record in Barrett's case supported that "the underlying reason for his discharge was his AWOL/desertion and resulting court-martial charge." Admin. Record at 13. The ABCMR concluded that the narrative reason for Barrett's discharge was appropriate "considering all the facts of the case." *Id.*

Barrett's suit in this Court presents three claims: that the ABCMR failed to consider precedent when deciding his petition; that the ABCMR failed to properly weigh precedent when deciding his petition; and that the ABCMR erroneously declared that the only narrative reason for separation permitted in Barrett's case was "in lieu of trial by court-martial." The Secretary has now moved to dismiss as moot Barrett's claim that the ABCMR did not consider precedent when deciding not [*182] to grant the requested relief. The Secretary has also moved for summary judgment on Barrett's two other claims, and Barrett has cross-moved for summary judgment on all claims.

GENERAL LEGAL STANDARDS

I. MOTION TO DISMISS UNDER *RULE 12(b)(1)*

Federal Rule of Civil Procedure 12(b)(1) provides for the dismissal of an action for lack [*11] of subject-matter jurisdiction. Subject-matter jurisdiction is both a statutory requirement and an Article III requirement. [*Akinseye v. District of Columbia*, 339 F.3d 970, 971, 358 U.S. App. D.C. 56 \(D.C. Cir. 2003\)](#). The plaintiff bears the burden of demonstrating that jurisdiction exists. [*Lujan v. Defenders of Wildlife*, 504 U.S. 555, 561, 112 S. Ct. 2130, 119 L. Ed. 2d 351 \(1992\)](#). A court may dispose of a case or a claim for lack of subject-matter jurisdiction if the case or claim is moot. See [*Comm. in Solidarity with the*](#)

People of El Sal. v. Sessions, 929 F.2d 742, 744, 289 U.S. App. D.C. 149 (D.C. Cir. 1991).

When reviewing a motion to dismiss for lack of jurisdiction under Rule 12(b)(1), a court must construe the complaint liberally, granting the plaintiff the benefit of all inferences that can be derived from the facts alleged. Barr v. Clinton, 370 F.3d 1196, 1199, 361 U.S. App. D.C. 472 (D.C. Cir. 2004). Nonetheless, "the court need not accept factual inferences drawn by plaintiff if those inferences are not supported by facts alleged in the complaint, nor must the court accept plaintiff's legal conclusions." Speelman v. United States, 461 F. Supp. 2d 71, 73 (D.D.C. 2006). Additionally, a court may consider material other than the allegations of the complaint in determining whether it has jurisdiction to hear the case, as long as it still accepts the factual allegations in the complaint as true. See, e.g., Settles v. U.S. Parole Comm'n, 429 F.3d 1098, 1107, 368 U.S. App. D.C. 297 (D.C. Cir. 2005); EEOC v. St. Francis Xavier Parochial Sch., 117 F.3d 621, 624 n.3, 326 U.S. App. D.C. 67 (D.C. Cir. 1997).

II. THE ADMINISTRATIVE PROCEDURE ACT

Under the Administrative Procedure Act ("APA"), a court must set aside agency action if it is "arbitrary, capricious, an abuse of discretion, or otherwise [*12] not in accordance with law." 5 U.S.C. § 706(2)(A). This narrow standard of review is "[h]ighly deferential" and "presumes the validity of agency action." AT&T Corp. v. FCC, 220 F.3d 607, 616, 343 U.S. App. D.C. 23 (D.C. Cir. 2000).

An agency is required to "examine the relevant data and articulate a satisfactory explanation for its action including a rational connection between the facts found and the choice made." Motor Vehicle Mfrs. Ass'n of U.S., Inc. v. State Farm Mut. Auto. Ins. Co., 463 U.S. 29, 43, 103 S. Ct. 2856, 77 L. Ed. 2d 443 (1983) (internal quotation marks and citation omitted). The reviewing court "is not to substitute its judgment for that of the agency," id., and thus "may not supply a reasoned basis for the agency's action that the agency itself has not given," Bowman Transp., Inc. v. Arkansas-Best Freight Sys., Inc., 419 U.S. 281, 285-86, 95 S. Ct. 438, 42 L. Ed. 2d 447 (1974). Nevertheless, a decision that is not fully explained may be upheld "if the agency's path may reasonably be discerned." Id. at 286. In other words, the Court "may reverse only if the agency's decision is not supported by substantial evidence, or the agency has made a clear error in judgment." AT&T, 220 F.3d at 616 (internal quotation marks and citation omitted).

III. SUMMARY JUDGMENT

In a motion for summary judgment under the APA, "the standard set forth in Rule 56(a) does not apply because [*183] of the court's limited role in reviewing the administrative record." Coe v. McHugh, 968 F. Supp. 2d 237, 239 (D.D.C. 2013). "[I]t is the role of the agency to resolve factual issues to arrive at a decision that is supported by the administrative record, [*13] whereas the function of the district court is to determine whether or not as a matter of law the evidence in the administrative record permitted the agency to make the decision it did." Univ. of Mass. v. Kappos, 903 F. Supp. 2d 77, 84 (D.D.C. 2012) (internal quotation marks and citation omitted). Accordingly, "district courts reviewing agency action under the APA's arbitrary and capricious standard do not resolve factual issues, but operate instead as appellate courts resolving legal questions." James Madison Ltd. by Hecht v. Ludwig, 82 F.3d 1085, 1096, 317 U.S. App. D.C. 281 (D.C. Cir. 1996). "[T]he court considers whether the agency acted within the scope of its legal authority, whether the agency has explained its decision, whether the facts on which the agency purports to have relied have some basis in the record, and whether the agency considered the relevant factors." Fund for Animals v. Babbitt, 903 F. Supp. 96, 105 (D.D.C. 1995).

DISCUSSION

Barrett's claims against the Secretary—although delineated into three separate claims in his amended complaint—substantially overlap: he challenges the ABCMR's acknowledgment and use of precedent, and its conclusions based on its use of precedent. The Court will nonetheless analyze the claims separately, as presented by Barrett, for ease of reference. Barrett's first claim that the ABCMR "declared that cases decided on equity grounds are not subject to precedent" [*14] will be dismissed as moot because, on remand, the ABCMR acknowledged its responsibility to consider factually similar cases when deciding a petition and in fact considered the cases that Barrett submitted as precedent. The Court will grant summary judgment in favor of the Secretary on Barrett's second and third claims challenging the ABCMR's analysis and conclusion because the ABCMR's decision was adequately reasoned and supported.

I. WHETHER THE ABCMR ACKNOWLEDGED ITS RESPONSIBILITY TO CONSIDER PRECEDENT

"[A] federal court has no authority to give opinions upon moot questions or abstract propositions, or to declare

principles or rules of law which cannot affect the matter in issue in the case before it." [*Church of Scientology of Cal. v. United States*, 506 U.S. 9, 12, 113 S. Ct. 447, 121 L. Ed. 2d 313 \(1992\)](#) (internal quotation marks and citation omitted). "[A] case is moot when the issues presented are no longer 'live' or the parties lack a legally cognizable interest in the outcome." [*Powell v. McCormack*, 395 U.S. 486, 496, 89 S. Ct. 1944, 23 L. Ed. 2d 491 \(1969\)](#); see also [*Pharmachemie B.V. v. Barr Labs.*, 276 F.3d 627, 631, 349 U.S. App. D.C. 284 \(D.C. Cir. 2002\)](#) (explaining that a case is moot if "events have so transpired that the decision will neither presently affect the parties' rights nor have a more-than-speculative chance of affecting them in the future").

Here, Barrett claims that the ABCMR "abused its discretion and acted arbitrarily and capriciously" **[**15]** when it "declared that cases decided on 'equity' grounds are not subject to precedent considerations." Am. Compl. ¶ 26. Barrett argues that the ABCMR "refused to acknowledge" that precedent needed to be considered when deciding Barrett's petition. Pl.'s Opp'n & Mot. at 4. This claim is now moot because, on remand, the ABCMR acknowledged that it must consider **[*184]** precedent in reaching conclusions on the cases before it:

Every Army Review Boards Agency (ARBA) Board must have a substantial basis in fact and law for any decision it makes. Equally, the Boards must be consistent in rendering their decisions. Each Board has a responsibility to treat similar cases in a similar manner unless it can provide a legitimate reason for failing to do[] so, provide an adequate explanation to justify treating similarly-situated parties differently, and address every issue raised by an applicant in a case, including an allegation that the Board has granted relief in a factually-similar case. In other words, past Board decisions must be addressed when faced with a similar claim from another applicant.

Admin. Record at 11. The ABCMR then discussed and analyzed the two cases presented by Barrett as purported **[**16]** precedent, but which were decided on equity grounds, concluding that they "are easily distinguishable and do not compel relief for [Barrett]." *Id.* Although Barrett disagrees with the ABCMR's findings and conclusion, there is no controversy over whether the ABCMR reviewed the precedent presented by Barrett: it is clear that it did. And Barrett's argument that ABCMR merely "gave lip service to precedent,"

Pl.'s Opp'n & Mot. at 5, has no basis in fact. The ABCMR devotes several pages of its opinion to analyzing and comparing the facts of Barrett's case to the two cases that he submitted. See Admin. Record at 9-13. Accordingly, the issue of whether the ABCMR erred when it purportedly failed to acknowledge its responsibility to consider precedent is now moot, this Court lacks subject-matter jurisdiction to address it, and the Secretary's motion to dismiss this claim under [*Rule 12\(b\)\(1\)*](#) will be granted.

II. WHETHER THE ABCMR FAILED TO IDENTIFY AND PROPERLY ASSESS SIMILARITIES BETWEEN BARRETT'S CASE AND PRECEDENT

"[W]hile judicial review of an agency's actions is generally narrow and subject to a presumption of validity, review of [a military review board's] decisions in particular under the APA is 'unusually **[**17]** deferential.'" [*Coe*, 968 F. Supp. 2d at 240](#); see also [*Piersall v. Winter*, 435 F.3d 319, 324, 369 U.S. App. D.C. 207 \(D.C. Cir. 2006\)](#). "All that is required" from a military review board—such as the ABCMR—is that [its] decision minimally contain a rational connection between the facts found and the choice made." [*Frizelle v. Slater*, 111 F.3d 172, 176, 324 U.S. App. D.C. 130 \(D.C. Cir. 1997\)](#) (internal quotation marks and citation omitted). The party seeking review of a military review board's decision bears the burden of "overcom[ing] the strong, but rebuttable, presumption that administrators of the military, like other public officers, discharge their duties correctly, lawfully and in good faith." *Id.* at 177 (internal quotation marks and citation omitted).

Here, Barrett claims that the ABCMR "abused its discretion and acted arbitrarily by failing to identify the similarities in the two precedent cases and Plaintiff's case and failing to balance those similarities against the dissimilarities identified and emphasized by the ABCMR so as to provide a rationale for its denial." Am. Compl. ¶ 27. The Secretary responds that the ABCMR's opinion on remand considered the two cases that Barrett submitted as precedent and that it adequately compared and distinguished those cases from Barrett's case. The Court agrees.

The record shows that the ABCMR analyzed Case 1 and Case 2, compared them to Barrett's **[**18]** case, and determined that Case 1 and Case 2 were distinguishable. For example, the ABCMR noted that, in **[*185]** both Case 1 and Barrett's case, the petitioners were infantryman who had gone AWOL. It then identified

the differences: the nation was at war when Barrett went AWOL, it was not when the petitioner in Case 1 went AWOL; Barrett had served less of his time commitment than the petitioner in Case 1; and the petitioner in Case 1 expedited his separation, whereas Barrett did not immediately request a discharge with no contingencies.

Regarding Case 2, the ABCMR acknowledged that, in both Case 2 and Barrett's case, the nation was at war at the time of the offenses charged. The ABCMR then identified differences: the petitioner in Case 2 was not an infantryman like Barrett, but was instead a combat service support soldier; Barrett went AWOL, while the petitioner in Case 2 committed disciplinary offenses; and the petitioner in Case 2 expedited his separation, whereas Barrett did not immediately request a discharge with no contingencies.

Lastly, the ABCMR noted that, in all three cases, no relief was mandatory, and found that Barrett's separation was in compliance with the applicable regulations. **[**19]** The ABCMR also found that, in Barrett's case, the "discharge directed and the reasons therefore were appropriate considering all of the facts of the case." Admin. Record at 13. The ABCMR ultimately concluded that "there is no reason to change [Barrett's] record." *Id.*

The record thus shows that the ABCMR considered and weighed the cases that Barrett provided when it decided his petition. Barrett's claim and his arguments in support ask this Court to re-evaluate the findings of the ABCMR to determine that it did not appropriately identify and weigh precedent. The function of this Court, however, "is not to serve as a super correction board that reweighs the evidence." *Charette v. Walker*, 996 F. Supp. 43, 50 (D.D.C. 1998); see also *Wilhelmus v. Geren*, 796 F. Supp. 2d 157, 162 (D.D.C. 2011) (noting that the ABCMR has "significant flexibility in judging the respective merits of each application for review"). Nor can this Court "substitute its judgment for that of [the ABCMR]." *Motor Vehicle*, 463 U.S. at 43.

The ABCMR acted reasonably, within its discretion, and in accordance with the law when it compared and contrasted purported precedent with Barrett's case and found that there was no factual basis for granting Barrett his requested relief. The ABCMR's conclusion "contain[s] a rational connection between the facts found and the choice **[**20]** made." *Frizelle*, 111 F.3d at 176 (internal quotation marks and citation omitted).

III. WHETHER THE ABCMR ABUSED ITS DISCRETION WHEN IT DENIED BARRETT HIS REQUESTED RELIEF

Barrett asserts that the ABCMR "abused its discretion, acted arbitrarily and capriciously and acted contrary to law by declaring that the only narrative reason for separation permitted in Plaintiff's case was 'in lieu of trial by court-martial.'" Am. Compl. ¶ 25. Barrett argues that the ABCMR had the authority to grant him relief and yet erroneously failed to do so. Although Barrett is correct that the ABCMR had the authority to grant him relief, he has not shown that the ABCMR erroneously failed to do so. As discussed above, the ABCMR analyzed the facts of Barrett's case, compared and distinguished those facts from purported precedent, and came to the conclusion that there was no factual basis to grant the requested relief. Admin. Record at 13. The ABCMR met its obligations by "examin[ing] the relevant data and articulat[ing] a satisfactory explanation for its action including a rational connection between the facts found and the **[*186]** choice made." *Motor Vehicle*, 463 U.S. at 43 (internal quotation marks and citation omitted). And as long as the ABCMR's determination adequately states the reasons for **[**21]** its decision and was in the realm of reason, this Court must defer to it. See e.g., *Frizelle*, 111 F.3d at 176.

CONCLUSION

For the reasons set forth above, the Court will grant the Secretary's motion to dismiss and for summary judgment and will deny Barrett's motion for summary judgment. A separate Order has been issued on this date.

/s/ JOHN D. BATESJOHN D. BATES

United States District Judge

Dated: October 31, 2014

ORDER

Upon consideration of [14] defendant's motion to dismiss and for summary judgment, and [16] plaintiff's cross-motion for summary judgment, and the entire record herein, and for the reasons stated in this Court's Memorandum Opinion issued on this date, it is hereby

ORDERED that [14] defendant's motion to dismiss and for summary judgment is **GRANTED**; it is further **ORDERED** that [16] plaintiff's cross-motion for summary judgment is **DENIED**; and it is further **ORDERED** that judgment is entered in favor of defendant.

SO ORDERED.

72 F. Supp. 3d 176, *186; 2014 U.S. Dist. LEXIS 154659, **21

/s/ JOHN D. BATESJOHN D. BATES

Dated: October 31, 2014

United States District Judge

Annex E-4.—References

ALIENS		Regulation	Dated
		AR615-360	20 Jul 44
		AR615-300	10 Aug 44
		AR615-366	21 Oct 44
		AR615-365	15 Dec 44
		AR635-205	9 Dec 54
		AR635-200	15 Jul 66
		AR635-200	1 Feb 78
		RESIGNATION OF EM	
		AR615-367	13 Sep 48
		AR615-367	27 Sep 48
		AR635-200	and Laird Memo 7 Jul 71, 15 Jul 66
		AR635-200	1 Feb 78
		RESIGNATION OF OFFICERS	
		AR605-275	20 Oct 25
		AR605-275	30 Oct 26
		AR605-275	25 Sep 28
		AR605-275	9 Nov 44
		AR605-275	27 Jun 49
		SR605-290-1	12 Aug 49
		SR605-290-1	17 Jun 52
		AR635-120	8 Oct 54
		AR635-120	25 Nov 55
		AR635-120	8 Apr 68
		ELIMINATION OF OFFICERS	
		AR635-105A	2 Jan 57
		AR635-105B	2 Jan 58
		AR735-173	31 Mar 61
		AR635-120	8 Apr 68
		DISCHARGE FROM THE RESERVES	
		SR140-177-1	29 Sep 49
		SR140-177-1	24 Nov 52
		AR140-158	15 Jan 55
		AR140-175	24 Feb 55
		AR135-133	8 Jun 56
		AR140-178	14 May 57
		AR135-178	28 May 56
		AR135-178	15 Jul 77
		AR635-200	1 Feb 78
		UNFIT-FREQ. INCIDENTS, SEXUAL PERVERSION, DRUGS, SHIRK- ING, FAILURE TO PAY JUST DEBTS, FAILURE TO SUPPORT DEPENDENTS, HOMO ACTS	
		AR615-360	6 Dec 22
		AR615-360	14 Sep 27
		AR615-360	4 Apr 35
		AR615-360	26 Nov 42
		AR615-360	25 May 44
		AR615-368	20 Jul 44
		AR615-368	7 Mar 45
		AR615-368	14 May 47
		AR615-368	27 Oct 48
		AR635-208	21 May 57
		AR635-208	8 Apr 59
		AR615-360	1 Mar 66
		AR635-212	15 Jul 66
		AR635-200	15 Jul 66
		AR635-200	1 Feb 78
		UNFIT-INAPTITUDE, PERSONALITY DISORDERS, APATHY, ALCOHOLISM, HOMOSEXUALITY	
		AR615-360	6 Dec 22
		AR615-369	20 Jul 44
		DA MSG 477064	24 Dec 55
		DA MSG 590808	25 Feb 55
		AR735-209	17 Mar 55
		DA CIR 635-11	4 Nov 55
		DA CIR 635-2	19 Aug 57
		AR635-203	8 Apr 59
		AR635-212	15 Jul 66
		DISLOYALTY AND SUBVERSION	
		SR600-200-1	10 Nov 48
		AR615-366 (Sec VI-Reserves)	5 Feb 54
		Regulation	
		SR140-175-1 (Reserves)	9 Mar 54
		AR604-10	29 Jul 55
		AR604-10	15 May 57
		AR635-200	15 Jul 56
		AR604-10	15 Nov 69
		AR604-10	21 Apr 75
		HOMOSEXUALITY	
		AR615-360	7 Mar 45
		AR615-366	12 Jan 50
		AR600-443	21 Jan 55
		AR635-89	18 Sep 58
		AR635-89	15 Jul 66
		AR635-212	15 Jul 66
		AR635-200	1 Feb 78
		AR 635-200	
		MARRIAGE AND PREGNANCY	
		AR615-361	4 Nov 44
		SR615-360-10	12 Jan 50
		AR615-361	30 Aug 50
		AR635-120	25 Nov 55
		AR635-173	5 Dec 58
		AR635-210	17 Feb 61
		AR635-120	21 May 62
		AR635-200	15 July 68
		AR635-100	16 Apr 71
		AR635-200	15 Jul 68
		AR635-200	1 Feb 78
		MINORITY AND HARDSHIP DISCHARGE	
		AR615-360	6 Dec 22
		AR615-362	18 Oct 44
		AR135-173	5 Dec 58
		AR635-207	12 Jan 61
		AR635-120	21 May 62
		AR635-200	15 Jul 66
		AR635-200	1 Feb 78
		DISHONORABLE AND BAD CONDUCT DISCHARGE	
		AR615-364	27 Oct 48
		AR635-200	15 Jul 68
		AR635-200	1 Feb 78
		CONVENIENCE OF THE GOVERNMENT	
		AR615-360	6 Dec 22
		AR615-265	25 Oct 44
		AR635-205	9 Dec 54
		AR635-205	2 Apr 58
		AR635-205	11 Jan 60
		AR635-200	15 Jul 66
		AR635-200	1 Feb 78
		MISCONDUCT, CONVICTION BY CIVIL COURT	
		AR615-360	6 Dec 22
		AR615-366	24 May 45
		AR615-366	5 Feb 54
		AR635-206	16 Jan 58
		AR635-206	8 Apr 59
		AR635-207	12 Jan 61
		AR635-200	15 Jul 66
		AR635-200	1 Feb 78
		FRAUD ENTRY, AWOL AND DESERTION	
		AR615-300	6 Dec 22
		AR615-366	24 May 45
		AR615-366	5 Feb 54
		AR635-206	18 Jan 50
		AR635-206	8 Apr 58
		AR635-207	12 Jan 61
		AR635-206	15 Jul 66
		AR635-200	1 Feb 78

perspective the many facets which influence discharge review. The following paragraphs will attempt to explain both the philosophy and certain techniques that will make the duties of Discharge Review Panels of the Board more understandable and, hopefully, will convey the essence of the manner in which officers should see their roles as panel members performing their duties under Title 10 U.S.C. 1553 and in accordance with the uniform standards and procedures contained in DOD Directive 1332.28, and AR 15-180.

a. The review of discharges encompasses two entirely different time frames, that of the present, which may involve the presence of the applicant, and that of the past, which is represented only by documentation which may or may not be adequate to the needs of the panel. It is the juxtaposition of the two timeframes which makes discharge review a difficult task. Compounding the problem is the period of time that has elapsed and what this means in terms of the changes that have occurred both in the Army, society and in the applicant. On the one hand, the records present a person who demonstrably had difficulty with the military and who may or may not have been equitably separated at the time. You are also confronted with the possibility that the reason for which the individual was separated in the past can not now be justified in light of the changes that have occurred in the means by which the Army administers its personnel. On the other hand, you are confronted with an individual whose present status may or may not typify that of the average, productive, concerned American citizen. In between you will find categories that encompass a multiplicity of variations of these two extremes.

b. The greatest difficulty the panel faces, when adjudicating cases, is to strive for uniformity that is defensible and comprehensible to impartial observers who possess no expertise nor any reliable means of evaluating the way of life of the military. Concurrently, you must also satisfy yourself that the determinations made at the time of discharge are defensible and comprehensible when considered against the broad spectrum of the Army as a whole both at the time the discharge was awarded and on the date of review. In short, you must ask yourself—would the same results have pertained elsewhere in the Army at the time this person was discharged and would they pertain today across the entire spectrum of the Army? This is the most difficult question to resolve. To do

Annex F-1.—President's Guidance.

1. Introduction. The purpose of these notes is to attempt to convey a broader understanding of the purpose of discharge review and to place into

so, each panel member must be completely impartial in evaluation of a case. Yet, at the same time, each panel member must attempt to project his/her thoughts to the installation and to the commander who made the decision at the time of discharge, and simultaneously to the person who was discharged. While contact between those two may have been absent, their relationship nevertheless existed and each panel member must understand this relationship and evaluate it if he/she is to be able to objectively evaluate the merits of the review.

c. It is important that panel members bear in mind their roles are not to justify the actions of the Army, nor are they to defend the applicant as if he/she is engaged in an adversary proceeding against the Army. Their roles are simply to uncover the truth, to interpret the truth, and then to judge! It is incumbent upon each panel member that he/she be as scrupulous as possible when looking for errors in the discharge proceedings as he/she is in looking for the correctness of the discharge proceedings. The panel member cannot assume that the applicant is sufficiently sophisticated nor learned so as to adequately comprehend what he/she perceives to be injustice in his/her case. In all probability, the applicant is no better prepared at the time of his review hearing to comprehend fully the impact of the proceedings that control his/her destiny than he/she was at the time of his/her discharge. However, there is one critical change in the applicant's attitude from that at the time of his/her discharge. It is most probable that, at the time of his/her discharge, he/she was not only amenable to the action taking place but also desired separation (and as is true in many cases, deserved separation). At the time of his/her review hearing, however, none of those aspects, particularly that in the parenthetical portion above, should be considered as binding. At the hearing, the applicant believes that he/she was wronged or that he/she is no longer deserving of being punished. He/she may perceive that there was equity in the manner in which he/she was discharged, but he/she does not believe that equity has prevailed as to the impact of his/her discharge.

d. It is necessary to take into consideration the trauma associated with the events that led up to an administrative discharge as "undesirable." This trauma is two-fold. On the one hand is the impact that the circumstances have on the individual concerned and his/her ability to reason his/her problem or to even perceive his/

her problem. On the other hand, it is a problem faced by the Command (particularly, in those instances where the individual was in the hands of a Personnel Control facility or Special Processing Detachment), which had to process individuals whose records were absent and who, in all probability, were known by no one in the processing system. Even if the individual was processed by his/her own organization, assignment may have been short lived and the officers and NCO's of that organization may have had limited, if any, opportunity to become acquainted with the individual. The foregoing, coupled with institutional trauma suffered by the United States Army as a result of the turbulence created by the requirements of RVN, produced a situation in which the administrative discharge system, when at its best, was operating in an almost impersonal manner, and, when at its worst, was operating almost with assembly line procedures.

e. The foregoing is not intended to infer that regulations were not followed, nor that the rights of the individual were not considered; however, the experience of thousands of cases and the statistical pattern evidenced over the past ten years indicates that some personnel were discharged administratively from the U.S. Army by means which were either improper or inequitable, and while it is almost certain that these inadequacies could not be perceived at the time, in retrospect it is possible to perceive them as such now. In short, very careful consideration must be given by the discharge review panel to "read between the lines" of each case and attempt to determine whether or not the intent and spirit as well as the letter of regulation and the policies of administrative discharge were followed in the timeframe leading up to the discharge and the time of discharge.

f. The panel must endeavor, based on the knowledge and experience gained through years of service, to reconstruct the environment at separation. Impartiality must be the rule for each panel member. A clear, non-jaundiced, unprejudiced evaluation must be made, which favors neither the individual nor the government but which simply tries to fairly consider whether or not the actions that took place can now be justified with the benefit of hindsight. The board must strive for uniformity in its adjudicative deliberations. While circumstances can vary, there are certain parameters within which all types of cases fit and by which these various cases can be considered, so as to apply what might be called a

"worldwide standard" for the consideration of discharge review appeals.

g. Presiding Officers must realize that their functions are to insure that cases are properly heard and properly considered. The Presiding Officer's guidance to the panel should not take on the guise of directed verdict nor should his seniority be applied either consciously or unconsciously to attempt to influence other members of the panel. This does not mean that the Presiding Officer may not use logic as a means of subduing emotional argument nor does it mean that he/she should permit clearly irrelevant discussion to unnecessarily prolong the adjudicating process. However, it does mean that the Presiding Officer must insure that all panel members have a free and unrestricted opportunity to express their points of view when discussing the merits of a case. All panel members are equal during the adjudication of a case. The Presiding Officer must insure that no junior member of the panel is made to feel inhibited by the actions of the Presiding Officer or any other senior member of the panel. Points of view and expressions of compassionate concern must not be ridiculed nor must the individual expressing them be cut short in his discussion or argument as long as they are relevant to the merits of the case.

h. Each panel member must be given free opportunity to question the applicant, if such is indicated, although all panel members must remember that the proceedings are not adversary in nature, and that the range of cross-examination is clearly limited to those areas that appear in the military records or that have been offered by the applicant in direct examination or written statement. A basic credo is that benefit of doubt is always resolved in favor of the applicant, and the panel members must remember that it is incumbent upon them to recognize areas of doubt.

i. It has been the experience of the ADRB that applicants suffer from the misconception that the panel knows as much about their cases as they do. Consequently, the applicants fail to bring out in their statements those facts which are important to their cases and which may be favorable to their cases. Panel members with adequate background and experience are able through questioning to bring out these facts almost as counsel might do. In this regard, panel members must also appreciate that counsels are rarely, if ever, so thoroughly prepared on a case that they can insure that all facets are

covered during direct or redirect examination of the applicant. Since the panel must function without acting as a proponent for the applicant or the government in the area of revealing facts, thorough questioning in each case is essential. Prehearing review by board members should include any briefs submitted by counsel as well as any supporting documentation submitted by the applicant. Even though this documentation may not make any particular reference to time-in-service and principally cover pre- and post-service, it is of value.

2. Discharge Review Standards (see Appendix C of AR 15-180). As established by law and regulation, it is the mission of the ADRB, when considering appeals, to determine whether or not the discharge was equitably and properly given. In accomplishing this mission, the panel must bear in mind that the passage of time, adequacy of records, and the circumstances under which the discharge occurred are such that it may not be possible to have available all facets of the case. It is for this reason that the panel is composed of mature and experienced officers, so that the panel, when necessary, can read between the lines in restructuring the events which led to separation and the actual circumstances of separation. The panel must at all times remain impartial and objective, although subjective reasoning may be necessary to satisfy all considerations that may arise. The panel must function neither as the proponent for the applicant nor the government. Broad guidance concerning propriety and equity is contained in Appendix C, AR 15-180. The examples shown below are meant to elaborate on the discussion contained in the AR and to provide the panel members leads regarding areas for consideration and questioning in their quest to establish propriety and equity for any case. These examples are not policy; procedural rights or guidance—only areas of consideration.

a. Propriety: A discharge shall be deemed to be proper, unless in the course of discharge review it is determined that there was prejudicial error. The following are some specific examples of the type of situations which may be helpful in determining whether the available evidence establishes that impropriety is a possibility in a particular discharge review area.

(1) Prejudicial error may be a possibility when:

(a) Unrebutted, clearly substantiated allegations of command influence are found by the ADRB in the record; or,

(b) The ADRB determines there was an intended violation of a regulation which required transfer, or some form of observation and counseling, prior to the initiation of discharge proceedings; or,

(c) The ADRB determines that the applicant was not specifically advised prior to a waiver of the applicant's rights to a hearing of the particular conduct on which the administrative separation was based, or otherwise adequately notified of such conduct by statements of witnesses or other evidence, or given full opportunity to rebut the adverse evidence against him/her.

(2) Prejudicial error may exist when the characterization of the service was based on a record which contained:

(a) An adverse action (e.g., non-judicial punishment or reprimand) which by service regulation should have been removed from the file; or,

(b) Evidence of pre-service conduct except where that pre-service conduct was a part of the basis for discharge, e.g., fraudulent entry because of undisclosed civil convictions.

(3) Prejudicial error may exist when the ADRB determines that compliance with the appropriate regulation required an entry in the service record of the individual and such entry is not present, if the missing entry was material to the separation process or the characterization of the service of the individual, and is not otherwise known.

(4) Prejudicial error may exist when the ADRB determines that an individual separated with a discharge under other than honorable conditions in lieu of trial by court-martial could not have been sentenced by a court-martial to a punitive discharge.

(5) Prejudicial error does not exist when in-service determinations of the applicant's eligibility for discharge based on conscientious objection hardship/dependency discharge, or medical discharge were resolved unfavorably even though the applicant contends these decisions were unjust. The impact of such determinations on the applicant's quality of service may be considered in determining the equity of the characterization of his/her service, however, if the ADRB considers that the decisions were too harsh or unjust.

(6) Prejudicial error shall not be based on Constitutional issues unless the ADRB determines that the Constitutional issue addresses an intrinsic element of the discharge process itself.

b. Equity: A discharge may be deemed to be equitable unless:

(1) In the course of a discharge review, it is determined that the policies and procedures under which the

applicant was discharged differ in material respects from policies and procedures currently applicable on an Army-wide basis to discharges of the type under consideration, provided that:

(a) current policies or procedures represent a substantial enhancement of the rights afforded a respondent in such proceedings; and

(b) there is a substantial doubt that the applicant would have received the same discharge if relevant current policies and procedures had been available to the applicant at the time of the discharge proceedings under consideration; or,

(2) At the time of issuance, the discharge was inconsistent with standards of discipline in the Army; or,

(3) In the course of a discharge review, it is determined that relief is warranted based upon consideration of the applicant's service record and other evidence presented to the ADRB viewed in conjunction with the factors listed in this subparagraph and the regulations under which the applicant was discharged, even though the discharge was determined to have been otherwise equitable and proper at the time of issuance. Areas of consideration include, but are not limited to:

(a) Quality of Service, as evidenced by factors such as:

1. Service history, including date of enlistment, period of enlistment, highest rank achieved, conduct of efficiency ratings (numerical or narrative).

2. Awards and decorations.

3. Letters of commendation or reprimand.

4. Combat service.

5. Wounds received in action.

6. Level of responsibility at which the applicant served.

7. Other acts of merit that may not have resulted in formal recognition through an award or commendation.

8. Length of service during the service period which is the subject of the discharge review.

9. Prior military service and type of discharge received or outstanding post-service conduct to the extent that such matters provide a basis for a more thorough understanding of the performance of the applicant during the period of service which is the subject of the discharge review.

10. Convictions by court-martial.

11. Record of non-judicial punishment.

12. Convictions by civil authorities while a member of the Army, reflected in the discharge proceedings or otherwise noted in the service records.

13. Record of periods of unauthorized absence.

14. Records relating to a discharge in lieu of court-martial.

(b) Capability to serve, as evidenced by factors such as:

1. Total capabilities. This includes an evaluation of matters such as age, educational level, and aptitude scores. Consideration may also be given to whether the individual met normal military standards of acceptability for military service and similar indicators of an individual's ability to serve satisfactorily, as well as ability to adjust to the Army.

2. Family/Personal Problems. This includes matters in extenuation or mitigation of the reason for discharge that may have affected the applicant's ability to serve satisfactorily.

3. Arbitrary or Capricious Actions. This includes actions by individuals in authority which constitute a clear abuse of such authority and which contributed to the decision to discharge or to the characterization of service.

4. Discrimination. This includes unauthorized acts as documented by records or other evidence.

c. The following are some specific examples of situations which can be used in determining whether the available evidence establishes that inequity exists in a particular discharge review:

(1) Inequity may exist when it cannot be discerned from the military record and other evidence considered by the ADRB in reviews involving applicants separated for the reasons listed in (a) to (h) below, that the conduct upon which the separation was based had an adverse impact on the quality of the individual's service or on the state of discipline within the organization of which the individual was a member.

(a) Conviction by civil authorities.

(b) Frequent involvement of a discreditable nature with civil authorities.

(c) Sexual perversion.

(d) Drug addiction, habituation or the unauthorized use or possession of drugs (including chemicals) except when that use/possession was the basis for criminal charge for which the individual requested discharge in lieu of trial.

(e) An established pattern showing failure to pay just debts.

(f) An established pattern showing dishonorable failure to contribute adequate support to dependents or failure to comply with orders, decrees, or judgments of civil courts concerning support of dependents.

(g) Unsanitary habits.

(h) Fraudulent enlistment.

(2) Inequity may be found to exist when the ADRB determines that it can

be discerned from evidence of record that the command which discharged the individual in lieu of trial by court-martial with a discharge under other than honorable conditions clearly did not intend to dispose of the charges by reference to a court-martial empowered to adjudge a Bad Conduct Discharge had the individual not requested discharge.

3. Specific Areas for Consideration (not restrictive).

a. Post Service Conduct. The panel may take into consideration post-service circumstances of the applicant's life when reviewing appeals. Specific factors of unusual importance can be given consideration, but of greater value is the sum total of the manner in which the applicant has conducted himself since separation. By and of itself, post-service conduct of an outstanding nature is not enough to outweigh in-service conduct which clearly could not be tolerated by a military organization. However, if the panel can establish to its satisfaction that in-service conduct was not major in scope and represented an abnormality to the normal pattern of the individual's life, then outstanding post-service conduct can be given significant weight. It is the overall character of the applicant that is of importance, and it is in that determination of character that the panel may establish what weight it may give to post-service conduct.

b. Vietnam Syndrome. The panel may recognize that during the Vietnam era, young, easily influenced, and immature individuals may have been misled by the dissension in American society over Vietnam involvement. This susceptibility could possibly have been heightened upon their return from service in Vietnam, particularly when their ability to comprehend the purpose for their service in Vietnam was eroded by their inability to find understanding for such service among their peer group in civilian life. The panel may, subject to its own judgment, give consideration to the possibility that this element of confusion may have caused some ex-servicemen to express their uncertainty by infractions of discipline. When personnel of this type then elected to sever their relationship with the Army as opposed to accepting punishment or rehabilitation, the panel may conclude, if otherwise justified, that this might be due to ideological pressures. Care must be taken by the panel to insure that the Vietnam Syndrome is, indeed a factor in the case as opposed to cases wherein the individual was simply dissatisfied with military life and under any other circumstances would be a recalcitrant or noneffective soldier.

c. Institutional Discrimination. The panel must recognize that the application of discipline may not have been uniform throughout the entire spectrum of the Army for similar individuals committing similar types of offenses. The panel must also recognize that the "tolerance level" of commanders, at different installations, in different periods of time, and theaters of operation varied and punishment may not have been equally applied. The panel must attempt to accord uniformity in its review of cases. The panel may give consideration to the possibility that unintentional discrimination could have been a factor in the awarding of a discharge. This institutional discrimination could have resulted because of race, type of unit, mission of the unit, involvement or noninvolvement in combat operations, time and length of relationship between the commander and the members of the unit, and other variables inherent in a military structure. It is incumbent upon the panel to reconstruct the events so as to determine when, how, and if to give consideration to the aspect of institutional discrimination.

d. Application of Changing Social Mores. The panel must appreciate the relationship between society at large and the society of the Army. It is not always true that the change in mores of the nation will at some time be reflected in the code of the Army. Nonetheless, that there is an impact upon the members of the Army in the area of societal change is true. It is also true that this impact may have influenced soldiers to an extent where there was honest conflict in their minds between conformance within the Army and the conformance within their peer group and society at large. The fact that this conflict existed did not give a soldier license to violate military standards, but it may have produced a situation in which a commander may have failed to understand and compensate for this conflict. No parameters can be drawn for the panel in this regard, but the panel must understand that precipitous action may have occurred in the commander/commanded relationship when, instead, understanding may have been a more appropriate alternative. The extent to which the panel considers this area is again a function of judgement. But of particular importance is the requirement that the panel distinguish between deliberate violation of military standards as opposed to unintentional failure to comply because of honest confusion.

e. Fraudulent Entry. The panel must be extremely cautious in this area so as

not to assume that every instance of concealment of otherwise disqualifying factors for enlistment was perpetrated by deliberate intent to defraud the government. The panel must attempt to establish what the motivation of the applicant was at the time of enlistment and must give consideration to his/her conduct subsequent to enlistment. Of equal importance is the time of enlistment and the pressures that were present on the procurement system and what could have been at times a simple human failing of procurement personnel who were motivated to meet quotas. It is incumbent upon the panel to determine whether or not the fraud was concealed for the purpose of innocence or for the purpose of evil. Conduct subsequent to entry must be a major consideration in this area.

f. Drugs.

(1) Laird Policy. The Laird Memorandum is the basis for this area. When drugs are a principal element in the discharge process, it is incumbent upon the panel to attempt to determine whether or not the involvement of drugs was the proximate cause or effect of other disciplinary problems which contributed towards discharge. The panel must also consider the impact of peer pressure in the drug use area and as well the degree of tolerance exhibited by the commander. The nature of the drugs used as well as the differentiation between experimenters, abusers, and addicts must be weighed by the panel.

(2) Post Laird. The basis for this area is the current drug amnesty and rehabilitation policy. Panel members must appreciate that post RVN entrants to the Army have benefited from understanding policy pertaining to drugs. The compassionate consideration elements inherent in pre-Laird reviews may not be proper for recent cases. Individuals who knowingly and deliberately violate policy may properly be expected to bear responsibility for such.

g. Outside Pressures. This is a difficult area to enunciate since regulatory procedures have accommodated outside pressures that made it difficult for a soldier to concentrate exclusively on military duties. Hardship discharge and compassionate reassignment provisions were available to soldiers that had need of such assistance. However, in some cases the pressure of the Vietnam era, as most wartime, was sufficiently traumatic so as to make it administratively difficult for soldiers to avail themselves of these provisions. Also, the junior leadership of the Army may not have been completely aware of the means by which they should have

assisted soldiers to avail themselves of these provisions. This, coupled with the perception on the part of many soldiers that the burden of wartime conflict is unequally borne, may have led some to mistakenly assume that the choice between family and service left them no choice at all but that of the family. Again as in other areas, the panel must establish to its own satisfaction whether or not violations were deliberate, without regard to any other methods for solution, or whether they were unintentional because of frustration at being unable to effectively apply any other alternative solution.

h. Character and Behavior versus Habits and Traits. Often the line of demarcation between separation for character and behavior disorders (honorable type discharge) and separation for habits and traits (usually under other than honorable conditions) is not clearly discernible. Many times the decision to board as "unfit" versus "unsuitable" was more influenced by external circumstances than it was by the character and personality of the individual being separated. The panel in considering whether or not the proper method was used in separating the individual from the service must examine the cause/effect relationship, the individual's behavioral capabilities, and his behavioral pattern. In essence, the panel must ascertain whether or not the infractions of discipline were acts of commission or of omission. A key is to decide whether or not the individual was simply incapable of proper performance. Coupled with this, must be a determination as to the nature of the offense and the time/space circumstances under which the offense was committed.

i. Would but Couldn't; Could but Wouldn't. This area of consideration relates very closely to the preceding paragraph. Some individuals are error prone, others clearly were mistakes of the procurement process and should never have been inducted or enlisted into the Army. These individuals could properly be called victims of the trauma associated with attempting to meet critical personnel requirements during RVN within the political, economic, and social constraints that detracted from efficient operation. It is inevitable that some would have had difficulty with the military system. Key to consideration of their cases is the determination as to whether or not they were sincerely trying to conform versus whether or not there was deliberate intent not to conform. The panel may grant relief if, in its opinion, there was intent but no ability to be a good soldier.

j. Homosexuality. Individuals whose sexual desires are so oriented are clearly unfit for a military environment. They are unfit not so much from the standpoint of not being able to adequately perform their military duties, but because their impact on military society is so traumatic. Many times such individuals are otherwise exemplary soldiers. Nonetheless, the panel in considering appeals from individuals separated by reason of homosexuality must affirm Army regulations in this area. However, the panel must insure that it was compliance with the regulations which produced the character of discharge and not the emotions generated in the command because of the nature of the offense. Of equal importance, the panel must give consideration to the manner in which the behavior of the individual concerned was brought to the attention of the command. As an example, those individuals whose homosexuality becomes known because they have sought help must clearly be separated, but the nature of their separation should not be a punishment.

k. Retroactive Application. As with the alcoholic and the Laird policy regarding drugs, the panel may, when justified, apply the foregoing areas of consideration even though regulations at the time of separation may not have permitted such consideration. However, this retroactive application is limited to those areas in which changes to Army Regulations or standards resulted from an attempt to correct past practices which were clearly prejudicial.

l. Arbitrary and Capricious Administrative or Command Action. It is sometimes very difficult when reviewing the official military records to separate the fair from the unfair. Compliance with both the spirit and intent of the regulation is a necessary prerequisite to a fair and equitable processing of administrative or command action. Too frequently, it is clear from the timing, the presence or absence of comments, and other facts that the administrative processing was simply "by rote" or accomplished in such a way as to be prejudicial to the opportunity for fair consideration. The circumstances rarely lend themselves to clear perception since it is in their nature that they are concealed simply because of the appearance of "normality". It is incumbent upon board members to insure that arbitrary and capricious action has not been the net result of simple "by rote" processing of administrative separation documents. Furthermore, it is incumbent upon board members to insure that arbitrary and

capricious action has not been the basis of determining that the discharge is to be awarded and, more importantly, determining the character of that discharge. When in the opinion of a board member it is demonstrably clear that arbitrary and capricious determination is in fact a circumstance of the administrative and command action, then relief must be given serious consideration.

m. Multiple Minor Offenses. There are circumstances and cases in which board members will find that a series of insignificant minor offenses have been used to justify initiation of board action more properly suited to the resolution of serious disciplinary problems. This is particularly true when a series of minor offenses suggest that they are precipitated by a personality conflict or in many cases just plain inability to comprehend on the part of the offender. In certain units individuals in commission of such offenses tend to be an irritant to the commander and a "case" is made to justify processing that individual administratively for separation. Since the basis upon which the process is initiated is the commission of disciplinary offenses, it can only be justified as an action of unfitness as opposed to one of unsuitability. Consequently, the action terminates normally in the individual being awarded an undesirable discharge when, in fact, the offenses for which separated would not justify such a characterization. Board members must insure that the listing of a multiplicity of offenses has not been done simply for the purpose of making a "case" but is, in fact, an honest and fair rendition of indicators that clearly establish that the perpetrator is "unfit" for service as opposed to manifestation of a character and behavior disorder which would be a basis for a determination of unsuitability. If any other conclusion can be drawn, then board members should give serious consideration to relief.

n. Stacking of Offenses to Justify BCD SPCM. As in the preceding discussion of multiple minor offenses, at times board members will find that a multiplicity of charges have been prepared based on a single incident. As an example, an individual will be charged with more than 3 but not more than 30 days AWOL, breaking restriction and with failure to repair at the same time. While it is true that all offenses were committed, it is clear that the more serious one of AWOL is the one in which consideration may justify special court-martial action. It is also clear that it is not wrong nor illegal to list the other

charges for which the individual could be tried; but it is often clear from other action that the listing of these charges has been done deliberately to make the circumstances appear to be of a greater magnitude than they truly are. Board members must insure that they are not unduly and incorrectly influenced when it is apparent that "stacking" has occurred simply because there is a listing of a multiple of offenses associated with the same time period. It is incumbent upon board members to give consideration to the nature, seriousness, and circumstances under which the offenses occurred before they have a right to deduce that "stacking" may be a factor. Additionally, board members must consider whether the "stacking" was used to justify or support discharge processing or was simply added "window dressing".

o. Juxtaposition of Court-Martial Versus Board Action Processing. In some circumstances, board members will observe that there has been a processing of charge sheets and, simultaneously, requests for administrative board action on an individual soldier and that the same offense is used as a catalyst in both circumstances. By itself this is not in error. In short, it is perfectly permissible for a commander to process charge sheets involving an offense while at the same time using the commission of this offense as being indicative of the culmination of a pattern of bad performance on the part of an individual. However, if a court-martial has occurred and could have, but did not, adjudge a discharge, it is improper to use that offense as a catalyst for a Board Action. Board members must insure that there is a clear separation in the manner in which a single offense is used to justify two separate and distinct actions.

p. Pre-Laird Civilian Drug Bust. Many times cases will be presented to members in which the basis for undesirable discharge has been conviction or confinement by civilian authority for drug violation. If the civilian case for which the offender was convicted or confined is of a nature that had it been a military offense and "Laird" would have applied, then board members may apply Laird policy and grant relief. Care must be taken to thoroughly examine all cases of this type since many times, although the basis for separation is civil conviction or confinement, the nature of the offense committed may not justify an undesirable discharge.

q. Conviction or Confinement by Civil Authority. Board members must be

conscious of the fact that action by civil authorities for similar offenses may not be uniform on a nationwide basis. Consideration must be given to idiosyncrasies of legal jurisdictions when they are contiguous to major military areas. If it is not clear that the conviction by itself justifies an undesirable discharge, then board members must be satisfied that the offense, if committed within the military environment, would have justified the UD. In absence of such justification, board members have a clear obligation to give consideration to upgrading.

r. Rehabilitation (other than for drugs). Cases are often seen in which the basis for discharge was failure of rehabilitation. This is frequently seen in administrative separation by the Retraining Brigade, (Correctional Training Facility) at Ft. Riley, Kansas. Whenever the commander has determined that correctional training or other rehabilitation is appropriate, he has clearly indicated that the offender deserves another chance. Having done so, clear evidence is required that the offender did, in fact, fail all proper and reasonable efforts at rehabilitation before an administrative separation with a UD is appropriate. While it is legally correct to use a few very minor infractions, together with all prior offenses, to attempt to justify a UD for failure of rehabilitation, serious questions must be asked as to the equity of such action. Board members must satisfy themselves that the separation was the justified course of action.

s. Legal, Regulatory or Procedural Error. In any case in which there can be clearly established that legal, regulatory, or procedural error exists (and such error is verified by the legal consultant), serious consideration must be given to granting relief. Essential to the evaluation process should be a view of facts that enable members to conclude the legal, regulatory, or procedural error was prejudicial to the applicant in either the separation process or characterization of discharge (see paragraph 2). A conclusion that the legal, regulatory, or procedural error may not have been prejudicial to the foregoing does not justify an absence of upgrading, nor does the mere presence of error demand upgrading unless that error is deemed prejudicial. All other factors must be evaluated in the context of the presumed error. In any event, care must be taken that a decision to upgrade or not to upgrade is suitable, specifically from a legal point of view and generally from a moral point of view.

t. Capability to Comprehend. Members must give consideration to the

"person" of the individual involved and determine whether that individual was capable of comprehending the actions leading to separation and the impact of unfavorable separation on his future life. This does not mean that the simple absence of formal education by itself is cause to consider that an individual is not capable of comprehending administrative procedures applied against him or towards him under Army regulations. Even the uneducated and the undereducated can be made to understand, if the approach taken by those who are more sophisticated is that at the individual's level of comprehension. Members cannot always reconstruct the totality of the circumstances under which the applicant was handled, but based on experience we can reconstruct the basics of the environment in which the action occurred. Whether or not absence of understanding became prejudicial from the standpoint of separation action or characterization of discharge is a factor for consideration when looking at the case.

