Instructions on Reporting a Covered Offense to the Office of Special Trial Counsel

Step 1: Does the allegation reasonably allege a covered offense Uniform Code of Military Justice Offence listed below? If in doubt, make notification.

Step 2: Is direct notification to OSTC required or may notification be accomplished by command's report of the offense to NCIS?

Notification of NCIS will satisfy reporting to OSTC	Direct command notification to OSTC is required
Article 118, Murder	Article 117a, Intimate Visual Images
Article 119, Manslaughter	Article 119a, Death or Injury of an Unborn Child
Article 120, Rape and Sexual Assault	Article 120a, Mail, Deposit of Obscene Matter
Article 120b, Rape and Sexual Assault of a Child	Article 120c, Miscellaneous Sexual Offenses
Article 125, Kidnapping	Article 128b, Domestic Violence
Article 134, Child Pornography	Article 130, Stalking
A conspiracy, solicitation, or attempt to commit the above	Article 