Members must satisfy themselves that personnel responsible for procedurally processing the individual were oriented towards enabling comprehension by the individual. If it can be concluded that the opposite pertained either deliberately or as a by product of environment, then consideration can be given to granting relief.

u. The Whole Man. The function of discharge review is theoretically limited to consideration of events that transpired from the day of entry into the service to the day of separation from the service. Consequently, documentation and data from those timeframes is adequate for determination of regulatory and procedural propriety. However, such are not necessarily adequate when attempting to read the human element into the equation, since it is evident that there is and was both a before, during and after to the period of military service, which involves human concern that may or may not be documented. This can have a distinct bearing on the conduct during service and ability to cope with service. During review it is incumbent upon members to attempt to establish an understanding of the human involved before endeavoring to objectively evaluate the propriety and equity of the separation process. In some respects, this understanding of the human involved can have a major bearing on paragraph i above.

v. Personality Disorder. Individuals who suffer from a personality disorder frequently are incapable and/or unwilling to conform to the standards

necessary in a military organization. These individuals are often afflicted with and manifest characterological and behavioral traits which make them socially offensive and/or the objects of irritation, ridicule and/or anger. Under those circumstances, it is at times difficult for a clear perception to be gained whether or not the individual concerned is acting in a manner over which he/she has no control and is more a victim of his/her situation than a perpetrator. Individuals who truly have a character and behavior disorder (used interchangeably with personality disorder) should not be unjustly penalized for their affliction although they clearly must be separated.

(1) A determination as to whether or not an individual is properly classified as a character and behavior disorder is a function of two different spheres of expertise. On one hand, the medical sphere offers expert evaluation establishing whether or not the individual concerned has a personality disorder. On the other hand, there is the commander's evaluation which involves an area of expertise that centers around certain intangibles of leadership culminating in a judgment whether or not the individual concerned is capable of complying with soldierly standards. It is the interplay between these two spheres of expertise, each of which must be mutually supporting, that makes a final determination possible.

(2) Individuals who suffer from situational maladjustment or some form of stress and fatigue, such as combat fatigue or other similar situational syndromes, may appear to support the test of personality disorder but may, in fact, not be so afflicted. Care must be taken to insure that such individuals are not improperly categorized. The determination in this regard is heavily dependent upon the specific duty environment and circumstances that existed at the time the problem or problems which led to the soldier's separation manifested themselves.

(3) Certain prerequisites of processing must be evaluated by the panel to insure proper consideration of a C & B case. Under the policy in effect now, a psychiatric evaluation is mandatory. Equally important, though not mandatory, is a clear rendition of the perception of the commander of the problems faced by the individual. Absent these, panels must give serious consideration to the granting of relief. In this regard, relief can be interpreted as granting a fully honorable discharge.

w. Justifying Decision Not to Grant Full Relief. Under the provisions of "Urban Law Institute v. Secretary of

Defense, U.S.D.C., C.A. No. 76-0530" as they are interpreted by the Army General Counsel, the Discharge Review Board is responsible for enunciating in sufficient detail a decision as to why full relief is not granted when only partial relief is granted on the discharge appeal. In substance, this means that when a panel determines that there is inherent to an appeal sufficient justification to upgrade from UD to General, but does not justify upgrading to Honorable, the following must be accomplished:

(1) In the Rationale paragraph, and in the findings for both contentions and/or issues, if applicable, a full explanation justifying changing the discharge from UD to General should appear.

(2) In addition, both in Rationale, and as appropriate, PO's notes, the reason why the panel decided not to go fully honorable must appear. This can be expressed in general terms but must be specific enough to enable the applicant to clearly understand why he was not provided full relief.

(3) In responding to this requirement, panels may make use, by reference thereto, of information that is already contained in the Case Report and Directive. For example, if in part III there are specifically enunciated offenses which were punished by Article 15, Special or Summary Courts-Martial, and as well, a specific listing of AWOL time and Conduct and Efficiency ratings, then reference can be made to these in the Rationale as being the basis on which a decision was made not to grant full honorable.

4. Summation.

a. As indicated previously, the areas of consideration in the foregoing are in no way intended to be all-encompassing factors to be considered by the panel in arriving at a decision. The panel, in the final analysis, must exercise common sense in reviewing cases and must not be overly influenced by any one factor. The panel must also consider the whole person in determining what is fair and proper. The panel is neither the proponent for the individual nor the government. But a basic element must always be present in the panel's action. This element can be simply stated as follows: Has the panel determined by the sum total of its consideration of the case that it has left no factors unconsidered which may justify granting complete or partial relief to the applicant? In doing this, the panel must always remember that it is not the intent of the administrative discharge system and the nature of discharge granted to do anything other than categorize the sum total of the individual's conduct during service. An administrative

discharge is not intended as a form of punishment but is simply a technique by which the Army removes from its rolls those individuals who have demonstrated that they are not capable of serving effectively. Any administrative discharge which does more than intended by the foregoing is not proper and equitable.

b. All members must appreciate that our duty is to correct what may be improper or inequitable. This may at times place us in a position where we perceive an injustice exists, but our authority is limited to correct. These events are inevitable and while we may deplore our non-action we have no right to assume the authority of other agencies to correct that which is beyond the role of our Board. We do all a disservice if we exceed our limits. It is imperative that the credibility of the Board be inviolate—in all perceptions of what we do. Each perspective must reflect that we have done all, but only, what law has authorized!

c. Nothing in the foregoing is intended to make mandatory any specific consideration of any area by members or panels. Members may or may not weigh these areas as they determine they are appropriate. These areas of philosophical dissertation must not be abused so as to constitute a basis for challenge of the board's actions. No board member may cite these as rules for decision.

Annex G-1.—Procedural Guide To Conduct of Hearing

1. Background.

a. Members are appointed under the authority of Title 10, U.S. Code, Section 1553. They are designated by the Secretary of the Army or detailed by competent authority when requested by the President, ADRB. No member may sit on a panel hearing a case in which he/she was a participant in the separation proceedings.

b. Each member must be familiar with the contents of this SOP, specifically, the applicable portions of this Annex and the President's Guidance (See Annex F-1).

c. The panel consists of five officers, seated in order of rank, as indicated in AR 15-6. The senior line member is the PO who conducts the proceedings. It is the PO's responsibility to insure the applicant receives a full and fair hearing and in personal appearance cases, to provide the applicant the greatest latitude in telling his/her story and introducing evidence.

d. For personal appearance cases, each member of the panel will be furnished a copy of Parts I, II, III

(including Section J/K) and IV of OSA Form 172 (See Annex E-3). The members of the panel will use these documents as a general brief of the case in preparation for the actual hearing. Also provided will be an ADRB SOP for reference and sufficient note paper to use for recording information essential for rendering a decision. The applicant and his counsel will retain the original official military personnel file throughout the formal hearing, for reference, as deemed necessary. Upon closing of the hearing for panel deliberation, the original file remains in the hearing room for panel reference as necessary.

e. For all other hearings, Part I through IV of the OSA 172 will be read to the panel, displayed using an overhead opaque projector otherwise made available to panel members for review.

f. The Alternate Secretary/Recorder (Alt Sec/Rec) makes any research of the applicant's records required and reads verbatim any pertinent comments, remarks, charges, medical and legal data in response to requests from the PO or other panel members. The daily journal is maintained by the Sec/Rec Assistant who records changes or modifications to the SPN's/SPD's in the "remarks" section of the journal. The Alt Sec/Rec also provides the "Summary of Hearing" for all live cases, records the panel's decision, notates changes in case category, e.g., B to C or A, insures that the PO's dictated Findings, Rationale, and PO's notes are recorded accurately and completely, collects and announces results of secret ballots; and authenticates, by signing, the completed case in Part VII, Section F along with the Sec/Rec Assistant and the PO.

g. When an applicant requests to record, on tape, a verbatim record of his personal appearance hearing before a panel, he will be allowed to do so. The taping will be done by the applicant using his own equipment. The taping will not be permitted to interfere with the panel's operation and all necessary equipment and supplies must be those of the applicant.

Some agencies utilize law students to represent applicants in personal appearance cases with a qualified attorney present to supervise the student's performance. The supervising attorney is the attorney of record for the applicant and has full rights accorded this status. He is free to interject himself as any other attorney would in representing his client. He may permit the law student to present the case in its entirety or he may, at any time during the case presentation, interrupt the law student briefly to clarify or develop a

line of questioning or to take over the remaining presentation, at his discretion. Similar consideration is granted to other agencies which have someone in a training status representing an applicant under the supervision of a qualified representative even though that representative is not a lawyer.

i. Applicants have the right to challenge a panel member for cause in ADRB hearings. While the exercise of this right is remote in light of past experiences, there are procedures which are designed to insure proper and uniform handling of challenges for cause, should they occur. If it should appear to a panel member that he/she has had some prior dealing with an applicant which would make impartial participation in the hearing possible, the PO should be so advised. Simple participation in a prior hearing is not a de facto basis for challenge for cause itself. The PO will report the matter to the President, ADRB, who will direct a replacement member to sit. In the Traveling Panel situation, the replacement member will ordinarily be the accompanying Secretary/Recorder. If it appears that a panel member had some prior dealing with an applicant, but he/she feels that he can impartially participate in the hearing, he should so advise the PO. The PO will then rule whether or not the member should continue to sit on the case. A panel member is normally the best judge of his qualification to sit in a particular case. It is not the fact of prior dealing, per se, that is determining, but, with the exception of participation in the initial discharge process itself, the question of whether or not the member is impartial. If there is doubt, resolution should be made in favor of sustaining a challenge for cause. Other possible challenges for cause will be resolved in a similar manner, except that if the PO is challenged, he/she will judge the matter of impartiality. If the PO rules that he/she can be impartial, he will continue to sit unless an applicant or counsel expresses disagreement with the ruling, in which case the PO will advise the President, ADRB, who will decide. Prior to convening the Panel, any member who believes that there could be a question arising concerning his/her qualification to sit should advise the PO. In this regard, Secretary/Recorders, Pre-Reviewing Officer, and others, who review records prior to the hearing, should advise the PO or President, ADRB, of any potential grounds for challenges for cause. In the event that a challenge for cause is raised and a determination reached that the

evaluates issues of propriety identified by the analyst in Section J/K of Part III as well as any potential issues of equity identified by the PRO during his/her review of the file. Additionally, the PRO prepares a summary of the contents of all documents including counsel's brief submitted in support of the DD Form 293. Such documents will be identified serially as Exhibits starting with C-1. A description of the document which summarizes its content will be prepared and entered in Part V, Section F (Summary of Exhibits). Additionally, the PRO is responsible for preparation of Part IV, Section A. "A" and "C" cases in which a medical or legal question is raised as either a contention or issue will be routed through the appropriate professional member for comment. The specific basis for referral will be stated by the PRO in paragraph 4, Section A, Part IV. As a matter of procedure, all "B", "D", and "E" cases will be routed through both professional members for a review.

The PRO will also verify that the entries made by the Administrative Support Division in Parts I through III are accurate and complete.

While no rigid sequence of pre-review is required, the following guide will insure an efficient and thorough procedure on which personal techniques may be developed as confidence and experience are acquired:

1. Acquire an overall sense of the case and concurrently confirm the analyst provided data on the applicant's personal history and in-service history appearing Part II and Sections A thru I, Part III, OSA Form 172. See Annex J-1 for samples of Parts II and III, OSA Form 172.

2. Read the applicant's appeal together with any accompanying documentation or submitted supporting evidence. Confirm the applicant's contentions, if any, as recorded in Section A, Part VI, by the analyst. See Annex J-1 for samples of a DD Form 293 and Part VI, OSA Form 172, Section A.

Note: The requirement is that the ADRB address all specific contentions of fact, law, or discretion that are germane to the propriety or equity of the applicant's separation. If the submission does not identify any specific contentions it is not to be treated as a contention. In such cases, the statement or a summary of it will be placed in Section C, Part V (Summary of Applicant's Brief or Statement) or shown as an exhibit in Section F, Part IV with a description of the document. If submitted on the DD 293 or as a brief, Section C, Part IV is the appropriate

place. Otherwise Section F, Part IV will be used (See paragraph 8 below).

3. Track the discharge action carefully, using the appropriate checklist for the type separation contained in Annex H-2-1 as a guide. Note that these are general outlines only. In many cases, particularly older cases, it will be necessary to consult the appropriate regulation under which the applicant was separated. The Legal Advisor has copies of most of the pertinent separation regulations. If the case involves an unusual separation basis, the Army Library has a complete set of all Army Regulations.

4. The analyst may indicate specific questions of propriety as potential issues on Section J/K. The PRO will evaluate such issues and place his/her evaluation of it in paragraph 1, Section A, Part IV. The PRO will also indicate in the appropriate column on the J/K whether the issue is or is not an issue for consideration by the Panel which hears the case. This is an opinion of the PRO and is not binding on the Panel. If the PRO believes there is no issue, he should state the issue as a question and enter it in Part VI, Section B.

5. Any other potential issues of propriety or equity noted by the PRO should be treated in the same way (except that possible equity issues should be discussed in Paragraph 2, Section A Part IV). The PRO should enter the appropriate index number including both odd and even suffixes (Example 01.01/02) or the appropriate line in Section J/K. See Annex H-2-2 for discussion of equity.

6. Develop and write a concise and thorough OVERALL ASSESSMENT of the case in Section A, Part IV, focusing on the significant aspects of the case. Do not simply record a chronology of the applicant's service.

The PRO, at this point, is the individual who is most familiar with the contents of the OMPF. The results of his/her review in the form of facts/indications found in the record should be summarized here for the information of the panel. The PRO's role is to call to the Panel's attention all significant information in the file and documents submitted by the applicant. The PRO is not a decision maker and will not include any conclusions in the overall assessment; the panel will draw the conclusions on the interpretation of the facts.

7. If any developed issues or contentions surface a requirement for specific Medical/Legal Advisor opinion, refer the case to the appropriate member of the advisory staff by making specific entries in Section A, Part IV (REFERRED

TO (MED) (JAG) FOR:). The entry should frame the specific question that the PRO believes the panel which hears the case would ask if the Medical/Legal Advisor were present in the board room. (If the PRO has a question, he/she should consider that at least one of the Panel members will have the same question so the case with the question should be routed for a professional opinion.

8. Develop and enter a concise summary of any brief that accompanies the application and enter it on a SCS, identifying the heading as Part V, Section C, SUMMARY OF COUNSEL/REP/APPL BRIEF, STATEMENTS AND/OR DIRECT EXAMINATIONS.

9. Develop and enter a concise summary of other documents that accompanies the application and enter it on a SCS, identifying the heading as Part V, Section F, SUMMARY OF EXHIBITS. Identify such exhibits serially starting with Exhibit C-1.

Note: If the brief or other documents raise a potential issue but do not phrase it as a specific contention, the matter will be identified as a potential issue (Para 5 above) and handled in that manner. Specifically identified contentions will be extracted verbatim and entered in Part VI (see para 2 and associated note above).

Annex H-2-1.—Checklist For Reviewing Discharge Propriety

The following is intended to aid PROs and panel members in review of cases to focus on key elements of the regulatory requirements for the various types of discharges commonly encountered. It is emphasized that this is a simple check sheet and obviously not a substitute for detailed understanding and application of the ARs, the SOP, and the supplemental memoranda, especially where applicants make specific contentions relating to the detailed requirements of the discharge process.

The lists are arranged in the order of the chapters of AR 635-200 (Nov. 77 edition) in effect at this time. In some cases additional amplifying notes are provided. A negative response to any criterion indicates a possible issue is present.

1. Chapters 1 & 2—ETS—Applicable Criteria—a. Individual completed normal tour in enlistment, reenlistment, or induction.

b. Individual met one or more following criteria during current period (prior to May 75).

(1) Conduct rating below GOOD.

(2) Efficiency rating below FAIR.

(3) Convicted by GCM.

(4) Convicted by more than one SPCM.

c. Personal decoration during current service.

d. Characterization based on isolated acts.

e. Characterization based on mental status or other medical evaluation.

f. Characterization based solely on service subsequent to restoration to duty (for former prisoner with a suspended discharge only).

g. Characterization determined by commanding officer of applicant's last unit of assignment/attachment (prior to transfer activity).

h. Characterization changed by commanding officer of transfer activity and appropriate entries made in file showing reason.

2. Training Discharge Program—Applicable Criteria—**a.** Volunteer enlistee who demonstrated nonproductivity after no more than 179 days of active duty.

b. Individual received and acknowledged notification of commander's intent to separate.

c. No rebuttal submitted.

d. Rebuttal submitted and properly considered.

e. Honorable Discharge approved by proper authority.

f. Separation accomplished within a reasonable time of approval action.

3. Concealment of Arrest (not convictions)—Applicable Criteria—**a.** Arrest concealed was for felony type offense.

b. After 1 Jan 74, counsel for consultation was a qualified JAG Officer.

c. Discharge approved by GCM Authority.

4. Chapter 5—EDP—Applicable Criteria—**a.** Applicant failed to meet standards between 6th month–36th month of service.

b. Applicant assigned to unit from which separated for more than 60 days.

c. Applicant consented to the discharge.

d. Applicant afforded opportunity to consult with counsel.

e. Type discharge recommended by the initiating commander issued by appropriate approving authority.

f. Applicant separated within a reasonable time after approval, (3 days). Notes: (1) Did the applicant consent to being discharged? Was he advised he could consult with a JAG officer before deciding?

(2) Does he fit the criteria for EDP, i.e., 6–36 months of service and meet the personality traits of the program?

(3) Was the discharge authority an O5 commander or higher?

5. Failure to Demonstrate Promotion Potential.

(Note: This authority is no longer a separate authority but was incorporated into the EDP in June 1975. It is incorporated since there are a number of such cases applying for review). Old para 5–37 AR 635–200 prior to Jun 75.

Applicable Criteria—**a.** Promoted to E–2 after 4 months active duty.

b. Promoted to E–3 after attaining time-in-grade/time-in-service requirements.

c. Commander's recommendation appropriate.

d. Applicant acknowledged counseling and understanding impact of recommendation for discharge.

e. Immediate commander recommended: HONORABLE, GENERAL.

f. Appropriate authority approved discharge.

g. Applicant never promoted to E–3/E–4 and reduced to E–2/E–3.

6. Chapter 9, AR 635–200—Alcohol/Drug Abuse—Applicable Criteria—**a.** Individual protected UP exemption policy.

b. Exempted evidence not used.

c. Personal abuse is sole basis for action.

d. Individual is rehabilitative failure: (1) Voluntary Program.

(2) Directed Program (30 days minimum).

e. Individual notified of proposed action, commander's recommendations and acknowledged.

f. Individual advised of right to counsel.

g. Discharge authority action appropriate (SPCM jurisdiction).

7. Chapter 10—For The Good of the Service—Applicable Criteria—**a.** Charge sheet present and correct.

b. Offense charged; punishable by a "punitive discharge." (NOTE: Section B, Table of Maximum Punishments, applies prior to 1 Apr 76).

c. Applicant requested 'good of service' discharge.

d. Advised by qualified counsel (JAG after 1 Jan 74).

e. Request processed in accord with intent of AR.

f. Approved by GCM authority.

Notes: (1) Did he request the discharge?

(2) If on or after 1 Jan 74, did a JAG officer sign the request form?

(3) Could the offense charged be punished by a punitive discharge? (Note: Section B, Table of Maximum Punishments, applies prior to 1 Apr 76.)

(4) Was the request approved by the GCM authority?

8. Chapter 11—Bad Conduct Discharge (BCD) (Note: A BCD as a

result of a GCM sentence is not a proper matter for review by the ADRB.)

Applicable Criteria—**a.** BCD affirmed on appellate review.

b. Final supplemental Court-Martial order which orders the BCD, and states that the requirements of Article 71c have been met.

c. Not "Laird Drug" offense.

Note: Is there a final supplemental court-martial order which orders the BCD executed and states that the requirements of Article 71C have been complied with?

9. Chapter 13—Unsuitability.—Applicable Criteria—**a.** Separation action initiated properly.

b. Counseling and rehabilitative requirements met and/or waived.

c. Mental status evaluation action completed (Note 4 paragraph 9h(4))

d. Psychiatric or psychological report (when required) (Note 3 paragraph 9h(3))

e. Individual: (1) Waive Board and other rights.

(2) Advised by counsel (JAG after 1 Jan 74).

(3) Represented by counsel (if Board held).

f. Board (if convened) properly conducted.

g. Convening authority disapproved Board's recommendation.

h. Proper authority (GCM or commander with JAG for unfitnes/CCM or—

(1) In waiver cases, was counsel for consultation on or after 1 Jan 74, a JAG officer?

(2) Is the specific criteria met for the discharge action concerned?

(3) If discharge is for a personality disorder or homosexuality is there a psychiatric report in the file (see annex H–3 for guidance on Personality Disorder Cases.)

(4) In other cases, is there a mental status evaluation in the file which was prepared or reviewed by a military physician? (See para 1–30b, AR 635–200, 21 Nov 77 for requirements regarding Mental Status Evaluations/Psychiatric Evaluations for discharges after 1 February 1978.)

10. Paragraph 14—Misconduct—Fraudulent Entry—**a.** Fraudulent entry substantiated.

b. Separation action initiated.

c. Mental status evaluation action complete.

d. Individual:

(1) Waive Board and other rights.

(2) Advised by counsel (JAG after 1 Jan 74.)

(3) Represented by counsel (if Board held.)

e. Board (if convened) properly conducted.

f. Convening authority approved Board's recommendation.

g. Convening authority disapproved Board's recommendation.

h. Discharge approved by GCM authority.

Note: In cases involving alleged recruiter connivance see para 14-5c, AR 635-200, 21 Nov 77.

11. Conviction by Civil Court.—a. Civil conviction and appeal action complete.

b. Conviction meets UCMJ punishment standards.

c. Notified in writing—Board and other rights explained—Acknowledged and/or waived..

d. Qualified counsel provided (if possible).

e. Discharge in accordance with policy for non-US convictions.

f. Mental status evaluation (when under military control.)

g. Proper authority directed discharge (GCM-UD/SPCM-GD or HD). (See Note 7 paragraph 11h-7)

h. AR 635-206—Civil Conviction:—(Amplifying Notes)

(1) In waiver cases, was counsel for consultation on or after 1 Jan 74 a JAG officer?

(2) Was the offense (or offenses) for which convicted punishable by a comparable offense under the UCMJ by confinement of more than 1 year (prior to 2 Dec 76) or confinement of 1 year or more (effective 2 Dec 76), or was the offense for narcotics violation or sexual perversions regardless of the punishment imposed?

(3) Is there an indication in the file that no appeal is intended or that the time for appeal has expired?

(4) Is there a mental status evaluation in the file (only required if under military control)? (See para 1-30e, AR 635-200 for discharges after 1 Feb 78.)

(5) If confined by civil authorities, was he advised by registered mail of his basic rights? Evidence in record?

(6) In formal board actions involving a UD (UOTHG), was counsel for representation a JAG officer or otherwise a lawyer qualified under Article 27(b)(1), UCMJ?

(7) For cases involving discharge after 1 Feb 78, GCM authority is the approving authority regardless of the type discharge involved. See para 1-32, AR 635-200 (w/Chap 1) for detailed discussion of discharge authority.

12. Desertion/AWOL—Applicable Criteria—a. Desertion/AWOL continuous 1 year or more.

b. Individual properly advised of proposed action in writing.

c. Advised by qualified counsel.

d. Mental status evaluation action complete.

e. Action processed in accordance with intent of AR.

f. Approved by GCM authority.

g. Amplifying Note: (1) For individuals separated under the DOD SDRP based on return to military control from absentee status, a Mental Status evaluation was not required by the Letter of Instructions issued implementing the separation phase of the SDRP.

13. Other Misconduct—Applicable Criteria—a. Separation action initiated properly.

b. Counseling and rehabilitative requirements met or waived.

c. Psychiatric report present (when required—Note 1)

d. Mental Status evaluation action completed (Note 2)

e. Specific criteria met for discharge action concerned.

f. Individual:

(1) Waive board and other rights.

(2) Advised by counsel (JAG after 1 Jan 74)

(3) Represented by counsel if a board is held (Note 3).

(4) Board (if convened) properly conducted.

(5) Convening authority approved board recommendation or changed to better type discharge.

(6) Proper authority (Note 3) took action.

g. Amplifying Notes: (1) Homosexual cases under Chap 14 require a psychiatric evaluation.

(2) All other cases require a mental status evaluation by a medical officer or after 1 Feb 78 an individual shown in para 1-30b, AR 635-200.

(3) Counsel for representation a JAG officer or otherwise a lawyer qualified under Article 27(b)(1), UCMJ.

(4) GCM convening authority. See para 1-32 AR 635-200 (w/Ch 1) for detailed discussion of discharge authority.

14. Other Discharges not Covered Under AR 635-200. Applicable Criteria—a. Officer Resignations in Lieu of Trial Chap 5, AR 635-120.

b. Applicant tendered resignation.

c. Charges preferred and required documents included.

d. Request forwarded to DA from GCM authority.

e. Applicant advised that he could consult with and be represented by qualified counsel, either a JAG officer or civilian counsel retained by him.

f. Request approved by appropriate authority.

15. Presidential Proclamation—PP 4313—Applicable Criteria—a. Applicant in AWOL/Desertion status which began between 4 Aug 64 and 28 Mar 73 prior to return to military control.

b. Applicant afforded opportunity to elect discharge or face other action (CM or Board).

c. Counseled by JAG officer.

d. Discharge approved by proper authority.

e. Amplifying Notes:

Notes: Completion of assigned alternate service was not a factor in the discharge process but rather for issuance of a Clemency Discharge.

(2) Presence of documentation indicating issuance of Clemency Discharge does not indicate applicant was discharged under PP 4313. Individuals discharged for violations of Articles 85, 86 or 87, UCMJ between 9 Aug 64 and 28 Mar 73 were eligible for award of a Clemency Discharge based on completion of alternate service awarded by or excused from alternate service by the Presidential Clemency Board.

(3) Presidential Memo of 19 Jan 77 was not a basis for discharge. That memo was a special discharge review program directed by President Ford which covered a defined group of individuals who had applied for clemency under PP 4313.

16. DOD Special Discharge Review Program—Applicable Criteria.

a. Applicable criteria.—(1) Returned to military control between 4 Apr and 3 Oct 77 an unauthorized absence which began between 9 Aug 64 and 28 Mar 73.

(2) See AWOL/Desertion criteria under Ch 14, AR 635-200 with Note 1 for remaining applicable criteria.

b. The property standards for use in prereview and consideration of each case all contained in Appendix A-h AR 15-180.

Annex H-2-2.—Checklist for Reviewing Equity Considerations

1. Consistent with the enunciated philosophy of the ADRB, equity must incorporate all apparent factors of mitigation or attenuation that may have had a material effect on a service-member's ability to perform satisfactory service. Many of these factors must be inferred by the PRO based on evidence of record. Section K, Part III, provides a place for the PRO to indicate his/her perception that a possible issue of equity exists in the discharge under review. As with the case of equity issues, this is an evaluation of the PRO and not a decision binding on the panel which considers the case. The PRO will indicate the area of concern by listing

the associated index numbers (example A93.17/18) under the applicable heading in the Section K portion of the J/K sheet, explain the basis for the potential issue in paragraph 2, Section A, Part IV, and frame the proposed issue as a question in Section B, Part VI of the OSA 172 work copy.

2. In reviewing a case, the PRO will apply the equity standards contained in Appendix A-1, AR 15-180 in conducting the prereview. The panel will apply its collective judgment in applying the equity standards as well. Particular attention must be given to the standard concerning changes in discharge standards. This is a two part standard. Review of the regulation under which separated and the current discharge regulations.

From the viewpoint of equity, the type of discharge issued to an ex-service member by intent characterizes the overall service performed. The provisions of Chapter 1, AR 635-200, establish criteria for characterizing the service performed by a service member who completes a contractual service obligation.

3. For those service members who are discharged involuntarily prior to the expiration of their contractual obligation, the characterization of their service is, in effect, a qualitative measure of the service performed, consistent with regulatory standards. At different times, certain separation regulations mandated specific characterization of service when an individual was separated under that regulation. In more recent times, except for discharges resulting from the sentence of a court-martial which are subject to a separate review process under the UCMJ prior to being ordered into execution, the regulations generally have set a standard that normally a certain type of discharge will be awarded. These standards are not absolute because they authorize the discharge approving authority to award a better discharge if the circumstances of the case warrant. In other instances, the separation regulations state a range of discharge characterizations which may be awarded based on the circumstances of the individual case. The current standards for characterization of service also mandate characterization in certain types of separation (Trainee Discharge, Alcohol or Other Drug Abuse, and Personality Disorder) covering that reason for separation will reveal whether there has been a change in the discharge standard. The Panel must then exercise its judgment in determining whether the substantial doubt exists "to satisfy the

second part." The PRO function is to provide the information regarding the change in discharge standard to the Panel—not to render an opinion on the substantial doubt.

4. Matters of equity raised by an applicant as a contention will not be considered as issues. If an applicant provides information which indicates there may be a matter of equity (or propriety) present but did not state it as a specific contention, the PRO will identify that as a potential issue in the same manner as if the potential issue were perceived through an evaluation of the evidence in the OMPF.

Annex H-3.—Consideration in Personality Disorder Cases (Formerly Character and Behavior Disorders).

The following criteria will be used in reviewing cases in which the individual was separated based on a Personality Disorder (C & B Disorder formerly).

a. All personality disorder cases require a psychiatric evaluation accomplished by a trained psychiatrist. The evaluation must have been performed in a time frame associated with the discharge action.

b. Medical officers who qualify to conduct a psychiatric evaluation are those who:

(1) Sign as a psychiatrist.

(2) Are assigned full time duties to a Mental Health Consultation Service (MHCS).

(3) Are assigned to an NP Clinic.

c. Absence of a diagnosis from the file in itself does not constitute a prejudicial error if there is a sufficient basis in the file to establish that a diagnosis was made.

d. When it is determined that the required diagnosis was not made or that it was made by an individual not qualified as a psychiatrist, the discharge is improper. The provisions of the Memorandum from the Assistant Secretary of the Army (M & R A) dated 8 February 1978 ("Nelson Memorandum") are applicable in such cases. The Panel must also determine a proper reason for discharge applicable in the case.

e. Terms which qualify under the overall heading of personality disorders include the following: (1) Antisocial Personality, (2) Asthenic

Personality, (3) Cyclothymic Personality, (4) Explosive Personality, (5) Hysterical Personality, (6) Immature Personality, (7) Inadequate Personality, (8) Obsessive Compulsive Personality, (9) Paranoid Personality, (10) Passive-aggressive Personality, (11) Passive-dependent Personality, (12) Schizoid Personality.

f. Care must be exercised to distinguish those cases in which older terminology is used. In the past (prior to mid-1960s) the term "Reaction" was used to describe conditions which are now designated as a "Disorder". Under current terminology a "Reaction" is a situational maladjustment and not a deeply ingrained maladaptive pattern of behavior of long duration which interferes with a member's ability to perform duty or makes it impossible for an individual to perform duty. Any case in which the term "Reaction" is a part of the diagnosis should be routed to the Medical Advisor for an opinion as to whether it describes a personality disorder.

g. Care must also be exercised to ensure that the case does not involve a simple clerical error. In many cases an applicant was recommended for separation for unsuitability other than a personality disorder and the approving authority approved the separation without specifying the specific reason for separation or the SPN/SPD to be used. At the Separation Point, a SPN/SPD signifying separation based on a Personality Disorder was entered on the record copy of the DD 214. This does not constitute a separation based on a personality disorder. The basis for separation is that which was approved by the approving authority—not necessarily what was reflected on the DD Form 214. In such cases, the panel should correct the error through a modification as well as determining whether the discharge was proper and equitable based on the criteria applicable to the reason for which the commander approved separation.

Annex I-1.—HE Checklist, a form which relates solely to internal personnel and resources management, has not been published.

Annex I-2.—Procedural Guide For Conduct of HE

1. Background.

a. The HE mode of hearing cases was devised to provide the opportunity for a personal appearance type hearing to applicants outside the Washington, D.C. area for whom it would be inconvenient, too expensive or otherwise prohibitive for them to travel to the Pentagon to present their case in person before a

¹ Presently the American Psychiatric Association has in draft (1979) a 3rd Edition of the *Diagnostic & Statistical Manual of Mental Disorders (DSM-III)*. Personality disorders further delineated in the drafted 3rd Edition are as follows: (1) Paranoid Personality; (2) Introverted Personality; (3) Schizotypal Personality; (4) Hysterical Personality; (5) Narcissistic Personality; (6) Borderline Personality; (7) Anti-social Personality; (8) Avoidance Personality; (9) Dependent Personality; (10) Compulsive Personality; (11) Passive-aggressive Personality (12) Other, mixed.

Army Discharge Review Board

November 30, 1979.

Memorandum for all Board Members;
Division/Branch Chiefs; Executive
Officer

Subject: Procedural/Prejudicial Error

Recent cases heard by the Board suggest there remains uncertainty among board members concerning subject area. This is particularly true when a panel is satisfied with respect to the propriety of the discharge action and is thus inclined to accede to arguments that equity is inherent to propriety. This type argument is fallacious 10 U.S.C., Section 1553, and Pub. L. 95-126 require equal consideration to both propriety and equity.

The aspects of discharge review concerning propriety and equity cannot be separated from each other, though they are distinct considerations. It is improper procedure to consider only one and not the other or to reject consideration of one on the basis of a determination concerning the other. Though an oversimplification, propriety deals with the form and substance of regulation and law, while equity deals with the spirit and intent of these as well as the factors of fairness, compassion, tradition, and the responsibility of the officer corps to manage the force with honor.

In considering the areas of propriety and equity, members must be careful to avoid prejudging the effect of a discerned question of propriety or equity. It is apparent that error is possible in the conduct of administrative affairs that need not be fatal to the outcome of these affairs. In short, we are dealing with the difference between the effects of a procedural error versus those of a prejudicial error. In this regard, the question of the process to be followed by a panel in determining the impact of error is a deliberate step-by-step process. It is not proper to conclude that the presence of error mandates relief and the absence of error insures equity.

As covered in DOD Directive 1332.28, prejudice must exist before procedural error can be used to justify relief. In this regard, there are two facets to the consideration of the impact of error. On the one hand, the discernment of procedural error as a direct result of an act of omission in the processing of a discharge insures only that a panel is mandated to determine whether or not the omission results in prejudice as to the reason for discharge or characterization thereof. On the other hand, discernment of a procedural error by an act of commission and satisfaction that this error is known

during the processing of the discharge, places both the reason and characterization in jeopardy, and if the panel determines that either has been prejudiced, then relief must be seriously considered.

Justification for the foregoing is based on the principle of regularity in the former case and the challenge to impartiality in the later case. The presence of error is not by itself a mandate to upgrade.¹

This entire area, is of course, subject to fine lines of distinction. It is not the intent of this memorandum to force decisions where not mandated. It is, however, intended to insure that all board members be aware of the responsibility to cover not only the form but also the substance of this area. It is a violation of a board member's duty to be impartial to *assume* "equity" in the presence of "propriety" or to presume "prejudice" in the presence of "procedural" error.

William E. Weber,
Colonel, IN, President.

Army Discharge Review Board

December 3, 1979.

Memorandum for all ADRB Personnel
Subject: Record of Proceedings Under
Article 15, UCMJ, in Discharge
Actions of Enlisted Personnel

1. The filing of the record of Article 15 proceedings has varied through the years. In order to evaluate the propriety of consideration of these records in discharge actions, you should be guided by the following summary which lists the rules for filing in the Military Personnel Records Jacket (local 201 file). If the Article 15 record should not have been in the MPRJ at the time of the separation process, it will be treated as a regulatory error which must then be weighed for prejudicial effect, if any, in accordance with paragraph C-2, AR 15-180.

a. *Prior to 1 Feb 63*—Was not filed in the MPRJ. No known retention.

b. *1 Feb 63-15 Dec 71*—Remove at the occurrence of the earliest of the following:

- (1) Punishment is set aside.
- (2) At the expiration of two years from date punishment was imposed.
- (3) Transfer from organization *IF* one year has elapsed from date punishment was imposed and all punishment has been served. (If one year has not passed, at the expiration of the one year.)

c. *15 Dec 71-22 Sep 72*:

- (1) Punishment is set aside.
- (2) At the expiration of two years from date punishment was imposed.

¹ Excludes certain U.S. Government mandated actions as covered by separate memorandum.

d. 22 Sep 72—Date:

(1) If the individual has more than three years active service at the time of the time of the offense(s), the filing in the MPRJ is permanent.

(2) If the individual has less than three years active service at the time of the offense(s), filing rules are the same as for the period 15 Dec 71-22 Sep 79, as indicated above.

2. In applying these rules, you should keep in mind that "lost time" must be excluded in the calculations of time. It is also noted that TJAG has issued an opinion that failure of a respondent to object to the admissibility of an Article 15 record in a Board proceeding constitutes a waiver if the respondent was represented by legally qualified counsel or he affirmatively declined such representation.

William E. Weber,
Colonel, IN, President.

Army Discharge Review Board

January 29, 1980.

Memorandum for all ACRB Personnel
Subject: Fraudulent Entry Discharge
Reviews

1. The President, Army Discharge Review Board, has directed the following regarding subject appeal cases:

a. SFRB MEMO #8-79* dated 31 August 1979, subject as above is rescinded.

b. Panels of the ADRB will review subject discharge appeals or FRAD appeals for which a service characterization has been made but no creditable service was awarded. The Board hearing the case will render a decision and recommendation in accordance with appropriate regulations.

c. Panels of the ADRB will also review subject discharge appeals or RFAD appeals where the service contract was voided and no characterization of service rendered, but creditable service was awarded. The Board hearing the case will render a decision and recommendation in accordance with appropriate regulations.

d. Those subject cases for which an appeal has been made, but the applicant's service was voided and no characterization of service or creditable time was rendered by the discharge or releasing authority, will be transferred to the Army Board for Correction of Military Records.

2. Panel members who have questions regarding subject types cases which have not been identified above will present them to the legal section of the ADRB for resolution or guidance.



SECRETARY OF DEFENSE
1000 DEFENSE PENTAGON
WASHINGTON, DC 20301-1000

SEP 03 2014

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS

SUBJECT: Supplemental Guidance to Military Boards for Correction of Military/Naval Records Considering Discharge Upgrade Requests by Veterans Claiming Post Traumatic Stress Disorder

Recent attention has been focused upon the petitions of Vietnam veterans to Military Department Boards for Correction of Military/Naval Records (BCM/NR) for the purposes of upgrading their discharges based on claims of previously unrecognized Post Traumatic Stress Disorder (PTSD). In these cases, PTSD was not recognized as a diagnosis at the time of service and, in many cases, diagnoses were not made until decades after service was completed. To help ensure consistency across the Services, this memorandum provides supplemental policy guidance for BCMR/NRs on these applications.

BCM/NRs will fully and carefully consider every petition based on PTSD brought by each veteran. This includes a comprehensive review of all materials and evidence provided by the petitioner. Quite often, however, the records of Service members who served before PTSD was recognized, including those who served in the Vietnam theater, do not contain substantive information concerning medical conditions in either Service treatment records or personnel records. It has therefore been extremely difficult to document conditions that form a basis for mitigation in punitive, administrative, or other legal actions or to establish a nexus between PTSD and the misconduct underlying the Service member's discharge with a characterization of service of under other than honorable conditions.

BCM/NRs are not courts, nor are they investigative agencies. To assist the BCM/NRs in the review of records and to ensure fidelity of the review protocol in these cases, the supplemental policy guidance which details medical considerations, mitigating factors, and procedures for review is provided (Attachment). This guidance is not intended to interfere with or impede the Boards' statutory independence to correct errors or remove injustices through the correction of military records.

This policy guidance, which is intended to ease the application process for veterans who are seeking redress and assist the Boards in reaching fair and consistent results in these difficult cases, shall be accompanied by a public messaging campaign by the Services throughout 2014 and 2015 that is targeted toward veterans groups and leverages existing relationships with the Department of Veterans Affairs.



OSD009883-14

Military Department Secretaries shall direct immediate implementation of this guidance and report on compliance with this guidance within 45 days.

Thank you.



Attachment:
As stated

cc:
Chairman of the Joint Chiefs of Staff
Under Secretary of Defense for Personnel and Readiness
General Counsel of the Department of Defense
Assistant Secretary of Defense for Legislative Affairs
Assistant to the Secretary of Defense for Public Affairs

Attachment
Supplemental Guidance to Military Boards for Correction of Military/Naval Records
Considering Discharge Upgrade Requests by Veterans Claiming Post Traumatic Stress Disorder

Medical Guidance

Liberal consideration will be given in petitions for changes in characterization of service to Service treatment record entries which document one or more symptoms which meet the diagnostic criteria of Post-Traumatic Stress Disorder (PTSD) or related conditions.

Special consideration will be given to Department of Veterans Affairs (VA) determinations which document PTSD or PTSD-related conditions connected to military service.

In cases where Service records or any document from the period of service substantiate the existence of one or more symptoms of what is now recognized as PTSD or a PTSD-related condition during the time of service, liberal consideration will be given to finding that PTSD existed at the time of service.

Liberal consideration will also be given in cases where civilian providers confer diagnoses of PTSD or PTSD-related conditions, when case records contain narratives that support symptomatology at the time of service, or when any other evidence which may reasonably indicate that PTSD or a PTSD-related disorder existed at the time of discharge which might have mitigated the misconduct that caused the under other than honorable conditions characterization of service.

This guidance is not applicable to cases involving pre-existing conditions which are determined not to have been incurred or aggravated while in military service.

Consideration of Mitigating Factors

Conditions documented in the record that can reasonably be determined to have existed at the time of discharge will be considered to have existed at the time of discharge.

In cases in which PTSD or PTSD-related conditions may be reasonably determined to have existed at the time of discharge, those conditions will be considered potential mitigating factors in the misconduct that caused the under other than honorable conditions characterization of service.

Corrections Boards will exercise caution in weighing evidence of mitigation in cases in which serious misconduct precipitated a discharge with a characterization of service of under other than

honorable conditions. Potentially mitigating evidence of the existence of undiagnosed combat-related PTSD or PTSD-related conditions as a causative factor in the misconduct resulting in discharge will be carefully weighed against the severity of the misconduct.

PTSD is not a likely cause of premeditated misconduct. Corrections Boards will also exercise caution in weighing evidence of mitigation in all cases of misconduct by carefully considering the likely causal relationship of symptoms to the misconduct.

Procedures

1. Time limits to reconsider decisions will be liberally waived for applications covered by this guidance.
2. Cases covered by this guidance will receive timely consideration, consistent with statutory timeliness standards.
3. Boards for Correction of Military Records (BCMRs) may obtain advisory opinions from Department of Defense mental health care professionals or otherwise use Department of Defense mental health care professionals or physicians in their consideration of cases to advise them on assessing the presence of PTSD and its potentially mitigating effects relating to the misconduct that formed the basis for the under other than honorable characterization of service.
4. The outreach and messaging plan conditions executed by the Military Departments will include detailed information on the BCMR's guidelines and procedures for handling these cases.

USN/USMC Commander's Quick Reference Legal Handbook



Jan 2015



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SECTION I:
MILITARY JUSTICE
AND
SEXUAL ASSAULT PREVENTION AND RESPONSE

NCIS REPORTING AND MILITARY JUSTICE INVESTIGATIONS

REFERENCES:

- (a) MCM (RCM 303)
- (b) JAGMAN (Chapter II)
- (c) SECNAVINST 5430.107 (series)
- (d) SECNAVINST 1752.4A (series)
- (e) DODI 6495.02

COMMAND INQUIRY:

Suspected offenses may come to command attention in a variety of ways (e.g., shore patrol, civil law enforcement, or phone call, etc.) The commanding officer (CO) must conduct some form of inquiry into reported offenses that may be tried by court-martial per reference (a). The degree of inquiry will depend on the nature, validity, and seriousness of the complaint. See reference (b).

MANDATORY REFERRAL TO NCIS:

Reference (c) mandates that certain incidents be referred to NCIS whether occurring on or off base and regardless of civilian investigation involvement. These incidents include:

- Actual, suspected, or alleged major criminal offenses (punishable under the Uniform Code of Military Justice (UCMJ) by more than 1 year of confinement);
- Non-combat deaths when the cause of death is not medically attributable to disease or natural causes;
- Fires or explosions of unknown origin affecting Department of the Navy (DON) property or property under DON control;
- Theft or loss of ordnance or controlled substances;
- Disappearance of a command member;
- All instances of suspected fraud against the government within DON (e.g., theft of government property, bribery, false claims for pay, etc.); actual or suspected acts of espionage, terrorism, sabotage, assassination, and actual, suspected, or attempted defection of DON personnel;
- Internal security incidents, such as loss, compromise, or suspected compromise of classified information and national security cases; and
- Suspected sex-related offenses as defined under Articles 120 and 125 of the UCMJ.

WHEN NCIS DECLINES TO INVESTIGATE:

NCIS may, at its discretion, decline to conduct or continue any investigation, but shall expeditiously inform the effected command. A command may then request assistance from the local base security department or appropriate authority or pursue a command investigation pursuant to reference (a).

PROCESSING SEXUAL ASSAULT ALLEGATIONS

REFERENCES:

- (a) SECNAVINST 1752.4A (series)
- (b) MCO 1752.5B
- (c) MCO 3504.2 (series)
- (d) OPNAVINST 1752.1 (series)
- (e) SAPR CO Checklist (www.sapr.mil)
- (f) DoDD 6495.01
- (g) DoDI 6495.02
- (h) NAVADMIN 272/12 and MARADMIN 624/12
- (i) MCO 5800.16A
- (j) SECDEF Memo of 14 Aug 2013
- (k) 10 U.S.C. § 1565(b)
- (l) MARADMIN 583/13

GENERAL INFORMATION:

- The Department of Defense defines “sexual assault” as the intentional sexual contact, characterized by use of force, physical threat, abuse of authority, or when such sexual contact is made when the victim does not or cannot consent. It includes rape, nonconsensual sodomy, and indecent assault regardless of gender or spousal relationship [see reference (g)]. References (b) and (c) provide specific detail specific policies, provide guidance, and identify command responsibilities for handling sexual assault allegations.
- Sex-related crimes are prescribed under the Uniform Code of Military Justice in Articles 120-120c and 125. Understand that the definition of “sexual assault” from the Sexual Assault and Prevention (SAPR) program is not the same as the legal definition of sexual offenses as punishable crimes under the UCMJ.

COMMANDER’S RESPONSIBILITIES: Commanders must have a thorough knowledge of reference (a) to fully understand the scope of their responsibilities, and those of the personnel under their command, when handling sexual assault allegations.

- Leadership is the key to sexual assault prevention and response;
- The commander’s role in prevention is to establish a climate that confronts the beliefs and values that contribute to behaviors which facilitate sexual assault, to establish clear standards for personal behavior, and to hold offenders accountable;
- As leaders commanders must be keenly aware of and sensitive to the climate of their units;
- Commanders must continuously educate their personnel on how to prevent incidents of sexual assault, while also encouraging victims and witnesses to report these incidents when they occur; and
- Be aware that sexual assault victims are physically, mentally, and emotionally traumatized and wounded.
- See Sexual Assault Initial Disposition Authority section below for additional command responsibilities.

REPORTING REQUIREMENTS FOR SEXUAL ASSAULT INCIDENTS: Commanders shall immediately report all actual, suspected, or alleged sexual assaults to the Naval Criminal Investigative Service. Therefore, commanders **must not** conduct independent command

investigations into alleged sexual assaults in order not to potentially compromise an NCIS investigation into any sexual assault allegations.

In addition to normal OPREP/SITREP requirements, commands must report to Echelon II commanders within 24 hours of receiving a report of an incident of sexual assault and submit follow-up reports at least monthly until resolution [see reference (f)]. The following types of incidents must be reported as noted:

- Sexual assaults, including rape, forcible sodomy, assault with intent to commit rape or sodomy, and indecent assault.
- Sexual assaults occurring in areas of Navy control regardless of the victim's or perpetrator's military status, military affiliation, or nationality.
- Incidents involving sexual assault victims who are family members and victims and alleged perpetrators who are active-duty naval Servicemembers or of another service assigned to a naval command regardless of the location of the 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].

ADDITIONAL REQUIREMENT FOR REPORTING TO SEXUAL ASSAULT INCIDENTS:

- **USN:** Per reference (h), within 30 days of a report of a sexual offense, a commander must make contact with the first flag in the chain of command in person, via video teleconference, or via phone to give the flag officer a command assessment of the situation.
- **USMC:** Per reference (h), a Sexual Assault Prevention and Response 8-day brief must be submitted electronically to the victim's commanding officer for unrestricted reports. Note: This brief need only be submitted if the victim is an active-duty adult. Reference (i) details a commander's responsibilities in further detail. Generally, commanders must ensure that sexual assault victims are treated fairly and with sensitivity, that information related to the victim is handled in a confidential manner, that the victim has access to necessary services, and that the victim receives monthly updates on the status of his/her case. Commanders should consult with their staff judge advocates and a victim advocate for further guidance.

CARE FOR SEXUAL ASSAULT VICTIMS: In cases of sexual assault, the specialized concerns and issues (physical, mental, and emotional) surrounding such assaults require all personnel involved in the case to give additional consideration to the sensitive treatment of such victims. Avoiding actions or treatment that makes the victim feel re-victimized is crucial to the well-being of the individual concerned. Additionally, references (a) and (b) expressly prohibit releasing the name of any sexual assault victim to the media without the victim's consent.

VICTIM ADVOCATES: The Navy and Marine Corps have victim advocates available through the Family Services, Sexual Assault Prevention Program. Victim advocates possess specialized training in assisting victims of sexual assault. Commanders should be receptive to recommendations made by victim advocates on behalf of victims. Victim advocates may recommend that the commanding officer issue a military protective order, that the victim reside in a 'safe house' for a short period of time, or that the victim requires a level of assistance beyond what the victim advocate can provide, requiring a commander's authorization.

VICTIM'S LEGAL COUNSEL (VLC): Per reference (j), on 14 Aug 2013, the Secretary of Defense directed that each service immediately implement a victim legal advocacy program to

provide legal and representation to victims of sexual assault. On 1 Jan 2014, the Navy and Marine Corps established a VLC Organization (VCLO). The mission of the VCLO is to provide legal advice and representation to the victims of certain crimes. A VLC (judge advocate) will be detailed to advocate on the victim's behalf by providing legal counsel throughout the investigation and court-martial process. References (j) through (l) provide additional guidance on a victim's eligibility for VLC services. Contact a staff judge advocate in order to determine whether a particular victim is required to meet a VLC.

ADDITIONAL CONSIDERATIONS:

- The Secretary of the Navy will provide guidance to commanders regarding their ability to take appropriate action to remove or temporarily reassign a Servicemember accused of committing a sex-related offense from a position of authority or from an assignment. This may not be used as a form of punishment but is intended to promote good order and discipline within the unit and to protect the victim if he/she is in the same unit as the accused.
- A defense counsel must now request, via the trial counsel, to interview the victim of a sex-related offense. The victim has the right to have the trial counsel or a VLC present for the interview with the defense counsel.

SEXUAL ASSAULT INITIAL DISPOSITION AUTHORITY (SA-IDA)

REFERENCES:

- (a) Policy
 - i. NAVADMIN 195/12
 - ii. MARADMIN 372/12
 - iii. JAM Practice Advisory (1-14)
- (b) Reporting requirements
 - i. NAVADMIN 272/12
 - ii. MARADMIN 624/12
- (c) Expedited transfer
 - i. NAVADMIN 132/12
 - ii. MILPERSMAN 1300-1200
 - iii. CMC/MFC-3 LOI dtd 28 Jun 2012
 - iv. MARADMIN 227/12
- (d) Commander's Checklist (www.sapr.mil)
- (e) MCO 5800.16A
- (f) OPNAVINST 1752.1 (series)

POLICY: Per Secretary of Defense (SECDEF) policy, any report of offenses under the Uniform Code of Military Justice, Article 120 (rape, sexual assault of an adult), Article 125 (forcible sodomy), or Article 80 (attempts of rape, sexual assaults, or sodomy) shall now be referred to the O-6 Special Court-Martial Convening Authority (SPCMCA) or higher court-martial authority in the chain of command for initial disposition of the allegation(s). This person will be the SA-IDA [see reference (a)i].

USMC POLICY: While the USN follows the SECDEF policy, the USMC is broader and requires all crimes under Article 120, including sexual-contact crimes, as well as all crimes under Article 120b (all sexual crimes against children), also be elevated to the higher convening authority [see reference (a)ii].

SA-IDA RESPONSIBILITIES: If you are a SA-IDA, you have all options to direct or dispose of a case that are available pursuant to Rules for Court-Martial 306 [for USMC policy, see below and reference (a)iii]. Prior to making any disposition decision, the SA-IDA must consult with a staff judge advocate. The following options are available to the SA-IDA:

- Take no action: the case will be dismissed, and the SA-IDA will work with the local Sexual Assault Response Coordinator to complete reporting requirements.
- Court-martial warranted: If the SA-IDA believes the case may warrant a court-martial, then the SA-IDA may convene an Article 32 investigation and then potentially forward the matter to a General Court-Martial Convening Authority (GCMCA), who will determine whether to refer charges to a court-martial. A SA-IDA may convene a special court-martial for charges other than rape or sexual assault of an adult, rape or sexual assault of a child, forcible sodomy, or attempts thereof.
- Administrative action: in the USMC, the SA-IDA must make the decision to initiate administrative separation proceedings when appropriate. The SA-IDA in the USMC can also direct the accused's immediate superior to notify the accused of administrative separation processing initiation. If the accused's immediate superior is also a SPCMA, the SA-IDA can direct the SPCMA to convene the administrative separation board [see reference (a)iii].
- Non-judicial punishment.

- Forward for disposition. In the USN, the SA-IDA may determine that the matter should be forwarded to a subordinate or senior authority for disposition, to include any disposition action available to that authority under Rule for Court-Martial 306. In the USMC, the SA-IDA cannot forward a case to a subordinate command for disposition [see reference (a)iii].

SUPPORT TO THE SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) PROGRAM (Formerly SAVI): Commands must be prepared to prevent and respond to allegations of sexual assault. Establish an atmosphere of zero tolerance of sexual assault and rape [see enclosure (4) of reference (f)].

RESPONSIBILITIES OF THE COMMANDING OFFICER (CO): Whether the CO is the SA-IDA or not, if a CO is the immediate commander of the accused or victim, the CO must be familiar with and follow the requirements of the Commander's Checklist [see reference (d)].

- **Military Protective Orders (MPOs):** This is still the responsibility of the accused's and/or victim's CO, respectively, to implement if necessary. COs are encouraged to consult with a staff judge advocate and NCIS prior to issuing a MPO if feasible.
- **Victim/Witness Assistance Program (VWAP):** Ensure that the victim has been advised of his/her VWAP rights under Department of Defense policy and as enumerated in DD Form 2701.
- **Investigations:** Ensure that NCIS is immediately notified upon the receipt of an unrestricted report of sexual assault. The command is not to initiate a command investigation
- **Responsibility to the victim:** Ensure the victim's safety, as well as the victim's access to all needed SAPR and medical resources.
- **Responsibility to the accused:** Ensure that the accused's due process rights are not violated, he/she has access to appropriate legal resources, and has access to any necessary medical assistance.

EXPEDITED TRANSFER: If a victim, who has made an unrestricted report of sexual assault, requests an expedited transfer, then the CO has 72 hours in which to make a decision as to whether the mission can support the request. For the USN, the factors to consider when making this decision can be found in reference (c)ii.

- **USN:** Per reference (c)ii, if the CO denies the request for expedited transfer, there will be an automatic appeal of the denial to the GCMCA in the chain of command.
- **USMC:** Per reference (c)iv, if the CO denies the request for expedited transfer, then the victim may appeal the decision if he/she wishes to do so. There is no automatic appeal.

MOST IMPORTANT: Always consult with a staff judge advocate, one of the USN's Region Legal Service Offices, or a USMC Legal Services Support Section as soon as possible.

OTHER CONSIDERATIONS:

- All convictions for a sex-related offense will now result in a mandatory dismissal for officers and a dishonorable discharge for enlisted personnel. Further, if an eligible sex-related offense goes to court-martial it must be tried in a general court-martial and may not be disposed of at any lesser court-martial forum. An eligible sex-related offense is defined as rape, sexual assault, rape and sexual assault of a child, forcible sodomy, or an attempt to commit one of these offenses.

- Law now prohibits a commander and the SA-IDA from considering the character and military service record of the accused when making an initial disposition decision for a sex-related offense.
- **CONVENING AUTHORITY LIMITATIONS AS A RESULT OF THE FY-14 NATIONAL DEFENSE AUTHORIZATION ACT:**
 - Action on court-martial findings (guilty/not guilty):
 - The convening authority (CA) CANNOT modify court-martial findings if:
 - The offense involves rape, sexual assault, a sexual offense against a child, or forcible sodomy; or
 - The offense's maximum allowable punishment exceeds two years OR the sentence actually adjudged includes a punitive discharge or confinement exceeding six months.
 - If a CA modifies a court-martial finding in any other case he/she needs to provide a written explanation for doing so.
 - Action on a court-martial sentence:
 - The CA can modify a sentence for an offense unless the actual adjudged sentence includes a punitive discharge or confinement exceeding six months.
 - For such a sentence, the CA can only modify it pursuant to a written recommendation from the trial counsel indicating that the accused provided substantial assistance in another trial or if the sentence modification is pursuant to a pre-trial agreement.
 - If there is a pre-trial agreement, a mandatory minimum sentence of dishonorable discharge may only be commuted to a bad conduct discharge.

QUESTIONING/INTERROGATING SUSPECTS AND ARTICLE 31 (b) RIGHTS

REFERENCES:

- (a) MCM, MRE 301-305
- (b) UCMJ, Article 31(b)
- (c) MILPERSMAN 1620-010
- (d) JAGMAN Appendix A-1-(b-d)
- (e) JAGMAN Appendix A-1-v
- (f) JAGMAN Appendix A-1-(M-n)

MAJOR CRIMINAL OFFENSES: Do not allow anyone from your command to question or interrogate a Servicemember before discussing the case with a staff judge advocate and NCIS.

ALWAYS READ ARTICLE 31(b) RIGHTS: When (1) you suspect a Servicemember of committing an offense and (2) you are going to ask the Servicemember a question relating to the offense (e.g., asking questions or making statements that are likely to evoke an incriminating response).

ARTICLE 31(b) RIGHTS:

- A Servicemember is entitled to be informed of his/her Article 31(b) rights when suspected of violating any punitive article of the Uniform Code of Military Justice and the member is going to be questioned about the offense(s).
- Use the rights warning form [see reference (e)]. Article 31(b) rights contained on the warning form should always be read as stated before any interrogation, however informal the questioning. Do not ask the Servicemember any questions unless the Servicemember has affirmatively and in writing waived the right to remain silent and the right to a lawyer.
- Waivers of Article 31(b) rights must be made freely, knowingly, voluntarily, and intelligently. It is critical to ensure the Servicemember understands his/her rights and the consequences of waiving any or all of his/her rights.
- If the Servicemember wants to remain silent or asks for a lawyer, the command **MUST NOT** ask any questions or ask any more questions, even if the Servicemember had previously waived his/her right to remain silent and answered questions prior to later desiring to remain silent and/or ask for a lawyer.

PRIOR QUESTIONING WITHOUT RIGHTS WARNING: Provide a “cleansing warning” if the Servicemember was previously questioned and did not receive his/her Article 31(b) rights warnings. To do this, (1) advise the Servicemember that the prior statement cannot be used against him/her and that (2) even though he/she made the earlier statement, he/she can still choose to remain silent and request a lawyer. Finally, (3) fully advise the member of his/her rights using reference (e) and record in writing whether the member waived his/her rights.

NEW OFFENSES: If during a conversation or questioning of a Servicemember, a the command begins to suspect that the Servicemember has committed a new or different offense from the one originally asked about, the questioner must stop the questioning immediately and complete a new rights warning form inclusive of the new or different offense(s) [see reference (e)].

ARTICLE 31(b) AND NON-JUDICIAL PUNISHMENT (NJP): At mast/office hours, only part of Article 31(b) is read. Sailors always have the right to remain silent but do not have a right to an attorney during NJP. However, if it is reasonably foreseeable that an accused will make an

admission or actually does make an admission that warrants court-martial punishment, the CO should provide a full reading of all Article 31(b) rights and execute a waiver if the Servicemember agrees to waive his/her rights at mast/office hours [see reference (e)] to protect the admissibility of such confessions in court. That said, full rights warnings must be given at all other stages in the process (e.g., prior to any questioning by a supervisor, investigating officer, law enforcement officer, Chief's disciplinary review board, or executive officer inquiry).

SERVICEMEMBER UNDER THE INFLUENCE OF DRUGS OF ALCOHOL: A member must be in a physical and mental condition to knowingly, intelligently, and voluntarily waive his/her rights. Do not try to interrogate a Servicemember who is under the influence of drugs of alcohol.

FALSE PROMISES OR THREATS: A confession must be voluntary. DO NOT use threats or false promises to elicit an incriminating statement because a military judge may determine later that it is not admissible.

PROMISE OF LENIENCY: Only a General Court-Martial Convening Authority (flag and general officers) have the authority to grant immunity or leniency for testifying. Do not promise a Servicemember that what he/she says against his/her interests will not be used against them [see reference (f)].

SEARCH AND SEIZURE

REFERENCES:

- (a) MCM, MRE 311-316
- (b) MILPERSMAN 1620-010
- (c) SECNAVINST 5430.107 (series)
- (d) JAGMAN Appendix A-1-w
- (e) JAGMAN Appendix A-1-x

THE COMMANDING OFFICER (CO) OR OFFICER IN CHARGE (OIC) AUTHORIZING A SEARCH MUST BE NEUTRAL AND DETACHED: If the CO or OIC over the suspected Servicemember was the victim of the offense in question, he/she must refer any search authorization request to a superior in the chain of command.

NON-DELEGABLE AUTHORITY: Only the CO or OIC can issue a search authorization, unless prohibited as detailed above. The CO or OIC must personally make the probable cause determination. No one else in the chain of command can act for the CO or OIC unless they are acting as the CO or OIC in the absence of the CO or 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 before NCIS can become involved.

SEARCH AUTHORIZATIONS MUST BE BASED ON PROBABLE CAUSE: Probable cause is defined as [See *Appendix A – Commanding Officer Search and Seizure Checklist*]:

- 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 bases and information must be reliable and credible.

JURISDICTION:

- **PERSON (ON/OFF BASE):** With probable cause, a CO or OIC can authorize the search of persons under his/her command. Per reference (b), searches shall be, whenever possible, conducted by or in the presence of a Servicemember of the same sex.
- **ON-BASE PROPERTY:** With probable cause, a CO or OIC can authorize the search or seizure of any property under his/her immediate control. For areas not under the CO's or OIC's immediate control contact the installation staff judge advocate as the installation commander may have jurisdiction.
- **OFF-BASE PROPERTY IN U.S.:** The CO or OIC may not authorize a search of off-base property in the United States. The CO or OIC must work with NCIS to obtain civilian authority to conduct an off-base search. (Note: a CO or OIC may not have jurisdiction to authorize a search in Public/Private Venture Housing; consult with the installation or Region staff judge advocate.)
- **OFF-BASE PROPERTY OUTSIDE THE U.S.:** The CO or OIC may authorize searches a Servicemember's property. (Note: some Status of Forces Agreements limit or prohibit such off-base search authorizations. Consult with a staff judge advocate for overseas search authorization issues.)

QUEST FOR EVIDENCE: If looking (searching) for evidence, DO NOT order or conduct an inspection (e.g., health and comfort, wellness, readiness, etc.) in the area where the evidence may be located.

- The primary purpose of the inspection must be a valid military purpose, to include: (1) security; (2) military fitness; (3) good order and discipline; and (4) readiness.
- Courts may throw out evidence seized in a search disguised as an inspection. Factors the courts will consider in evaluating whether an inspection is really an illegal search are (1) if the inspection was not previously scheduled, and it followed the report of an offense; (2) if it targeted specific individuals; or (3) if it subjected 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, workspaces, or common areas at any time. A drug dog alert from within a common area may establish probable cause to order a search of private property (but the CO or OIC must still make the decision whether probable cause exists and whether to issue an authorization).

USE OF FORMS: Search authorization forms are found at JAGMAN A-1-w [see reference (d)]. Anyone providing information to support the request to search should be sworn and under oath.

SPECIFICITY ON THE FORMS: When authorizing a search, the CO or 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 and should include the language, and “any parts, pieces, or components thereof.”

ALWAYS ASK FOR CONSENT: Before actually conducting a search or authorizing one, the owner of the property should be asked for consent to search. If it is obtained, document the consent in writing [see reference (e)]. Consent must be voluntarily obtained to be valid; meaning the individual must be told they can say no. Consent can be limited or withdrawn at any time. Limitation or withdrawal of consent cannot serve as a basis for probable cause.

COURTS-MARTIAL: TYPES AND CONVENING AUTHORITY

REFERENCES:

- (a) MCM, RCM 501-504, 704, 1003, 1107, 1301-1306
- (b) UCMJ Articles 16, 22-25
- (c) JAGMAN Section 0120

TYPES OF COURTS-MARTIAL

SUMMARY COURT-MARTIAL (SCM):

- Commanding officers (CO) and Officers in Charge (OIC) have authority to convene SCMs. The CO or OIC is referred to as the convening authority (CA).
- SCMs cannot try officers, only enlisted personnel.
- All enlisted personnel (sea and shore duty) have an absolute right to refuse SCM.
- The CA appoints one officer as the SCM officer who serves as the military judge (MJ), trial counsel (TC), and defense counsel (DC) all rolled into one.
- The accused has no right to military counsel, but he/she may be represented by military counsel (at no expense to the accused) if one is detailed to the case. The accused also has the right to retain civilian counsel at his/her own expense, if civilian representation will not unreasonably delay the proceedings.
- Punishments at a SCM are limited. [See Appendix 12 of the Manual for Courts Martial (MCM): Maximum Punishment Chart.]
- The CA takes final action on the findings and punishment awarded by the SCM within seven days.
- The Military Rules of Evidence apply at a SCM.

SPECIAL COURT-MARTIAL (SPCM):

- COs may convene SPCMs.
- Full criminal trial for officers and enlisted personnel.
- Consists of a MJ, at least three members (jurors), a TC, a DC (DC may include detailed military counsel, individual military counsel (IMC), and/or civilian counsel. Civilian counsel is at the expense of the accused).
- Maximum punishments available at a SPCM are listed in Appendix 12 of the MCM.
- The CA may approve pre-trial agreements.
- The CA takes action on the findings and sentence after the clemency period has expired.

GENERAL COURT-MARTIAL (GCM):

- A Uniform Code of Military Justice (UCMJ) Article 32 pre-trial investigation is required before any charges are referred to a GCM. A CA may order an Article 32 investigation.
- ****UPDATE** FY-14 NDAA:** Section 1702 (effective 26 Dec 2014) will change how an Article 32 hearing is conducted. A victim, whether civilian or military, may not be required to testify at the hearing. The Article 32 investigation/hearing officer must be senior in rank to the TC and DC and must be a judge advocate except in extraordinary circumstances.
- Only flag or general officers (and a very few specifically designated non-flag/general officers who are COs) may convene a GCM [see reference (c), section 0120].
- GCMs involve a MJ, at least 5 members, TC, and DC (military and/or civilian).
- GCMs have the authority to issue the maximum punishment listed for any UCMJ offense.

- GCMCAs may approve pre-trial agreements.
- GCMCAs take action on findings and sentences after the clemency period has expired.
- **OTHER CONSIDERATIONS:**
 - Law now requires that all convictions for a sex-related offense result in a mandatory dismissal for officers or a dishonorable discharge for enlisted personnel. Further, all sex-related offenses must be tried at a GCM, when a court-martial is warranted, and may not be disposed of at any lesser forum when charges are appropriate for referral. A sex-related offense is defined as rape, sexual assault, rape and sexual assault of a child, forcible sodomy, or an attempt to commit one of these offenses.
 - Law also requires additional review if a GCMCA elects not to refer a sex-related charge to a GCM. If the GCMCA's staff judge advocate recommends referring a case to a GCM after the Article 32 investigation and the GCMCA chooses not to, this decision must be reviewed by SECNAV. However, if the SJA recommends not referring the case to a GCM and the GCMCA concurs, this decision must be reviewed by the next GCMCA in the chain of command.

MECHANICS OF CONVENING A COURT-MARTIAL: A court-martial is created anew for each individual case. A CA creates a court-martial by signing a court-martial convening order. The convening order creating the court-martial must be signed – creating the court-martial – before the CA signs the charge sheet referring the charges to the court martial. The court-martial must exist first before any charges can be referred to it. A convening order contains the following content:

- Convening order number and the date it is signed. That will be the date the court comes into existence, after which charges in a particular case can be referred to it.
- The authority to convening a court-martial.
- The type of court convened (SCM, SPCM, GCM) and the name of the members (jurors) assigned to that court-martial.
- The personal signature of the CA.

SELECTION OF MEMBERS:

- Members shall be persons who, in the opinion of the CA, are the best qualified by reason of their age, education, training, experience, length of service, and judicial temperament.
- Members must be senior to the accused, unless unavoidable.
- The accused is entitled to a fair and impartial panel. Members with personal knowledge of the charges will likely be disqualified.
- Do not attempt to “stack” or directly or indirectly influence the members.
- Enlisted members are only detailed if an enlisted accused requests enlisted members. In such a case, absent military exigency, one-third of the final members panel must be enlisted and the members must come from a unit other than the accused's unit.

Note: Make absolutely sure both a convening order and the preferral block on the charge sheet (block 11) have been signed and dated prior to referring charges to a court-martial.

[See Appendix B – Overview of the Military Justice System]

COURT-MARTIAL BASICS

REFERENCES:

- (a) MCM, RCM 104, 504
- (b) UCMJ Articles 13, 22(b), 37
- (c) JAGMAN Section 0129

JUDICIOUS AND FAIR: Congress has entrusted commanding officers (COs) with the responsibility to administer discipline and justice in the Armed Forces. COs should be vigilant to ensure all actions are consistent with the Uniform Code of Military Justice (UCMJ) and those that are not are held accountable in accordance with law and regulation.

INFORMED DECISIONS: Ensure that independent investigations are convened to discover all the relevant evidence and information that bears on the reliability and credibility of that evidence in order to make an informed decision about how to proceed. Ensure that all decisions are fair and impartial and based on the known facts.

ACCUSER CONCEPT:

- For a Special Court-Martial (SPCM) or a General Court-Martial (GCM), the convening authority (CA) may not:
 - Sign the accuser block on a charge sheet;
 - Direct that someone else sign the accuser block on a charge sheet; or
 - Have a personal interest in the case (e.g., as a victim or witness to the underlying alleged offenses reflected in the charges).
- If such a situation exists, the current CA must forward the case to a superior to disposition.

UNLAWFUL COMMAND INFLUENCE – ACTIONS TO AVOID:

- **PUBLIC OPINIONS:** Do not express public opinions on an accused's innocence, guilt, or appropriate punishment for crimes in general or in an individual case.
- **UNLAWFUL INFLUENCE:** Do not order a subordinate commander to dispose of a case in a particular way. Each commander must be allowed to exercise independent judgment totally free of interference from a superior.
- **INFLEXIBLE POLICY:** Do not have an inflexible policy on disposition or punishment in general across all cases. Each case and each punishment must be appropriately decided based on the particular facts.
- **INFLUENCE REGARDING RESULT:** Do not censure, reprimand, or admonish the court or any member, military judge, or counsel with respect to findings or sentence adjudged.
- **INFLUENCE ON MEMBERS:** Do not select or remove court members in order to obtain a particular result. Never directly or indirectly communicate with members regarding a preference for a desired outcome. Once convened, interactions with members of a court-martial should be avoided. The Servicemember's primary duty is to that court-martial.
- **INFLUENCE ON MILITARY JUDGE:** Do not attempt or even appear to put pressure on a military judge, counsel, court members to obtain a particular result.
- **INFLUENCE ON WITNESSES:** Witnesses may not be intimidated or discouraged or obstructed from testifying. If a witness testifies (truthfully) on behalf of an accused, no retribution shall be taken against him merely for testifying.

PRETRIAL PUNISHMENTS: A court-martial will decide the punishment. An accused may not be punished before trial. Do not use pretrial restraint as a method to punish an accused before trial.

THE STANDARD: Would the ordinary American citizen lose faith in the military justice system or consider it unfair? Ensure that an accused Servicemember receives all the due process rights provided under law and regulation, many of which the U.S. Constitution requires.

[See Appendix C - Court-Martial Maximum Punishment Chart]

PRETRIAL RESTRAINT

REFERENCES:

- (a) MCM, RCM 304, 305
- (b) UCMJ Articles 10, 13
- (c) JAGMAN Section 0127

FOUR TYPES OF PRETRIAL RESTRAINT (PTR) (from least to most severe):

- Conditions on liberty (e.g., orders to report periodically to specified officials; orders not to go to certain places or to associate with certain people such as the victim)
- Restriction in lieu of arrest
- Arrest
- Pretrial confinement (PTC)

AUTHORITY TO ORDER PTR:

- Who
 - Only the CO may order PTR of an officer or a civilian
 - Any commissioned officer may order PTR of an enlisted Servicemember. A CO may delegate the authority to order pretrial restraint of the CO's own enlisted person el to warrant, petty, and noncommissioned officers.
- When
 - PTR is appropriate when there is a reasonable belief that:
 - A court-martial offense has been committed;
 - The person to be restrained committed the offense;
 - The restraint ordered is required by the circumstances; and
 - There is concern that the Servicemember will not appear at trial and/or will engage in serious misconduct, and less severe forms of restraint are inadequate
- PTR decisions must be made on a case-by-case basis. The least severe form of PTR necessary under the circumstances should be used. PTR may not be used for offenses that are intended to be handled by NJP. PTR is appropriate only when the command intends to try the accused by general or special court martial.

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

PTR (EXCLUDING CONDITIONS ON LIBERTY) STARTS SPEEDY TRIAL PROVISIONS:

When a Servicemember is put in PTR, the constitutional and statutory speedy trial clocks begin, necessitating swift action to ensure arraignment. Immediately notify the local USN Region Legal Service Office or USMC Legal Services Support Section when a Servicemember is placed in PTR.

SUICIDAL OR INTOXICATED PRISONERS: PTC is not appropriate and brigs will not accept such Servicemembers. Servicemembers requiring PTR who are suicidal or under the influence of drugs or alcohol should be referred to medical before commencing any type of PTR.

DOCUMENTING CO's APPROVAL OF PTC: When PTC is imposed, the CO must be notified and approve the PTC within 24 hours. A written memorandum ("48-hour letter") explaining why PTC is warranted must be prepared and signed by the CO within 48 hours and forwarded to the brig. If the CO is not "neutral and detached (e.g., a victim of the Servicemember in PTC), an

officer who is neutral and detached must make a probable-cause decision to continue PTC within 48 hours. If continued PTC is approved, the commander shall prepare a written memorandum that states the reasoning that continued restraint is warranted within 72 hours. This memo will then be forwarded to the seven-day independent reviewing officer (IRO), who will decide at a PTC hearing whether continued PTC is appropriate.

COMMAND REPRESENTATIVE AT PTC HEARING: Within seven days of confinement, an IRO appointed by the area coordinator will conduct a hearing to review the reasons for continued confinement. The command shall send a representative to the hearing at the brig.

COMMAND VISITS: Servicemembers in PTC should receive a weekly command visit to address any personal and professional matters that need to be handled while the Servicemember is in PTC.

RESERVE NOTE: The guidance above applies to reservists on active duty (AT or ADT). A reservist in a drilling status [inactive duty for training (IDT)] should not be subjected to PTR until the reservist is recalled to active duty to stand for a court-martial. A reservist who has been involuntarily recalled to active duty to stand for a court-martial or non-judicial punishment cannot be confined without the permission of the Secretary of the Navy (SECNAV).

Reservists on AT or ADT may be extended involuntarily beyond their normal release date as a result of apprehension, arrest, confinement, investigation, or filing of charges that may result in trial by court-martial and execution of any sentence adjudged by a court-martial.

Reservists on IDT (a normal reserve drilling period) may be retained in that status by an officer empowered to convene a court-martial for not more than two full working days past the end of the IDT period if: (a) there is probable cause to believe the accused committed an offense for which the maximum punishment authorized is confinement for more than 10 years or death; (b) approval, either oral or written, for a holdover period is obtained prior to the expiration of IDT from the officer empowered to convene a general court-martial; and (c) immediate action is taken to order the member to active duty for trial by court-martial.

An accused reservist held over may be placed in PTC as circumstances warrant. The order to active duty in such a case, however, must be approved by SECNAV, the Under Secretary of the Navy, or the Assistant Secretary of the Navy, no later than two full working days past the end of the IDT period. The request for an order to active duty must state the reasons why PTC is necessary.

If necessary, the request to order an accused to active duty may be made directly by message or telephone.

PRETRIAL AGREEMENTS

REFERENCES:

- (a) MCM, RCM 705
- (b) JAGMAN Section 0137

NEED FOR PRETRIAL AGREEMENTS (PTA): PTAs, when appropriate, serve the interests of both the government and the accused. In exchange for a guilty plea and a limit on the authorized punishment that may be imposed on the accused, the government is often spared the time and expense of lengthy trials, which commands must pay for with Operation and Management funds. In addition, guilty pleas with PTAs often obviate the need for the victim and witnesses to participate in a trial, saving participants the mental and emotional toll of a court-martial. A guilty plea supported by a PTA also may assist a command with maintaining normal operations and mission readiness and/or accomplishment.

CONVENING AUTHORITIES (CA) MUST APPROVE ALL PTAs: PTAs are not entered into without the express written consent of the CA and the accused. Trial counsel (TC) and staff judge advocates (SJA) for the CA may make recommendations but only the CA may approve a PTA.

SCOPE OF A PTA:

- The accused may agree to:
 - Please guilty
 - Waive an Article 32 investigation/hearing
 - Waive members (e.g., agree to be tried by military judge (MJ) alone)
 - Waive government funding of sentencing witnesses
 - Be tried no later than a specific date
 - Stipulate to facts or testimony that establish guilt
 - Make restitution to the victim
 - Testify against others
 - Conform behavior as conditions of probation or any form of leniency
 - Waive the rights to an administrative separation board after trial
 - A particular form for court-martial
- The CA may agree to:
 - Protect the accused from part or all of any part of the adjudged sentence
 - Drop, reduce, or not to proceed with certain charges
 - Protect the accused from potential automatic sentencing provisions

PTA NEGOTIATION PROCEDURES: Negotiations may originate with the accused, the defense counsel (DC), TC, SJA, or the CA. Any proposals that do not originate with the CA must be forwarded to the CA for consideration. As part of the negotiation:

- Counteroffers are permissible
- The final agreement must be in writing
- The PTA must contain all aspects of the agreement, Under-the-table agreements, or any side agreements not contained in the PTA, may render the entire written PTA agreement invalid
- Authority to sign the PTA may be delegated by the CA to the TC. Any such delegation should be in writing to satisfy a court-martial that the TC has the authority to sign on behalf of the CA.

WITHDRAWAL FROM THE PTA:

- The CA may withdraw:
 - At any time before performance by the accused begins;
 - If the accused fails to fulfill a material term of the PTA;
 - If the MJ finds disagreement as to a material term; and/or
 - If the court-martial's findings are set aside by a court of appeals
- The accused may withdraw at any time, but after findings (guilty/not guilty) are announced by the court-martial, the accused may withdraw only with permission of the MJ.

POST-TRIAL REVIEW

REFERENCES:

- (a) MCM, RCM 1101, 1103-1107, 1113
- (b) UCMJ Articles 57, 58, 58a, 58b, 60
- (c) JAGMAN Sections 0151, 0152
- (d) JAGINST 5814.1A

POST-TRIAL PROCEDURES: The government has the duty to ensure timely post-trial processing of military justice cases. The government must meet strict guidelines in disposing of a case after a sentence is adjudged at trial. This is important to convening authorities (CA) since a failure to adhere to proper processing of records of trial (ROT) could result in an overturned conviction [see reference (d)]. [See also Convening Authority's Action Checklist in enclosure (4) of reference (d).]

CA ACTION: Review of the court-martial by the CA after the trial is a crucial but often neglected step in the court-martial process that may cause serious legal consequences and accountability action against the CA.

EFFECTIVE DATE OF ADJUDGED PUNISHMENTS: Most punishments do not take effect until the CA takes action on the sentence adjudged at a court-martial. Exceptions to this are confinement, which starts immediately, and forfeiture of pay and reduction in pay grade, which start 14 days after trial [see reference (c)]. Other punishments (e.g., restriction, hard labor without confinement, etc.) will not go into effect until the CA acts on the adjudged sentence. Dismissal, dishonorable discharge (DD), and bad conduct discharge (BCD) will not take effect until appellate review is complete.

AUTOMATIC PUNISHMENTS: In addition to adjudged punishments, there are two types of automatic (statutory) punishments which go into effect for certain types of cases:

- **AUTOMATIC REDUCTION:** When an enlisted Servicemember's court-martial sentence, as approved by the CA, includes (1) a discharge or (2) more than 90 days of confinement, the Servicemember will automatically be reduced to the paygrade of E-1 upon the date of the CA's action.
 - **CA's OPTIONS:** The CA can suspend, remit (cancel), modify (approve reduction to a lower paygrade but not all the way down to E-1), or allow automatic reduction all the way down to E-1 to occur.
- **AUTOMATIC FORFEITURE:** When any member's court-martial sentence includes (1) confinement for more than 6 months or death, or (2) a BCD or DD plus any amount of confinement, the member will automatically forfeit two-thirds pay and allowances in the case of a special court-martial or all pay and allowances in the case of a general court-martial (GCM) starting at the earlier of the CA's action on the adjudged sentence or 14 days after the sentence is adjudged. The automatic forfeiture will be taken throughout the period of confinement and parole.
 - **CA's OPTIONS:** The CA can defer automatic forfeiture until CA's action. This means the automatic forfeiture of pay will not take effect, as it normally would, 14 days after trial. Deferment changes the effective date to the date of the CA's action. At CA's action, the CA can approve the automatic forfeiture, or the CA may waive the forfeiture for a maximum of six months and direct the amount of money to be forfeited to the accused's dependents. Usually, the accused sets up an allotment for a dependent in the amount of the automatic forfeiture.

WHEN THE CA MAY TAKE ACTION: Before the CA's action, the ROT must be prepared by the USN Region Legal Service Office or the USMC Legal Services Support Section, authenticated by the trial counsel and military judge, and served on the accused and his/her defense counsel (DC). For all GCMs that result in a finding of guilty in any cases involving punitive discharge, a staff judge advocate or legal officer must review the ROT and prepare a memorandum to be served on the accused and his/her DC. Finally the accused must be given the opportunity to seek clemency from the CA. An accused seeks clemency by "submitting matters" (such as letters from family members, friends, command members, or even the victim and members of the court-martial) that explain to the CA why he should approve a lower sentence than the sentence adjudged at trial. CAs must also consider any victim input and victims have a right to provide information for the CA to consider.

ATTENTION TO DETAIL: CA's action letters 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:** The CA is not required to take any action on findings. However, the CA has the following options:

- The CA may approve or disapprove the court's findings
- The CA may disapprove a finding of guilty on an original, more serious charge but approve a finding of guilty for a lesser included offense.
- The CA may not change a finding of not guilty to a finding of guilty; however, a finding of guilty may be changed to a finding of not guilty.
- If the CA says nothing about the findings, it is presumed that the CA approves the findings of the court-martial.

****SENTENCE OF THE COURT:** The CA must take action on the sentence. The CA has the following options:

- The CA may approve any punishment as adjudged by the court-martial.
- The CA may disapprove any punishment in whole or in part.

**** THE DISCRETION THE CA HAS TO APPROVE OR DISAPPROVE FINDINGS AND SENTENCES IS NOW LIMITED AS A RESULT OF RECENT CONGRESSIONAL ACTION. APPENDIX D – CONVENING AUTHORITY LIMITATIONS ON FINDINGS MODIFICATIONS; AND APPENDIX E – CONVENING AUTHORITY LIMITATIONS ON SENTENCING MODIFICATIONS. DETAIL WHERE CA DISCRETION IS CONSTRAINED DEPENDING ON THE TYPE OF CASE AND/OR THE TYPE AND AMOUNT OF PUNISHMENT ADJUDGED.**

VICTIM/WITNESS ISSUES

REFERENCES:

- (a) DODD 1030.01
- (b) SECNAVINST 5800.11B (series)
- (c) OPNAVINST 5800.7A (series)
- (d) SECNAVINST 1752.4A (series)
- (e) OPNAVINST 1752.1 (series)
- (f) NAVADMIN 128/05
- (g) MCO P5800.16A (series)
- (h) MCO 5300.17 (series)
- (i) MCO 1752.5A (series)
- (j) DODI 1342.24 (series)
- (k) SECNAVINST 1752.3B (series)
- (l) OPNAVINST 3100.6J (series)
- (m) SECDEF Memo of 14 Aug 2013
- (n) 10 U.S.C. § 1565(b)
- (o) MARADMIN 583/13

DEFINITIONS:

- 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 about a crime within the investigative jurisdiction of the Department of the Navy (DON), and who provides that knowledge to an appropriate DON representative.

APPOINT A COMMAND VICTIM AND WITNESS ASSISTANCE COORDINATOR: A responsible individual should be appointed in writing to coordinate victims'/witnesses' issues and to act as a Data Collection Officer for victims and witness issues in the command.

BASIC REQUIREMENTS: Upon notification of an incident where a victim or a witness of a crime is identified, ensure that victim and/or witness advisement of rights is made using DOD Form 2701 [see reference (d), enclosure (1)].

COUNSELING AND TREATMENT: Victims of sexual assault and rape should receive immediate treatment and counseling [see reference (c)]. Contact the Family Advocacy Representative (USN) or Family Advocacy Program Manager (USMC) [see reference (k)].

PREVENT REPRISAL: Protect victims and witnesses. Remove the alleged offender from the workspace is necessary. For an alleged military offender consider the necessity of issuing a military protective order (MPO). [See FAMILY ADVOCACY/DOMESTIC VIOLENCE and PRETRIAL RESTRAINT]. A MPO may also be issues in situations other than family violence (e.g., boyfriend/girlfriend disputes). Consider TAD transfers of an alleged offender or victim to ensure safety if necessary. If the victim is military or a military dependent refer them to a legal assistance attorney for specific victim's legal counseling, which is detailed below. If the alleged offender is a civilian, consider seeing a debarment order preventing him/her from accessing the base. In addition, it may be advisable for the victim of a civilian offender to seek a civilian no contact order from local authorities.

PSYCHIATRIC EVALUATION: Do not refer a victim or witness for a mental health evaluation unless it is done in compliance with the Mental Health Evaluation Instruction [see Mental Health Evaluations].

FOLLOW-UP INFORMATION: Provide information and assistance to victims and witnesses at all states of investigation, trial, and post trial. Victims and witnesses should be informed regarding apprehension of the accused, changes in confinement status, investigation status, decisions not to prosecute, preferral and referral of charges, convictions, sentencing, and final resolution of the charges against the accused at trial and after any appellate processing [see references (a), (b), (c), and (g)].

POTENTIAL INCIDENT REPORTING REQUIREMENTS:

- OPREP-3 for major incidents and SITREPS formatted in accordance with OPNAVINST 6100.6J (information from NAVPERS 1752/1).
- Major criminal offenses must be referred to NCIS.
- Violent crime message.
- For incidents involving sexual assaults, immediately notify the local Sexual Assault Prevention and Response (SAPR, formerly SAVI) representative, NCIS, and the local staff judge advocate.
- Incidents involving sexual harassment [see Sexual Harassment].
- Incidents involving officers in accordance with TYCOM/Second Echelon requirements [see Officer Misconduct].

FAMILY ADVOCACY PROGRAM (FAP): FAP provides clinical assessment, treatment, and services for military members and their families involved in allegations of domestic abuse or child abuse. FAP's goals are to ensure the victim's safety and well being as well as offender accountability. These principals form the basis of the FAP clinical provider's work in responding to allegations of domestic abuse and child abuse [see reference (k) and DOMESTIC VIOLENCE/FAMILY ADOVCACY INCIDENTS].

TRANSITIONAL COMPENSATION: Family members who were abused by a Servicemember who is subsequently separated from the military service because of that abuse, either by court-martial or administrative separation, are entitled to transitional compensation [see reference (j)]. Transitional compensation is not based on the financial needs of the family. The program provides monthly payments of transitional compensation and other benefits (e.g., medical, dental, etc.) to the family members as long as the family members do not reside with the abusive former Servicemember. The local USN and USMC family services centers can assist with the transitional compensation application process.

LEGAL ASSISTANCE: Legal assistance attorneys at USN Region Legal Service offices and USMNC Legal Services Support Sections will provide the following services to victims:

- Information on the Victim/Witness assistance programs in the Fleet, including;
 - The rights and benefits of victims.
 - The role of a victim advocate and victim privileges.
 - The difference of privileged communication with a legal assistance attorney and unprivileged communications to a victim advocate.
- The difference between restricted and unrestricted reporting.
- General information concerning military justice and the roles and responsibilities of the trial counsel, defense counsel, and investigators.
- Emotional, mental health, and medical counseling services.

- The availability of protections provided by civilian and military protective orders.
- Transitional compensation and other state/federal program benefits for victims of crime.
- Traditional legal assistance services (e.g., estate planning, tax advice, powers of attorney, consumer affairs, family law advice, etc.).

VICTIMS LEGAL COUNSEL (VLC): Per reference (j), on 14 Aug 2013, the Secretary of Defense directed that each service immediately implement a victim legal advocacy program to provide legal advice and representations to victims of sexual assault. On 1 Jan 2014, the USN and USMC each created a Victims' Legal Counsel Organization (VLCO). The mission of the VLCO is to provide legal advice and representation to the victims of certain crimes. A VLC is a judge advocate who will be detailed to advocate on a victim's behalf by providing legal counsel throughout the investigation and court-martial process. References (m) through (o) provide additional guidance on a victim's eligibility for VLC representation. Contact a staff judge advocate in order to determine whether a particular victim is required to meet with a VLC.

OTHER CONSIDERATIONS:

- The Secretary of the navy will provide guidance to commanders regarding their authority to take appropriate action to remove or temporarily reassign a Servicemember accused of committing a sex-related offense from a position of authority or from an assignment. This may not be used as a form of punishment but is intended to promote good order and discipline within the unit and to protect the victim if he/she is in the same unit as the accused.
- Defense counsel (DC) may not interview a victim of a sex-related offense without first requesting access to the victim through the trial counsel (TC). Further, the victim now has the right to have the TC or VLC present for the interview with the DC.

SECTION II:
ADMINISTRATIVE CORRECTIVE MEASURES
AND
NON-JUDICIAL PUNISHMENT

NON PUNITIVE MEASURES TO CORRECT MISCONDUCT OR POOR PERFORMANCE

REFERENCES:

- (a) RCM 306
- (b) JAGMAN
- (c) MILPERSMAN
- (d) BUPERSINST 1610.10C
- (e) MCO P1610.10C
- (f) SECNAV M-5510.30
- (g) BUPERSINST 1430.16F
- (h) SECNAVINST 1920.6C

APPROPRIATE ACTION IN EVERY CASE: The case disposition decision is one of the most important and difficult decisions facing a commander. The discussion in reference (a) lists 10 factors that the commander should consider when deciding how to address a case of misconduct or poor performance by an officer or enlisted Servicemember (e.g., character of the accused's military service, nature of the incident, victim and witness availability, etc.) In any event, prompt action is always essential.

NO ACTION OR DISMISSAL: Upon completion of an investigation a commander may decide to take no action on an offense if appropriate under the totality of the circumstances. If charges have been preferred, they may still be dismissed.

ADMINISTRATIVE ACTION POLICY: Administrative action may be taken in addition to or instead of disciplinary action as circumstances warrant. However, administrative action should not be used as a form of punishment and should not substitute for appropriate disciplinary action.

ADMINISTRATIVE OPTIONS:

- Informal resolution at the lowest level of the chain of command. For example, informal counseling, providing an apology, etc.
- Non-punitive measures: leadership tools designed to correct unacceptable behavior or performance.
 - Non-punitive censure [reference (b), section 0105]
 - Oral or in writing; private action that may not be referenced in any official service documentation, but underlying conduct may be mentioned in appropriate official documentation.
 - Extra Military Instruction (EMI) [reference (b), section 0103]
 - Training tool designed to identify and correct a deficiency
 - Training must be logically related to deficiency.
 - Assigned for no longer than necessary to correct the deficiency.
 - No more than two hours per day outside working hours; avoiding religious observances.
 - May be completed during working hours or after hours, but only the CO or OIC may assign EMI after normal working hours.
 - Denial of privileges [reference (b), section 0103]
 - Those with the power to grant the privilege also have the power to revoke the privilege.
 - Only privileges (e.g., use of recreational facilities) and not rights (e.g., medical, dental, etc.) may be withheld.

- Letter of Instruction (LOI) [reference (c), section 1611-1620]
 - Written guidance use to correct a deficiency. Unlike non-punitive censure, a LOI may be referenced in any official service documentation, and the underlying conduct may also be mentioned in appropriate official documentation.
- Use of evaluations (EVALS) and fitness reports (FITREPS) to document unacceptable behavior [reference (d), section 1610.10c; reference (e)]
- Security clearance adjustments or withdrawal [reference (f)]
- Withholding or withdrawing of an advancement or promotion recommendation [reference (g)]
- Reassignment/early transfer/delay of transfer
- Detachment for Cause [reference (c), sections 1611-1620]
- Administrative separation (enlisted personnel) or Board of Inquiry (officers) [reference (c), section 1920; reference (h)]

LAWFUL WAYS TO DENY NORMAL LIBERTY: Normal liberty cannot be curtailed unless as a part of a lawful punishment imposed by non-judicial or a court-martial, or under the following circumstances which are not punitive in nature.

- EMI
- Liberty risk (only applicable overseas)
- Extension of hours for mission-essential requirements
- Limited health/safety reasons
- Pretrial restraint in anticipation of courts-martial

VOLUNTARY RESTRAINT: Voluntary restraint, “house arrest,” or “confinement to quarters” is never authorized unless part of a lawful punishment which requires certain procedures and provision of due process rights to the accused.

REMEDIES FOR ILLEGAL NON-PUNITIVE MEASURES:

- Request mast with the CO
- UCMJ Article 138 complaint against the CO
- U.S. Navy Regs. 1150 complaint against any superior other than the CO
- Congressional inquiry
- IG complaint

RESERVIST NOTE: Normal liberty can be denied for reservists on active duty. The guidance provided above applies to reservists on active duty. Reservists just in a drilling status do not have liberty. Accordingly, a CO may not deny liberty to a reservist in a drilling status. A CO cannot lawfully require a drilling reservist to work beyond the normal four-hour drilling period. Additionally, a CO cannot restrict a drilling reservist’s liberty between drilling periods.

NON-JUDICIAL PUNISHMENT BASICS

REFERENCES:

- (a) UCMJ, Article 15
- (b) MCM, Part V
- (c) JAGMAN, Sections 0106-0108, 0124

AUTHORITY: Only a commanding officer (CO) over the accused has the authority to impose non-judicial punishment (NJP). This authority is non-delegable and NJP may be imposed on USN and USMC members of the command. Some flag officers may delegate their authority to impose NJP to a principal assistant. However, the general rule is COs cannot delegate their authority to conduct NJP. If the executive officer (XO) is acting CO, then the XO as acting CO can impose NJP since the authority to impose NJP rests with the position with CO and not with the specific individual occupying the CO's position.

OTHER CONSIDERATIONS REGARDING AUTHORITY TO IMPOSE NJP:

- **TIMING OF NJP:** The authority to impose NJP rests with the CO in whose command the accused now serves; not the CO of the accused at the time of the offense.
- **TAD PERSONNEL:** The accused can be subject to NJP by either the CO of the TAD command or the accused's permanent command CO, but not both for the same offense.
- **EMBARKED UNITS:** Unit commanders must defer to the prerogative of the ship CO to decide whether to conduct NJP on embarked personnel. The default is always that the ship CO has NJP authority over all embarked personnel on the ship. The ship CO may delegate his/her authority to the COs of embarked units, but absent such a delegation the ship CO retains the NJP authority. However, if a unit is only aboard a ship for transportation purposes and is not attached or an assigned unit to the ship, the CO of the unit aboard solely for transportation purposes has NJP authority over his/her personnel.
- **MULTI-SERVICE COMMANDS:** Personnel are subject to NJP from the multi-service commander. Often, multi-service commanders will designate the senior USN and USMC officer at the command to conduct NJPs for their respective members. Any such designation must be done in writing and a copy of the designation must be provided to the Office of the Judge Advocate General (OJAG), Criminal Law Division (Code 20) and to the Commandant of the Marine Corps (CMC).

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

- **GENERAL GUIDANCE:** NJP is typically for "minor" offenses. Determining if an offense is minor is up to the commander's discretion. Among the many factors to be considered is whether the minor offense is an offense where a punitive discharge or more than one year's confinement is not authorized at court-martial. If such a punishment is not authorized, then the offense is generally considered minor. However, this is a guiding principal and not a hard rule for consideration of categorizing offenses.
- **DOUBLE PUNISHMENT:** Punishment of a minor offense at NJP will bar a subsequent court-martial for the same offense. Punishment of a serious offense at NJP will not bar a subsequent court-martial for the same offense, but the accused will receive credit for any punishment performed as a result of the NJP against any ultimate court-martial sentence. In such cases, the military judge will decide whether an offense is minor or major.

- **PRIOR CIVILIAN ACTION** [reference (c), section 0124]: Prior federal court action bars NJP or court-martial. Prior state, local, or foreign court action does not necessarily bar NJP or court-martial, but the command must request permission to proceed from the General Court-Martial Convening Authority (GCMCA) over the accused, and any GCMCA decision must be reported to OJAG or the CMC if permission is granted.
 - Criteria the GCMCA may consider in granting permission to conduct subsequent NJP or court-martial:
 - Exceptionally light civilian sentence, impracticable probation terms, court concludes without a conviction or acquittal after a trial on the merits, unique military interest such as lack of civilian prosecution for military specific crimes.

DUAL ACTION: If both the Navy and a civilian law enforcement agency have jurisdiction over an offense, prosecution efforts should be coordinated. The Senior Officer Present Afloat and the area coordinator staff judge advocate, as well as NCIS, should be consulted if it appears that both the Navy and local authorities are contemplating prosecution.

STATUTE OF LIMITATIONS: There is a two year statute of limitations from the date of the offense; not two years from the date the command found out about the offense.

RESERVE NOTE: Reservists are subject to Uniform Code of Military Justice jurisdiction if they commit an offense defined by the UCMJ while on active duty or in a drilling status. The guidance provided above relating to a CO's authority and discretion applies to reserve COs and reservists.

- NJP can be imposed during active duty or inactive duty training (IDT) when the misconduct occurred or at a subsequent period of active duty or inactive duty training so long as this is within two years of the date of the offense. The accused can waive his/her right to be present at NJP, and the CO or officer in charge may impose NJP and require any punishment to take effect during a subsequent period of active duty or IDT.
- Reservists can be awarded restriction and extra duty at NJP. However, the restriction or extra duty may not extend beyond the normal termination of the duty period. Awarded but unserved restriction or extra duty can be carried over to a later period of active duty or IDT. Extra duties and arrest in quarters may not be imposed on reservists if they are IDT.
- Reservists cannot be awarded confinement on bread and water without approval of the Secretary of the Navy.
- Fines on reservists permanently assigned to inactive duty shall be based on the total amount subject to forfeiture at the time adjudged.
- A CO can request that the GCMCA involuntarily recall the accused to active duty or IDT for the purpose of imposing NJP.

NON-JUDICIAL PUNISHMENT PROCEDURES AND PROCEEDINGS

REFERENCES:

- (a) UCMJ, Article 15
- (b) MCM, Part V
- (c) JAGMAN, Sections 0109-0115
- (d) MCO P5800.16A (series)

DISCIPLINARY REVIEW BOARD (DRB) AND EXECUTIVE OFFICER INQUIRY (XOI): These are investigative tools conducted by the senior enlisted leadership of an enlisted accused member, which makes disciplinary recommendations to the Executive Officer (XO), who then conducts XOI and either dismisses the charges or forwards them to the Commanding Officer (CO) with a recommendation about whether or not to proceed with non-judicial punishment (NJP). Accused Servicemembers cannot refuse to attend a DRB or an XO Inquiry (XOI). Neither mechanism is authorized to make guilty findings or impose punishments nor is either required to take place before NJP. [See *Appendix K – Executive Officer Inquiry Guide*]

RIGHT TO REFUSE NJP:

- All Servicemembers can refuse NJP unless they are attached to or embarked on a vessel. The operational status of the vessel is irrelevant to whether a member can refuse NJP.
- The right to refuse NJP ends when the CO imposes punishment at NJP. Anytime before, even at NJP until the punishment is announced, the Servicemember can refuse NJP and terminate the NJP proceedings.
- If a member refuses NJP, the CO retains all administrative and other disciplinary options, including taking the charges to court-martial. It will be up to the CO to decide how to proceed in the event a Servicemember refuses NJP. Servicemembers cannot “demand court-martial” in lieu of NJP. The CO is under no obligation to grant the request for court-martial. The decision whether or not to take a Servicemember to court-martial after refusing NJP is entirely and absolutely at the CO’s discretion.

RIGHT TO CONSULT WITH COUNSEL:

- There is no right to legal counsel at NJP. The only right to legal counseling related to NJP is the right to consult with a lawyer about whether or not to accept NJP. The right applies only to members who have the right to refuse NJP (e.g., those not attached to or embarked on a vessel).
- If a member has the right to refuse NJP, asks to consult with counsel, and is denied this opportunity, the command may still hold NJP (presuming the Servicemember did not actually assert his/her right to refuse NJP). The only consequence to the command is that this NJP will not be admissible in aggravation at any later court-martial that might occur for the same or unrelated conduct. (*Booker rights.*)

RIGHTS AT THE NJP HEARING:

- To be present. The CO may not hold NJP absent the Servicemember unless the Servicemember has waived the right to a personal appearance.
- To remain silent.
- To have a personal representative assist with preparation and be present (this is not a right to counsel).
- To examine all evidence used against him/her.
- To present matters in defense or extenuation and mitigation.

- To call “reasonably available” witnesses (there is no subpoena power over civilian witnesses).
- To a public hearing. A member may request a closed NJP but he/she has no right to one.

MILITARY RULES OF EVIDENCE (MRE): Except for privileges and the right against self-incrimination, the MREs do not apply at NJP.

STANDARD OF PROOF: The CO must be convinced by a preponderance of the evidence that an accused committed every element of each charged offense in order to be found guilty. A preponderance of the evidence means that it is simply more likely than not that a fact is true. It is the least stringent standard of proof and requires less certainty than clear and convincing evidence and substantially less than belief beyond a reasonable doubt.

CO’s SCRIPT/GUIDE FOR NJP: See reference (e), Appendix A-1-f. This guide helps the CO conduct a legally sufficient NJP and ensures that required due process is afforded to the accused. It is not recommended that COs conduct NJP without this script.

CO’s OPTIONS AT NJP:

- Find the accused guilty of one or more of the charges and impose an appropriate punishment
 - The CO may impose the statutory maximum punishment for any offense for which an accused is found guilty at NJP. [*See Appendix F – NJP Punishment Limitations Chart*]
- Dismissal, which equates to an acquittal on one or all of the charges.
- Dismissal with imposition of administrative/non-punitive measures.
 - It is recommended that the discussion and imposition of any administrative/non-punitive measures take place after the conclusion of the NJP hearing.
- Terminate the NJP before making a finding and imposing punishment and refer the matter to court-martial or a superior authority for disposition.

PUBLICATION OF NJP RESULTS:

- The results of a NJP hearing may be published within one month of the hearing, or if the NJP is appealed, within one month of the disposition of the appeal.
- Generally, if only military members have access to the publication of NJP results, then full publication, including the name of the accused, is allowed. If there is the potential for civilian access to the information, the Servicemember’s full name must be removed. There are exceptions to restricting full publication based on the rank and/or position of the disciplined Servicemember and/or the nature of the misconduct or if there is compelling public and/or media interest. See JAGMAN, Chapter I, section 0105(b) for factors to consider with regard to disclosure.

NON-JUDICIAL PUNISHMENT AND CLEMENCY ACTION

REFERENCES:

- (a) UCMJ, Article 15(d)
- (b) MCM, Part V
- (c) MILPERSMAN 5812-010
- (d) JAGMAN Section 0118
- (e) MCO P5800.16 (series)

THOSE WITH AUTHORITY TO GRANT CLEMENCY OR TAKE CORRECTIVE ACTION:

- The officer imposing NJP;
- The successor in command to the officer imposing NJP; or
- The appellate authority (the General Court-Martial Convening Authority (GCMCA) over the officer imposing NJP)

TYPES OF CORRECTIVE ACTION:

- **SET ASIDE:** Terminating any or all of the punishment (executed or unexecuted) and restoring all property, privileges, and rights affected by that portion of the punishment set aside. Set asides are used to correct clear injustice. Clear injustice is defined as an unwaived factual or legal error which affirmatively injured the rights of the member. Clear injustice does not include the fact that the member's performance has been exemplary subsequent to the punishment or that the punishment may have a future adverse effect on retention or promotion potential of the member. Absent unusual circumstances, the power to set aside punishment will be exercised within four months of the imposition of punishment. Set asides exceeding the four-month timeframe must include a detailed justification of the unusual circumstances which resulted in the delay. An NJP authority may only set aside punishments that he/she has the power to impose. Setting aside an NJP has the effect of voiding the punishment and restoring the Servicemember to the position he/she would have been in had the NJP not been imposed, including repayment of back pay for any awarded reduction in rate or forfeitures and fines [see reference (c)].
- **REMISSION:** Canceling unexecuted portions of a punishment. The end of a current enlistment or discharge automatically remits any remaining unexecuted punishment. Servicemembers may not be retained beyond their End of Active Obligated Service to serve NJP punishment.
- **MITIGATION:** A reduction in the quantity or type of an unexecuted punishment. The new mitigated punishment may not be for a period greater than the original punishment.
- **SUSPENSION:** Holding the punishment in abeyance for up to six months.
 - **CONDITIONS OF SUSPENSION:** The member cannot commit further violations of the Uniform Code of Military Justice. Any additional terms should be in writing and must be lawful orders capable of performance. (Examples of conditions: making restitution to the victim, to not enter certain establishments, to submit to searches, to conduct training, to successfully complete a course of treatment or rehabilitation, etc.)
 - **VACATING OF SUSPENSION:** If a Servicemember violates the terms of a suspended NJP punishment, the suspension may be vacated by any authority authorized to impose the punishment that was suspended. The Servicemember should be notified and, although a hearing is not required, unless impracticable,

the Servicemember should be given an opportunity to be heard. The decision to vacate a suspension cannot be appealed.

TIME LIMITS:

- Per reference (c), the power to set aside a NJP must be exercised within a reasonable amount of time after the punishment has been executed. Absent unusual circumstances, within four months is considered a reasonable amount of time. The request for any set aside must be sent via the first flag or general officer in the chain of command to Navy Personnel Command for approval.

NON-JUDICIAL PUNISHMENT APPEALS

REFERENCES:

- (a) UCMJ, Article 15
- (b) MCM, Part V
- (c) JAGMAN, Sections 0116 and 0117
- (d) MCO P5800.16A (series)

REVIEWING/APPELLATE AUTHORITY:

- **USN:** The designated area coordinator or the General Court-Martial Authority in the chain of command of the officer imposing NJP.
- **USMC:** The immediate superior in the operational chain of command to the officer imposing NJP.

GROUND FOR APPEAL:

- **UNJUST:** The evidence does not support the guilty finding or there was a substantial procedural error or illegal aspect of the NJP.
- **DISPROPORTIONATE:** the punishment is disproportionate to the offense, too harsh, or unfair under the specific circumstances of the case.

TIME LIMITATIONS:

- The Servicemember has five working days (excluding weekends and holidays) from the date of the NJP to file an appeal.
- Extensions may be requested for good cause.
- Late appeals may be denied only by the appellate review authority. Therefore, all appeals, no matter how late, must be forwarded to the appellate authority regardless of the date submitted.

PROCEDURE:

- Appeals must be in writing.
- They must be routed by the Servicemember via the officer who imposed NJP.
- Any endorsement by the chain of command should include a statement of facts, copies of evidence relied upon at the NJP, including any investigative documentation, witness statements, etc.
- A copy of the Servicemember's record book must also be routed with the appeal.

REQUEST FOR STAY OF RESTRAINT: Applies only to punishments of restraint and extra duties. A Servicemember punished at NJP may request in writing that any unexecuted restraint and extra duties be stayed if the appellate authority fails to act on the appeal in five calendar days. If requested and the appellate authority has failed to act on the appeal in five days, the unexecuted restraint and extra duties are stayed until the appellate authority acts.

REVIEWING/APPELLATE AUTHORITIES SCOPE: The review/appellate authority can only review the appeal to determine if the officer imposing NJP abused his/her discretion. The review authority cannot make guilty findings, impose greater or different punishments, or substitute charges. The appellate authority can only take the corrective actions detailed above or let stand the findings and punishment imposed by the officer imposing NJP.

REFERRAL TO A JUDGE ADVOCATE: A NJP appeal must be referred to a judge advocate for review if the punishment awarded at NJP included:

- Arrest in quarters for more than 7 days;
- Forfeiture of more than 7 days pay;
- Reduction of paygrade of an E-4 or higher;
- Extra duties for more than 14 days; and/or
- Restriction for more than 14 days

REHEARING: Only the reviewing/appellate authority may direct a rehearing, which is akin to a new NJP within the parameters set forth by the review/appellate authority. At any rehearing, the maximum punishment is limited to the punishment imposed at the original NJP.

SECTION III:
ADMINISTRATIVE INVESTIGATIONS

INVESTIGATIONS UNDER THE JAGMAN

REFERENCES:

- (a) JAGMAN, Chapter II
- (b) MILPERSMAN 1770-010
- (c) MCO P5800.16A
- (d) JAGINST 5830.1A (series)
- (e) JAGMAN Investigations Handbook

TYPES OF JAGMAN INVESTIGATIONS:

- Preliminary Inquiry
- Courts of Inquiry
- Board of Inquiry
- Command Investigation
- Litigation-Report Investigation
- Dual-purpose investigations

PRELIMINARY INVESTIGATION (PI): The JAGMAN provides the commanding officer (CO) the authority to convene an appropriate investigation. When the CO does this, he/she becomes the convening authority (CA) for that investigation. The JAGMAN allows CAs to initiate a basic, three-day PI to determine whether further investigation is required. Based upon the result of the PI, the CA may decide to take no further action or to convene another type of JAGMAN investigation. Furthermore, if the incident may involve potential litigation claims, then the PI must be conducted under the supervision of a judge advocate.

COURT OF INQUIRY (COI): The most formal of all JAGMAN investigations is the COI. It is used for the most serious types of incidents, known as “major incidents,” involving multiple deaths, significant national or international public or press interest, significant environmental damage, etc. [see reference (a), Appendix A-2-a, paragraph 9]. A COI can only be convened by a General Court-Martial Convening Authority (GCMCA) or another person designated by the Secretary of the Navy. COIs have the power to subpoena witnesses.

BOARD OF INQUIRY (BOI): [Not to be confused with officer separation boards of inquiry.] BOIs are less formal than a COI, but also used for “major incidents.” BOIs must also be convened by a GCMCA. Unlike COIs, BOIs have no subpoena power but then can order naval personnel to appear, testify, and produce evidence.

COMMAND INVESTIGATION (CI): Most frequently used investigation of all JAGMAN investigations. However, a CI would not be used for any incident considered a “major incident” unless a GCMCA determines otherwise. Unless the standard operating procedure in a particular command structure dictates otherwise, all CIs are to be reviewed and finalized not by the CA, but by the GCMCA for the CA who ordered the investigation.

- Usually just one person will be assigned as a command investigating officer (IO), and this person is usually senior to the accused and usually senior to most known relevant witnesses.
- Any testimony obtained for a CI can be taken sworn or unsworn.
- A CI must include the findings of fact, the opinions of the IO, and the IO’s recommendations for disciplinary, corrective, or other appropriate administrative actions.

LITIGATION-REPORT INVESTIGATION (LR): This form of JAGMAN investigation is utilized when the primary purpose of the investigation is to defend or protect the legal interests of the Department of the Navy and the United States. If conducted properly, the LR is designated as “attorney work product” and protected from disclosure. Due to the high sensitivity of a LR, it should not be conducted without consulting a judge advocate and may only be released by the Office of the Judge Advocate General (OJAG) (Code 15 – Tort Claims Unit).

- The CA must consult with the “cognizant judge advocate” before convening a LR.
- LRs require a special type of convening order [see reference (a)].
- The investigation is conducted under the direction and supervision of a judge advocate.
- There are special rules for taking witness statements.
- Opinions and recommendations in the LR can only be ordered under the authority of the cognizant judge advocate.
- Every page of the report will be labeled “FOR OFFICIAL USE ONLY/LITIGATION ATTORNEY WORK PRODUCT” [see reference (a), section 0210e].
- LRs may not be used to investigate major incidents or where an active-duty death has occurred.

ENDORSEMENTS: CAs should address any and all deficiencies identified in the investigation, and detail corrective actions taken or planned. Special rules apply that may limit any reference to certain administrative and disciplinary actions taken in response to an investigated incident

- CIs: Per reference (a), all command investigations should be forwarded to the GCMCA in the chain of command. However, the GCMCA may set local policy on which types of CIs should be forwarded. Refer to reference (a) for proper routing of a JAGMAN investigation.
- LRs: All LRs must be forwarded to the OJAG (Code 15), Investigations Branch, 9620 Maryland Avenue, Suite 100, Norfolk, Virginia 23511-2989.

RETENTION: CIs must be retained for at least two years and then forward to OJAG (Code 15), Investigations Branch for retention. Any contemplated disposal of a LR shall be coordinated with OJAG Code 15 (DSN 325-4600 or (202) 685-4609) before destruction.

FREEDOM OF INFORMATION ACT RELEASE AUTHORITY: At a minimum, the lowest level release authority for CIs is the cognizant GCMCA. For LRs, only OJAG (Code 15) is authorized to release a report.

LINE OF DUTY INVESTIGATION (LODI)/MISCONDUCT DETERMINATIONS: Whenever a Servicemember is injured or ill and such injury or illness may result in permanent disability or if it may result in the Servicemember missing duty for a period of more than 24 hours, the Servicemember’s command must conduct a LODI. The results of the LODI must be forwarded for final action to the GCMCA. Usually a LODI will be a component of a CI and not a separately documented investigation [see reference (b)].

DUAL PURPOSE INVESTIGATIONS: Some major incidents will produce the need for multiple forms of other JAGMAN investigations. Contact a staff judge advocate or OJAG for assistance determining what type of investigation is most appropriate and whether a dual investigation may be required [see reference (a), sections 0204, 0210, 1105(d)].

RESERVE NOTES: Refer to section 0224 in reference (a).

NOTE: Law now requires commanders to immediately report sex-related offenses to the pertinent military criminal investigative organization (e.g., NCIS, etc.) Therefore, a command **must not** conduct its own PI or CI into an allegation of a sex-related offense until after the cognizant military criminal investigative organization decides not to pursue the matter.

DEATH INVESTIGATIONS

REFERENCES:

- (a) JAGMAN, Sections 0209, 0215, 0225-0232
- (b) MILPERSMAN 1770-010 to 260
- (c) MCO P5800.16A (series)
- (d) MCO P3040.4 (series)

PERSONNEL CASUALTY REPORT: This report is required in the event of a death of a Servicemember [see reference (b)].

NCIS NOTIFICATION: NCIS must be notified if there is a Servicemember or civilian death occurring on a naval vessel or a USN or USMC aircraft or installation, except when the cause of death is medically attributable to disease or natural causes.

JAGMAN INVESTIGATION:

- If a death occurred CONUS, off-base, while the Servicemember was off duty, and there is no connection between the naval service and the circumstances of the death, the command may conduct a limited investigation and simply obtain the investigation completed by civilian authorities and maintain the record as an internal report. The command shall document, in writing, the reasons a limited investigation was conducted, attached the enumerated reasons to the internal report.
- At a minimum, a preliminary inquiry shall be conducted into the death of a member of the naval service or into the death of a civilian aboard a place under naval control.
- If a death is the result of a previously known medical condition and the quality of medical care is not an issue or if the death was caused by enemy action, no investigation is required.
- Under all other circumstances, a full JAGMAN investigation (typically a command investigation) is required.

STATUS OF INVESTIGATION REPORTS: Status reports are required at reasonable intervals until the JAGMAN investigation is forwarded to the next reviewing authority [see reference (b)], who is usually the immediate superior over the officer who ordered the investigation into the circumstances of the death in question.

LINE OF DUTY (LOD) DETERMINATIONS: These are required of all active-duty death cases. If the deceased's conduct is called into question as a contributing factor in his/her death, the commanding officer may appoint an individual not associated with the case (outside the chain of command) to review the investigation to ensure thoroughness and accuracy of the findings [see reference (a), section 0215, 0231].

FORWARDING: Do not delay in forwarding the investigation or finalized documents that are part of the investigation up the chain of command while awaiting final autopsy reports, death certificates, etc. Such documentation can be forwarded under separate cover and added to the investigation [see reference (a), section 0228(b)].

RESERVE NOTES:

- Section 0224 of reference (a) pertains specifically to procedures for LOD determinations that involve reservists. Accordingly, this reference addresses issues that arise during reservist death investigations.

- Reference (b) addresses casualties and survivor benefits pertaining to reservists and deals specifically with reporting the death of non-active-duty sailors.
- Reference (c) states that a LOD determination should be conducted whenever an active-duty Servicemember of the naval service dies. Reference (c), however, does not specifically address the need for a LOD determination in the case of a reservist who dies while performing military duty. Nevertheless, reference (a) and reference (d) states that the term “active duty” for purposes of LOD determinations in death cases includes reserve components serving on active duty, active duty for training (ADT), and inactive duty for training (IDT) (drilling status).
- The USMC Casualty Procedures Manual states that the term “active duty” includes applicants of the Reserve Officer Training Corps and members of the Reserve Component serving on active duty, ADT, and IDT.

REPORTING REQUIREMENTS FOR LOSS OR COMPROMISE OF CLASSIFIED MATERIAL

REFERE CES:

- (a) SECNAVINST M-5510-36 (Chapter 12)
- (b) JAGMAN, Chapters I and II

POLICY: A loss of classified material occurs when it cannot be accounted for or be physically located. A compromise is also the unauthorized disclosure of classified information to a person who does not have a valid clearance, authorized access, or a need to know. A possible compromise occurs when classified information is not properly controlled.

REPORTING REQUIREMENTS: Per reference (a), an individual who becomes aware of a loss or compromise must immediately notify their commanding officer (CO) or security manager (SM). The CO or SM shall immediately initiate a preliminary inquiry (PI). If during the course of the PI it is determined that a loss or compromise of classified information did occur the local NCIS office must be notified. The references listed above establish additional reporting requirements. The format for appointing orders for JAGMAN investigations should comply with reference (a), exhibits 12A-D.

PRELIMINARY INQUIRY IN LOSS OR COMPROMISE [see reference (a)]:

- The CO will appoint a command official (not the SM or any person involved in the incident) to conduct the PI.
- The PI shall be initiated and completed within 72 hours.
- A PI message report or letter must be sent to the immediate superior in command (ISIC) over the CO ordering the PI as well as OPNAV (N09N2), the originator and original classification authority of the classified information in question, the local NCIS office, the National Security Case Disposition Authority (NSCDA), the Office of the Judge Advocate General (Code 30), and others listed in reference (a).
- The PI shall completely and accurately identify the information lost or compromised.
- If the PI determines that no loss or compromise or that the possibility of compromise than the message report is not required.
- Results of the PI may indicate that a more detailed JAGMAN command or higher-level investigation is required.

JAGMAN INVESTIGATION (USUALLY A COMMAND INVESTIGATION):

- A JAGMAN investigation, usually a command investigation (CI) may be used or needed to identify and recommend any appropriate corrective or disciplinary action.
- The CO will appoint a command official with a proper-level security clearance to deal with the classification level of the lost or compromised information.
- The SM will not be appointed to conduct the CI.
- Reference (b) provides guidance on conducting a CI into lost or compromised classified information, including how to properly mark and classify the report and enclosures to the CI.
- Forward the CI to OPNAV (N09N2) via the administrative chain of command and provide informational copies to NCIS, the original classification authority, and the originator of the information in question.

NATIONAL SECURITY CASE REPORTING [see reference (b)]:

- Results of the PI or NCIS investigation need to be assessed to determine if the loss or compromise of classified information meet the criteria for a national security case

- A national security case is one which, to any serious degree, involves the compromise of a military or defense advantage over any foreign national or terrorist group; involves the willful compromise of classified information; affects our capability to resist hostile or destructive action; or involves any act of terrorism.
- If any of these categories come into play, a more detailed JAGMAN investigation is required.
- A JAGMAN investigation for a national security case must be overseen by a senior line commander who is designated as a NSCDA.
- If designated as a national security case, the NSCDA must make periodic message report (every 15 days) to the Chief of Naval Operations until resolution or until the case is determined to not be a national security case.

JUDGE ADVOCATE GENERAL REPORTING: Report all cases to OJAG Code 30 that involve classified information, whether or not designated a national security case:

- When criminal prosecution is contemplated;
- Whenever a major development in the case or investigation occurs; or
- At least every 30 days.

ISIC MAJOR CASE/HIGH-VISIBILITY CASE REPORTING REQUIREMENTS: Some ISICs require periodic reporting on certain types of cases considered “major” or “high visibility.” The report sent to OJAG noted above can also be used to satisfy any ISIC requirement to report on major or high-visibility cases.

SECTION IV:

CLAIMS

CLAIMS OVERVIEW

REFERENCES:

- (a) JAGMAN, Chapters II, VIII, and XI
- (b) JAGINST 5890.1A (series)

INVESTIGATION REQUIREMENT: 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 administrative investigation will be required in order to adjudicate or defend the government against the claim. Typically, a JAGMAN investigation will be required.

- A litigation-report investigation is appropriate whenever an incident may potentially result in a claim or litigation against the Navy.
- Consult the cognizant staff judge advocate before convening a litigation-report investigation.

NOTIFICATION: The Office of the Judge Advocate General (OJAG), Tort Claims Unit (Code 15) should be notified of any incident which might result in a claim. The Tort Claims Unit in Code 15, located in Norfolk, Virginia, may be contacted at (757) 341-5483 or DSN 341-4583.

CLAIM RECEIPT: Should the command receive an actual claim, it must be date stamped and the original claim submission must be immediately forwarded to Code 15, along with any accompanying material and the original envelope with postmark sent by the individual making the claim.

ADVANCE COPY OF INVESTIGATION: Provide Code 15 with an advance copy of any type of investigation conducted into the claim received at the command.

NOTIFICATION OF LAWSUIT: If a lawsuit has been filed against an individual within the command, the command of the Department of the Navy, immediately notify OJAG Code 15 at (202) 685-4600 or DSN 325-4600.

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 the OJAG Admiralty Division (Code 11) at (202) 685-5040 or DSN 325-5040.

FOREIGN CLAIMS: [see FOREIGN CLAIMS section]

SECTION V:
ADMINISTRATIVE SEPARATIONS
AND
OFFICER MISCONDUCT

ENLISTED ADMINISTRATIVE SEPARATION BASICS

REFERENCES:

- (a) DODD 1332.14
- (b) MILPERSMAN
- (c) MCO P1900.16 (MARCORSEPMAN)
- (d) NAVADMIN 131/10
- (e) MCO P1070.12K (series)
- (f) 10 U.S.C. § 1177
- (g) MARADMIN 328.10

PURPOSE: Enlisted administrative separations (ADSEP) are intended to promote readiness by maintaining high standards of performance, conduct, discipline, achieve and maintain authorized force levels, and provide for the separation of enlisted personnel under various circumstances.

BASIS FOR SEPARATION: The basis for separation is the reason for separating a Servicemember. A list of all bases can be found in reference (b), section 1910-100 and reference (c), Chapter 6. All bases are divided into two broad categories:

- **VOLUNTARY:** The Servicemember requests separation. Reasons may include personal family hardship, pregnancy, conscientious objector, etc. All voluntary separations are initiated and considered “At the Convenience of the Government.”
- **INVOLUNTARY:** The military service initiates the ADSEP process, usually because the Servicemember has committed misconduct or demonstrated poor performance.

MANDATORY BASES FOR SEPARATION: A commander is required to initiate the ADSEP process when a Servicemember has engaged in the following:

- **USN**
 - Sexual misconduct
 - Sexual harassment
 - Misconduct that could have lead to death or serious bodily injury
 - Drug abuse
 - Illicit use of prescription/over the counter medications
 - Supremacist or extremist conduct
 - Alcohol treatment rehabilitation failure
 - Failing to pass three physical fitness assessments in a four year period (this includes body composition assessment failures).
 - Family Advocacy Program failure
 - Second substantiated DUI (date-dependent)
- **USMC**
 - Sexual misconduct
 - Sexual harassment
 - Drug abuse
 - Illicit use of prescription/over the counter medications
 - Supremacist or extremist conduct
 - Failure to pass the combat fitness test or the physical fitness test
 - Failure to meet certain performance standards
 - Second substantiated DUI

ADDITIONAL MANDATORY ADSEP BASIS: Mandatory ADSEP processing for inappropriate conduct by a Servicemember exercising authority over a person in entry-level processing or training, such as with a recruit or a trainee. The offender shall be subject to mandatory ADSEP processing if the Servicemember is not punitively discharged at a court-martial. Examples of the types of relationships subject to this provision are:

- Medical Entry Processing staff and recruits
- Recruiter and recruits
- Instructors and students

CONVENING AUTHORITY (CA): The CA is the official authorized to initiate and convene the ADSEP process. Normally, the Servicemember's commanding officer is the CA for enlisted ADSEP processing.

ADSEP NOTIFICATION AND BOARD PROCEDURES: These terms refer to the two different methods for initiating and processing a Servicemember for ADSEP. The decision regarding which method to use depends on the seniority of the Servicemember and the least favorable characterization of service to which they may be subject [e.g., honorable, general, or other than honorable (OTH)].

- **NOTIFICATION PROCEDURE:** Appropriate for all Convenience of the Government cases and for misconduct cases where the CA believes that either an honorable or a general discharge is warranted. In order to use the notification procedure under these circumstances. If the Servicemember has six years of service or more, he/she is still entitled to elect to have an ADSEP board, even if he/she is may only be subject to an honorable or general discharge.
- **BOARD PROCEDURE:** Must be used, or at least offered to the Servicemember subject to ADSEP, if he/she could receive an OTH discharge or has six or more years of active and/or reserve service. Almost all mandatory ADSEP processing cases will require the board procedure. The Servicemember can waive the right to an ADSEP board, but that is at the discretion of the Servicemember in question.

CHARACTERIZATION OF SERVICE:

- **HONORABLE:** Met the standard of acceptable conduct and performance; or is otherwise so meritorious that any other characterization is clearly inappropriate. For USN personnel, the Servicemember must have an evaluation trait average of 2.50 or above at the time of his/her end of active obligated service (EAOS). For USMC, the Servicemember must have Pro/Con marks of 3.0/4.0 at his/her end of active service (EAS).
- **GENERAL (UNDER HONORABLE CONDITIONS):** The Servicemember provided honest and faithful service, but negative aspects of his/her service outweighed the Servicemember's positive service. (of losing significant Department of Defense (DOD) and Veterans Administration (VA) benefits.)
- **OTH:** The Servicemember demonstrated one or more aspects or a pattern of misconduct that constituted a significant departure from the conduct expected from Servicemembers. (A collateral consequence to this characterization is that the Servicemember is at risk of losing almost all DOD and VA benefits.)

SEPARATION AUTHORITIES (SA):

- **USN**
 - **SPECIAL COURT-MARTIAL CONVENING AUTHORITY (SPCMCA):** A SPCMCA can initiate the ADSEP process when the process will involve the notification procedure and there is no possibility the Servicemember subject to ADSEP processing will receive an OTH. In all cases where a SPCMCA initiates ADSEP processing normally the SPCMCA will also be the SA. However, the Servicemember can request review of his/her case by the General Court-Martial Convening Authority (GCMCA) and that the GCMCA act as the SA rather than the SPCMCA.
 - **GCMCA:** A GCMCA will act as the SA when the ADSEP board procedure is used and the board recommends that the Servicemember receive an OTH.
 - **BUPERS/SECRETARY OF THE NAVY (SECNAV):** BUPERS or SECNAV will act as the SA when active duty or reserve personnel are recommended for involuntary separation within two years of retirement. BUPERS or SECNAV will also be the SA when the basis for separation is "Best Interests of the Service" (BIOTS).
- **USMC**
 - **GCMCA:** The cognizant GCMCA will act as the SA in most cases.
 - **DEPUTY COMMANDANT FOR THE MARINE CORPS (MANPOWER AND RESERVE AFFAIRS) [DC/M&RA]:** DC/M&RA will serve as the SA when a Servicemember is being processed for involuntary separation and has 18 or more years of total active military service.
 - **SECNAV:** SECNAV will serve as the SA for all reserve cases where the Servicemember is within two years of retirement and for all cases where the basis of separation is BIOTS.

LEGAL REVIEW: In cases where an OTH is recommended, or when a letter of deficiency is submitted by the Servicemember/defense counsel, the record of the ADSEP proceeding must be reviewed by a judge advocate before the SA can take final action.

CONDITIONAL WAIVERS: A Servicemember entitled to an ADSEP board may request a conditional waiver of his right to a board, contingent upon receiving a general or honorable discharge. Such requests can only be approved by the cognizant GCMCA and if favorably endorsed by the CA for the ADSEP processing in question. Conditional waivers may not be available for some mandatory bases of separation.

ENDORISING ADSEP BOARD CASES: If an ADSEP board recommends retaining the Servicemember, the CO may still recommend discharge to the SA in his/her endorsement of the board's recommendation. With respect to characterization of service, a CO cannot recommend a less favorable characterization than the one recommended by the ADSEP board. The CO can always recommend a more favorable recommendation, but it will be the SA who makes the final decision regarding separation and characterization of service.

DOCUMENTING CONDUCT AS A PREREQUISITE TO INITIATING ADSEP PROCESSING: Under references (a) and (b), prior documentation memorializing a Servicemember's previous misconduct or performance problems may be a firm prerequisite to initiating ADSEP processing. Clear guidance on who may issue a Page 13 or Page 11 should be issued by the CO, and documentation of Servicemember's conduct should always adhere to the ADSEP documentation requirements so that CO's will have the ability to initiate ADSEP processing in the future if necessary. When in doubt, document issues formally with a Page 13 or Page 11 or

with an informal memorandum for the record if the CO does not wish to include the formal documentation in the member's service record. However, usually a MFR will not substitute for the Page 13 or Page 11 requirement in when called for by references (a) and (b). For the USMC, the CO must sign any adverse Page 11 entries. Formal counseling memorialized in writing is normally required as a prerequisite for initiating ADSEP for the following bases:

- Parenthood
- Personality disorder
- Entry-level performance
- Physical fitness failure (including weight control)
- Unsatisfactory performance
- Refusing medical treatment
- Pattern of misconduct
- Minor disciplinary infractions
- Physical or mental conditions not amounting to a disability
- If required by reference (b), sections 1004 and 6105

ADSEP AFTER EAOS/EAS: A Servicemember may not be adversely administratively discharged after the end of his/her enlistment except for a separation in lieu of trial by court-martial (SILT). If a Servicemember is extended beyond his/her EAOS/EAS for purposes of court-martial, and the command decides not to pursue a court-martial, the member must be separated with a characterization of service warranted by the service record, unless the command's action is based on a member-submitted SILT request. Commands should consult with a staff judge advocate before taking action on such a case. Under no circumstances may a command extend a Servicemember past his/her EAOS/EAS solely to ADSEP them.

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

POST-TRAUMATIC STRESS SYNDROME (PTSD)/TRAUMATIC BRAIN INJURY (TBI):

Screenings or medical evaluations for PTSD/TBI are required in some cases before a command can initiate ADSEP processing against a Servicemember. This may be required to determine whether either or both conditions exist and whether one or both contributed to the conduct subjecting the Servicemember to ADSEP.

- **USN:** Reference (g) provides that if a Sailor, in the two-year period prior to ADSEP processing, served in an imminent danger-pay area, then an evaluation must be made to determine whether he/she has been diagnosed with PTSD/TBI. If diagnosed with either condition, then an additional medical evaluation will be required to determine whether PTST/TBI was a contributing factor to one or more of the bases of ADSEP processing. If so, then the Chief of Navy Personnel serves as the SA in those circumstances.
- **USMC:** References (c) and (h) provide that all Marines with over 180 days of active-duty service will undergo a medical evaluation before involuntary ADSEP processing is initiated. If PTSD/TBI is present, then a medical evaluation by a clinical psychologist or psychiatrist will be required to determine whether PTSD/TBI was a contributing factor to one or more of the bases of separation. If so, and the Marine is recommended for separation with either a general or OTH, then the GCMCA's (as the SA) final action endorsement shall explain the reasons for the Marine's separation and characterization of service, taking into account the diagnosis as a contributing factor.

RESERVE NOTES: A reservist who is not on active duty or who is serving under a call or order to active duty for 180 days or less begins entry-level status upon enlistment. Entry-level status for such a reservist terminates as follows:

- 180 days after beginning training if the member is ordered to active duty for training for one continuous period of 180 days or more; or
- 90 days after the beginning of the second period of active-duty training under a program that splits the training into two or more separate periods of active duty.

HARDSHIP SEPARATIONS [see reference (b)]: A USN reservist, serving on inactive duty, may be transferred to the Individual Ready Reserve (IRR) or Standby Reserve when the hardship prevents participation in the Selected Reserve (SELRES) but not mobilization of the reservist, or may be discharged when the hardship would prevent the reservist's mobilization. ADSEP cases for reservists on inactive duty shall be approved by the appropriate SPCMCA and upon completion of the ADSEP forwarded to Navy Personnel Command (NPC).

ERRONEOUS OF DEFECTIVE ENLISTMENT [see reference (b)]: For SELRES personnel, the SA is NPC.

UNSATISFACTORY PARTICIPATION IN THE READY RESERVE [see reference (b)]: The notification ADSEP procedure detailed above should be used for these cases. If the CO determines that discharge is not warranted, he/she may recommend that the Servicemember be transferred to the IRR or the Standby Reserve (Inactive). This recommendation should be included in the CO's letter of transmittal (LOT) of the ADSEP package and recommendation to NPC. The characterization of service should be honorable or general.

SEPARATION BY REASON OF PHYSICAL DISABILITY [reference (b)]: Reservists on inactive duty may be separated by reason of physical disability upon a determination that they are not physically qualified to perform the duties of their rating on active duty in the reserves in a reasonable manner due to disease or disability.

FORWARDING ADSEP PACKAGES [see reference (b)]: All ADSEP packages for reservists, even for those members discharged locally, must be forwarded to NPC under a LOT. The CO or acting CO must sign the LOT; LOT's may not be signed "by direction." If discharged locally, the LOT must include the effective date of discharge and a copy of the service record entry. See reference (b) for a LOT template.

TRANSFER TO NON-PAY BILLETS: Naval Operational Support Center (NOSC) COs have the authority to assign unsatisfactory participants to non-pay billets if the member is being processed for ADSEP. COs should consider if the reservist is a mobilization asset prior to transferring personnel to a non-pay billet. Assignment to a non-pay billet may be made as soon as a NAVPERS Form 1910/31 or a NAVPERS 1910/32 is signed by the NOSC CO. NOSC COs, at their discretion, may retain all reservists being processed for ADSEP in their unit until processing is complete.

MINIMUM NOTICE OF PROCESSING [reference (b)]: Drilling reservists (inactive duty reservists) must have a minimum of 30 days from the date of notice of ADSEP processing is delivered personally or received by mail at the reservists designated mailing address to respond to the notice. If mailed, the notice of processing should be mailed in such a way that the command receives notice of delivery of the correspondence.

OTHER CONSIDERATIONS: SECNAV will be establishing policy for the enhanced protections of prospective members and new members of the armed forces during entry-level processing and training. A punitive policy for inappropriate and prohibited relationships, communication, conduct, or contact between a member and a prospective member of the armed forces is in effect.

ENLISTED ADMINISTRATIVE SEPARATION BOARDS

REFERENCES:

- (a) MILPERSMAN
- (b) MCO P1900.16F (MARCORSEPMAN)

WHEN ADMINISTRATIVE SEPARATION (ADSEP) BOARDS ARE REQUIRED:

- If the Servicemember has six or more years of military service; and/or
- If the Servicemember is being processed for ADSEP and the least favorable characterization of service that could be assigned is an other than honorable (OTH) discharge.

ADSEP BOARD COMPOSITION:

- Three or more commissioned, warrant, or noncommissioned officers (E-7 and above).
- A majority of the board members must be commissioned officers and/or warrant officers.
- The senior member must be an O-4 or above (line or staff corps).
- The E-7 or above member must be senior to the Servicemember subject to ADSEP processing.
- If the Servicemember subject to ADSEP is a reservist, there must be at least one commissioned officer reservist on the board.

WITNESS REQUESTS: Any requests for witnesses by the Servicemember subject to ADSEP processing must be timely. Boards do not have subpoena power for civilian witnesses. The commanding officer (CO) or other official acting as the convening authority (CA) may expend funds to bring a witness (military or civilian) to the board if life testimony is both necessary and the witness is reasonably available based on operational commitments, etc. The CA should consider factors such as cost, delay, and interference with mission accomplishment when deciding whether to spend funds to bring a witness to a board. Testimony via telephone and video-teleconference is permitted.

FUNDING FOR THE PRODUCTION OF WITNESSES: The CA may authorize funding for the production of witnesses only if the senior member of the board (after consultation with a judge advocate appointed as the board's legal advisor) determines that:

- The testimony of the witness is not redundant with that of another witness or other forms of evidence;
- The personal appearance of the witness is essential to a fair determination on the issues;
- Written or recorded testimony will not accomplish adequately the same objective as live testimony;
- The need for live testimony is substantial, material, and necessary for proper disposition of the case; and
- The significance of the personal appearance of the witness, when balanced against the practical difficulties of producing the witness, favors production of the witness
- Factors to be considered in relation to the balancing test include, but are not limited to
 - The cost of producing the witness.
 - The timing of the request for production of the witness.
 - The potential delay to the board that may be caused by waiting to produce the witness.
 - The likelihood of significant interference with military operations by either delaying the board and/or producing the witness.

CONTINUANCE REQUESTS: The Servicemember subject to ADSEP processing should be given reasonable time in order to prepare for an ADSEP board.

- The senior member of the board rules on all requests for a continuance.
- Ensure that a request for continuance does not place the Servicemember subject to separation past his/her end of active obligated service (EAOS)/end of active service (EAS), in which case the member cannot be administratively separated [see above: ADSEP after EAOS/EAS].
- If the Servicemember subject to ADSEP goes on unauthorized absence while an ADSEP board is pending, the board may proceed without the presence of the member.
 - For the USMC, the ADSEP board cannot proceed without permission from the Commandant of the Marine Corps unless the Marine subject to separation meets the requirements of reference (b), paragraph 6312.

CHALLENGES FOR CAUSE: Either the recorder, who represents the government, the counsel for the Servicemember subject to ADSEP, or the Servicemember him/herself can challenge a member of the board and request the member's excusal if there is evidence that the member cannot make a fair and impartial decision. The CA rules on all challenges for cause, unless the CA has authorized the legal advisor for the board to do so.

ISSUES TO BE DECIDED AND RECOMMENDED BY THE ADSEP BOARD:

- If the basis for separation (e.g., misconduct, poor performance, etc.) is supported by a preponderance of the evidence ("more likely than not" standard);
- If the basis is supported, should the Servicemember be separated or retained; and
- If separated, what should be the characterization of service upon discharge (honorable, general, or other than honorable).

ADSEP BOARD EVIDENCE: The Military Rules of Evidence do not apply, except for privileges and the right against self-incrimination.

- Pre-service/prior enlistment adverse matters may only be considered on the issue of retention or separation if the evidence is not too remote, isolated, or irrelevant. Such information cannot be used on the issue of characterization of service. Only current enlistment matters may be considered for the characterization of the current enlistment.
- Findings of a court-martial or civilian courts are binding upon ADSEP boards on the question of whether the basis for separation is supported by the evidence.

RESERVE NOTE: Letters of transmittal conveying a case involving reservists processed for ADSEP for unsatisfactory performance in the Ready Reserve to the Separation Authority must include a copy of the reservist's drill muster record, NAVPERS Form 1570/2, Satisfactory Participation Requirements/Record of Unexcused Absences, notices to report for physical examinations, and letters trying to locate the reservist.

OFFICER MISCONDUCT AND SEPARATIONS

REFERENCES:

- (a) MILPERSMAN 1611
- (b) BUPERSINST 1610.10 (series)
- (c) U.S. Navy Regulations, Article 1122(b)
- (d) MILPERSMAN 1070-020(c)
- (e) SECNAVINST 1920.6C (series)
- (f) MCO P5800.16A (series)

NOTE: In all cases of officer misconduct, whether or not required, it is best practice to contact BUPERS (PERS-834) at (901) 874-2090/4424 or DSN 882-2090/4424 for assistance with USN cases, or Headquarters, USMC (JAM) at (703) 614-4250 or DSN 224-4250 for assistance with USMC cases.

NOTIFICATIONS REQUIREMENTS: The following cases require notification and follow on reports for instances of officer misconduct to the offices noted above:

- **AN INTENT TO TAKE AN OFFICER TO NON-JUDICIAL PUNISHMENT (NJP)**
- **COMPLETION OF NJP:** Notify PERS or JAM by letter as soon as the results are final, including any appellate action. NJP results must be sent via the first flag officer in the administrative chain of command [see references (a) and (f) for appropriate format and informational requirements]. The officer imposing NJP must also recommend whether the officer should be removed from any promotion list, detached for cause, and whether he/she should be required to show cause for retention ("show cause" means to initiate administrative separation (ADSEP) processing in officer cases)
- **INTENT TO TAKE AN OFFICER TO COURT-MARTIAL:** At a minimum no later than when charges are preferred against the officer.
- **THE FINAL RESULTS OF ANY COURT-MARTIAL OR CIVILIAN COURT ACTION**
- **ARREST BY CIVILIAN AUTHORITIES:** The commanding officer (CO) shall report initial pertinent information to PERS or JAM by e-mail. This includes the nature of the civil charges. Subsequent status reports shall be submitted as appropriate, but not less than every 30 days or when there is a significant development in the case. When the results of the civilian action are final, the CO shall submit a Final Civil Action Report to PERS or JAM by letter.
- **UA:** COs shall report all facts and circumstances immediately to PERS or JAM by message. Next of kin letters must be sent after 10 days of UA status and a DD Form 553 notification must be sent after 30 days when the UA turns into deserter status. If the officer who is UA had access to classified information and there is any indication the UA status may be related to the classified material then NCIS must be notified.
 - COs located in CONUS shall contact the primary next of kin by telephone to notify them of the officers UA status and request assistance in returning the officer to military authorities. All other CO's will do the same when the absentee officer's next of kin reside in the local area.

NON-PUNITIVE LETTERS OF CAUTION (NPLOC): These are a common administrative counseling tool to address an officer's poor performance and/or minor disciplinary issues. NPLOCs may not be referred to in fitness reports (FITREPS) or forwarded to BUPERS. The underlying facts necessitating the NPLOC may be referred to in FITREPS or another official record. However, if any adverse matters are going to be included in a FITREP or in the officer's

service record, he/she must be given the opportunity to make a statement in connection with the adverse entry.

LETTERS OF INSTRUCTION (LOI): LOIs serve the same purpose as NPLOCs, but LOIs can be referred to in FITREPS and in other official documents in the officer's service record. Whether they are referred to or included in service record documents is at the discretion of the officer's CO. As an adverse matter for entry into the record, the officer who received the LOI has a right to comment on the matters addressed in the letter. COs should be aware that the inclusion of an LOI in a service record or if referred to in a FITREP may have significant adverse impact on the officer's chances for promotion, assignment, and overall career progression.

ADSEP CATEGORIES: Officers may be administratively separated from the service for the following reasons:

- **VOLUNTARY:**
 - Resignation
 - Release from active duty (RAD)
 - Retirement
 - Inter-service transfers
 - Convenience of the Government (e.g., parenthood, hardship, separation to accept public office, etc.)
- **INVOLUNTARY:**
 - Involuntary RAD
 - Failure to promote
 - Separation in lieu of court-martial
 - Substandard performance of duty
 - Misconduct or moral or professional dereliction
 - Force shaping to maintain authorized personnel levels

SEPARATION PROCESS: An officer may be separated using the notification procedure or the board procedure. These processes are similar to the two types of procedures used for enlisted ADSEPs. ADSEP boards for officers are called "Boards of Inquiry" (BOI). The notification procedure may be used for probationary officers (those with six or less years of service) and who are not subject to possibly receiving an other than honorable (OTH) characterization of service upon discharge. All other officers are entitled to a BOI, though they may waive the right to a board.

SHOW CAUSE AUTHORITY (SCA): Only the SCA, as designated and appointed by SECNAV, may convene a BOI. For USN, PERS has been designated as the SCA. For USMC, the Commandant of the Marine Corps (CMC) has been delegated SCA. CMC has further delegated this authority down to the Deputy CMC (Manpower and Reserve Affairs). The Secretary of the Navy has authorized generals and lieutenant generals in command to be designated as alternate show cause authorities.

DETACHMENT FOR CAUSE

REFERENCES:

- (a) MILPERSMAN 1611-020
- (b) MILPERSMAN 1616-010

AUTHORITIES FOR OFFICER AND ENLISTED DETACHMENT FOR CAUSE (DFC): DFCs for chief petty officers and selected petty officers are conducted in accordance with reference (b). DFC for officers must be conducted in accordance with reference (a). In all cases, Commander, Navy Personnel Command (CNPC) is the approval authority.

GROUND: There are four reasons for requesting an officer DFC:

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

TIMING: Normally, DFC should be the option of last resort unless alternative measures are inadequate due to the nature of the circumstances. DFC will generally not be an option when:

- Reassignment of the officer within the command is possible;
- It is clearly being improperly used as a disciplinary action or in lieu of appropriate disciplinary action;
- The officer is in receipt of PCS orders and his/her relief is already on board; or
- Other available and reasonably effective alternatives exist within the command to resolve the situation.

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

DISCIPLINARY ACTION: If disciplinary action and a DFC request are contemplated by the commanding officer, disciplinary action must occur first and then the CO may request a DFC of the officer in question. The CO may still request a DFC without disciplinary action if the CO believes that disciplinary action is not warranted or feasible at the time and it is imperative to remove the officer from the command. In cases where disciplinary action is not or cannot be taken first, the CO must provide an explanation of the circumstances in the DFC request sent to CNPC.

DETACHMENT PAPERWORK: The officer subject to DFC must be notified in writing that the CO is initiating a request and that it will appear in his official record. The officer must be given time (usually 15 days) to provide a written response to be included in the DFC request as it routes to CNPC. The officer may waive providing a response, but that waiver should be documented in writing.

NOTIFICATION: A commanding officer contemplating submitting a DFC request should notify PERS in advance that a DFC request is or may be forthcoming.

SECTION VI:
COMMAND URINALYSIS PROGRAMS

COMMAND URINALYSIS PROGRAM OVERVIEW

REFERENCES:

- (a) OPNAVINST 5350.4D (series)
- (b) SECNAVINST 5300.28E (series)
- (c) MCO 5300.17
- (d) Navy and Marine Corps Specimen Submissions for Steroid Testing
- (e) Navy Alcohol and Drug Abuse Prevention Program Synthetic Drug Urinalysis Operating Guide (Apr 2012)
- (f) MARADMIN 681/12
- (g) NAVADMIN 082/12

POLICY: In accordance with references (a) through (g), wrongful use of drugs is inconsistent with USN and USMC policy. Commanders must be vigilant in ensuring a properly administered urinalysis program prevents and screens for the wrongful use of drugs.

COORDINATORS AND OBSERVERS: Command urinalysis program coordinators (UPC) must be designated as such in writing by their commanding officers (CO). Whenever possible, COs should assign officers or noncommissioned officers to be UPCs. Observers must also be used to ensure that tested Servicemembers provide actual specimens from their own body.

ATTENTION TO DETAIL AND SECURITY: The entire specimen collection process will be scrutinized in any court-martial or administrative separation board. For test results to be admissible there must have been a tight chain of custody and protection of samples after collection.

TESTING GOAL FOR USN: All USN personnel shall be tested at least once per fiscal year. The most effective means of accomplishing this goal is through unit sweep testing. There are three categories of unit sweeps:

- **UNIT SWEEP:** A unit sweep is the testing of an entire command or unit at once. Unit sweeps are (although no longer mandated), an effective detection and deterrence tool and are recommended for use by all commands. Commands may be subjected to up to five unit sweeps per fiscal year.
- **SUB-UNIT SWEEP:** Selection, random or otherwise, of an entire sub-unit or identifiable segment of a command. Examples of a sub-unit include an entire department, division, or watch section; all newly reported personnel; pay grade, or all personnel who surrender or are apprehended after an unauthorized absence. As a matter of policy, all newly reporting personnel shall be tested within 72 hours.
- **END OF FISCAL YEAR TESTING:** To ensure all USN personnel are tested annually, commands shall review all personnel onboard who were not tested during the course of the year and conduct an end of fiscal year unit sweep for all untested personnel.

TESTING GOAL FOR USMC: Every unit shall have an aggressive compulsory Urinalysis Testing Program, which ensures systematic screening of all Marines annually, regardless of rank, for the presence of drugs. Units will test at least ten percent of their population monthly under the "IR" (random-selection) premise. All Marines reporting in from PCS and leave will be tested within 72 hours of their arrival or return.

24-HOUR UNAUTHORIZED ABSENCE (UA) AND SUB-UNIT TESTING: Commands may establish policies to test all Servicemembers 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 Servicemembers returning from UAs in excess of 24 hours.

“FAILURE TO GO”:

- **USN:** If a Servicemember claims to be unable to provide a sample during the command’s prescribed collection period, the Servicemember shall be turned over to the Master-at-Arms and remain under observation at all times until a sample is provided. If, after a period of 24 hours, the Servicemember still cannot provide a urine sample, the Servicemember shall be examined by a military medical authority to investigate the possibility of physiological or psychological problems. The examination should be completed the same day of the collection and documented in the Servicemember’s medical record. If a failure to provide a sample is a chronic problem, the Servicemember shall be sent to a Branch Medical Clinic or Medical Treatment Facility for further observation.
- **USMC:** Should a Marine be unable to provide a specimen during the prescribed collection period or arrive after the collection period ends, the sample collection process will not be postponed. The coordinator will inform the Marine’s commanding officer, who will determine a collection time for that individual. If a Marine submits less than 30 millimeters (one-third full), it is permissible to require the Marine to remain in a controlled area under observation, and to drink fluids normally consumed in the course of daily activity until such time as the Marine is able to provide a specimen or the balance of an incomplete specimen. In the case of an incomplete specimen, the unit coordinator will maintain custody of the incomplete specimen and designate an observer to witness that the bottle remains on the collection table until the given collection time has ended. If the Marine cannot provide the balance of the specimen in the same bottle at the end of the collection period, the bottle will be labeled, sealed by the individual and sent to the Department of Defense (DoD) certified laboratory with the collection. The urinalysis ledger will be annotated in the remarks that the specimen had, “minimum volume.” No Marine Corps specimens will be discarded from a collection due to insufficient volume.

REFUSAL TO PROVIDE: A commissioned officer (but not the CO, XO, or legal officer) should give a direct order to provide a specimen. If the member continues to refuse to provide a sample, then appropriate administrative and/or disciplinary action may be taken.

POSITIVE RESULTS: A message report from the Navy Drug Screening Laboratory (NDSL) is official notification of lab test results and constitutes authority to take administrative and/or disciplinary action. Use of the results may be limited depending on the basis for testing. For example, command-directed fitness-for-duty urinalyses may not be used to punish a member nor used to give a Servicemember an other than honorable characterization of service (although the Servicemember may be processed for administrative separation.) Using all information available (including self-confession, urinalysis results, Substance Abuse Rehabilitation Program screening results, service records, and chain of command recommendations), the CO must make an initial decision on [(See *Appendix G – Use of Positive Urinalysis Results*):

- **DETERMINE THAT THE SERVICEMEMBER IS A DRUG ABUSER.** Determine that the Servicemember’s positive urinalysis was the result of knowing drug use (e.g., the Servicemember was not prescribed medication that led to the positive urinalysis) and initiate mandatory administrative separation processing. Servicemembers diagnosed as drug dependent will be offered treatment prior to separation.

- **DETERMINE THAT THE SERVICEMEMBER IS NOT A DRUG ABUSER.** Determine that the Servicemember's positive urinalysis was the result of unknowing drug use or a break in the chain of custody of the urine sample. In such cases, the positive urinalysis should not be considered a drug-abuse incident and no documentation is required. If the positive urinalysis is determined not to be a drug abuse incident, the command shall notify OPNAV (N135 and the command's immediate superior in command, echelon 2 or 3 via official correspondence of the circumstances that warranted such a determination.

NOTE: Only samples tested at a DoD certified lab or one of the three Navy drug labs can be used as evidence for punitive action or administrative discharge [see reference (a)].

STEROIDS: All USN and USMC units should forward specimens for steroid testing to the NDSL, San Diego at:

Navy Drug Screening Laboratory
34425 Farenholt Avenue, Suite 40
San Diego, CA 92134-7040

- Navy commands must request an authorization for steroid testing from BUPERS. Requests must be on command letterhead and should be included with the submitted specimen(s). Specimens submitted for steroid testing analysis will not be tested for the standard DoD drug test panel unless specifically requested by the submitting unit. A minimum of 60ml must be submitted for steroid testing. A minimum of 75ml must be submitted if the command also requests the standard DoD test panel. The NDSL, San Diego, will forward specimens to the University of California, Los Angeles (UCLA) Olympic Analytical Laboratory for steroid testing. Upon completion of testing, the UCLA laboratory will send the steroid drug test results to the NDSL, San Diego. NDSL, San Diego will transmit the steroid drug test results, via encrypted email (PKI), to the services' points of contact (POC) below. The service POC will transmit the steroid test results to the submitting unit.

USN POC:

Mr. Danny Lara
MPT&E/N1351
Navy Alcohol and Drug Abuse Program
Urinalysis Program Specialist
Email: daniilo.lara@navy.mil
Phone: (901) 874-4240, DSN 882
Fax: (901) 874-4228, DSN 882

USMC POC:

Mr. Eric Hollins
Headquarters, Marine Corps
Email: eric.c.hollins@usmc.mil
Phone: (703) 784-9526, DSN 278
Fax: (703) 784-9825, DSN 278

SYNTHETIC DRUGS: Limited testing may be available for certain chemical compounds of designer drugs. [See references (a), (f), and (g).] Commanders shall obtain authorization for testing for synthetic drug compounds from OPNAV N135F per reference (a). The command

request letter (see reference (e) for a sample) must be forwarded to OPNAV N135F via email or fax:

Synthetic Drug Testing

Email: mill_sdtestreq@navy.mil

Phone: (901) 874-4232, DSN 882

Fax: (901) 874-4228, DSN 882

- Reference (e) addresses the procedures for collecting, shipping, notifying, and reporting results from these urinalysis tests.
- For each positive sample: (1) NCIS and the command will be notified; (2) NCIS may open an investigation; (3) the command may take appropriate actions related to health, safety, and security based on a positive result; and (4) commanders may conduct further inquiry if misconduct is suspected [see references (f) and (g)].

SECTION VII:
PHYSICAL
AND
MEANTAL HEALTH ISSUES

HIV ISSUES

REFERENCES:

- (a) SECNAVINST 5300.30E (series)
- (b) SEVNAVINST 1850.4 (series)
- (c) NAVMC 2904
- (d) DODINST 6485.01 (series)

NOTIFICATION OF POSITIVE SCREENING: Results of a positive HIV screening must be provided to the Servicemember as well as all medical/dental record holders.

ASSESSMENT INTERVIEW: This health assessment of a Servicemember testing positive for HIV must be completed by a cognizant medical health authority, and include counseling on risk factors, transmission factors, and blood donation.

LIMITATIONS ON THE USE OF HIV INFORMATION: Information gained during initial medical assessments and interviews cannot be used against the Servicemember in a court-martial, non-judicial punishment, involuntary administrative separation proceedings (for other than medical reasons), as a bar to re-enlistment, or as a basis for an adverse evaluation or fitness report.

CONFIDENTIALITY IS THE RULE: Any official with knowledge of a Servicemember's HIV status must handle this information with the highest degree of confidentiality. A Servicemember's health information shall not be released to anyone unless there is a demonstrated need to know. The Privacy Act and the Health Insurance Accountability and Portability Act also apply strict limitations on the release of any medical information, including information about a Servicemember's HIV status and overall health.

TRANSMISSION CONTROL: A Servicemember with laboratory evidence of HIV infection will receive training on the prevention of further transmission of HIV infection to others and the legal consequences of knowingly exposing others to HIV infection. Failure to comply with a "safe-sex" order may result in a violation of Articles 90 or 92 under the Uniform Code of Military Justice. Additionally, some courts-martial have upheld a violation of UCMJ Article 134 for conduct "to the prejudice of good order and discipline in the Armed Forces," and under UCMJ Article 128 for knowingly exposing or infecting others.

ASSIGNMENT OF MEMBER: Military personnel who are HIV positive and retained under reference (a) shall be assigned on a case-by-case basis in consultation with the treating medical provider and the respective personnel bureau (PERS-82 for USN and the Commandant for the Marine Corp (Manpower and Reserve Affairs) for USMC).

VOLUNTARY SEPARATION: Servicemembers may request voluntary administrative separation that within 90 days after official documentation of a diagnosis of HIV infection (e.g., when the Servicemember signs a medical board report confirming the HIV infection). The characterization of service for voluntary separation for this purpose will be either honorable or general (under honorable conditions) depending on the quality of the Servicemember's overall service. Administrative separations under this provision may be delayed for up to 180 days after the initial medical evaluation of HIV positive status to minimize staffing shortfalls.

INVOLUNTARY SEPARATION: Servicemembers who are HIV positive and who demonstrate medical conditions of immunologic deficiency, neurologic deficiency, progressive clinical or laboratory abnormalities associated with HIV, or and AIDS-defining condition will be assessed

and potentially administratively processed involuntarily through the Disability Evaluation System in accordance with reference (b).

RESERVE NOTE: Reservists with HIV are not eligible for periods of active duty beyond 30 days except under the conditions of mobilization and pursuant a service decision by the Secretary of the Navy. Reservists who are HIV positive and not on extended active duty are not eligible for medical evaluation in military treatment facilities.

MENTAL HEALTH EVALUATIONS

REFERENCES:

- (a) DODINST 6490.04
- (b) DODINST 6490.08

POLICY: The Department of Defense (DoD) fosters a culture of support in the provision of mental health care and requires commands to do anything they can to dispel the stigma often associated with seeking mental health care.

MENTAL HEALTH REFERRALS: Commanders and appropriate supervisors who in good faith believe that a subordinate Servicemember may require a mental health evaluation (MHE) are authorized to direct the Servicemember to a medical treatment facility for a MHE. A command-directed MHE has the same status as any other lawful military order and failure to comply with the order can result in administrative or disciplinary action. Servicemembers may only be referred to a mental health provider (MHP) for a MHE for legitimate mental health reasons and never as reprisal. Under no circumstances may a commander or supervisor refer a Servicemember for a MHE as a reprisal for making or preparing a lawful communication to the chain of command, any inspector general, a member of Congress, or other appropriate person.

RULES: Reference (a) provides guidance about referring a member for a MHE. Commands should contact their local staff judge advocate (SJA) to ensure they are following up-to-date procedures for making a referral for a MHE. Reserve commands should seek guidance from the respective SJA supporting the reserve command. Reference (b) states that healthcare providers will not notify a Servicemember's commander when mental health care is obtained unless, under specific circumstances, that presumption is overcome; normally due to concern the Servicemember may harm him/herself, others, or the mission.

COMMANDER'S RESPONSIBILITIES PRIOR TO MAKING A MHE REFERRAL:

- **NON-EMERGENCY SITUATIONS:** Advise the Servicemember that there is no stigma associated with obtaining mental health care. Direct the Servicemember to the MHP, providing the Servicemember with correct contact and location information for the medical treatment facility, and the date, time, and name of the MHP. If time permits, commands should consult a MHP before directing the referral to ensure that a referral is appropriate under the known circumstances. The order and logistical information directing a member to get a MHE evaluation should always be put in writing.
- **EMERGENCY SITUATIONS:** Focus on the immediate safety of the Servicemember and any others who may be at risk as necessary. Immediately direct and/or transport the Servicemember to a medical treatment facility. If time permits, alert the medical treatment facility that a Servicemember requires an emergency MHE. Document any actions associated with an emergency MHE referral to memorialize why the command directed a Servicemember for an emergency MHE.

SERVICEMEMBER'S RIGHTS IF ADMITTED TO THE HOSPITAL AS A RESULT OF A MHE:

If involuntarily admitted to the hospital as a result of a MHE, the Servicemember has a right – under appropriate hospital supervision – to contact a relative, friend, chaplain, attorney, an inspector general, or anyone else the member chooses.

WRONGFUL REFERRALS: All allegations of improper MHE referrals are investigated by the Navy Inspector General and reported to the DoD Inspector General.

SECTION VIII:
SEXUAL HARASSMENT,
FRATERNIZATION,
AND
HAZING

SEXUAL HARASSMENT RESPONSE

REFERENCES:

- (a) SECNAVINST 5300.26D (series)
- (b) OPNAVINST 5354.1F (series)
- (c) U.S. Navy Regulations
- (d) NAVPERS 5454/2 Formal Complaint Form
- (e) NAVPERS 15620 Informal Resolution Documentation
- (f) MCO P5354.1D (series)
- (g) MILPERSMAN 1910-233
- (h) MCO P1900.16F (MARCORSEPMAN) 6210 (series)

POTENTIAL REPORTING REQUIREMENTS

- OPREP-3 NAVY BLUE for major incidents
- OPREP-3 UNIT SITREP for minor incidents
- Major criminal offenses, such as sexual assaults, shall be reported to NCIS (see NCIS Incident Reporting)
- Violent Crimes Message (see Violent Crime Reporting)
- Officer misconduct reporting requirements

SEXUAL HARASSMENT DEFINED: Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when: (1) made a term or condition of a person's employment status, pay, or career; (2) used as a basis for any job decision affecting that person; or (3) it interferes with an individual's work performance or creates a hostile or offensive work environment. Sexual harassment is a gender-neutral and sexual-orientation neutral concept.

INFORMAL RESOLUTION: Commanders should encourage the command and command members to use the Informal Resolution System prior to filing a formal sexual harassment complaint. [See reference (e).]

FORMAL COMPLAINT: Individuals who believe they have been the victim of sexual harassment should use reference (d), the Formal Complaint Form.

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

- **WITHIN 24 HOURS:** After receipt of a complaint and within 24 hours, the complaint must be presented to the commanding officer (CO). The alleged victim, alleged offender, and any witnesses must be offered services and informed of the complaint process in accordance with reference (d). Advocates shall be assigned to any involved parties unless a particular party to the complaint waives the services of an advocate. Any waiver of an advocate or any associated services under reference (d) shall be made in writing and/or annotated on the NAVPERS 5354/2 form or by a memorandum for the record.
- **WITHIN 72 HOURS:**
 - **USN:** The command shall initiate an investigation after receipt of the complaint. A naval message describing the situation, using the format found in OPNAVINST 3100.6J and as amended by enclosure (6) of reference (b), must be sent to the cognizant general court-martial convening authority (GCMCA), the command's

echelon II immediate superior in the chain of command, CNO, and the USN Equal Opportunity Office.

- **USMC:** USMC commands shall notify the GCMCA that a complaint has been received and make every effort to initiate an investigation within 72 hours.
- **WITHIN 14 DAYS:** Complete the investigation or file a progress report within 20 days of commencement of the investigation and every 14 days thereafter until the investigation is complete. File a final command 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 references (b), (d), and (h).]

PREVENT REPRISALS: Commands are urged to remove the alleged offender from the workspace if there is a reasonable possibility of further sexual harassment or reprisal by the alleged offender.

PRIVACY ACT CONSIDERATIONS: Commanders shall maintain the confidentiality of the personal information of all parties involved.

MENTAL HEALTH EVALUATION: Commands shall not order the alleged offender, the alleged victim, or any other related party for a Mental Health Evaluation unless the requirements of the Department of Defense mental health instruction have been met. [See Mental Health Evaluations.]

LEVEL OF INVESTIGATION: The CO determines the level of investigation required to adequately address a sexual harassment complaint based on the seriousness of the harassment alleged, the validity of the parties involved, and the magnitude of the incident on the parties involved and/or the command in general. COs shall ensure that the investigating officer appointed to inquire into the allegation is neutral and qualified. The investigating officer should be senior to the complainant and the alleged offender. It is advisable to consider an outside investigator if the command investigation would have the appearance of being partial to either the complainant or the alleged offender. All efforts should be coordinated by the command legal advisor. If the complainant and the alleged offender are from different commands, the CO of the alleged offender has the responsibility to conduct the investigation. [See *Appendix F – Handling Sexual Harassment Allegations*]

DISCIPLINARY OR ADMINISTRATIVE ACTION: COs should take timely and tailored action when appropriate.

MANDATORY ADMINISTRATIVE SEPARATION PROCESSING: Per references (g) and (h), COs must process a Servicemember for separation if the substantiated sexual harassment involves:

- 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 Uniform Code of Military Justice, could result in a punitive discharge.

FRATERNIZATION OVERVIEW

REFERENCES:

- (a) OPNAVINST 5370.2C (series)
- (b) Marine Corps Manual 1100.4
- (c) U.S. Navy Regulations
- (d) UCMJ, Article 134

BACKGROUND: Unduly familiar relationships between seniors and subordinates are contrary to naval custom as they undermine respect for authority and erode the good order and discipline that is essential to the naval service's ability to accomplish its mission. Fraternization is prohibited and punishable under the Uniform Code of Military Justice. Being in a direct senior-subordinate supervisory relationship or in the same chain of command is not a prerequisite for fraternization.

UNDULY FAMILIAR RELATIONSHIP DEFINED: There is no single definition of what constitutes an unduly familiar relationship. Except when a relationship is per se prohibited, such as in the case of officers and enlisted personnel for example, each relationship must be evaluated on a case-by-case basis. Examples of unduly familiar relationships should they occur for prescribed paygrades or positional relationships, include, but are not limited to: dating, shared living accommodations, intimate or sexual relations, commercial solicitations, private business partnerships, gambling, and borrowing money when such activities are prejudicial to good order and discipline or are of a nature to bring discredit on the naval service.

PREJUDICIAL TO GOOD ORDER AND DISCIPLINE: A relationship is prejudicial to good order and discipline when it results in circumstances which: call into question the senior Servicemember's objectivity; result in actual or apparent preferential treatment; undermine the authority of the senior member; or compromise the chain of command and/or the mission.

PROHIBITED RELATIONSHIPS (presumed to be prejudicial to good order and discipline):

- **OFFICER/ENLISTED:** Unduly familiar relationships between officers and enlisted Servicemembers and that do not respect differences in grade or rank.
- **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 differences in grade or rank.

E-1 to E-6 ENLISTED SERVICEMEMBERS OF DIFFERENT PAYGRADES: Personal relationships between two enlisted Servicemembers, both of which are in paygrade E-1 to E-6, are prohibited if:

- They are unduly familiar to the extent they do not respect differences in paygrade; and
- Are prejudicial to good order and discipline.

OFFICER RELATIONSHIPS: The same rule that applies to E-1 to E-6 enlisted Servicemembers of different paygrades applies to all officer paygrades.

STAFF AND INSTRUCTOR/STUDENT PERSONNEL: Personal relationships between staff or instructor Servicemembers and student personnel within training commands that do not respect differences in grade, rank, and/or the staff/student professional relationship are prohibited.

RECRUITER/RECRUIT AND APPLICANT: Personal relationships between recruiters and recruits or applicants that do not respect the special professional relationship between them are prohibited. Such relationships by their very nature are prejudicial to good order and discipline.

RELATIONSHIPS WITH SERVICEMEMBERS OF OTHER ARMED SERVICES: The fraternization policy applies to all prohibited relationships between Navy members and other members, regardless of service. Multi-service commands must create clear policies because of differences in service regulations and customs.

GENDERL NUETRAL: The focus of the fraternization policy is on the detriment to good order and discipline and not on the gender of the parties involved.

SUBSEQUENT MARRIAGE: Parties that were in a relationship that constituted fraternization cannot cure the fraternization by marrying. Marriage does not excuse Servicemembers who were in a fraternizing relationship before they married, and they can still be held fully accountable with administrative or disciplinary means.

MARRIED MEMBERS: Will not be assigned to the same chain of command (consistent with the needs of the USN/USMC).

RESPONSIBILITY FOR PREVENTING FRATERNIZATION: The responsibility for avoiding fraternization rests primarily with the senior Servicemember in the relationship. However, both Servicemembers are accountable for their own conduct and both may be dealt with administratively or with disciplinary means.

ALLEGATIONS: All allegations of fraternization must be promptly investigated, and commanders should take appropriate administrative and disciplinary action. [*See Appendix I – Handling Fraternization Allegations*]

HAZING PREVENTION

REFERENCES:

- (a) SECNAVINST 1610.2A (series)
- (b) OPNAVINST 3100.6J (series)
- (c) MCO 1700.28B (series)
- (d) OPNAVINST 3120.32J
- (e) ALMAR 045/03
- (f) SECNAVINST 5800.11B
- (g) MCO 3504.2

POLICY: Commands must regularly emphasize the wrongfulness of hazing, take steps to proactively train Servicemembers to avoid hazing incidents, and immediately investigate allegations of hazing.

PREVENTION: Requires continues education and awareness from command leadership. Use the definition and examples below in that regard. The listing below is not all inclusive and other known examples should be included and discussed within commands as a preventative measure. Hazing may be indicative of larger command climate concerns and, therefore, must be taken seriously and dealt with promptly. At the command level all hazing incidents shall be tracked by the assigned Command Managed Equal Opportunity program manager(s), Equal Opportunity Advisors, and Equal Opportunity Program Managers.

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(s). Whether an individual consents or volunteers is totally immaterial; no Servicemember may consent to acts of hazing being committed upon them.

SPECIFIC EXAMPLES THAT ARE CLEARLY PROHIBITED: “Tacking On” promotions or warfare insignia; initiations that have not been approved and are unsupervised by the chain of command; handcuffing or physically securing Servicemembers to fixed or movable objects; taping or tying a Servicemember’s arms or legs; forced/non-consensual cutting or shaving of hair; forced or non-consensual removal of clothing; “red bellies”; placing or pouring liquid or foreign substances on a person or their property; requiring a person to consume substances or food, especially 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 missions or operations; administrative corrective measures employed lawfully, extra-military instruction employed lawfully; athletic events; command-authorized physical training; lawful contests or competitions; and other similar activities that are lawful and authorized by the chain of command.

INITIATIONS AND SPECIAL CEREMONIES: Must be approved by the chain of command. Specific guidance is contained in reference (d). At a minimum, such events must contain the following:

- The CO or his/her direct representative shall be personally involved in the planning and execution of the event;
- Glamorization of alcohol or alcohol abuse by event participants and guests shall not be tolerated;
- 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 Servicemembers to participate. Any participation by principals or guests shall be strictly voluntary; and
- Proper medical screening of participants (when appropriate to the activity or individual involved) and compliance with health, safety, and environmental regulations shall be a part of the event planning.

INVESTIGATIONS: When an allegation of hazing is made, commanders must initiate an investigation within 24 hours. It is highly recommended that commanders document the investigation as well as any remedial actions taken, including a command climate survey.

SUPPORTING THE ALLEGED VICTIM: Alleged hazing victims and witnesses shall immediately be advised of their rights and offered legal assistance, medical assistance, and counseling, as necessary. Commanders shall ensure that alleged victims/witnesses are advised and given access to victim/witness advocacy services in accordance with reference (f).

REPORTING REQUIREMENTS: Substantiated incidents of hazing must be reported via OPREP-3 NAVY BLUE to CNO or CMC. An update via SITREP must be sent every 30 days until final command administrative and/or disciplinary action is taken. [See references (a) through (c).]

SECTION IX:
FREEDOM OF EXPRESSION

SPEECH, RELIGIOUS ACCOMODATION, POLITICAL ACTIVITIES

REFERENCES:

- (a) First Amendment, U.S. Constitution
- (b) DODINST 1325.06
- (c) SECNAVINST 5720C (series)
- (d) DODINST 1300.17
- (e) SECNAVISNT 1730.7 (series)
- (f) DODINST 4105.70
- (g) OPNAVINST 1620.2A
- (h) MCO 1620.2D
- (i) DOD Directive 1344.10
- (j) NAVADMIN 110/06(i)
- (k) MARADMIN 029/10
- (l) MARADMIN 207/13

COMMANDERS' BALANCING TEST: Constitutional rights involving freedom of expression should be preserved to the maximum extent possible, consistent with mission accomplishment, security, and good order and discipline. [See reference (b).]

NO CONTEMPTUOUS WORDS OR PHRASES: Article 88 of the Uniform Code of Military Justice prohibits officers from being disrespectful to senior government leaders (e.g., the President of the United States, the Vice President, members of Congress, the Secretary of Defense, the Secretary of the Army, etc.)

PORNOGRAPHY: The presence of pornography on a military installation can be strictly limited.

- Private possession can be prohibited overseas on a military installation.
- Private possession in CONUS is generally permissible (except for child pornography).
- No sexually explicit material may be offered for sale or rental on property under Department of Defense control, and no member of the Armed Forces or DoD civilian officer or employee, acting in his/her official capacity, shall offer for sale or rental any sexually explicit material. [See reference (e).]

HANDBILLS, POSTERS, LEAFLETS, NEWSLETTERS, PAPERS, NOTICES, ETC.: The commanding officer (CO) of a unit can and should require prior approval before distribution. The balancing test detailed above should be applied in a content-neutral manner, which means assessing whether the content of the communication is inconsistent with mission accomplishment, security, and good order and discipline, and taking consistent action with respect to other similar communications. A commander cannot allow or prohibit certain content or communications based solely on whether he/she personally agrees or disagrees with the substance of the message.

MANDATORY PUBLIC AFFAIRS OFFICER/SECURITY REVIEW: A review is required for any publication written by a military Servicemember that pertains to military matters. A commander should coordinate such a review with the local public affairs officer and security personnel if necessary. [See reference (b).]

ON-BASE GATHERINGS: A commander shall prohibit on-base gatherings if the gathering presents a clear danger to loyalty, morale, good order and discipline, or interference with mission accomplishment. This requirement shall be applied evenly and fairly with respect to any gathering that presents such a threat.

OFF-BASE GATHERINGS: The attendance of a Servicemember at an off-base gathering may be prohibited if:

- The Servicemember is on duty;
- The event is in a foreign country, and the gathering is illegal or if violence is likely to occur; and
- The Servicemember may be prohibited from wearing a military uniform at the gathering if he/she is allowed to attend.

OFF LIMITS: A CO may declare places temporarily off limits to Servicemembers in emergencies until the Armed Forces Disciplinary Control Board (AFDCB) or Area Coordinator can act. Reasons for declaring places off limits include, but are not limited to: when there is a clear danger to loyalty; morale; good order and discipline; interference with mission accomplishment; adverse effect upon the health, safety, welfare, and morale of Servicemembers or their family members; or when the place put off limits has engaged in discriminatory practices.

- **OVERSEAS:** An overseas CO has much greater discretion and authority to place areas off limits on a longer-term basis. Overseas COs are advised to consult with their immediate superiors in command regarding the existence of an area off-limits policy or if the CO intends to place an area off limits on a long-term basis.

UNIONS AND UNION-LIKE ACTIVITY: Military Servicemembers are not permitted to form unions, engage in strikes or slowdowns, or picket military authorities.

MEMBERSHIP IN SUPREMACIST OR EXTREMIST GROUPS: Active participation in such organizations or conduct in furtherance of their stated goals is prohibited. Active participation includes, but is not limited to: publicly demonstrating or rallying with the group or on its behalf; fundraising; recruiting and training new members; organizing or leading such organizations; or otherwise engaging in activities in furtherance of such organizations that are viewed by the Servicemember's command to be detrimental to good order, discipline, morale, or mission accomplishment. Essentially, any activity greater than mere membership in the organization possibly constitutes active participation and commanders may take appropriate administrative and/or disciplinary action. It is recommended to consult with a staff judge advocate should this issue arise.

- **ADMINISTRATIVE SEPARATION:** A Servicemember shall be processed for administrative separation if his/her active participation in a supremacist or extremist organization is substantiated by his/her CO or higher authority.

RELIGIOUS ACCOMMODATION: It is DoD policy to accommodate religious practices to the greatest extent possible consistent with mission accomplishment, security, and good order and discipline. Commanders must consider a request for religious accommodation and either grant or recommend denial of it based on the totality of the circumstances. A request for religious accommodation may only be denied if there is a compelling governmental reason, such as security, health, good order and discipline, mission accomplishment, and there are no lesser means of restricting the practice in question. Requests must be considered in the context in which they are asked. A request that is granted based on the current assignment and duty station of the requestor does not grant blanket and indefinite approval for the religious accommodation. When the requestor changes assignments or duty stations he/she must re-request the accommodation if so desired. Likewise, if any circumstances change during a current assignment for which a request for religious accommodation has been granted, then the CO may recommend terminating the accommodation or re-considering its appropriateness.

under the circumstances. Recommendations to deny requests for religious accommodation will be elevated to the Chief of Navy Personnel for USN and the Commandant for the Marine Corps (Manpower and Reserve Affairs) for USMC. [See references (d) and (i).] In addition, accommodation requests that would require a waiver of service regulations require the same level of approval authority.

TATTOO POLICY:

- **USN:**
 - No tattoos on the face, neck, scalp, or anywhere on the head.
 - Tattoos on the body shall not be visible through white uniform clothing.
 - Any tattoo otherwise permitted must not be prejudicial to good order and discipline or service discrediting; contain sexually explicit depictions or words; exhibit discrimination due to ethnicity, race, national origin, gender, or religion; and/or contain supremacist or extremist content.
 - If a tattoo is exposed in a short-sleeve uniform shirt, it shall not be any larger than the hand with fingers extended with the thumb touching the base of the index finger.
- **USMC:**
 - No tattoos on the head or neck.
 - No “sleeve tattoos” (ones that cover or almost cover the entire arm or leg).
 - No “half-sleeve” or “quarter-sleeve” tattoos (ones that cover or almost cover above or below the elbow or knee) visible to the eye when wearing standard physical training gear.
 - No service discrediting tattoos or tattoos that contain sexist, racist, vulgar, anti-American, anti-social, gang-related, or extremist content.
- Members may be “grandfathered” in if an otherwise objectionable tattoo existed prior to promulgation of the current tattoo policies. Commanders should ensure that a page 11 or page 13 entry is made memorializing the grandfathering. [See references (g) and (h) for more guidance.]

SECTION X:
GRIEVANCE PROCEDURES

REQUEST MAST AND COMPLAINTS OF WRONG

REFERENCES:

- (a) U.S. Navy Regulations, Articles 1150 and 1156
- (b) UCMJ, Article 138
- (c) JAGMAN, Chapter III
- (d) MCO 1700.23F (series)
- (e) NAVMC Directive 1700.23F (series)

REQUEST MAST: Members of the naval services have the right to communicate directly with their commanding officer (CO) at a proper time and place as determined by the CO. No one may force the Servicemember to reveal the matter that he/she wishes to discuss with the CO.

- COs should encourage individuals to request mast in order to resolve matters at the lowest level in the chain of command. Once a request for mast is submitted, all levels of the chain of command should work to resolve the issue. Only the individual who requested mast may withdraw the request. If the Servicemember withdraws the request, the fact he/she withdrew it and the reason for it should be documented and preserved.
- Requesting mast is an individual right; however, reference (a) prohibits members from joining together to protest or complain. In the Navy, the Sailor may request mast up to his/her CO. In the USMC, a Marine may request mast with any officer in his chain up to the commanding general.

U.S. NAVY REGULATIONS, ARTICLE 1150 COMPLAINTS: An "Article 1150" complaint is a formal complaint that may be submitted against any superior, inside or outside the chain of command. However, a Servicemember may not file an Article 1150 complaint against his/her CO. Complaints against a Servicemember's CO will be submitted as Uniform Code of Military Justice, Article 138 complaints.

- **PROCEDURE:**
 - **SAME CHAIN OF COMMAND:** If the superior against whom the complaint is filed is in the same chain of command as the complainant, then their common CO will handle the complaint. If the matter is satisfactorily resolved, there is no need for the CO to report the matter to higher authority. However, if the complainant is not satisfied with the outcome, he/she may submit an Article 138 complaint against the CO.
 - **SEPARATE CHAINS OF COMMAND:** If the superior is not in the same chain of command as the complainant, the complaint shall be forwarded via the complainant's CO, the respondent, and the respondent's CO, to the officer exercising general court-martial convening authority (GCMCA) over the respondent. The GCMCA is required to look into the matter and make appropriate determinations and actions to resolve it.

ARTICLE 138 COMPLAINTS: These complaints can be submitted only by a complainant against his/her current CO. Before submitting an Article 138 complaint, the complainant must first seek redress from the CO to resolve the matter. If the CO fails to take action on the request for redress or does not redress the matter to the satisfaction of the complainant, the complainant may then submit an Article 138 complaint against the CO.

- **PROCEDURE:**
 - The complainant must submit the complaint within 90 days of discovering the alleged wrong. Failure to do so may result in the complaint being returned and

not considered for timeliness. However, the GCMCA that considers the complaint may still act on it and waive the timeliness defect.

- The complaint must be routed through the CO against whom the complaint is made. The CO has 30 days to respond to the complaint and forward it to his/her GCMCA.
- The GCMCA may conduct any further investigation required to determine whether or not some or all of the complaint has merit and whether or not to grant some or all of the requested relief. Immediately upon receipt of the complaint, the GCMCA must notify the Office of the Judge Advocate General (OJAG) Code 13 (Administrative Law Division) for tracking purposes.
- Once the GCMCA acts on the complaint, the determination and actions of the GCMCA will be reviewed by Code 13. If some or all of the complaint is found lacking merit or some or all of the requested redress is denied, the complaint will be forwarded to the Secretary of the Navy (SECNAV) for final determination. SECNAV has delegated authority for acting on Article 138 complaints to the Assistant SECNAV (Manpower and Reserve Affairs).
- A complaint may be withdrawn in writing by the complainant at any time.
- All complaints, whether acted upon or withdrawn, must be maintained for two years.

[See Appendix J – Complaints of Wrong Commanding Officer Checklist]

RETALIATION PROHIBITED: Federal law prohibits anyone from taking any retaliatory action against a Servicemember for communicating to a court-martial, participating in an investigation (including those associated with Article 1150 and Article 138 complaints), or for any communication regarding sexual assault in any context.

HOTLINE COMPLAINTS (IG) AND WHISTLEBLOWER PROTECTION ACT

REFERENCES:

- (a) SECNAVINST 5370.5B (series)
- (b) SECNAVINST 5370.7D (series)
- (c) DOD Directive 7050.06
- (d) MCO 5370.8

DoD Fraud, Waste, and Abuse Hotline: 1-800-424-9098

Navy Inspector General (NAVIG): 1-800-522-3451; NAVIG is the “eyes and ears” of the Secretary of the Navy, the Chief of Naval Operations, and the Commandant of the Marine Corps.

- Echelon II commanders are responsible for written internal procedures for processing hotline referrals at appropriate levels within the chain of command.
- There is a mandatory requirement to post information on DoD/USN/USMC Hotline programs on command bulletin boards and other public spaces viewable to command members.
- Commanders are directed to encourage and support reporting of fraud, waste, and abuse throughout all levels of command; military and civilian.

INVESTIGATION PROCEDURES: If a command is tasked with conducting an investigation into a complaint, the commanding officer (CO) must ensure standards of independence, completeness, timeliness, and accountability are met. At a minimum, the CO must implement the following procedures:

- Assign an impartial investigator, outside and independent of the operation or individual specified in the complaint.
- Ensure all questions or issues raised in the complaint are satisfactorily answered;
- Adhere to any due dates from the IG for completing the report and routing it through the chain of command.
- Take appropriate remedial measures in the form of disciplinary and/or administrative action and training if needed to correct the issue(s) raised in the complaint.
- Retain the investigative materials and documentation of remedial action for two years.
- Use the NAVIG Investigations Manual or the USMC IG Assistance and Investigations Manual as a guide for the investigation.
- The confidentiality of the informant is a must.
- NO REPRISAL can ever be taken against a known or suspected informant.

WHISTLEBLOWER PROTECTION ACT (10 U.S.C. § 1034): This act prohibits reprisal or taking or threatening to take any unfavorable personnel action or withholding or threatening to withhold any favorable personnel action, because an employee 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. Violations of this act are punishable under the Uniform Code of Military Justice and a basis for disciplinary action against civilian employees. The contents of this act and implementing regulations (reference (b)) must be published on the command bulletin board.

CONGRESSIONAL INQUIRIES

REFERENCES:

- (a) MILPERSMAN 5216-010
- (b) SECNAVINST 5215.5 (series)
- (c) U.S. Navy Regulation 1155
- (d) SECNAVINST 5730.5J (series)
- (e) JAGMAN

RIGHT TO COMMUNICATE: No person may restrict any Servicemember from communicating with Congress in the Servicemember's personal or private capacity. Absolutely no reprisal actions may be taken for such a communication.

PRIVACY ACT CONCERNS: In responding to a Member of Congress, the responder must ensure that any personal information about the Servicemember included in the response is releasable information. Privacy Act waivers may need to be obtained by the command prior to sending a response.

CORRESPONDENCE: Each Congressional inquiry should receive a prompt, courteous, and complete reply. The reply should be accurate even though the nature of the reply may be unfavorable to the command or service. A final or interim reply **MUST** be sent to the Congressional office initiating the inquiry within five working days of receipt, which may also include routing the response through the chain of command and through the Office of Legislative Affairs. Time must be allocated to account for desired internal Department of the Navy (DON) review of the inquiry and any response sent in reply.

USN: DON activities contacted directly by Members of Congress are responsible for replying directly on routine and non-policy matters. Copies of both incoming and outgoing correspondence resulting from direct contact with Members of Congress shall be provided to the Chief of Legislative Affairs or Navy Appropriations Matters Office as appropriate.

USMC: All Congressional inquiries should be immediately forwarded by fax to the Office of Legislative Affairs at (703) 614-4172/4768 or DSN 224-4172.

INFORMING CHAIN OF COMMAND: Check local instructions from senior commanders for reporting requirements and processing of Congressional inquiries.

SECTION XI:
INFORMATION ACCESS

FREEDOM OF INFORMATION ACT (FOIA)

REFERENCES:

- (a) SECNAVINST 5720.42F (series)
- (b) SECNAVINST 5820.8A (series)
- (c) 32 CFR Part 701
- (d) 5 U.S.C. § 552

RESOURCES: USN FOIA online: www.foia.navy.mil; USMC <http://hqinet001.hqmc.usmc.mil/FOIA/index.htm>

ACCESS TO RECORDS: FOIA gives all persons (including foreign citizens and governments) a right to access government “agency records” unless such records are specifically exempted from disclosure. Records include information maintained in an electronic format. Requestors of information must indicate that they are seeking information pursuant to FOIA.

EXEMPTIONS: If there is any question about whether a record must be released, the record must be forwarded with the FOIA request seeking it to the Initial Denial Authority (IDA). The IDA will determine whether the record must be released or whether it should/must be withheld from the requestor. Some of the specific exemptions under FOIA include:

- Classified information;
- Purely internal rules and procedures;
- Memos containing internal advice and recommendations (pre-decisional);
- Records which contain personal and private information (e.g., personal medical and service records; mailing lists containing names and/or addresses of military personnel or civilian employees, regardless of their duties, of the Department of Defense, etc.); or
- Law enforcement records or records of ongoing investigations.

IDAs: Generally, only an IDA may deny release of a properly requested record. IDAs are typically Flag/General Officers or officers exercising general court-martial convening authority.

FEES: Requestors may be charged fees for production of requested records. Details as to fees and fee waivers are set out in reference (b), enclosure (3). Note that typically a total fee of \$15.00 or less is waived.

TIME LIMITS: The proper recipient of a FOIA request must respond within 20 working days. A command may obtain an informal extension from the requestor or a formal request for an extension from the IDA.

SPECIAL RECORDS: Certain FOIA requests require special handling. Requests for the following must be forwarded to the appropriate custodian of the record:

- Naval Criminal Investigative Service reports;
- Inspector General reports;
- Court-martial records;
- Mishap or safety reports;
- Nuclear information; and
- Medical quality assurance reports.

ANNUAL REPORTING AND TRACKING: FOIA action officers must track all FOIA cases and all reimbursable fees. Use DD Form 2086 for all FOIA requests [see reference (b)]. Such

records will also help in submitting annual FOIA reports. Echelon II IDAs are required to collect annual FOIA reports no later than 25 October of each year.

REQUESTS FOR INFORMATION 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 the local USN Region Legal Service Office, USMC Legal Services Support Section, and the Office of the Judge Advocate General (Code 15 – General Litigation) at (202) 685-5450 or DSN 325-5450.

PRIVACY ACT AND PERSONALLY IDENTIFIABLE INFORMATION (PII)

REFERENCES:

- (a) JAGMAN
- (b) SECNAVINST 5211.5E (series)
- (c) DONCIO MSG 171952Z APR 07
- (d) DONCIO MSG 30154Z NOV 06
- (e) MARADMIN 162/10
- (f) DODI 1000.30

RESOURCES: USN Privacy Act online website: <http://privacy.navy.mil>; USMC guidance is contained in reference (e).

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 such systems that contain 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 court-martial convening authority.

PRIVACY ACT WARNINGS: These warnings are required when someone from the command is requesting personal information (e.g., social security numbers, phone numbers, addresses, etc.), which will then be stored in a system of records (e.g., personal or medical files, training records, JAGMAN investigations, etc.) [See reference (a) for sample Privacy Act warning forms.]

INDIVIDUAL ACCESS TO FILES: In most cases, an individual may access any record that contains personal information about them. However, there are exceptions to this rule and the personal information about others that may be contained in the same record will need to be protected.

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, but not limited to:

- Internal release within an agency (“need to know”);
- Routine uses as defined in the system of records notice (located at <http://privacy.navy.mil>);
- Statistical research;
- Law enforcement activity; and
- Congressional inquiries (where made on behalf the individual about whom the information is sought).

PRIVACY ACT REQUESTS: Privacy Act requests are to be acknowledged within 10 working days by the system manager and acted upon within 30 working days. Requestors can appeal denials of release of information within 60 calendar days to the appropriate denial authority [see reference (b)].

TRACKING: For each record disclosed to a party outside the Department of Defense (DoD) in response to a Privacy Act request, document such release with a “Disclosure Accounting Form”

– OPNAV Form 5211/9, which is contained in reference (b) and available on the Navy Privacy Act website.

REDUCTION OF SOCIAL SECURITY NUMBER (SSN) USE: Reference (f) mandates that DoD personnel shall reduce or eliminate use of SSNs wherever possible. The use of partial SSNs (e.g., “last four”) is included in this mandate. [See enclosure (2) of reference (f) for acceptable uses of the SSN.]

PII BREACHES: Actual or possible loss of control, unauthorized disclosure, unauthorized access, and wrongful release of PII must be reported within one hour to the Department of the Navy Chief Information Officer (DONCIO) or to the USMC Public Affairs Officer. Within 24 hours, DONCIO will instruct on whether to notify the affected individuals. If DONCIO directs notification, the affected individuals must be notified within 10 days. See <http://www.doncio.navy.mil> for additional guidance.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)

REFERENCES:

- (a) DoD 6025-18R
- (b) DOD 8580.02R
- (c) 45 CFR, Part 160

RESOURCES: The Department of Defense (DoD) provides information regarding HIPAA and implementing regulations within the department on the following website:

<http://www.tricare.mil/tma/privacy/hipaa.aspx>.

PURPOSE: HIPAA, among other things, is intended to strictly protect personal health information and to prohibit its release unless specifically authorized by the Servicemember or pursuant to law or regulation. Unlike with the Freedom of Information Act, where the presumption is information is freely accessible, under HIPAA, the presumption is that medical information is NOT accessible. A specific authorization must exist for medical information to be released to anyone but the Servicemember in question.

APPLICABILITY: HIPAA applies to health care providers who generate protected health information about patients. Health care providers cannot release protected health information unless authorized. Even when there is an exception which authorizes release, only the minimum necessary information may be released for the specific, appropriate purpose for which it is sought.

NOTE: Even if HIPAA is not applicable to specific health information or other personal information about a Servicemember, the Privacy Act may still apply and prohibit release absent a compelling reason and an authorized exception permitting limited release. Once protected health information has been released to a command, HIPAA no longer applies; however, the Privacy Act may apply and act to prohibit commands from further releasing protected health information without consent or a legal authorization. Never release protected health or other personal information without consulting with a judge advocate.

APPROPRIATE RELEASES OF PROTECTED HEALTH INFORMATION: Protected health information may be released to the following persons and for the following reasons:

- To the individual Servicemember;
- For routine uses within an agency; for example, to facilitate medical treatment, payment, record keeping, and other necessary health care purposes pursuant to law and regulation; or
- To the Commanding Officer (CO) of a Servicemember only to the extent necessary to determine fitness for duty or to carry out any other activity necessary to the proper execution of the mission.
 - HIPAA and service regulation provide the CO or his/her written designee with the ability to obtain medical information on Servicemembers within his/her command.

SECTION XII:

RELATIONS WITH CIVILIAN AUTHORITIES

CIVILIAN JURY DUTY

REFERENCES:

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

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

AUTOMATIC STATE COURT EXEMPTIONS FOR JURY DUTY: Flag officers, general officers, commanding officers (CO), Servicemembers assigned to operating forces, those in a training status, and those outside the continental United States are exempt from serving on state juries [see reference (a)].

DISCRETIONARY STATE COURT EXEMPTIONS FOR JURY DUTY: Officers with authority to convene special courts-martial (SPCM) may exempt members from state/local juries if jury duty would:

- Unreasonably interfere with performance of their duties; and/or
- Adversely affect readiness of the command as a whole

PROCESS FOR OBTAINING A DISCRETIONARY JURY DUTY EXEMPTION: The CO should sign a written letter to the appropriate state official (e.g., the clerk of the court) notifying the official that the CO is exempting the Servicemember from jury duty for one of the aforementioned reasons.

OIC OR CO WITHOUT AUTHORITY TO CONVENE SPCM: An OIC or CO without the authority to convene a SPCM who wishes to exempt a Servicemember from jury duty should forward a request for the exemption with a justification as soon as possible to an officer in the chain of command who has the authority to convene a SPCM.

MEMBERS WHO ARE AVAILABLE FOR JURY DUTY: Such members may fulfill their jury duty obligations and shall not be charged leave or lose any other entitlements during their period of jury duty service.

FEES AND REIMBURSEMENTS: All fees accrued to Servicemembers for jury duty are payable to the U.S. Treasury and may not be retained by the Servicemember. Servicemembers are entitled to, and may retain, any reimbursement from the state or local jury authority for actual expenses incurred in the performance of jury duty.

COOPERATION WITH CIVILIAN LAW ENFORCEMENT AUTHORITIES

REFERENCES:

- (a) 10 U.S.C. § 814
- (b) OPNAVINST 5100.12 (series)
- (c) 10 U.S.C. § 1382
- (d) U.S. Navy Regulations, Article 0822

JURISDICTION OVER CRIMES BETWEEN MILITARY AND CIVILIAN AUTHORITIES

(military installations may have different types of jurisdiction arrangements):

- **EXCLUSIVE:** The federal government has exclusive authority to make and enforce local laws. Civilian misconduct may be prosecuted in federal court. The local USN or USMC legal office will have a Special Assistant U.S. Attorney to prosecute civilian offenses on federal installations. Minor driving infractions are usually handled in an installation traffic court [see reference (d)].
- **CONCURRENT:** State and federal governments have equal authority to make and enforce local civilian laws. The Department of the Navy or civilian law enforcement may respond to an incident, and either may pursue prosecution over the alleged military or civilian offender. Each base or installation must have a memorandum of understanding with local civilian law enforcement agencies regarding issues pertaining to roles, responsibilities, jurisdiction, and criminal prosecution.
- **PROPRIETARY:** The federal government is merely a tenant on the land and retains no power to make or enforce local laws. State law controls, and state law enforcement normally makes all arrests. Prosecutions will occur in state courts. Active-duty Servicemembers may also be prosecuted in state court for traffic violations and other crimes. Civilian prosecution will not necessarily preclude disciplinary action and punishment under the Uniform Code of Military Justice (UCMJ) for the same offense.

THE TYPE OF JURISDICTION DOES NOT AFFECT ENFORCEMENT OF THE UCMJ OVER

MILITARY PERSONNEL: The UCMJ applies in all places and at all times to all active-duty personnel. On installations with concurrent or proprietary jurisdiction, a violation of the UCMJ might also be a violation of local law, which means military personnel could be prosecuted in state court. Again, state court prosecution is not necessarily a bar against military punishment under the UCMJ.

MILITARY DETENTION OF CIVILIANS FOR DELIVERY TO CIVILIAN AUTHORITIES:

Regardless of the type of jurisdiction, commanding officers may not confine civilians but may detain them for a reasonable time until civilian law enforcement assumes physical custody of the individual. In the event that a CO is asked to detail a civilian, immediately notify the Naval Criminal Investigative Service.

DELIVERY OF MILITARY PERSONNEL TO CIVILIAN AUTHORITIES: Pursuant to reference (a) and under such regulations the Secretary of the Navy may prescribe, a Servicemember accused of an offense against civilian authority may be physically detained and delivered, upon request, to civil authorities for trial. [See *Appendix M – Delivery of Personnel*]

BARRING OF CIVILIANS: Civilians who commit misconduct or who present a threat to good order and discipline on the base may be barred by the base CO from entering the installation. The installation CO must issue a written order barring the individual from entering the installation. Those who violate the order may be tried in federal court, fined, and imprisoned. [See reference (c)].

LAW ENFORCEMENT – SUPPORTING CIVILIAN POLICE AGENCIES

REFERENCES:

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

REPORTING AND REIMBURSEMENT REQUIREMENT: If Department of the Navy (DON) assets are requested by civilian law enforcement agencies, permission to use those assets must come from the Secretary of the Navy (SECNAV) or SECNAV's designee. If approved, the DON will recover the cost of the DON assets used by civilian law enforcement.

POSSE COMITATUS ACT (PCA): The PCA is a federal law that makes it unlawful for the Army or Air Force to willfully execute and enforce civilian domestic laws without authorization from Congress. DOD/DON policy applies the PCA to USN and USMC. The PCA is not applicable to the Coast Guard. Willful violations of the PCA are criminal offenses.

EXAMPLES OF PROHIBITED ACTIVITIES: DON personnel may not assist civilian law enforcement agencies or personnel by participating in:

- The interdiction of a vehicle, vessel, or aircraft;
- A search and seizure;
- An arrest, apprehension, stop and frisk, or similar activity;
- Surveillance or pursuit of individuals; and
- Investigations, interrogations, or undercover operations.

EXAMPLES OF PERMITTED ACTIVITIES:

- Investigations of violations under the Uniform Code of Military Justice;
- Protection of classified information or equipment;
- Use of equipment/facilities with appropriate approval;
- Suppression of insurrection and U.S. domestic violence/disturbances;
- Protection of the President, Vice President, and other dignitaries;
- Maintenance of loaned equipment;
- Training and expert advice on operation of equipment; and
- Support necessary during chemical/biological emergencies.

APPLICATION: The PCA only applies to active duty personnel while in a duty status or when acting in an official capacity.

DETENTION OF A SERVICEMEMBER FOR DELIVERY TO CIVILIAN AUTHORITIES:

Military authorities may detain a Servicemember, even in confinement if necessary, only for a reasonable time to facilitate the prompt turnover of the Servicemember to civilian authorities. Civilian authorities must have a warrant or reasonable belief that the Servicemember committed a civilian offense.

ARREST WARRANTS FOR ACTIVE-DUTY SERVICEMEMBERS: See reference (c) for detailed guidance and samples of necessary documentation.

- **FEDERAL WARRANT FOR ARREST:** Federal law enforcement authorities may arrest a Servicemember upon display of official law enforcement credentials and an arrest warrant.

- **IN-STATE WARRANT FOR ARREST:** Law enforcement authorities exercising jurisdiction within the same state as a military installation or command may arrest a Servicemember upon display of official law enforcement credentials and arrest warrant. The command turning over the Servicemember must have the local law enforcement agency complete a written execution of delivery agreement.
- **OUT-OF-STATE WARRANT FOR ARREST:** Law enforcement authorities from a jurisdiction outside the state of the military installation or command may arrest a Servicemember upon display of official law enforcement credentials and a fugitive arrest warrant. The Servicemember may refuse to be delivered to the out-of-state law enforcement agency. If the Servicemember waives extradition and voluntarily submits to arrest, the command must ensure the local law enforcement agency completes a written execution of delivery agreement. Servicemembers have the right to consult with an attorney before agreeing to waive extradition to another state.
- **FOREIGN ARREST WARRANT:** Immediately notify the immediate superior in the chain of command and the cognizant staff judge advocate to determine requirements in accordance with the local status of forces agreement and any other agreements on delivery of personnel in foreign countries. Under no circumstances shall commanding officers release personnel to foreign authorities without approval from higher authority.

NOTE: In any circumstance where a commanding officer or a Servicemember refuses arrest, inform the Office of the Judge Advocate General (Code 14 – General Litigation) immediately at (202) 685-5450 or DSN 325-5450.

REPOSSESSION OF PERSONAL PROPERTY ON INSTALLATIONS

REFERENCES:

(a) JAGMAN, Chapter VI, Section 0618

DISCRETION OF THE INSTALLATION COMMANDING OFFICER (CO): Repossession of personal property belonging to military personnel or their dependents located on a naval installation may be permitted at the discretion of the installation CO. The repossession agent must obtain permission from the installation CO in advance. In the event a repossession agent attempts to execute repossession, the installation's cognizant staff judge advocate should review the repossession documentation before the CO makes a decision to allow the repossession.

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

INFORMAL INQUIRY BEFORE REPOSSESSION IS ALLOWED: The Servicemember whose property is subject to an attempted repossession should be contacted to determine if he/she is aware of the problem and whether there is a way to resolve it.

IF REPOSSESSION IS TO BE ALLOWED: The owner of the property should be afforded the opportunity to voluntarily relinquish the property. The Servicemember should be referred to a legal assistance office as soon as possible to explore legal options to address the repossession.

NO BREACH OF THE PEACE: COs must ensure that repossessions are carried out in a peaceful manner and prohibit or stop repossession agents and Servicemembers from engaging in any type of altercation at the scene of an attempted repossession.

SERVICE OF PROCESS/SUBPOENAS

REFERENCES:

- (a) JAGMAN, Chapter VI
- (b) SECNAVINST 5820 (series)
- (c) MCO P5800.16 (LEGADMINMAN) Chapter 9
- (d) MILPERSMAN 1050

COMMANDING OFFICER'S (CO) CONSENT/PRESENCE: Service of process (a summons to appear in court as a party) will not be permitted within a command without the CO's consent. Where practicable, the member should be served within the CO's presence or that of another designated officer. **IMMEDIATELY ADVISE THE MEMBER TO SEEK LEGAL COUNSEL.** [See *Appendix M – Service of Process*]

LOCAL, STATE, OR FEDERAL COURT SERVICE OF PROCESS: COs should permit service upon Servicemembers, civilian employees, or dependents except in unusual cases when compliance would be prejudicial to the public interest, good order and discipline, or mission accomplishment. Vessels in territorial waters of a state should be considered to be 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 a Servicemember refuses to accept service of process by out-of-state mail, the refusal should be noted and the documents returned to the sender.

FOREIGN COURT/OVERSEAS SERVICE OF PROCESS: This type of service of process is normally addressed by the applicable status of forces agreement between the United States and the host nation. Before effecting service, COs should contact the area coordinator for foreign criminal jurisdiction matters as well as the cognizant staff judge advocate immediately.

RELATION TO OFFICIAL DUTIES: When service of process upon a Servicemember or a civilian employee arises from the performance of his/her official duties, COs must ensure that the Servicemember is notified of his/her applicable rights in accordance with 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 staff judge advocate for the general court-martial convening authority. In addition, the Office of the Judge Advocate General (Code 14 – General Litigation) must also be immediately notified at (202) 685-5450 or DSN 325-5450.

NORMALLY GRANT LEAVE OR LIBERTY: Personnel who accept or are served with process should normally be granted leave or liberty to appear in court unless their absence would be prejudicial to the naval service. Servicemembers may delay civil court proceedings under the Servicemembers Civil Relief Act (SCRA) if their military duties materially affect their ability to appear in a civil court action pursuant to a summons. Servicemembers should seek counsel from a legal assistance attorney about exercising their rights under the SCRA.

SERVICE OF SUBPOENAS: Subpoenas are court orders requiring a person to testify as a witness. Subpoenas shall be handled in the same manner as service of process with the following exceptions:

- If a Servicemember is subpoenaed as a witness representing the federal government, the member will be issued orders for temporary additional duty.
- If the Servicemember is subpoenaed as a witness on behalf of the accused in federal court, no-cost permissive orders should be issued unless the member's absence would be prejudicial to the command.
- If the Servicemember 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 the command. (No-cost permissive orders shall be issued if the witness is subpoenaed because of performance of official duties.)

REQUESTS FOR STATEMENTS AND/OR INTERVIEWS WITH SERVICEMEMBERS BY PARTIES TO PRIVATE LITIGATION: If such a request or an attempt is made, immediately notify the cognizant staff judge advocate for the general court-martial convening authority in the chain of command.

CUSTOMS RESPONSIBILITIES

REFERENCES:

- (m) DoD Directive 4500.09E
- (n) DTR 4500.9-R Part V
- (o) Navy Regulations, Article 0860

PRIOR TO DEPLOYMENT: Commands must ensure that an adequate number of personnel are trained to act as military customs inspectors and that an adequate supply of customs forms are available.

COMMANDING OFFICER'S RESPONSIBILITIES FOR SHIP ARRIVAL:

- The commanding officer (CO) must notify the Customs District Director before the ship's return from a port outside U.S. customs territory to a port within U.S. customs territory.
- The CO must facilitate customs and immigration inspections and ensure proper immigration clearances for military and civilian passengers.
- The CO must ensure that custom declaration forms are distributed to all passengers and crew.
- The CO must file a cargo declaration within 48 hours, if the ship is carrying anything other than U.S. property and passengers on official business.

AIRCRAFT COMMANDER'S RESPONSIBILITIES FOR AIRCRAFT ARRIVAL:

- The Aircraft Commander must notify the Customs District Director before landing within U.S. customs territory.
- The Aircraft Commander may notify the Customs District Director by radio, telephone, or other direct means or, indirectly, through the Federal Aviation Administration's flight notification procedures.
- The Aircraft Commander must distribute custom declaration forms to the passengers and crew and facilitate the customs inspection.

FOREIGN CLAIMS

REFERENCES:

(a) JAGMAN, Chapter VIII

PURPOSE AND SCOPE: The purpose of the foreign claims process is to promote friendly relations with foreign countries by promptly paying meritorious claims for death, injury, property damage, and other losses caused by Servicemembers or military operations. The claim must arise outside the U.S., its territories, possessions, or commonwealths.

VALID CLAIMANT: Valid claimants include citizens and inhabitants of foreign countries, corporations, and other government and business entities as well as U.S. citizens living abroad. Valid claimants do not include U.S. tourists or U.S. Servicemembers or their dependents.

CLAIMS NOT COVERED: Combatant claims, admiralty incidents, patent infringement, claims made by insurers, purely contractual claims, and paternity claims are not covered under the foreign claims process.

ESTABLISHMENT OF CLAIMS COMMISSION: Commanding Officers shall appoint responsible officers to adjudicate foreign claims. Foreign claims officers must diligently follow the requirements of reference (a) when investigating, documenting, adjudicating, and reporting claims. Type commanders frequently limit the authority of commands to settle claims or require the approval of a judge advocate. Understanding the specific foreign claims processing procedure within a command and its area of operations is essential before processing any foreign claims.

PRIVATE SETTLEMENT: When a claim results because of conduct outside the scope a Servicemember's duty a private settlement and voluntary restitution should be considered. Private settlements and restitution must be entirely voluntary on behalf of the Servicemember. 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 both the Servicemember and the claimant to prevent additional supplementary claims for the same incident against the United States.

FUNDING FOREIGN CLAIMS: See reference (a) for appropriate sources for funding foreign claims.

FOREIGN CRIMINAL JURISDICTION AND STATUS OF FORCES AGREEMENTS

REFERENCES:

- (a) JAGMAN, §0609 and §1010
- (b) Navy Regulations, Article 0828
- (c) MCO P1900.16

APPREHENSION OF SERVICEMEMBERS BY FOREIGN AUTHORITIES: Commanding Officers (COs) shall report via naval message when foreign authorities apprehend a Servicemember under their command. It is the policy of the United States that all efforts should be made by the command to secure the foreign release of the Servicemember pending the final resolution of judicial process. Servicemembers that remain in the custody of foreign authorities should be encouraged to contact their family members or authorize the command to contact their family members on their behalf. When a Servicemember is released from the custody of foreign authorities, the Servicemember should be given a complete medical examination and provide a sworn statement pertaining to the conditions of the confinement. [See reference (a)].

IMPORTANT CONTACTS: The following entities should be contacted and may be able to assist in obtaining the release of or information about the foreign confinement of the Servicemember: the local region staff judge advocate, Naval Criminal Investigative Service, U.S. consulate or embassy, U.S. Defense Attaché Office, and husbanding agents. As a matter of best practice, commanders should also immediately notify their immediate superiors in the command.

STATUS OF FORCES AGREEMENT COMPLIANCE: In countries where the U.S. has a Status of Forces Agreement (SOFA), the terms of that agreement will determine whether the Servicemember may be removed from the jurisdiction and whether the United States or the host nation will prosecute the case. In many countries, disciplinary action, including non-judicial punishment, may not be conducted until the issue of jurisdiction has been resolved with the host country. Commands should consult with the cognizant judge advocate immediately.

WHEN THERE IS NO SOFA: If there is not a SOFA with the host nation, COs are not authorized to deliver Servicemembers, their dependents, or Department of the Navy civilian employees to foreign authorities. COs should contact the cognizant judge advocate immediately if requests are made by foreign authorities to deliver Servicemembers into their custody.

WARSHIP SOVEREIGNTY: Warships are immune from any other nation's jurisdiction. COs will not permit their ships to be searched or allow Servicemembers to be removed from their ship by foreign authorities. If foreign authorizes use force to compel submission, COs shall use all available means to resist. [See reference (b)].

SERVICEMEMBERS RETAINED IN FOREIGN CUSTODY: COs must ensure that Servicemembers who are retained in foreign custody are visited by a command representative on a regular basis and may not be separated from the service until they complete their sentence and are returned to the United States. [See reference (c).]

SECTION XIV:
FOREIGN RELATIONS
AND
MARRIAGES TO FOREIGN NATIONALS

LIBERTY RISK

REFERENCES:

(a) JAGMAN, § 0104

*****TO BE USED IN FOREIGN COUNTRIES ONLY*****

(Major overseas commands and numbered fleets frequently have their own liberty risk instructions with more specific guidance. Commanders must be aware of additional liberty risk policies beyond the basic departmental policies governing limiting liberty pursuant to regulations.)

APPLICABILITY: Liberty risk policies may only be implemented to limit Servicemembers' personal liberty while they are in foreign countries, whether permanently stationed in a foreign country or temporarily present pursuant to a port visit or temporary additional duty assignment. The sole purpose of liberty risk is the protection of U.S. foreign relations with host nations and, therefore, is not authorized within the United States or any of its overseas territories.

LIBERTY RISK IS SEPARATE FROM DISCIPLINARY ACTION: Liberty risk may not be used as punishment and cannot be awarded at non-judicial punishment or court-martial. Liberty risk shall not be used as a subterfuge for pretrial restraint. A Servicemember may be assigned liberty risk based on past behavior that indicates likely future conduct in a foreign country that could embarrass, discredit, or harm U.S. foreign relations with the host nation. Past behavior that could indicate likely future conduct that could harm the foreign relations of the U.S. includes, but is not limited to: alcohol related incidents, chronic intoxication, fights, theft, failures to pay bar or restaurant bills, lewd personal behavior or inflammatory, racist, or extremist behavior or statements. A commander may not place someone on liberty risk based on a mere hunch that the Servicemember may engage in inappropriate conduct. There needs to be a history of past adverse behavior that serves as the basis for the imposition of liberty risk.

GENERAL GUIDANCE:

- Only the commanding officer (CO) may assign liberty risk. The CO may consider the recommendations of a liberty risk review board.
- Placement on liberty risk cannot be automatic and must be based on actual past conduct.
- Lesser limitation on liberty or tailored liberty risk restrictions should be considered. (e.g., limited hours on shore, alcohol use prohibitions, use of liberty buddies, checking-in, etc.)
- Each individual's status must be regularly reviewed; liberty risk cannot be imposed for an indefinite period of time without justification based on specific evidence.
- Commands shall not confiscate a Servicemember's Armed Forces Identification Card (CAC) as a means of limiting liberty or freedom of movement.

RIGHTS OF SERVICEMEMBERS PLACED ON LIBERTY RISK:

- Servicemembers placed on liberty risk may request mast with the CO about whether the impositions or terms of liberty risk are appropriate;
- If placed on liberty risk, the Servicemember is entitled to specific notification in writing of the reason(s) for being placed on liberty risk; and
- Servicemembers on liberty risk may not be required to muster or participate in special working parties with Servicemembers serving punishment awarded at non-judicial punishment or court-martial.

MARRIAGES OVERSEAS AND MARRIAGES TO FOREIGN NATIONALS

REFERENCES:

(a) MILPERSMAN 5352-030

REQUEST AND APPLICATION: Any Navy Servicemember planning to marry a foreign national overseas must submit an application to the area coordinator before the marriage takes place. Applications should be sent to the nearest area coordinator. Contact Commander, Naval Installations Command (N911A) for areas not listed in reference (a).

COUNSELLING: Servicemembers and perspective spouses must be counseled regarding the legal and financial responsibilities incurred by marriage. Servicemembers should also be advised that approval is often a lengthy process and their marriage to a foreign national may or may not adversely impact their eligibility for a security clearance.

VALIDITY OF FOREIGN MARRIAGES: Generally, a marriage lawfully performed in a foreign country is considered a valid marriage under United States domestic laws.

BEFORE MARRIAGE, THE PROSPECTIVE SPOUSE MUST:

- Receive a medical screening; and
- A background check, conducted by the local U.S. embassy or consulate, which includes a criminal and subversive history investigation.

VISAS: Foreign spouses do not automatically receive visas to enter the U.S. Foreign spouses must apply for an immigrant visa with the local U.S. embassy, consulate, or the U.S. Citizenship and Immigration Service. As a result, Servicemembers who transfer back to the United States or to another country may not be able to immediately bring back their spouses or foreign-born children.

MARINES: Marines contemplating marriage to a foreign national should immediately notify the S-1 and security manager in the Marine's chain of command.

SECTION XV:
LEGAL READINESS

LEGAL ASSISTANCE PROGRAM

REFERENCES:

- (a) JAGMAN
- (b) MCO P5800.16A Chapter 14 (series) (LEGADMINMAN)
- (c) JAGINST 5801.2B (series) (Legal Assistance Manual)
- (d) 10 U.S.C.

***** AGGRESSIVE LEGAL ASSISTANCE (LA) REQUIRED:** Commands are the FIRST LINE OF DEFENSE in identifying Servicemembers with legal problems and should immediately urge Servicemembers to visit LA providers to address any legal issues at the *earliest opportunity* before the legal issue becomes worse or unmanageable. Legal problems **do not** go away and only **become worse** with the passage of time. In order to best assist Servicemembers, legal problems must be identified and referred to a LA provider as soon as possible.

LEGAL ASSISTANCE PROGRAM: The Department of the Navy's (LA) program provides free attorney assistance to Servicemembers, their dependents and other eligible clients regarding personal legal matters not involving military disciplinary proceedings. LA is provided at all USN Region Legal Services Offices (RLSO) and USMC Legal Support Services Sections (LSSS) and is military legal offices of other services. [See reference (a), §0710.]

PERSON ELIGIBLE FOR LEGAL ASSISTANCE:

- Servicemembers on active duty for 30 days or more. LA is intended primarily for active-duty personnel, including reservists and members of the National Guard who receive orders for active duty for 30 days or more. For reservists on active duty for less than 30 days see reference (a), § 0706(b)(4) and (5).
- Dependents of Servicemembers on active duty for 30 days or more and dependents of Servicemembers who died while on active duty. (Dependents include same-sex spouses who are lawfully married and who can prove their marital status with a Department of Defense dependent identification card.)
- Retired Servicemembers and the dependents of retired Servicemembers.
- For the purpose of enhancing the readiness of reserve Servicemembers for mobilization, pre-mobilization legal counseling and assistance may be provided to active or inactive reserve personnel consistent with mobilization readiness needs. Pre-mobilization assistance normally will consist of unit briefs and drafting or updating wills, advance medical directives, and powers of attorney. Others assistance may be provided if it relates to recall or mobilizations such as: rights under the Servicemember's Civil Relief Act (SCRA) or the Uniformed Services Employment and Reemployment Rights Act (USERRA). Pre-mobilization LA is not authorized for dependents of reserve Servicemembers.
- Reserve Servicemembers and the dependents of reserve Servicemembers following release from active duty under a call to active duty for more than 30 days, issued under a mobilization authority as determined by the Secretary of Defense, for a period of time that begins on the date of the release and is not less than twice the length of the period served on active duty.
- Civilian employees who are U.S. citizens, other than foreign local hire employees, employed by, serving with, or accompanying U.S. Armed Forces, when they are assigned to a foreign country or to a vessel or unit deployed in excess of 30 days. Their dependents are also eligible for LA services.

- Foreign Servicemembers and their dependents serving in the U.S. with U.S. Armed Forces.
- Certain former spouse of military Servicemembers, as defined in reference (d), §1072.
- Spouses, former spouses, and children who are victims of abuse by Servicemembers who lose their right to retired pay under reference (d), §1408(h).
- Dependents of Servicemembers separated for dependent abuse consistent with the transitional compensation provisions of reference (d), §1059.

CONFIDENTIALITY: Information disclosed to a LA attorney is confidential and may not be disclosed to third parties without the client's informed, voluntary, and written consent. LA offices are prohibited from disclosing information concerning a client to the client's command, including whether the Servicemember is even a client or received services. Commands should not contact LA officers to determine whether a Servicemember reported to a LA office for LA services. The LA office **will not** disclose whether any Servicemember visited a LA office or received services of any kind.

SERVICES: Although the availability of services may vary from office to office, services that are generally provided include: advice concerning divorce, child and spousal support, adoptions and name changes, custody, estate planning, landlord/tenant disputes, contracts, consumer fraud, identity theft, immigration issues, and the preparation of legal documents such as wills, living wills, powers of attorney, and notarizations. The assistance provided does not include in-court representation, although some offices are permitted to prepare court documents for pro se litigants. Eligible persons seeking assistance should be advised to contact the nearest legal assistance office to determine whether a particular service is provided and, if not, where the nearest legal assistance provider who can provide that service is located.

LEGAL ASSISTANCE PROVIDERS: A helpful tool for locating the closest LA provider can be found at <http://legalassistance.law.af.mil/content/locator.php>.

CONFLICTS: Occasionally, a LA office will be prohibited from providing service to an otherwise eligible person due to an ethical conflict of interest. This usually arises when an attorney has previously provided assistance to an opposing party. Servicemembers conflicted from receiving assistance at the office will normally be referred to an alternate LA service provider. Due to regulations and professional responsibility rules governing client confidentiality, the LA office is prohibited from telling the conflicted client why he or she cannot be seen. Conflicted clients and command should not challenge a LA provider or LA office about whether or not it can/should disclose such information. LA offices have no discretion to disclose such information.

PREVENTIVE LAW: Most LA offices have a preventive law program through which attorneys and other legal professionals provide informational briefings on a variety of topics including deployment readiness, consumer law, identity theft, automobile purchases, wills, powers of attorney, and family support. Contact your local RLSO or LSSS for more information or to schedule a briefing for your command. The more notice that a requesting command can give to the local LA office the more time and services the local LA office can provide to members of that command before deployment.

PRE-DEPLOYMENT AND PRE-MOBILIZATION SERVICES: The main focus of the LA program is Fleet readiness. LA offices have been charged with maintaining legal readiness programs designed to ensure legal awareness and mission readiness. Such programs often

include command visits and pre-deployment legal readiness check-ups. Contact your local LA provider to arrange pre-deployment or pre-mobilization LA services as soon as possible.

ROLE OF LEGAL OFFICERS (LOs): For LA matters, LOs scope of responsibilities are to create OJAG Code 16 specific powers of attorney that are issued only to officially designated command LOs, to notarize documents, to request and organize LA briefs, and to assist command members with getting appointments with LA providers. Especially as the law is constantly changing, LOs (as well as other command members) are prohibited from advising command members on how to handle LA issues and from representing the command member in front of civilian entities (e.g., going to a car dealership with the command member to try to persuade the dealership to cancel a car purchase contract). Command leadership should periodically inspect LOs to ensure that LOs are maintaining notary logbooks, LA briefs are being organized, and information protected by the Privacy Act is being properly secured.

PRE-DEPLOYMENT LEGAL READINESS

REFERENCES:

- (a) DoDD 1350.4

READINESS: Poor legal readiness can significantly impair Servicemembers' ability to focus on mission accomplishment. Unfortunately, Servicemembers often fail to address their legal issues in a timely fashion, creating larger legal problems for themselves and their families. Servicemembers should be encouraged and provided an opportunity to have their individual legal readiness assessed by a legal assistance attorney at least annually and well in advance of deployment.

LEGAL ISSUES: At a minimum the following legal readiness issues should be addressed before deployment:

- **POWERS OF ATTORNEY (POA):** A POA allows another person to act as an agent on behalf of the Servicemember. Special POAs authorize an agent to act in a specifically-authorized capacity, such as: registering a vehicle, filing taxes, accepting or releasing government quarters, purchasing a home, executing a PCS move, etc. General POAs authorize an agent to act on the Servicemember's behalf in virtually any legal or financial capacity. Due to the risk of abuse, Servicemembers are encouraged to carefully consider the importance of choosing a trustworthy, capable agent and the actions that the Servicemember will need the agent to take on their behalf. Special POAs are the most appropriate means of authorizing an agent to act on behalf of the Servicemember. As a matter of policy within USN, LA providers will only draft a general POA in limited circumstances when absolutely warranted. Over time, third parties have become much more reluctant to honor general POAs, and often third parties have their own pre-authorization procedures. General POAs can be unreliable and result in an agent unable to perform critical tasks on behalf of the Servicemember. ONLY ATTORNEYS CAN DRAFT GENERAL POAs.
- **LAST WILL AND TESTAMENT:** Wills ensure that a Servicemember's wishes regarding the disposition of property are carried out in the event of the Servicemember's death. They also create trusts for the protection of financial assets for minors and name guardians to raise minors upon the Servicemembers death. Servicemembers should have a current will. Servicemembers should put the location of their will on their page 2 and should notify named executors and other authorized agents should know where to locate the original will. Servicemembers should update their wills whenever they experience a significant change in financial or dependency status. As a matter of best practice, Servicemembers should review their wills at least once a year. The only way to change a will is to draft and execute an entirely new will. Any attempt to alter or amend an existing will may render it invalid. Servicemembers cannot be ordered to get a will or any other legal document from a LA office.
- **LIVING WILLS AND HEALTH CARE POAs:** A Living Will (also known as an Advance Medical Directive) is a document that expresses the Servicemember's wishes regarding the withdrawal of artificial life-sustaining measures when the member is terminally ill or in a persistent vegetative state. The living will provides legal directions to family members and attending physicians to withhold or withdraw artificial life support and relieves family members from having to make such a difficult decision. A Health Care POA is a legal document that designates and authorizes a person to make health care decisions for the Servicemember if the Servicemember becomes incapacitated. Such decisions may

include whether to perform a medical procedure or whether to withhold or withdraw artificial life support in the event the Servicemember has not already directed such action through a valid living will/advanced medical directive. The Servicemember should put copies of these documents in their medical record and provide to any treating physician(s).

- **SERVICEMEMBER GROUP LIFE INSURANCE (SGLI):** Servicemembers should ensure that their SGLI designation forms are up to date. SGLI distributions are controlled exclusively by the SGLI designation form, which can be updated through service-specific personnel units or the command's personnel office. Servicemembers wishing to designate children under 21 years of age as beneficiaries of SGLI should seek assistance from a LA attorney concerning whether it is in the best interest of the children to establish a testamentary trust or custodianship in order to avoid significant delay and expense in event of the Servicemember's death. The **only** way to change the beneficiary of SGLI is to execute a new SGLI designation form. Wills and other legal instruments will NOT alter SGLI beneficiary designations. In order to avoid SGLI payouts to unintended beneficiaries, Servicemembers must complete and file new SGLI designations with service personnel units or the command's personnel office. Spouses are not automatically removed from SGLI upon divorce.
 - The most frequently encountered problem with the SGLI beneficiary forms is that the Servicemember forgot to sign the form, which makes the form unenforceable.
- **DD-93, RECORD OF DEPENDENCY:** In the event of a Servicemember's death or incapacity, the Department of Defense and the Department of the Navy will review the Servicemember's DD-93 to determine next of kin and designations regarding whom to pay unpaid pay and allowances and death benefits (other than SGLI), as well as who is authorized to receive and dispose of the Servicemember's remains. If a Servicemember's DD-93 does not accurately reflect the Servicemember's intent, it can cause problems and confusion in contacting dependents and could result in intended dependents being denied military benefits, including a sizeable death gratuity. Servicemembers wishing to designate children under 21 years of age as beneficiaries of their DD-93 should also seek assistance from a LA attorney concerning whether it is in the children's best interest to establish a testamentary trust or custodianship in order to avoid significant delay and expense in the event of the Servicemember's death. Like SGLI, the only way to ensure proper dispensation of unpaid pay and allowances and death benefits is to ensure the DD-93 is up to date and designates the Servicemember's intended beneficiaries. Wills and other legal documents have no bearing on DD-93 authorizations and benefits.
- **FAMILY MATTERS:** Family care plans and issues regarding divorce, support, custody, visitation, and military ID cards should all be resolved prior to deployment. Family care plans are not binding on state courts. Servicemembers should see a LA provider to get proper legal documentation to cover children during deployment. Poor planning in this area can result in significant distraction for the Servicemember, especially for single-parent Servicemembers, while on deployment and prevent eligible dependents from accessing military installations, medical facilities, commissaries, exchanges, and other support services. Servicemembers who are remarried and have primary custody of their children also need to complete a family care plan.

- **PENDING COURT CASES:** Servicemembers should take prompt action to address or postpone pending court actions before deployment. Failing to appear in court or request a delay of proceedings due to military necessity may result in a default judgment against the Servicemember in civil or administrative cases or issuance of a bench warrant. Federal law permits stays of proceedings in civil cases (not criminal cases) when required by military necessity; however, Servicemembers and their COs must take affirmative action to contact the cognizant court to request the delay. When a CO assesses that their command member cannot attend a court hearing due to mission requirements, staff judge advocates and LA attorneys can provide COs with a form letter to submit to courts on behalf of the command member. The servicemember will generally also need to submit a request to the court asking for a stay, which can be written by the LA provider.
- **CREDIT REPORTS AND PREVENTING IDENTITY THEFT:** Deployed and TAD Servicemembers are highly susceptible to identity theft. In order to minimize the potential for identity theft, Servicemembers who fear that their credit may be abused while on deployment should consider filing an Active Duty Alert with ALL of the three Consumer Reporting Agencies (CRAs): Trans Union (1-800-680-7289), Equifax (1-888-766-0008), or Experian (1-888-397-3742). Once an Active Duty Alert is placed a Servicemember's credit report, potential creditors are required to contact the Servicemember at the phone number provided by the Servicemember or otherwise affirmatively confirm the Servicemember's consent before extending new credit, issuing new or additional credit cards, or extending credit limits. Filing an Active Duty Alert also takes the Servicemember's name off of "prescreened" lists provided by CRAs to creditors and insurance companies that are seeking to solicit new business. Servicemembers should also be encouraged to monitor their credit reports from the major CRAs. Visit www.annualcreditreport.com for more information on obtaining a free credit report from each of the three CRAs once a year. As a matter of best practice, Servicemembers should review all three of their credit reports at least one per year or whenever they have reason to suspect questionable financial activity which they did not authorize.

SERVICEMEMBER'S CIVIL RELIEF ACT (SCRA)

REFERENCES:

(a) 50 U.S.C. §501-596

BACKGROUND: The SCRA is a federal law that provides Servicemembers--and in some cases their dependents--with a variety of protection in civil matters. These laws were passed in an effort to address some of the disadvantages faced by Servicemembers in dealing with their personal civil affairs due to the transient and unpredictable nature of military life. As the law is constantly changing, commands should encourage Servicemembers to get an appointment with a legal assistance (LA) attorney in lieu of the command attempting to assist the Servicemember. For purposes of identifying potential SCRA violations, several of the more important provisions of the SCRA are discussed below.

LEASE TERMINATION ("MILITARY CLAUSE"): The SCRA provides Servicemembers the right to terminate a lease for real property that is occupied or is intended to be occupied by the Servicemember or his dependents if after signing the lease:

- The Servicemember enters into the military, either as an original enlistment/commission or as an activate reservist;
- The Servicemember receives orders to deploy with a military unit for 90 days or more; or
- The Servicemember receives PCS orders.

To terminate a lease under the SCRA, the tenant must deliver written notice of the intent to terminate the lease under the SCRA and provide a copy of the orders. When deploying with a ship, the command should issue a letter verifying the approximate dates and duration that the Servicemember will be deployed. Once the Servicemember provides the required notice and documents, the lease is terminated effective 30 days from the date on which the next payment would be due. For example, if the rent is due on the 1st day of the month and the Servicemember provides notice on the 15th of March, the lease would be terminated effective the 1st of May (30 days from the 1st of April). Although landlords are prohibited by the SCRA from charging an early termination fee, the landlord can still assess fees for late payments if the tenant is behind on rent and for damage to the property.

WAIVERS: In some states, the right to terminate a lease without penalty could be waived by the Servicemember in the lease. Servicemembers are strongly encouraged to have prospective leases reviewed by a LA provider prior to signing the lease.

OTHER LEASE TERMINATION PROTECTIONS: The SCRA also provides Servicemembers the right to terminate some leases for motor vehicles if after signing the lease:

- The Servicemember receives orders to PCS from CONUS to OCONUS or OCONUS to CONUS; or in the case of Alaska or Hawaii, a PCS move to any location outside that state; pr
- The Servicemember receives orders to deploy for at least 180 days.

The same notification procedures for terminating a residential lease should be used to terminate a vehicle lease; however, the lease of the vehicle (or their attorney-in-fact) must return the vehicle within 15 days of notifying the company in writing.

STAY OF LEGAL PROCEEDINGS: The SCRA provides Servicemembers the right to stay (delay) civil and administrative proceedings if the Servicemember's ability to appear is materially

affected by the Servicemember's military service. This protection applies only to civil and administrative proceedings, not criminal proceedings (including misdemeanor traffic citations). To request a stay, the Servicemember must submit to the court:

- A letter stating how the Servicemember's military service materially affects the Servicemember's ability to appear and when the Servicemember will be able to appear; and
- A letter from the Servicemember's commanding officer stating that the Servicemember's current duties prevent their appearance and that leave is not authorized.

Every effort should be made to allow the Servicemember to attend court proceedings. As such, COs should only issue the aforementioned letter if the operational mission requires the Servicemember to be with the command on the designated court hearing dates. If the Servicemember qualifies for the stay, the court **MUST** grant the stay for at least 90 days, but may grant it for much longer. The court also has the option of denying the request for a stay longer than 90 days and proceeding without the Servicemember. The SCRA does not make any legal issue "go away." The Servicemember will eventually have to resolve the matter.

DEFAULT JUDGMENTS: Servicemembers have a right under the SCRA to reopen default judgments issued in civil cases in which the Servicemember's military service materially affected his ability to appear in the case and the Servicemember has a meritorious defense. Default judgments are issued by a court when a party fails to appear in court and contest the matter. Additionally, before a court issues a default judgment, the SCRA requires that the opposing party file an affidavit with the court stating either that the person is in the military, is not in the military or that the opposing party does not know if the person is in the military. The SCRA provides penalties for filing a false affidavit but does not provide a penalty for failing to file an affidavit.

6% INTEREST CAP: An obligation or liability bearing interest that is incurred by a Servicemember, or the Servicemember and the Servicemember's spouse jointly, **BEFORE** the Servicemember enters the military service may not bear interest in excess of 6% per year:

- During the period of military service and one year thereafter, in the case of an obligation or liability consisting of a mortgage, trust deed or any other security in the nature of a mortgage; or
- During the period of military service in the case of any other obligation or liability.

DOMICILE PROTECTION: The SCRA permits Servicemembers to maintain their legal domicile and residency in a state even though they relocate out of state. A Servicemember establishes domicile in a state by being physically present in that state and having the intent to permanently return to that state. Contrary to popular belief, Servicemembers do not establish domicile by simply updating their home of record at the personnel office. Once a Servicemember has established domicile in an intended state, the Servicemember should refrain from taking action contrary to that intent, such as registering to vote or obtaining a driver's license in another state.

TAXATION: The SCRA has numerous provisions designed to prevent Servicemembers from being taxed in multiple jurisdictions:

- **INCOME TAX:** Military pay is deemed to have been earned in the Servicemember's state of domicile and only that jurisdiction may tax military pay. This does not apply to non-military pay, which may be taxed in the jurisdiction in which the pay was earned, in the state which the Servicemember is currently living and the Servicemember's state of domicile. Military pay of Native American Servicemembers who maintain residency on a

Federally-recognized tribal reservation is not subject to state income tax. Such Native American Servicemembers should be advised immediately to file a DD-2058-2 with DFAS to claim this exemption.

- **PERSONAL PROPERTY TAX:** A jurisdiction is prohibited from charging a personal property tax on a Servicemember's property if that property is located within the jurisdiction only because of the Servicemember's presence in the state due to military assignment. This protection does not apply to sales or use taxes, and the Servicemember's state of domicile always remains able to charge a personal property tax.

EVICTIION PROTECTION: Landlords are prohibited from evicting Servicemembers and their dependents without first obtaining a court order. If the Servicemember can demonstrate that the military service materially affects his ability to pay the rent, the court may fashion an equitable remedy, including reducing the amount of rent. This protection applies for leases with a rent of \$3,217.81 (2014 value) per month or less.

FORECLOSURE PROTECTION: No company or individual can foreclose on a Servicemember on active duty without a valid court order if that property was obtained before entering active service. The court issuing the order has the discretion to stay the foreclosure proceedings up to one year after the end of the Servicemembers period of active service.

REPOSSESSION PROTECTION: Lenders may not repossess personal property owned by a Servicemember without first obtaining a court order. This protection applies only to obligations incurred before the Servicemember was ordered to active duty.

MILITARY SPOUSES: The domicile of the spouse of a Servicemember may also be protected by the Military Spouses Residency Relief Act (MSRRA). Under MSRRA, a Servicemember's spouse may retain his/her domicile as long as the spouse's absence from the state of domicile is a result of the Servicemember's orders. The spouse will also be able to pay state taxes in the state of domicile, even for work performed in the state of residence. Servicemembers and their spouses should contact a legal assistance attorney to determine how the MSRRA may apply to them. Such spouses should be advised to consult with a LA attorney to obtain guidance on the forms required by each respective state to obtain the protections of this provision.

OFF LIMITS: A CO may declare places or businesses 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 effect upon health, safety, welfare, or morals; or engages in discriminatory practices. An overseas CO has much greater discretion to place areas off limits, checking with the immediate superior in command (ISIC) if their intent is to place something or someplace permanently off limits. The command and ISIC staff judge advocate should report problematic off-base locations and businesses to the AFDCB for consideration in placement in longer-term off limits status, which would apply to all Servicemembers in the area of area of operations. COs should also encourage Servicemembers to report to a LA office when they have been victimized by off-base businesses. The LA office can help ensure the business is reported to the AFDCB. In order to avoid being placed permanently off limits, the offending business can change business practices to the benefit of servicemembers.

DEPENDENT SUPPORT

REFERENCES:

- (a) 32 C.F.R. §733 and §734
- (b) MILPERSMAN 1754-030
- (c) MCO P5800.16A (LEGADMINMAN)
- (d) UCMJ, Article 134
- (e) MILPERSMAN 1910-140
- (f) UCMJ, Article 92
- (g) DOD 7000.14-R (7A, Ch. 26, Sec. 260406(B))

POLICY: Servicemembers are expected to provide continuous and adequate support for all lawful dependents. Each of the armed services has issued support guidelines. References (b) and (c) are the guidelines for the Navy and Marine Corps, respectively. Servicemembers who are the subject of nonsupport complaints should be encouraged to consult with a legal assistance (LA) attorney.

COURT ORDERS AND WRITTEN AGREEMENTS: Servicemembers are obligated to comply with valid court orders and written agreements that established support requirements. Servicemembers who fail to comply with such orders and agreements may be disciplined under reference (d) for failure to pay just debts. Servicemembers desiring to contest such orders must do so in the jurisdiction issuing the order.

MILITARY SUPPORT OBLIGATIONS: In the absence of a court order or written agreement, the service specific support obligation applies.

PERSONS ENTITLED TO SUPPORT: In the absence of a court order or written agreement, Servicemembers are obligated to support their lawful dependents including spouses, natural and adopted children, but NOT stepchildren.

NAVY GUIDELINES: Reference (b) provides the guidelines and recommended levels of support for Sailors. Commands must counsel Sailors concerning their support obligation, but may not order the Sailor to provide support.

- **WAIVER OF SPOUSAL SUPPORT:** Sailors may seek a waiver of the spousal support obligation when the spouse seeking support abused or abandoned the Sailor or the spouse engaged in infidelity. Waivers are processed through the Defense Finance Accounting Service (DFAS) in accordance with reference (b).
- **COMMAND ACTION UNDER COMPLAINT:** Commands shall counsel Sailors concerning their obligations to support their lawful dependents in accordance with reference (b) and advise Sailors of the possible consequences of failure to comply with reference (b). Commands should also encourage Sailors to seek advice from a legal assistance attorney.
- **FAILURE TO PROVIDE SUPPORT:** Sailors failing to provide continuous and adequate support may lose their entitlement to Basic Allowance for Housing (BAH) at the with dependents rate, receive adverse evaluations or fitness reports, receive written counseling and ultimately be administratively separated in accordance with reference (e). Commands are required under reference (g) to recoup BAH for periods of inadequate support.

MARINE CORPS FORMULA: Reference (c) provides the formula for calculating support amounts and empowers commanders to issue a lawful order to provide support in accordance with the formula. Reference (c) is punitive in nature.

- **WAIVER OF SPOUSAL SUPPORT:** Commanders may waive the spousal support obligation only when the spouse seeking support abused the Marine, the spouse's income exceeds that of the Marine, the spouse and the Marine are both Servicemembers or the Marine has been providing continuous support for 12 months. Commanders may also reduce the amount of support otherwise owed if the Marine is paying regular and recurring obligations for the spouse.
- **COMMAND ACTION UNDER COMPLAINT:** Commands shall counsel Marines concerning their obligations to support their lawful dependents in accordance with reference (c) and if necessary issue a written order to provide support. Commands should also encourage Marines to seek advice from a legal assistance attorney.
- **FAILURE TO PROVIDE SUPPORT:** Marines failing to provide continuous and adequate support may lose their entitlement to a housing allowance at the with dependents rate and be subject administrative and disciplinary action, including punishment under reference (f).

PATERNITY: In the case of a child born to parents who are not married, where paternity has not been established by affidavit, judicial decree or DNA testing, the member cannot be required to provide support. Any such member should be immediately referred to a LA attorney. See PATERNITY COMPLAINTS.

NOTE ON RESERVE SERVICEMEMBERS: Reserve Servicemembers who are activated for an extended period of active duty and who have their pay garnished directly from their civilian employer to satisfy a support obligation must provide a certified copy of the order directing their employer to withhold support payments to the Navy or Marine Corps. This is typically done for the Navy by providing a certified copy at the Navy Mobilization Processing Site (NMPS) during the activation process. The Servicemember must follow-up with their finance office at their mobilization site or directly with DFAS to ensure that there is not an interruption in their support. Failure to ensure that there is not an interruption could result in the Servicemember facing penalties for arrears after mobilization.

PATERNITY COMPLAINTS

REFERENCES:

- (a) MILPERSMAN 5800-010
- (b) MILPERSMAN 1754-030
- (c) MCO P5800.16A (LEGADMINMAN)

POLICY: Servicemembers owe the same duty of support to minor children regardless of whether the child was born during the marriage or out of marriage.

DETERMINATION OF PATERNITY: The Department of the Navy does not determine paternity disputes; determining paternity is a matter solely for state courts. If a Servicemember questions paternity, they should seek legal advice from a legal assistance (LA) attorney BEFORE to signing their name on the child's birth certificate.

SUPPORT ORDERS: Servicemembers must comply with state court orders. Compliance with state court orders is required even if the Servicemember disputes paternity or believes that an official paternity determination has not been made. Servicemembers who desire to challenge a court order directing support should be referred to a legal assistance attorney.

WRITTEN PATERNITY COMPLAINTS: Upon the receipt of a written complaint of paternity, the command must interview and counsel the Servicemember in accordance with reference (a). Servicemembers receiving a paternity complaint should be referred to a legal assistance attorney.

- **ADMISSION OF PATERNITY:** If a Servicemember admits to being the natural father of the child he should be counseled on the obligation to provide support. If there is not a court order, the support should be made in accordance with service specific support guidelines found in references (b) and (c), or enter into a voluntary written agreement with the mother of the child. If the Servicemember now becomes eligible for a housing allowance or one at the with dependents rate, then the personnel office will require written acknowledgement of paternity.
- **DENIAL OF PATERNITY:** If the Servicemember denies paternity, the Servicemember should be counseled on the obligations under references (b) and (c), and the implication of making a false official statement under the Uniform Code of Military Justice, but no further action should be taken. The Servicemember cannot be compelled to take a DNA test. The Servicemember should be referred to a LA attorney.

ADMINISTRATIVE OR DISCIPLINARY ACTION: After a state court order determining paternity or an admission of paternity, and the Servicemember continues to fail to provide support in accordance with references (b) and (c), a court order or a mutual agreement, administrative or disciplinary action may be warranted. See ADMINISTRATIVE and DISCIPLINARY OPTIONS.

INDEBTEDNESS COMPLAINTS

REFERENCES:

- (a) DoD Dir 1344.09
- (b) DoD Inst 1344.12
- (c) MILPERSMAN 7000-020
- (d) MCO P5800.16A (LEGADMINMAN, Chapter 16)
- (e) UCMJ, Article 134
- (f) MILPERSMAN 1910-140

POLICY: Servicemembers are expected to pay their just financial obligations in a proper and timely manner. However, there is no internal Department of Defense (DoD) authority to adjudicate disputed claims or enforce settlements of private claims against Servicemembers.

COMPLAINTS: In accordance with references (a), (b) and (c) or (d), upon receipt of a complaint of a Servicemember failing to pay their debt, the command should counsel the Servicemember on his or her obligations. Servicemembers who receive debt complaints against them should be referred to a legal assistance attorney and the Command Financial Specialist. Commands cannot arbitrate disputed claims and shall not indicate to a complainant what, if any action was taken against the Servicemember. The command response will depend on whether the complainant is a debt collector, creditor or non-creditor:

- **DEBT COLLECTOR:** A debt collector is a person or entity regularly engaged in the collection of debts, such as collection agencies and law firms. Debt collectors are prohibited by the Fair Debt Collection Practices Act (FDCPA) from contacting third parties, including the Servicemember's command, to collect a debt that has not been reduced to a judgment, unless the Servicemember has consented to such contact after the delinquency has occurred. Most indebtedness complaints from debt collectors should be returned without action using the sample letter in references (c) or (d). Commands should report all FDCPA call violations to their base staff judge advocate or the local legal assistance office.
- **CREDITORS:** A creditor is a person or entity that extends credit, such as car loans, bank loans and credit cards. Creditors must certify compliance with the DoD Standards of Fairness and if subject to the Federal Trade Commission (FTC) regulations, must certify compliance with the Truth in Lending Act and other FTC regulations before the command can act on a complaint from a creditor. Command assistance to creditors should be limited to administrative referral of correspondence to the Servicemember and counseling the Servicemember regarding financial obligations. Command should respond to creditors using the sample letter in references (c) or (d).
- **NON-CREDITORS:** A non-creditor is an entity that did not extend credit but to whom the money is owed, such as a supermarket or a landlord to whom the Servicemember wrote a now bounced check. Commands should respond to non-creditors using a letter substantially similar to the letters in reference (a) or (c).

DOCUMENTING THE MEMBER'S FAILURE TO PAY: Commands should use a page 13 for Sailors or a page 11 for Marines with reoccurring unpaid debt problems.

DISCIPLINARY AND ADMINISTRATIVE ACTION: Disciplinary action may be initiated when there has been a dishonorable failure to pay just debts or maintain checking funds under reference (e). A Servicemember may be administratively separated when there is a pattern of failing to pay just debts and the Servicemember had violated a written counseling to that effect. See reference (f).

INVOLUNTARY ALLOTMENT APPLICATIONS: Involuntary allotment application should be processed with the Defense Finance Accounting Services (DFAS) form 2653 in accordance with reference (b).

FAMILY RELATIONSHIP ISSUES, DOMESTIC VIOLENCE AND FAMILY ADVOCACY INCIDENTS

REFERENCES:

- (a) SECNAVINST 1752.3B (series)
- (b) DoD Dir 6400.1-M-1
- (c) 10 U.S.C. §1058
- (d) OPNAVINST 1752.1B (series)
- (e) OPNAVINST 1752.2B (series)
- (f) MCO 5300.17 (series)
- (g) 18 U.S.C. §921
- (h) MILPERSMAN 1910-162
- (i) 18 USC §922(g)

POTENTIAL REPORTING REQUIREMENTS:

- Commands must comply with all reporting requirements in enclosure (2) of reference (a).
- Commands must report all major criminal offenses to Naval Criminal Investigative Service.
- In accordance with Type Commander and Echelon II requirements, commands must report all incidents involving officers. See OFFICER MISCONDUCT.

NOTIFICATION TO FAMILY ADVOCACY REPRESENTATIVE:

- Navy commands shall notify the Family Advocacy Representative (FAR) of all allegations of spouse or child abuse, the FAR will notify Navy Personnel Command (BUPERS) when allegations of child sexual abuse are made.
- Marine Commands shall notify the command Family Advocacy Officer and/or the Family Advocacy Program Manager and Marine and Family Services.

TRACK THE CASE: Appoint the XO or a responsible command representative to work with the Family Advocacy Program (FAP) and provide command input on the case disposition.

CASE DISPOSITION: The Family Advocacy Incident Determination Committee (IDC) replaced the Case Review Committee (CRC). The IDC will make a determination of whether an incident meets the Department of Defense criteria for abuse. If an incident is determined to be abuse, the case will be sent to the Clinical Case Staff Meeting (CCSM) to generate treatment recommendations, which will then be forwarded to the command. Commanding Officers have sole discretion over disciplinary action; Family Advocacy review does not preclude or limit command disciplinary action. See ADMINISTRATIVE AND DISCIPLINARY OPTIONS.

FORMAL REVIEW OF IDC DETERMINATIONS:

- **USN:** IDC determinations can be appealed to the IDC 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 IDC's determination. Appeals can be filed by the alleged offender, victim or the command of either. In cases involving children, the non-offending parent may appeal because of: 1) newly discovered evidence, 2) fraud upon the IDC, 3) a voting member of the IDC was absent, 4) a Guilty or Not Guilty finding after a full trial on the merits that is contrary to IDC's determination or 5) plain legal or factual error.
- **USMC:** IDC determinations can be appealed to the installation IDC. Appeals must be in writing and normally filed within 10 days of the advisement of the IDC's determination.

Appeals can be filed by a substantiated offender, victim, a person legally responsible for the victim, or either spouse where the incident was unsubstantiated, for the following grounds: 1) newly discovered information, 2) failure to substantially follow correct procedures or 3) not guilty/guilty findings after a full trial on the merits that is contrary to IDC's findings.

TREATMENT OF VICTIMS: Commands should coordinate the treatment of victims with the Victim/Witness Assistance Program.

INTERVENTION: Commands should ensure the appropriate actions are taken to provide for the protection for victims during the investigation and processing of FAP cases, such as: the issuance of military protective orders (MPOs), coordination with local child protective services, or issuance of an order barring alleged perpetrators from Navy installations. See LAW ENFORCEMENT CIVILIAN JURISDICTION.

MILITARY PROTECTIVE ORDERS: A MPO is an order requiring a Servicemember to "stay away" from complainant or victim. MPOs should be issued whenever it is likely or foreseeable that further incident will arise. A MPO should be issued in writing when possible. MPOs must be temporary in nature, but may be renewed, and should be in force until FAP counselors have an opportunity to intervene. Commanding Officers should consult with a Judge Advocate before issuing a MPO.

INTERVIEWING OR QUESTIONING SUSPECTED OFFENDERS: Commands should not interview or question suspected offenders until after coordination with the appropriate law enforcement agency (NCIS, CID, or civilian) has completed their investigation.

ALCOHOL RELATED INCIDENTS: For alcohol related incidents, after the law enforcement investigation is complete, the Drug and Alcohol Programs Advisor (DAPA) should conduct an alcohol abuse screening.

MANDATORY PROCESSING: FAP rehabilitation failure cases must be processed for administrative separation under reference (h). Administrative separation processing is also mandatory for sexual misconduct and violent misconduct involving conduct which caused or could have caused death or serious bodily injury. See ADMINISTRATIVE SEPARATIONS.

FIREARMS AND AMMUNITION POSSESSION: In accordance with reference (i), also known as the "Lautenberg Amendment," if a Servicemember is convicted at Special or General Courts-Martial or in any civilian court of crime of domestic violence, then the Servicemember is not permitted to possess firearms or handle ammunition, even in the line of duty. Commanding Officers should consult a Judge Advocate for further information.

SECTION XVI:
STANDARDS OF CONDUCT
AND
ETHICAL CONDUCT

GUIDELINES FOR ETHICAL CONDUCT

REFERENCES:

- (a) 5 C.F.R. §2635
- (b) DoD 5500.07-R (JER)
- (c) MCO P5800.16A, Chapter 11

BASIC OBLIGATIONS OF PUBLIC SERVICE:

- Public service is a public trust, requiring employees to place loyalty to the Constitution, the law and ethical principles above private gain.
- Employees shall not hold financial interest that conflict with the conscientious performance of duty.
- Employees shall not hold 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 make unauthorized commitments or promises (knowingly) of any kind purporting to bind the Government.
- Employees shall not use the public office for private gain.
- Employees shall act impartially and shall not give preferential treatment to any private organization or individual.
- Employees shall protect and conserve Federal property and shall not use it for anything 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.
- 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 the 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 SERVICEMEMBERS

REFERENCES:

- (a) DoD 5500.07-R §5-409 (JER)
- (b) US Navy Regulations. Art. 1111

SENIOR TO JUNIOR: On or off duty, a Servicemember or civilian employee 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 noncommercial 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 by the senior.

SPOUSES AND OTHER HOUSEHOLD MEMBERS: Servicemembers must seek an opinion from an ethics counselor (usually the Staff Judge Advocate for a General Court-Martial Convening Authority) if a spouse or household member is soliciting sales to junior personnel or other families. The Servicemember 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 5500.07-R (JER), Section 5-100

OFFICIAL ACTIONS THAT HAVE A DIRECT AND PREDICTABLE EFFECT ON PRIVATE FINANCIAL INTERESTS: Officers, enlisted Servicemembers and civilian employees are prohibited from participating personally and substantially in an official capacity in any particular matter in which they or any person whose interests are imputed to them have a financial interest, if the particular matter will have a direct and predictable effect on that interest.

IMPUTED INTERESTS: The interest 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 (Usually the Staff Judge Advocate for a General Court-Martial Convening Authority or the Office of the General Counsel).
- Disqualify yourself and do not participate or take further action on the matter.
- Provide written notice of the particular conflict to your superior officer.
- 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.

CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (OGE-450 or OGE-450A):

The following personnel are required to file:

- Commanders of Navy shore installations with 500 or more military and civilian personnel.
- All Commanding and Executive Officers, heads and deputy heads of Army, Air Force, and Marine Corps installations, bases, air stations or activities.
- All personnel who participate personally and substantially in contracting or procurement, regulating or auditing any non-Federal entity or other activities having a direct and substantial economic impact on the interests of any non-Federal entity.

Any person whose official responsibilities require personal and substantial participation in contracting or procurement must:

- File the OGE-450 or OGE-450A upon assuming the covered position and annually thereafter; and
- Ensure it is reviewed by an Ethics Counselor for conflicts and remediation if necessary. The information contained in the OGE-450 will be kept confidential.

JOB HUNTING: When seeking outside employment the employee must disqualify himself/herself from any official action that could possibly affect the financial interests of the prospective employer. This disqualification must be in writing and sent to the employee's supervisor. The disqualification can be revoked if either party rejects possible employment.

RESERVE NOTE: Reserve personnel must also be mindful of the conflict of interest unique to reserve component personnel. Reserve personnel are prohibited from performing their reserve component duties in the same location in which they are also employed in the Government Civil Service. Additionally, reserve component personnel who in their civilian lives are employed by a Government contractor must ensure that their service in a particular reserve billet would not present a conflict of interest in which the reserve Servicemember could be placed in a situation in which the reserve Servicemember makes decisions that can affect the reserve Servicemember's civilian employer.

FUNDRAISING

REFERENCES:

- (a) DoD 5500.07-R §3-210, 3-211 (JER) (Chapter 3)
- (b) DoDI 5035.01
- (c) OPNAVINST 1754.5B (series)
- (d) MCO 5760.4C (series)
- (e) BUPERSINST 1710.11C (series)
- (f) 5 C.F.R. §2635.808

OFFICIAL ENDORSEMENT: Commands may officially endorse fundraising efforts of:

- The Combined Federal Campaign (CFC);
- Emergency and disaster appeals approved by the Office of Personnel Management (OPM);
- Army Emergency Relief;
- Navy-Marine Corps Relief Society; and
- Air Force Assistance Fund, including:
 - Air Force Enlisted Foundation, Inc.;
 - Air Force Village;
 - Air Force Aid Society;
 - General and Mrs. Curtis E. LeMay Foundation.
- Other organizations composed primarily of DoD employees or their dependents, when fundraising among their own members for the benefit of welfare funds for their own members or their dependents, when approved by the head of the DoD Component command or organization after consultation with the Designated Agency Ethics Office or designee. This includes most morale, welfare, and recreation programs, regardless of funding sources.

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

WORKSPACE SOLICITATIONS: Solicitation within the workplace is authorized only for approved organizations with official endorsement. Solicitations must be conducted in such a way as to ensure all contributions are voluntary.

The following coercive practices are prohibited:

- Solicitations 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; and
- Counseling or grading of individuals based on their failure to contribute to any fundraising effort.

FUNDRAISING BY MILITARY AFFILIATED 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 for charity are permitted when the activities are held by organizations composed primarily of DoD employees or their dependents for the benefit of welfare funds for their own members or for the benefit of other DoD employees or their

dependents, subject to the limitations of local law an subsections 3-210 and 3-211 or reference (a), when approved by the Head of DoD Component or designee.

See *PRIVATE ORGANIZATIONS AND SPOUSE CLUBS, BIRTHDAY BALL FUNDRAISING, and GAMBLING*.

RAFFLES: Raffles are only authorized for Navy and Marine Corps Relief.

BINGO: Bingo games are only authorized for Morale Welfare and Recreation (MWR) programs. [See *Reference (f)*].

SOLICITING CONTRIBUTIONS FROM OUTSIDE SOURCES: Soliciting contributions from outside sources, such as non-DoD employees and local merchants, is prohibited for any and all fundraising activities, especially for fundraising offering tours of installations or rides in military vehicle, ships or aircraft.

USE OF RANK, OFFICIAL TITLE AND POSITION: Rank, official title and position may be used when conducting fundraising in official capacity for approved organizations. Only grade and military service may be used in connection with activities performed in personal capacity.

PERSONAL FUNDRAISING ACTIVITIES: In a private capacity, the following fundraising activities are prohibited:

- Solicitations in the work place;
- Solicitations of subordinates; and
- Solicitations from prohibited sources.

See *GIFTS FROM OUTSIDE SOURCES*.

MARINE CORPS FUNDRAISING RESTRICTIONS:

- Fundraising events are authorized for Marine Corps Community Services (MCCS) MWR activities per reference (a). These events shall be limited to authorized users of these activities and the funds raised must be for the benefit of the activities and their authorized users. Fundraising activities shall be conducted entirely on Marine Corps installations. Any gambling, including lottery, pool or game of chance for money or property, is strictly prohibited.
- Individual Marine units on DoD installations may hold fundraising events to augment their own unit funds subject to local regulations. They should first receive permission from the local MCCS and comply with the above requirements.

BIRTHDAY BALL FUNDRAISING

REFERENCES:

- (a) MCO 7040.11A (series)
- (b) MCO P1700.27B (series)
- (c) DoD 5500.07-R (JER)
- (d) MCO 5760.4C (series)
- (e) MCO P5800.16A (series) (LEGADMINMAN)

USMC BIRTHDAY BALLS: The USMC Birthday Ball is a two-tiered event, which has an official and unofficial function with separate sources of funding, as set forth in reference (a). A limited use of appropriated funds for the official portion is authorized for expenses such as: transportation, printing, publication and official ceremonial photos. However, guest of honor and cake expenses must not be paid for with appropriated funds.

Funding for unofficial portions of USMC Birthday Balls:

Non-appropriated funds (NAF) fundraising must have Marine Corps Community Services (MCCS) oversight, and:

- Gambling, including lotteries, pools or games of chance for money or property, is strictly prohibited as per reference (b).
- Monte Carlo games and activities are authorized if they award nonmonetary prizes. No reimbursement shall be made to patrons for unused or accumulated tickets, chips, etc. Further, these events must be conducted entirely on the sponsoring installation and international agreements apply overseas.
- Units may not conduct raffles for fundraising. However, reference (b) contemplates units using raffles for raising funds for MCCS.

Fundraising: For either informal unit funds or via MCCS fundraising, *see FUNDRAISING*.

Gifts and donations cannot be solicited except among unit members. Unsolicited donations must be accepted as provided in chapter 12 of reference (e).

USN BIRTHDAY BALLS: Because of restrictions that apply to official functions, units should conduct Navy Balls as unofficial events that are coordinated by a private volunteer committee. If an unofficial committee is used, such a committee is a non-Federal entity (NFE), with attendant JER consequences. Section 3-301 of reference (c), allows DoD employees to become members of and participate in the management of NFEs in their personal capacity, *provided they act exclusively outside the scope of their official position*.

- Always consult a Judge Advocate when undertaking any fundraising activity.

GAMBLING

REFERENCES:

- (a) 5 C.F.R. §735.201
- (b) DoD 5500.07-R (JER)
- (c) 20 U.S.C. §107a(5)
- (d) 32 C.F.R. Part 4
- (e) BUPERINST 1710.11 (series)

PROHIBITION: DoD employees shall not participate in any gambling activity prohibited by reference (a) on federally-owned or leased property or while on duty for the federal government, except:

- Activities necessitated by a DoD employee's law enforcement duties;
- Activities by organizations composed primarily of DoD employees or their dependents for the benefit of welfare funds for their own members or for the benefit other DoD employees or their dependents, when approved by the Head of the DoD Component or designee, subject to the limitations of local law and subsections 3-210 and 3-211 of reference (b);
- Private wagers among DoD employees if based on a personal relationship and transacted entirely within assigned federal government living quarters and within the limitation of local laws; or
- Purchase of lottery tickets authorized by any state from blind vendors licensed to operate vending facilities in accordance with reference (c).

ENFORCEMENT: Gambling with a subordinate may be a violation of Articles 133 and 134 of the Uniform Code of Military Justice. Gambling may be prohibited by Federal Government building and grounds regulations, such as, reference (d), which prohibits gambling in the Pentagon.

Use of government resources to prepare or further such activities is prohibited.

MWR BINGO AND NAVY RELIEF RAFFLES: Are permitted when conducted in accordance applicable directives, see *FUNDRAISING*.

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 gambling if it would violate Navy Regulations (Gambling with Subordinates), when contrary to local law or the service fraternization policies, see *Fraternization*.

GIFTS BETWEEN EMPLOYEES

REFERENCES:

- (a) DoD 5500.07-R (JER), Section 2-100 and 2-203
- (b) 5 C.F.R. §2635.304(c) (1)

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 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 childbirth, marriage, retirement, change of command, etc. -- a gift appropriate for the occasion may be given.

GROUP GIFTS: Authorized for special infrequent occasions (e.g., change of command or retirement). The advice of an Ethics Counselor should be sought. Total cost cannot exceed \$300 for the entire gift. All contributions must be voluntary. No more than \$10.00 may be solicited from a single person; however, individuals can choose to contribute more.

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 by buying components of a larger gift).

A SUPERIOR MAY NOT COERCE A SUBORDINATE TO CONTRIBUTE OR PROVIDE A GIFT (THIS TYPICALLY IS WHERE MANY INSPECTOR GENERAL CALLS COME FROM).

GIFTS FROM OUTSIDE SOURCES

REFERENCES:

- (a) DoD 5500.07-R (JER), Section 2-100
- (b) SECNAVINST 4001.2J (series)
- (c) SECNAVINST 1650.1H (series)
- (d) U.S. Constitution: Article I, §9, Clause 8
- (e) OPNAVINST 4001.1F (series)
- (f) 5 C.F.R. §2635.201-205
- (g) SECDEF Memo of 16 May 13

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 agent; is doing or seeking to do business with the agency; or is regulated or substantially affected by the agency.

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

- Modest refreshments that are not offered as part of a meal (the “coffee and donut rule”);
- Greeting cards;
- Widely available discounts available to the public, all government employees or all military personnel;
- Prizes won in contests or events; including random drawings, which are open to the public; and
- 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 per calendar year. Reference (g) allows enlisted members, E-6 and below, to receive gifts in excess of \$20 in value when received from charitable, tax-exempt organizations;
- 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, such as approved moonlighting job or due to a spouse’s employment;
- Free attendance at an event when employee is speaking on behalf of the federal agency;
- Free attendance at “widely attended gatherings” where attendance is deemed by a supervisor to be in the interests of the agency; and
- Check reference (f) for other exceptions.

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

- Gifts with a fair market value (FMV) less than \$375 may be kept by the employee.

- Gifts with a FMV over \$350 may be accepted on behalf of Department of the Navy and processed in accordance with reference (c).

PROCUREMENT (CONTRACTING) OFFICIALS: Anyone in a procurement position or who has ultimate responsibility for procurement should see their Ethics Counselor (Staff Judge Advocate for the General Courts-Martial Convening Authority) before accepting any gift.

FINANCIAL DISCLOSURES: Combined gifts worth more than \$350 from the same source in a calendar year must be reported by financial disclosure filers on their annual report.

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

CIVIL AND CRIMINAL PENALTIES EXIST FOR VIOLATIONS OF THESE RULES.

USE OF GOVERNMENT RESOURCES

REFERENCES:

- (a) DoD 5500.07-R (JER), §2-100 and §2-301
- (b) DoD Dir 4500.56
- (c) 31 USC §1344

PREVENT MISUSE OF GOVERNMENT PROPERTY: Government property may not be utilized for private or 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 the Department of Defense (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 Servicemember 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 unofficial “taxi” services for the CO’s spouse).

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

GOVERNMENT VEHICLES: Government vehicles may not be used to transport employees between their home and work, reference (c). Local directives should be consulted for further definition of authorized and prohibited uses.

RENTAL VEHICLES: See TRAVEL BENEFITS.

GOVERNMENT AIRCRAFT: DoD guidelines concerning the use of government aircraft and air travel state that official travel should normally be accomplished using commercial transportation. Use of Military Air is a particularly sensitive area. It is highly recommended to consult policy guidelines to ensure correct use, see reference (b) and TRAVEL BENEFITS.

GIGS OR BARGES: Commanders should avoid misuse or even the appearance of gigs and barges, recreational use is not authorized. Gigs and barges may be used in support of foreign relations, community relations and crew morale and welfare. It is highly recommended that you seek advice from an Ethics Counselor (normally the Staff Judge Advocate for a General Courts-Martial Convening Authority) concerning gigs and barge issues.

OUTSIDE EMPLOYMENT

REFERENCES:

- (a) DoD 5500.07-R (JER), §2-206 and §2-303
- (b) MILPERSMAN 5370-010

COMMANDING OFFICERS MAY REQUIRE MEMBERS TO REPORT OUTSIDE EMPLOYMENT AND PROHIBIT IT WHEN THERE IS A CONFLICT:

Command policy should be promulgated to ensure outside employment will not interfere or conflict with military duties. Case by case determination should be made. (Note: Financial disclosure filers must have advance approval for outside employment with a prohibited source.)

POTENTIAL CONFLICTS:

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

QUESTIONABLE SITUATIONS SHOULD BE DISCUSSED WITH AN ETHICS COUNSELOR.

POLITICAL ACTIVITIES – MILITARY ACTIVE DUTY

REFERENCES:

- (a) DoDI 1325.06
- (b) DoD Dir 1344.10
- (c) OPNAVINST 1620.1B (series)
- (d) DoD 5500.07-R (JER), Ch 6
- (e) MCO 5370.7B (series)

ALLOWABLE AND PROHIBITED POLITICAL ACTIVITIES: Political activities that are specifically allowed activities are: voting, bumper stickers, and non-leadership and out-of-uniform participation in political events. Political activities that are prohibited include: use of contemptuous language, recruiting membership in a criminal gang, participation in a leadership role or in uniform at political events. See reference (a) and enclosure (1) of reference (e) for more information on political activities.

COMMANDING OFFICER'S ANALYSIS: A Commanding Officer (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: Service members are prohibited from wearing uniforms at any political activity, such as speeches, rallies, interviews, picket lines, marches or assemblies, if they know 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 Servicemember from communicating with Congress in the Servicemember's personal or private capacity, see CONGRESSIONAL INQUIRIES.

RESERVE NOTE: Reserve Servicemembers who decide to run for political office as a civilian must be careful about how they advertise their military career as a campaign qualification or about using pictures of themselves in their military uniform in their campaign pamphlets, publications, advertising or communications. The reserve Servicemember must avoid implicitly or explicitly giving the impression that his or her candidacy is endorsed by the United States Navy, United States Marine Corps or the United States Government. Additionally, reserve component Servicemembers must also review and follow the restrictions that apply when it is appropriate or not appropriate for reserve personnel to wear their uniform.

PRIVATE ORGANIZATIONS AND SPOUSES CLUBS

REFERENCES:

- (a) DoD Dir 1000.11
- (b) DoD Inst 1000.15
- (c) DoD Inst 7600.6
- (d) DoD Dir 1000.26E
- (e) OPNAVINST 1700.7E (series)
- (f) OPNAVINST 1700.9E (series)
- (g) OPNAVINST 5760.CE (series)
- (h) OPNAVINST 1710.11
- (i) MCO 1700.26C (series)
- (j) CNICINST 11000.1
- (k) OPNAVINST 1754.5B

STATUS OF PRIVATE ORGANIZATIONS: Private organizations are non-federal entities (NFEs) or Non-Appropriated Fund Activities (NAFIs) and are not entitled to the same level of support official entities. 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: Private organizations that are NFEs include: Spouse Clubs, Boy Scouts, Girl Scouts, Navy League, Sea Cadets, athletic clubs, local school organizations, command organizations and social funds, such as: First Class Association or Chiefs' Mess and Wardroom.

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

CREATION OF PRIVATE ORGANIZATION: In order to create a private organization, founders must obtain written approval from the installation Commanding Officer (CO) to operate on an installation; organizations must have a constitution, by-laws, charter or other authorization document approved by the CO. Organizations cannot state or imply sponsorship of the Department of Defense (DoD) or Department of the Navy (DON), and should not use DoD, DON or other installation name or seal unless authorized.

PERIODIC REVIEW: Installation COs must conduct periodic reviews of all private organizations operating on base.

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 (normally the Staff Judge Advocate for the General Courts-Martial Convening Authority) 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 for a NAFI is allowed except as specifically authorized by the Secretary of the Navy.

Under certain circumstances, government resources may be used by private organizations on a "not to interfere" basis. Before approving "not to interfere" support for a NFE a Staff Judge Advocate should be consulted.

SPOUSES CLUBS: Known as “Family Support Groups” (FSGs), Spouses Clubs enjoy the ability to receive official command support. FSGs may use the command’s name in their name (e.g., Family Support Group of USS MCFAUL).

FAMILY READINESS GROUPS (FRGS): FRGs can receive additional command support due to their status, see reference (j). A FRG is a private organization, closely affiliated with the command, comprised of family members, Servicemembers and civilians associated with the command and its personnel, who support the flow of information, provide practical tools for adjusting to Navy deployments and separation and serve as a link between the command and Sailors’ families. FRGs can help plan, coordinate, and conduct informational, care-taking, morale-building and social activities to enhance preparedness, command mission readiness and increase the resiliency and well-being of Servicemembers and their families. Installation COs may permit properly approved FRGs, which meet the requirements of reference (j), to operate on Navy installations. Individual commands may provide limited logistical support, such as access to command spaces, use of equipment and command representatives for FRG events, based on the criteria listed in reference (k). Expenditure of Navy appropriated and non-appropriated funds is generally not authorized for FRG social activities, including provision of food and beverages. Questions regarding specific events should be referred to a Judge Advocate or Office of General Counsel attorney in the chain of command. It is important to review reference (j), as well as the FRG handbook to ensure full compliance.

TRAVEL BENEFITS

REFERENCES:

- (a) DoD 5500.07-R (JER), Chapter 4
- (b) FY2002 National Defense Authorization Act, §1116, 28 Dec 01
- (c) Joint Federal Travel Regulations (JFTR)
- (d) 31 U.S.C. §1353
- (e) DoD Dir 4500.56

ACCEPTING TRAVEL FROM A NON-FEDERAL SOURCE: Official travel by DoD employees should normally be funded by the Government. Unsolicited 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 (normally the Staff Judge Advocate for a General Courts-Martial Convening Authority) must be consulted.

INCIDENTAL BENEFITS: Federal employees are allowed to retain promotional items, earned while on official travel, for personal use. These promotional items include frequent flier miles, upgrades and access to carrier clubs and facilities, in accordance with reference (b).

FREQUENT FLYER MILES: As described above, reference (b) now allows Servicemembers to keep frequent flyer miles from official travel for personal use. Frequent flyer miles can also be used on official travel for upgrades.

ON THE SPOT UPGRADES: Servicemembers may accept upgrades (even to first class) as long as official title and position are not basis for upgrade, see reference (a). Because of the possible appearance of impropriety, Servicemembers should avoid first-class travel in uniform.

OVER-BOOKING: If involuntarily bumped, Servicemembers may not keep free tickets or any other benefit received for personal use. If a Servicemember voluntarily gives up their seat and receives free tickets or another benefit, they may keep them for personal use. However, the volunteering may not result in an increase of expense to the government or additional per diem and the extra time may not be charged or received on travel claims.

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, section U3415 of reference (c). In all other respects, rules applicable to use of Government vehicles apply to use of rental cars. Use of rental vehicles for personal entertainment purposes is not authorized.

GOVERNMENT AIRCRAFT: See USE OF GOVERNMENT RESOURCES.

COMMAND COINS, RECOGNITION, AND RETENTION ITEMS

REFERENCES:

- (a) 10 U.S.C. §2261
- (b) SECNAVINST 7042.7K (series)

Command Coins can be purchased using three different sources of funds:

APPROPRIATED FUNDS: Appropriated funds may be used to purchase items intended for retention and/or recruitment. The item must cost \$50 or less and the command must document the justification for each item issued. Appropriated funds may also be used to purchase items for the recognition of Servicemembers for specific achievement, outstanding accomplishment, or a unique achievement that contributes to command effectiveness. These items are considered awards.

OFFICIAL REPRESENTATION FUNDS (ORF): Reference (b) provides that ORF may be used to purchase gifts and mementoes having a command/unit, Navy, or uniquely American or geographic theme, to be presented to specific classes of individuals such as foreign dignitaries or prominent citizens. ORF may therefore be used to purchase command/unit coins for presentation to only those groups of individuals listed in reference (b). Cost limitations are associated with the various types of recipients. Check reference (b) before purchasing/gifting the coin(s). An ORF coin record should be kept, to include the recipient and the reason for the presentation.

PERSONAL FUNDS: A commander may purchase coins with their own funds and are not bound by the restrictions noted above. Issuances of these coins are considered a gift and are subject to the gift rules.

DO NOT MIX COINS FROM DIFFERENT FUNDING SOURCES.

GLOSSARY OF COMMON ACRONYMS USED IN THIS PUBLICATION

ADSEP:	Administrative Separation
ADT:	Active Duty for Training
AFDCB:	Armed Forces Disciplinary Control Board
BAH:	Basic Allowance for Housing
BCA:	Body Composition Assessment
BCD:	Bad Conduct Discharge
BMC:	Branch Medical Clinic
BOI:	Board of Inquiry
BUPERS:	Bureau of Personnel (Navy Personnel Command)
CA:	Convening Authority
CAAC:	Counseling and Assistance Center
CCSM:	Clinical Case Staff Meeting
CFC:	Combined Federal Campaign
CFR:	Code of Federal Regulations
CNP:	Chief of Navy Personnel
CI:	Command Investigation
CMC:	Command Master Chief
CMC:	Commandant of the Marine Corps
CNIC:	Commander, Naval Installations Command
CNO:	Chief of Naval Operations
CO:	Commanding Officer
COI:	Courts of Inquiry
CONUS:	Continental United States
CRA:	Credit Reporting Agency
CRC:	Case Review Committee
DAEO:	Designated Agency Ethics Official
DAPA:	Drug and Alcohol Program Advisor
DC M&RA:	Deputy Commandant of the Marine Corps for Manpower and Reserve Affairs
DC:	Defense Counsel
DD:	Dishonorable Discharge
DFAS:	Defense Finance and Accounting Service
DFC:	Detachment for Cause
DoD:	Department of Defense
DoDD:	Department of Defense Directive
DoDI:	Department of Defense Instruction
DON:	Department of the Navy
DONCIO:	Department of the Navy Chief Information Officer
DRB:	Disciplinary Review Board
EAOS:	End of Active Obligated Service
EAS:	End of Active Service
EMI:	Extra Military Instruction
EO:	Equal Opportunity
EVAL:	Evaluation
FAA:	Federal Aviation Administration
FAP:	Family Advocacy Program
FAR:	Family Advocacy Representative
FFM:	Frequent Flyer Miles
FITREP:	Fitness Report

FJA: Fleet Judge Advocate
 FMBE: Navy Appropriations Matters Office
 FMV: Fair Market Value
 FOIA: Freedom of Information Act
 FRG: Family Readiness Group
 FTC: Federal Trade Commission
 GCM: General Court Martial
 GCMCA: General Court Martial Convening Authority
 GMT: General Military Training
 HIPAA: Health Insurance Portability and Accountability Act
 HON: Honorable Characterization of Service
 GEN: General (Under Honorable Conditions) Characterization of Service
 IAW: In Accordance With
 ICO: Installation Commanding Officer
 IDA: Initial Denial Authority
 IDC: Initial Determination Committee
 IDT: Inactive Duty for Training
 IG: Inspector General
 IO: Investigating Officer
 IRR: Individual Ready Reserve
 ISIC: Immediate Superior in Command
 JAGMAN: Judge Advocate General's Manual
 JAD: Office of the Staff Judge Advocate for the Commandant of the Marine Corps
 JER: Joint Ethics Regulation
 LA: Legal Assistance
 LOD: Line of Duty
 LODI: Line of Duty Investigation
 LOT: Letter of Transmittal
 LR: Litigation Report
 LSSS: Legal Services Support Section (USMC)
 MARADMIN: Marine Corps message
 MARCORSEPMAN: Marine Corps Separation Manual
 MCCA: Marine Corps Community Service
 MCIO: Military Criminal Investigative Office
 MCM: Manual for Courts Martial
 MEP: Military Entrance Processing
 MHE: Mental Health Evaluation
 MHP: Mental Health Provider
 MILPERSMAN: Military Personnel Manual
 MJ: Military Judge
 MPO: Military Protective Order
 MSRRA: Military Spouses Residency Relief Act
 MTF: Medical Treatment Facility
 MWR: Morale, Welfare, and Recreation
 NAF: Non Appropriated Funds
 NAFI: Non Appropriated Federal Activity
 NAVADMIN: Naval message
 NAVPERSCOM: Navy Personnel Command
 NCIS: Naval Criminal Investigative Service
 NDAA: National Defense Authorization Act
 NDSL: Navy Drug Screening Laboratory

NJP: Non Judicial Punishment
 NLT: Not Later Than
 NMPS: Navy Mobilization Processing Site
 NOSC: Navy Operational Support Center
 NSCDA: National Security Case Disposition Authority
 OCA: Original Classification Authority
 OCONUS: Outside the Continental United States
 OGC: Office of the General Counsel
 OIC: Officer in Charge
 OJAG: Office of the Judge Advocate General
 OLA: Office of Legislative Affairs
 OPM: Office of Personnel Management
 OPNAVINST: OPNAV Instruction
 OPREP: Operational Report
 ORF: Official Representation Funds
 OSD: Office of the Secretary of Defense
 OTH: Other than Honorable Characterization of Service
 PA: Public Affairs
 PCA: Posse Commitatus Act
 PCS: Permanent Change of Station
 PFA: Physical Fitness Assessment
 PI: Preliminary Inquiry
 PMO: Priority Material Office
 MCO: Marine Corps Order
 POA: Power of Attorney
 PRD: Projected Rotation Date
 PSD: Personnel Support Detachment
 PTA: Pre-Trial Agreement
 PTC: Pre-Trial Confinement
 PTR: Pre-Trial Restraint
 PTSD: Post Traumatic Stress Syndrome
 RCM: Rule for Court Martial
 RLSO: Region Legal Service Office
 SA: Separation Authority
 SACO: Substance Abuse Control Officer
 SAPR: Sexual Assault Prevention and Response
 SARP: Substance Abuse Rehabilitation Program
 SCM: Summary Court Martial
 SCRA: Service Members Civil Relief Act
 SECDEF: Secretary of Defense
 SECNAV: Secretary of the Navy
 SECNAVINST: Secretary of the Navy Instruction
 SELRES: Selected Reserve
 SGLI: Service Members Group Life Insurance
 SILT: Separation In Lieu of Trial
 SITREP: Situational Report
 SJA: Staff Judge Advocate
 SOFA: Status of Forces Agreement
 SOP: Standard Operating Procedure
 SOPA: Senior Officer Present Afloat
 SPCM: Special Court Martial

SPCMCA:	Special Court Martial Convening Authority
SSN:	Social Security Number
TAD:	Temporary Additional Duty
TBI:	Traumatic Brain Injury
TC:	Trial Counsel
TYCOM:	Type Commander
UCMJ:	Uniform Code of Military Justice
UPC:	Urinalysis Program Coordinator
USC:	United States Code
USCG:	United States Coast Guard
USCIS:	United States Citizen and Immigration Service
USDAO:	United States Defense Attaché Office
USERRA:	Uniformed Services Employment and Reemployment Rights Act
VLC:	Victim's Legal Counsel
VTC:	Video Tele Conference
XO:	Executive Officer
XOI:	Executive Officer Inquiry

APPENDIX

- A. COMMANDING OFFICER (CO) SEARCH AND SEIZURE CHECKLIST
- B. OVERVIEW OF THE MILITARY JUSTICE SYSTEM
- C. COURT-MARTIAL MAXIMUM PUNISHMENT CHART
- D. CONVENING AUTHORITY LIMITATIONS ON FINDINGS MODIFICATIONS
- E. CONVENING AUTHORITY LIMITATIONS ON SENTENCING MODIFICATIONS
- F. NJP PUNISHMENT LIMITATIONS CHART
- G. USE OF POSITIVE URINANALYSIS RESULTS
- H. HANDING SEXUAL HARASSMENT ALLEGATIONS
- I. HANDING FRATERNIZATION ALLEGATIONS
- J. COMPLAINTS OF WRONG COMMANDING OFFICER CHECKLIST
- K. EXECUTIVE OFFICER INQUIRY (XOI) GUIDE
- L. DELIVERY OF PERSONNEL
- M. SERVICE OF PROCESS

COMMANDING OFFICER (CO) SEARCH AND SEIZURE CHECKLIST

- I. Finding the existence of probable cause to order a search, what should the CO know before making the authorization? The following considerations are provided to aid in the determination:
 - a. Find out the name and duty station of the applicant requesting a search authorization
 - b. Administer an oath to the person requesting the search 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 the following:
 - i. Is the person or area one over which the CO has jurisdiction?
 - ii. Is the person or place described with particularity?
 - d. What facts indicate that the place to be searched and property to be seized is actually located on the person or in the place indicated?
 - e. Who is the source of the information?
 - i. If the source is a person other than the applicant for the search authorization who is before the CO, see Part II.
 - ii. If the source is the person before the CO asking for the search authorization, the following should be asked:
 1. What training has the person had in investigating offenses of the type in question or in identifying the particular type of evidence?
 2. Is there any further information that will provide grounds for the search for, and seizure of, the property in question?
 3. Is the person withholding any information that may affect the CO’s decision on the request to grant a search authorization?
 - f. Once the CO is satisfied as to the reliability of the information and that of the person from whom it is received, the CO may entertain reasonable belief that the items are where they are said to be and a search may be authorized.
 - g. The search authorization should reflect something similar to the following:

Appendix (A)

“I (CO’s name, rank, position) find that probable cause exists for the issuance of an authorization to search (name specific location or person) for the following items: (specific description of items sought); and I authorize (name of person to conduct the search) to search (name specific location or person) for those items and to seize them if found.”

II. SEARCH AUTHORIZATIONS: INFORMANT ADDENDUM

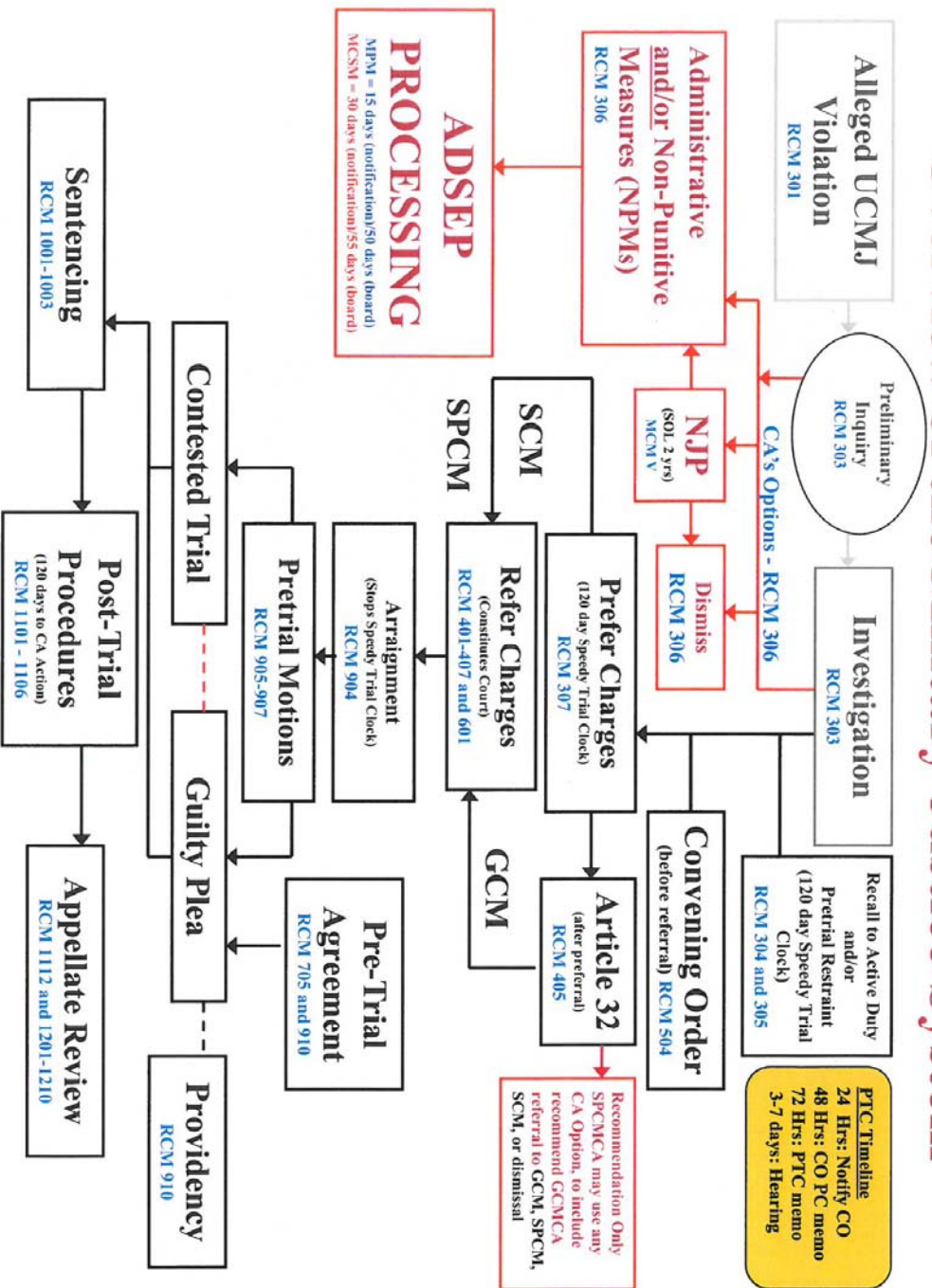
- a. When the applicant for the search authorization is not the informant who provided the facts which serve as the basis for the request, a CO must first determine what forms the basis of the informant’s information. The facts provided by the informant must be specific enough to be acted upon.
- b. The CO must then determine the informant’s reliability. The following questions may help a CO ascertain the reliability of an informant:
 - i. How long has the applicant for the search authorization known the informant?
 - ii. Has the informant provided information in the past?
 - iii. Has the provided information always proven correct in the past? Almost always? Never?
 - iv. Has the informant ever provided any false or misleading information?
 - v. (If a drug case) Has the informant ever identified drugs in the presence of the applicant?
 - vi. Has any prior information resulted in conviction? Acquittal? Are there any cases still awaiting trial?
 - vii. What other situational background information was provided by the informant that substantiates reliability of the information provided (e.g., accurate descriptions, credible timelines, actual personal knowledge/observation, etc.)?
- c. The following questions may help a CO ascertain the reliability of the information:
 - i. Does the applicant for the search authorization possess other information from known reliable sources, which indicates what the informant says is true?
 - ii. Does the CO possess information which indicates what the informant says is true?

Appendix (A)

III. SEARCHES: DESCRIBE WHAT TO LOOK FOR AND WHERE TO LOOK

- a. Requirement of specificity: No valid search authorization will exist unless the place to be searched and the items to be sought are particularly described.
- b. Description of the place of the person to be searched:
 - i. Persons: Always include all known facts about the individual, such as name, rank, social security number when necessary for identification purposes, and unit. If the suspect's name is unknown, include a personal description, places frequented, known associates, make/model of auto, usual attire, etc.
 - ii. Places: be as specific as possible, with great effort to prevent the area which is being authorized for search from being too broad, giving rise to the possible claim that the search is just an illegal "fishing expedition." On the other hand, the place described should not be so narrowly detailed so as to exclude logical locations where there is probable cause to believe evidence may be found in a given location (e.g., describing one drawer in a chest of drawers instead of stating the entire chest and all drawers.)

Overview of the Military Justice System



MAXIMUM 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	12 mos.	NO	YES	YES	YES
6. Restriction	60 days	60 days	60 days	60 days	60 days	60 days	60 days
7. Hard Labor Without Confinement	45 days	NO	90 days	NO	3 mos.	NO	NO
8. Forfeiture of all Pay and Allowances	NO	NO	NO	NO	YES	YES	YES
9. Forfeiture of two-thirds pay per month	1 mo. (*2)	1 mo. (*2)	12 mos.	12 mos.	YES	YES	YES
10. Fine	YES (*3/*4)	YES (*3/*4)	YES (*3)	YES (*3)	YES	YES	YES
11. Reduction to next inferior rate	YES	YES	YES	NO	YES	NO	NO
12 Reduction to lowest paygrade	YES	NO	YES	NO	YES	NO	NO
13. Reprimand	YES	YES	YES	YES	YES	YES	YES

ALL PUNISHMENTS ARE LIMITED BY THE MAXIMUM ALLOWABLE FOR THE UCMJ ARTICLES VIOLATED AS WELL AS THE TYPE OF COURTMARTIAL THE CASE IS REFERRED TO.

(*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) AT SCM, a fine may not be combined with forfeitures



Article 60(c)(3) Findings

Is it a conviction under Articles 120(a), 120(b), 120b, or 125, for an offense committed on/after 24 Jun 14?

Yes

No

STOP*

Does the maximum sentence of confinement allowed exceed 2 years?

Yes

No

Did the adjudged confinement exceed 6 months?

Yes

No

Did the adjudged sentence include a punitive discharge?

Yes

No

STOP*

*The CA is authorized to order a rehearing under R.C.M. 1107(e) if the findings were set aside by the Court of Criminal Appeals.

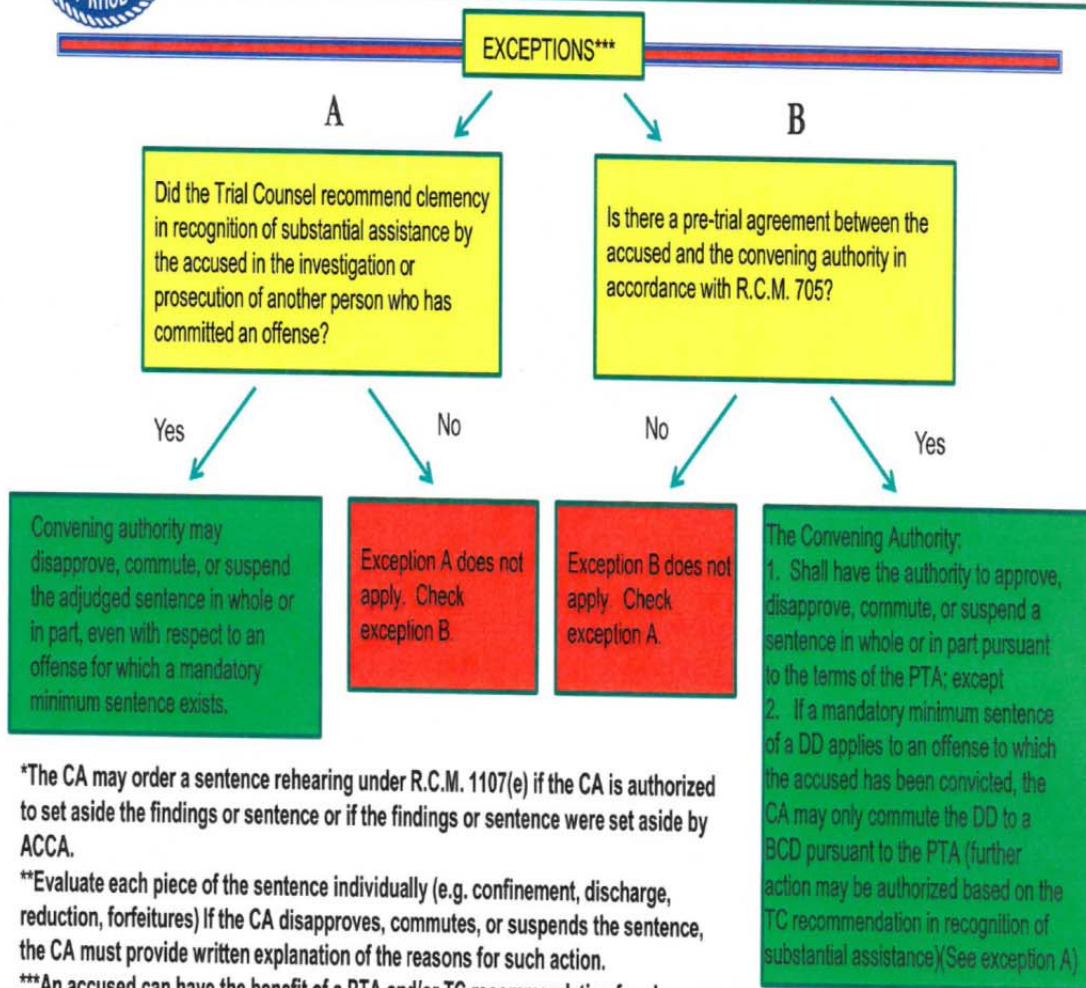
Convening authority may:

1. Change a finding of guilt to a LIO; or
 2. Disapprove the finding of guilt and
 - a. Dismiss the specification or charge if appropriate, or
 - b. Direct a rehearing in accordance with R.C.M. 1107(e)
- If the CA acts on findings, the CA shall provide, at the same time, a written explanation for such action.



Article 60(c)(2) Sentence

General Rule*: For offenses committed on/after 24 June 2014 – regardless of the offenses charged – the CA may not disapprove, commute, or suspend in whole or in part** an adjudged sentence of confinement for more than 6 months or a punitive discharge, unless a below exception applies:



*The CA may order a sentence rehearing under R.C.M. 1107(e) if the CA is authorized to set aside the findings or sentence or if the findings or sentence were set aside by ACCA.

**Evaluate each piece of the sentence individually (e.g. confinement, discharge, reduction, forfeitures) If the CA disapproves, commutes, or suspends the sentence, the CA must provide written explanation of the reasons for such action.

***An accused can have the benefit of a PTA and/or TC recommendation for clemency for substantial assistance. If both apply, the accused shall have the benefit of the greater exception.

ARTICLE 15 PUNISHMENT LIMITATIONS

Imposed By	Imposed On	Bread & Water or DIMRATS (1)	Correctional Custody (2)	Arrest in Quarters (3)	Forfeitures (4&5)	Reduction (4&6)	Extra Duties (7)	Restriction (7)	Reprimand or Admonition (4)
Flags/Generals in Command	Officers	No	No	30 Days	½ of 1 Mo. For 2 Mos.	No	No	60 Days	Yes
	E-4 to E-9	No	No	No	½ of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
	E-1 to E-3	3 Days	30 Days	No	½ of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
O-4 to O-6	Officers	No	No	No	No	No	No	30 Days	Yes
	E-4 to E-9	No	No	No	½ of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
	E-1 to E-3	3 Days	30 Days	No	½ of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
O-3 / Below & OICs (8)	Officers	No	No	No	No	No	No	15 Days	Yes
	E-4 to E-9	No	No	No	7 Days	1 Grade	14 Days	14 Days	Yes
	E-1 to E-3	3 Days	7 Days	No	7 Days	1 Grade	14 Days	14 Days	Yes

- (1) May be awarded only if attached to or embarked in a vessel and may not be combined with other restraint punishment or extra duties.
- (2) May not be combined with restriction or extra duties.
- (3) May not be combined with restriction.
- (4) May be imposed in addition to or in lieu of all other punishments.
- (5) Shall be expressed in whole dollar amounts only.
- (6) Navy CPOs (E-7 to E-9) may not be reduced at NJP; Marine Corps NCOs (E-6 to E-9) may not be reduced at NJP (Check directives relating to promotion).
- (7) Restriction and extra duties may be combined to run concurrently, but the combination may not exceed the maximum possible for extra duties.
- (8) OICs regardless of rank have NJP authority over enlisted personnel only. OIC's and Marine CC may only reduce personnel within their promotion authority.
- (9) Restriction imposed upon commissioned and warrant officers may not exceed 15 days when imposed by a CO below the grade of MAJ or LCDR (JAGMAN 0111a)

**USE OF DRUG URINALYSIS RESULTS
FROM DOD CERTIFIED DRUG LABS***

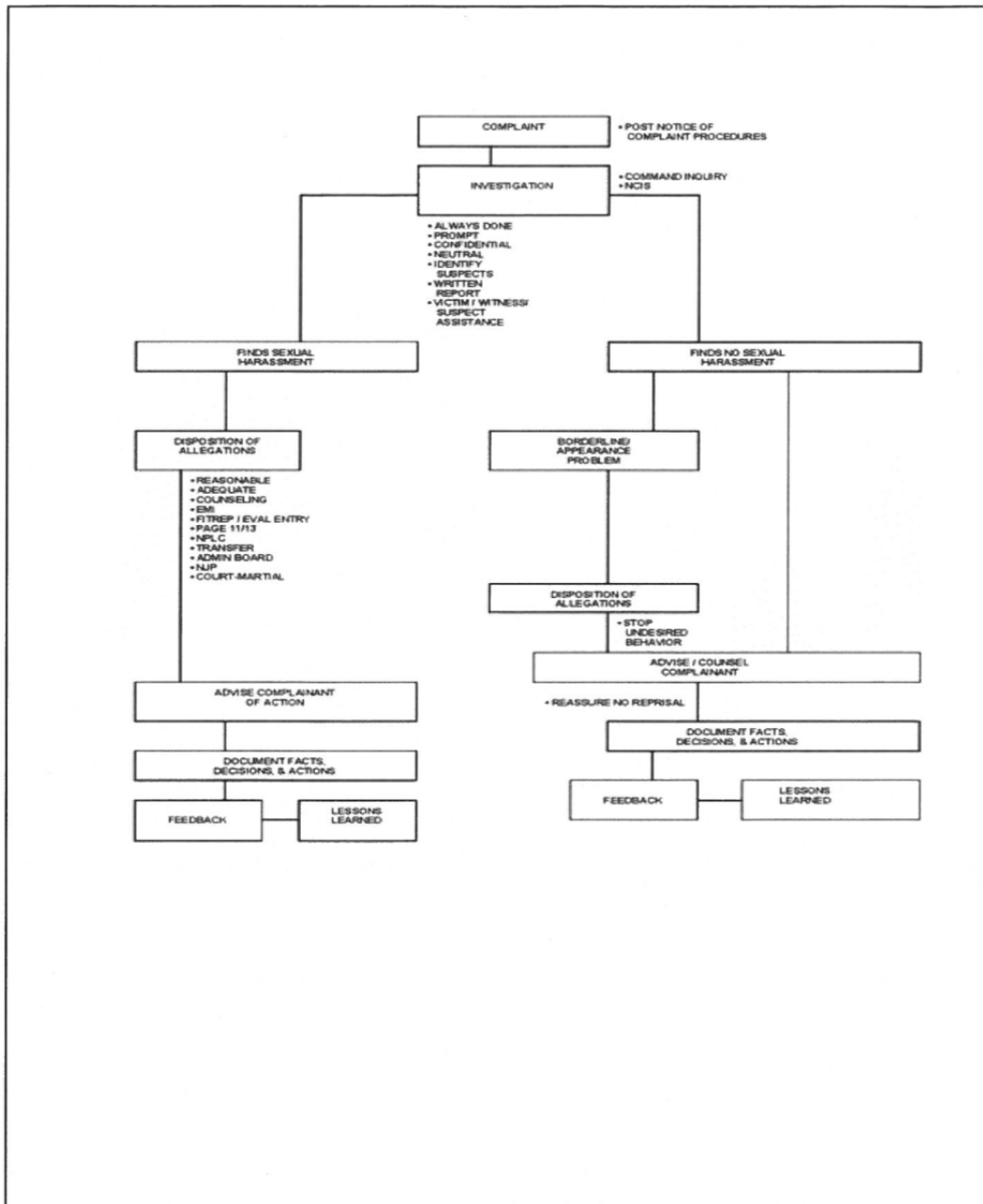
	Usable in disciplinary proceedings	Usable as basis for separation	Usable for characterization of service
1. Search or Seizure - member's consent - probable cause	YES YES	YES YES	YES YES
2. Inspection - random sample - unit sweep	YES YES	YES YES	YES YES
3. Medical - general diagnostic purposes	YES*	YES	YES*
4. Fitness for duty - command-directed - competence for duty - mishap/safety Investigation	NO NO NO	YES YES YES	NO NO NO
5. Service directed - treatment facility staff (military) - alcohol rehab testing - Naval brigs - entrance testing - accession training pipeline	YES NO YES NO YES	YES YES YES YES YES	YES NO YES NO** YES

* All urine samples must be confirmed positive at a DoD certified lab by GC/MS

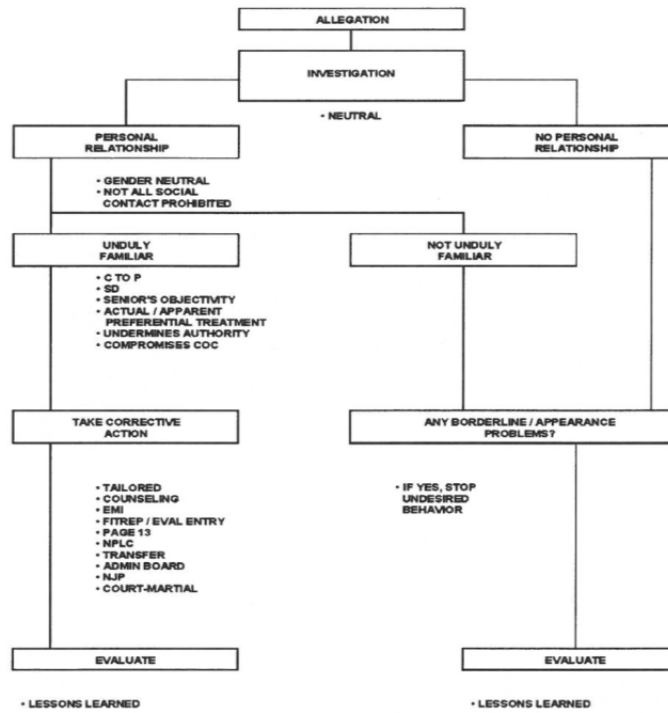
** YES for reservists recalled to active duty (except DEP participants)

OPNAVINST 5350.4D

STEPS IN HANDLING SEXUAL HARASSMENT COMPLAINTS



HANDLING FRATERNIZATION ALLEGATIONS



COMPLAINTS OF WRONG – COMMANDING OFFICER CHECKLIST

*All references are to the Judge Advocate General Manual (JAGMAN) unless otherwise noted.

Complainant Name: _____; Date Received: _____

1. Complaint is properly forwarded? (§ 0306d; NAVREG 1150)
 - a. Addressed to proper commanding officer (for Article 1150 complaints) or to proper general court-martial convening authority (for Article 138 complaints) via intermediate endorsers. If not, readdress and forward back to the complainant or to the proper intermediate endorser, including the respondent.
 - b. Is the respondent named in the complaint the proper respondent? (§ 0305b; NAVREG 1150)
 - c. Have intermediate endorsers added additional information adverse to the information provided by the complainant? If so, has the complainant had an opportunity to review and rebut the new information?
2. Complaint timely, or is it submitted late? Is the late submission justified? (§ 0306a). If not, complaint may still be processed or it may be returned to complainant. (§ 0307b(2)) without action.
3. Complainant does not join more than one respondent? (§ 0306g). If it does, the complaint may still be processed as two complaints of wrong, one against each proper respondent, or it may be returned to the complainant as defective. (§ 0306g) The same concept applies to a single complaint from two or more complainants.
4. Complaint is in the proper format? (§ 0306c, Appendix A-3-a). If not, obtain missing information and forward to the proper disposition authority or return the complaint to the complainant as defective. (§ 0307b(2))
 - a. Complaint includes:
 - i. Complainant and respondent's name and identifying information?
 - ii. Includes the date wrong discovered and number of days between discovery and complaint submission?
 - iii. If there is a submission delay, is it explained?
 - iv. Complaint complete with all enclosures and endorsements?
 - v. Complaint certified as "true and accurate" and signed, witnessed, and dated?
5. Complaint alleges a wrong that is a proper subject of a complaint of wrongs? (§0303f, 0304a)
 - a. Not regarding recommendations only?
 - b. Not regarding general service policies?
 - c. Not wrongs that have another procedure for disposition that provides notice, right to rebut/hearing, and review by a superior? (e.g., NJP, ADSEP boards, courts-martial, etc.)
 - d. Complaint makes a proper request for relief? (§ 0305)

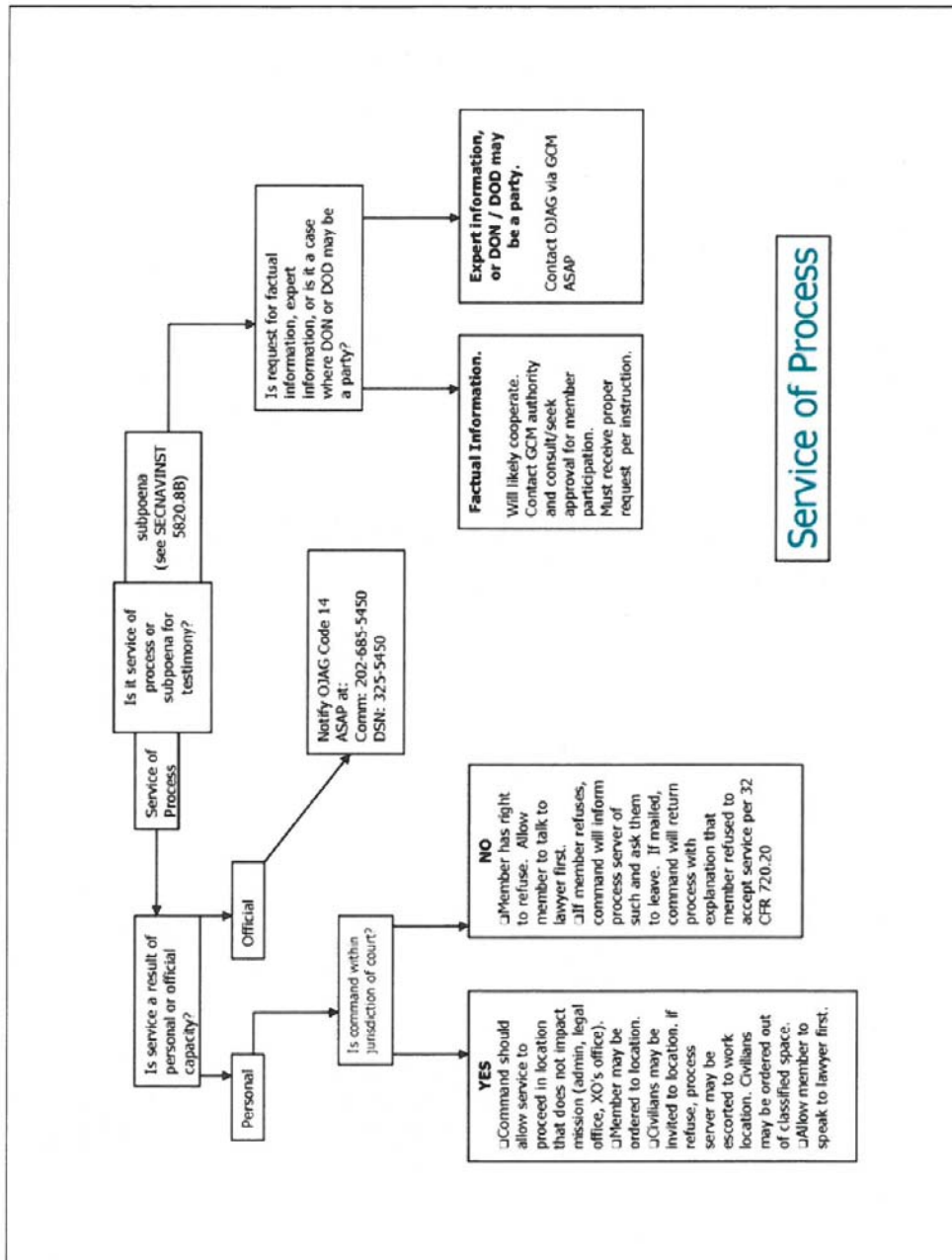
Appendix (J)

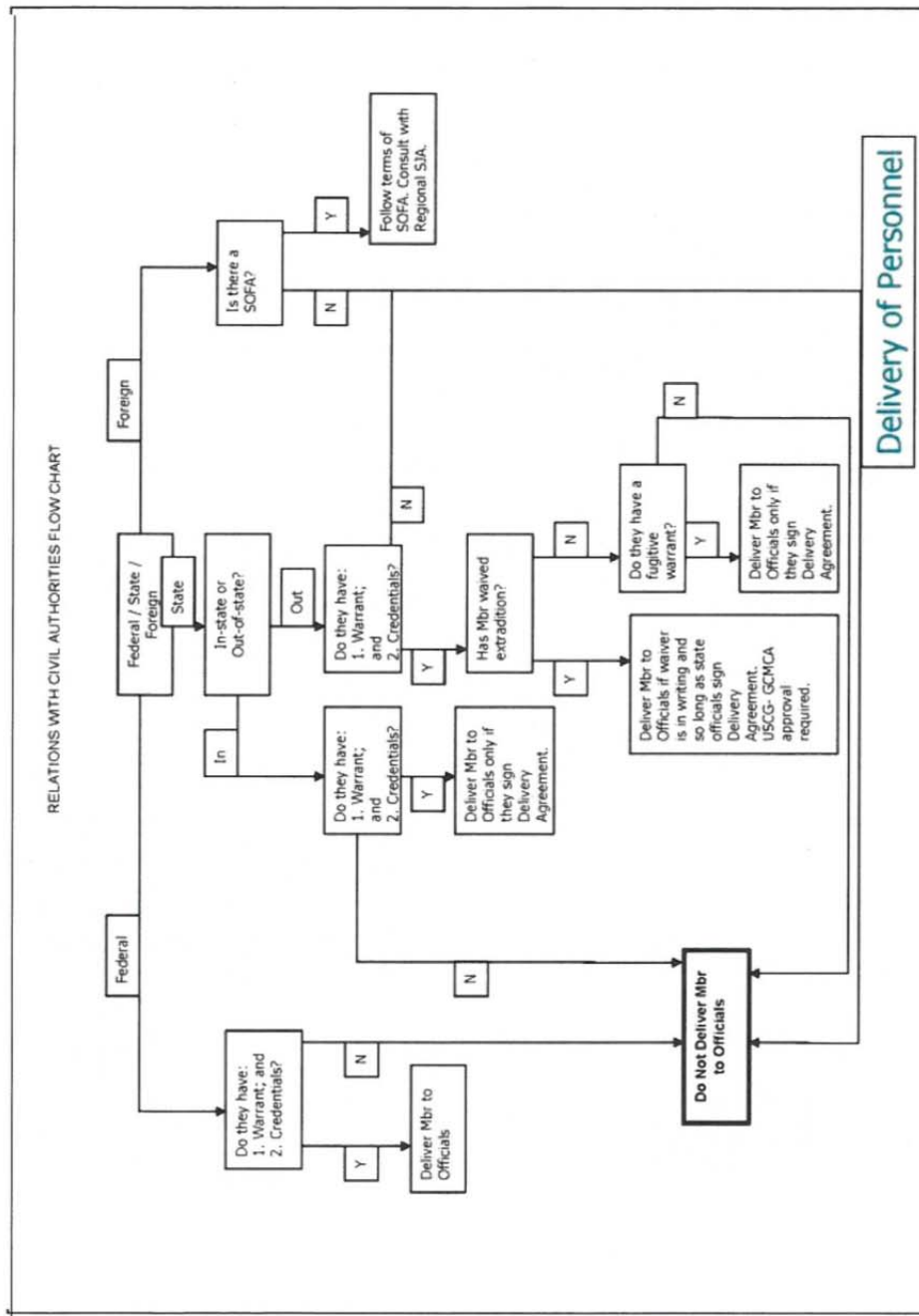
EXECUTIVE OFFICER'S INQUIRY (XOI)

1. Obtain the report chit, all written statements and other documentary and physical evidence relating to the alleged offenses from the legal officer.
2. Call in the accused and all reasonably available witnesses who can testify about either the alleged offense or evidence in extenuation, mitigation, or aggravation concerning the alleged offense.
3. Inform the accused that the commanding officer (CO) is contemplating the imposition of non-judicial punishment (NJP) and that this (XOI) is an informal hearing before possible NJP.
4. Describe the specific offense(s) to the accused, including the specific article(s) of the Uniform Code of Military Justice that the accused allegedly violated.
5. If applicable, advise the accused he/she has the right to refuse NJP. (An accused can never refuse XOI).
6. Advise the accused that he/she 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.
 - a. NOTE: If it is reasonably foreseeable that the accused's statements during 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 JAGMAN – will have to be obtained from the accused during the hearing, before proceeding further.
7. Ask the accused what happened.
 - a. If the accused admits guilt, the accused should be allowed to offer evidence in extenuation and mitigation.
 - i. Then ask any witnesses to testify about any related matters in extenuation and mitigation or aggravation.
 - b. If the accused denies guilt, the accused should be asked for his/her version of the facts.
 - i. Ask the witnesses to testify about the alleged offense(s).
 - ii. Inform the accused of any other evidence against him/her concerning the alleged offense(s).
 - iii. Allow the accused to rebut if he/she chooses.
 - iv. Ask the witnesses to testify on any matters in extenuation and mitigation or aggravation.
8. Ask the accused if he/she would like to make a final statement.

Appendix (K)

9. If the CO has given the XO authority to dismiss the case or specific charges and dismissal is warranted, either dismiss the case outright or dismiss unsupported charges. (Such action does not preclude later NJP or court-martial for the dismissed offense(s). The XO may also impose non-punitive measures. If NJP is warranted, the XO will indicate this on the report chit and return all materials to the legal officer, who will forward the case to the CO.





INSTRUCTION AND INFORMATION SHEET FOR SF 180, REQUEST PERTAINING TO MILITARY RECORDS

1. General Information. The Standard Form 180, Request Pertaining to Military Records (SF180) is used to request information from military records. Certain identifying information is necessary to determine the location of an individual's record of military service. Please try to answer each item on the SF 180. If you do not have and cannot obtain the information for an item, show "NA," meaning the information is "not available". Include as much of the requested information as you can. Incomplete information may delay response time. To determine where to mail this request see Page 2 of the SF180 for record locations and facility addresses.

Online requests may be submitted to the National Personnel Records Center (NPRC) by a veteran or deceased veteran's next-of-kin using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>.

2. Personnel Records/Military Human Resource Records/Official Military Personnel File (OMPF) and Medical Records/Service Treatment Records (STR). Personnel records of military members who were discharged, retired, or died in service **LESS THAN 62 YEARS AGO** and medical records are in the legal custody of the military service department and are administered in accordance with rules issued by the Department of Defense and the Department of Homeland Security (DHS, Coast Guard). STRs of persons on active duty are generally kept at the local servicing clinic. After the last day of active duty, STRs should be requested from the appropriate address on page 2 of the SF 180. (See item 3, Archival Records, if the military member was discharged, retired or died in service more than 62 years ago.)

a. Release of information: Release of information is subject to restrictions imposed by the military services consistent with Department of Defense regulations, the provisions of the Freedom of Information Act (FOIA) and the Privacy Act of 1974. The service member (either past or present) or the member's legal guardian has access to almost any information contained in that member's own record. The authorization signature of the service member or the member's legal guardian is needed in Section III of the SF180. Others requesting information from military personnel records and/or STRs must have the release authorization in Section III of the SF 180 signed by the member or legal guardian. If the appropriate signature cannot be obtained, only limited types of information can be provided. If the former member is deceased, the surviving next-of-kin may, under certain circumstances, be entitled to greater access to a deceased veteran's records than a member of the general public. The next-of-kin may be any of the following: unmarried surviving spouse, father, mother, son, daughter, sister, or brother. Requesters **MUST provide proof of death, such as a copy of a death certificate, newspaper article (obituary) or death notice, coroner's report of death, funeral director's signed statement of death, or verdict of coroner's jury.**

b. Fees for records: There is no charge for most services provided to service members or next-of-kin of deceased veterans. A nominal fee is charged for certain types of service. In most instances, service fees cannot be determined in advance. If your request involves a service fee, you will receive an invoice with your records.

3. Archival Records. Personnel records of military members who were discharged, retired, or died in service **62 OR MORE YEARS AGO** have been transferred to the legal custody of NARA and are referred to as "archival records".

a. Release of Information: Archival records are open to the public. The Privacy Act of 1974 does not apply to archival records, therefore, written authorization from the veteran or next-of-kin is not required. In order to protect the privacy of the veteran, his/her family, and third parties named in the records, the personal privacy exemption of the Freedom of Information Act (5 U.S.C. 552 (b) (6)) may still apply and may preclude the release of some information.

b. Fees for Archival Records: Access to archival records are granted by offering copies of the records for a fee (44 U.S.C. 2116 (c)). If a fee applies to the photocopies of documents in the requested record, you will receive an invoice. Photocopies will be sent after payment is made. For more information see <http://www.archives.gov/st-louis/archival-programs/military-personnel-archival/ompf-archival-requests.html>.

4. Where reply may be sent. The reply may be sent to the service member or any other address designated by the service member or other authorized requester. If the designated address is NOT registered to the addressee by the U.S. Postal Service (USPS), provide BOTH the addressee's name AND "in care of" (c/o) the name of the person to whom the address is registered on the NAME line in Section III, item 3, on page 1 of the SF 180. The COMPLETE address must be provided, INCLUDING any apartment/suite/unit/lot/space/etc. number.

5. Definitions and abbreviations. DISCHARGED -- the individual has no current military status; SERVICE TREATMENT RECORD (STR) -- The chronology of medical, mental health, and dental care received by service members during the course of their military career (does not include records of treatment while hospitalized); TDRL -- Temporary Disability Retired List.

6. Service completed before World War I. National Archives Trust Fund (NATF) forms must be used to request these records. Obtain the forms by e-mail from inquire@nara.gov or write to the Code 6 address on page 2 of the SF 180.

PRIVACY ACT OF 1974 COMPLIANCE INFORMATION

The following information is provided in accordance with 5 U.S.C. 552a(e)(3) and applies to this form. Authority for collection of the information is 44 U.S.C. 2907, 3101, and 3103, and Public Law 104-134 (April 26, 1996), as amended in title 31, section 7701. Disclosure of the information is voluntary. If the requested information is not provided, it may delay servicing your inquiry because the facility servicing the service member's record may not have all of the information needed to locate it. The purpose of the information on this form is to assist the facility servicing the records (see the address list) in locating the correct military service record(s) or information to answer your inquiry. This form is then retained as a record of disclosure. The form may also be disclosed to Department of Defense components, the Department of Veterans Affairs, the Department of Homeland Security (DHS, U.S. Coast Guard), or the National Archives and Records Administration when the original custodian of the military health and personnel records transfers all or part of those records to that agency. If the service member was a member of the National Guard, the form may also be disclosed to the Adjutant General of the appropriate state, District of Columbia, or Puerto Rico, where he or she served.

PAPERWORK REDUCTION ACT PUBLIC BURDEN STATEMENT

Public burden reporting for this collection of information is estimated to be five minutes per request, including time for reviewing instructions and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to National Archives and Records Administration (ISSD), 8601 Adelphi Road, College Park, MD 20740-6001. **DO NOT SEND COMPLETED FORMS TO THIS ADDRESS. SEND COMPLETED FORMS TO THE APPROPRIATE ADDRESS LISTED ON PAGE 2 OF THE SF 180.**

REQUEST PERTAINING TO MILITARY RECORDS

Requests from veterans or deceased veteran's next-of-kin may be submitted online by using eVetRecs at <http://www.archives.gov/veterans/military-service-records/>
To ensure the best possible service, please thoroughly review the accompanying instructions before filling out this form. PLEASE PRINT LEGIBLY OR TYPE BELOW.

SECTION I - INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much information as possible.)

1. NAME USED DURING SERVICE (last, first, full middle)	2. SOCIAL SECURITY #	3. DATE OF BIRTH	4. PLACE OF BIRTH			
5. SERVICE, PAST AND PRESENT (For an effective records search, it is important that ALL service be shown below.)						
	BRANCH OF SERVICE	DATE ENTERED	DATE RELEASED	OFFICER	ENLISTED	SERVICE NUMBER (If unknown, write "unknown")
a. ACTIVE						
b. RESERVE						
c. STATE NATIONAL GUARD						

6. IS THIS PERSON DECEASED? ☐ NO ☐ YES - **MUST** provide Date of Death if veteran is deceased: _____

7. DID THIS PERSON RETIRE FROM MILITARY SERVICE? ☐ NO ☐ YES

SECTION II - INFORMATION AND/OR DOCUMENTS REQUESTED

1. CHECK THE ITEM(S) YOU ARE REQUESTING:

☐ **DD Form 214 or equivalent.** Year(s) in which form(s) issued to veteran: _____
This form contains information normally needed to verify military service. A copy may be sent to the veteran, the deceased veteran's next-of-kin, or other persons or organizations, if authorized in Section III, below. **An UNDELETED DD214 is ordinarily required to determine eligibility for benefits.** If you request a DELETED copy, the following items will be blacked out: authority for separation, reason for separation, reenlistment eligibility code, separation (SPD/SPN) code, and, for separations after June 30, 1979, character of separation and dates of time lost.
An UNDELETED copy will be sent UNLESS YOU SPECIFY A DELETED COPY by checking this box: ☐ I want a **DELETED** copy.

☐ **Medical Records** Includes Service Treatment Records, Health (outpatient) and Dental Records. **IF HOSPITALIZED (inpatient)** the **FACILITY NAME** and **DATE** (month and year) for **EACH** admission **MUST** be provided: _____

☐ **Other** (Specify): _____

2. **PURPOSE:** (Providing information about the purpose of the request is **strictly voluntary**; however, it may help to provide the best possible response and may result in a faster reply. Information provided will in no way be used to make a decision to deny the request.)

☐ Benefits (explain) ☐ Employment ☐ VA Loan Programs ☐ Medical ☐ Genealogy ☐ Correction ☐ Personal ☐ Other (explain)

Explain here: _____

SECTION III - RETURN ADDRESS AND SIGNATURE

1. REQUESTER NAME: _____

2. <input type="checkbox"/> I am the MILITARY SERVICE MEMBER OR VETERAN identified in Section I, above.	<input type="checkbox"/> I am the VETERAN'S LEGAL GUARDIAN (MUST submit copy of Court Appointment) or AUTHORIZED REPRESENTATIVE (MUST submit copy of Authorization Letter or Power of Attorney)
<input type="checkbox"/> I am the DECEASED VETERAN'S NEXT-OF-KIN (MUST submit Proof of Death. See item 2a on instruction sheet.)	<input type="checkbox"/> OTHER
_____ (Relationship to deceased veteran)	_____ (Specify type of Other)

3. SEND INFORMATION/DOCUMENTS TO:

(Please print or type. See item 4 on accompanying instructions.)

Name		

Street	Apt.	

City	State	Zip Code

4. **AUTHORIZATION SIGNATURE:** I declare (or certify, verify, or state) under penalty of perjury under the laws of the United States of America that the information in this Section III is true and correct and that I authorize the release of the requested information. (See items 2a or 3a on accompanying instruction sheet. Without the Authorization Signature of the veteran, next-of-kin of deceased veteran, veteran's legal guardian, authorized government agent, or other authorized representative, only limited information can be released unless the request is archival. No signature is required if the request is for archival records.)

Signature Required - Do not print

Date

Daytime phone

Fax Number

Email address

The various categories of military service records are described in the chart below. For each category there is a code number which indicates the address at the bottom of the page to which this request should be sent. Please refer to the Instruction and Information Sheet accompanying this form as needed.

BRANCH	CURRENT STATUS OF SERVICE MEMBER		
		Personnel Record	Medical or Service Treatment Record
AIR FORCE	Discharged, deceased, or retired before 5/1/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 9/30/2004	14	11
	Discharged, deceased, or retired 10/1/2004 – 12/31/2013	1	11
	Discharged, deceased, or retired on or after 1/1/2014	1	13
	Active (including National Guard on active duty in the Air Force), TDRL, or general officers retired with pay	1	
	Reserve, IRR, Retired Reserve in non-pay status, current National Guard officers not on active duty in the Air Force, or National Guard released from active duty in the Air Force	2	
	Current National Guard enlisted not on active duty in the Air Force	2	13
COAST GUARD	Discharge, deceased, or retired before 1/1/1898	6	
	Discharged, deceased, or retired 1/1/1898 – 3/31/1998	14	14
	Discharged, deceased, or retired 4/1/1998 – 9/30/2006	14	11
	Discharged, deceased, or retired 10/1/2006 – 9/30/2013	3	11
	Discharged, deceased, or retired on or after 10/1/2013	3	14
	Active, Reserve, Individual Ready Reserve or TDRL	3	
MARINE CORPS	Discharged, deceased, or retired before 1/1/1895	6	
	Discharged, deceased, or retired 1/1/1905 – 4/30/1994	14	14
	Discharged, deceased, or retired 5/1/1994 – 12/31/1998	14	11
	Discharged, deceased, or retired 1/1/1999 – 12/31/2013	4	11
	Discharged, deceased, or retired on or after 1/1/2014	4	8
	Individual Ready Reserve	5	
	Active, Selected Marine Corps Reserve, TDRL	4	
ARMY	Discharged, deceased, or retired before 11/1/1912 (enlisted) or before 7/1/1917 (officer)	6	
	Discharged, deceased, or retired 11/1/1912 – 10/15/1992 (enlisted) or 7/1/1917 – 10/15/1992 (officer)	14	
	Discharged, deceased, or retired 10/16/1992 – 9/30/2002	14	11
	Discharged, deceased, or retired (including TDRL) 10/1/2002 – 12/31/2013	7	11
	Discharged, deceased, or retired (including TDRL) on or after 1/1/2014	7	9
	Current Soldier (Active, Reserve (including Individual Ready Reserve) or National Guard)	7	
NAVY	Discharged, deceased, or retired before 1/1/1886 (enlisted) or before 1/1/1903 (officer)	6	
	Discharged, deceased, or retired 1/1/1886 – 1/30/1994 (enlisted) or 1/1/1903 – 1/30/1994 (officer)	14	14
	Discharged, deceased, or retired 1/31/1994 – 12/31/1994	14	11
	Discharged, deceased, or retired 1/1/1995 – 12/31/2013	10	11
	Discharged, deceased, or retired on or after 1/1/2014	10	8
PHS	Active, Reserve, or TDRL	10	
	Public Health Service - Commissioned Corps officers only	12	

ADDRESS LIST OF CUSTODIANS and SELF-SERVICE WEBSITES (BY CODE NUMBERS SHOWN ABOVE) – Where to write/send this form

1	Air Force Personnel Center HQ AFPC/DPSIRP 550 C Street West, Suite 19 Randolph AFB, TX 78150-4721	6	National Archives & Records Administration Research Services (RDT1R) 700 Pennsylvania Avenue NW Washington, DC 20408-0001	11	Department of Veterans Affairs Records Management Center ATTN: Release of Information P.O. Box 5020 St. Louis, MO 63115-5020
2	Air Reserve Personnel Center Records Management Branch (DPTSC) 18420 E. Silver Creek Avenue Building 390 MS 68 Buckley AFB, CO 80011	7	US Army Human Resources Command's web page: https://www.hrc.army.mil/TAGD/Accessing%20or%20Requesting%20Your%20Official%20Military%20Personnel%20File%20Documents or 1-888-ARMYHRC (1-888-276-9472)	12	Division of Commissioned Corps Officer Support ATTN: Records Officer 1101 Wootton Parkway, Plaza Level, Suite 100 Rockville, MD 20852
3	Commander, Personnel Service Center (BOPS-C-MR) MS7200 US Coast Guard 2703 Martin Luther King Jr Ave SE Washington, DC 20593-7200 MR_CustomerService@uscg.mil	8	Navy Medicine Records Activity (NMRA) BUMED Detachment St. Louis 4300 Goodfellow Boulevard, Building 103 St. Louis, MO 63120	13	AF STR Processing Center ATTN: Release of Information 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217
4	Headquarters U.S. Marine Corps Manpower Management Records & Performance (MMRP-10) 2008 Elliot Road Quantico, VA 22134-5030	9	AMEDD Record Processing Center 3370 Nacogdoches Road, Suite 116 San Antonio, TX 78217	14	National Personnel Records Center (Military Personnel Records) 1 Archives Drive St. Louis, MO 63138-1002 eVetRecs: http://www.archives.gov/veterans/military-service-records/
5	Marine Forces Reserve 2000 Opelousas Avenue New Orleans, LA 70146-5400	10	Navy Personnel Command (PERS-313) 5720 Integrity Drive Millington, TN 38055-3120		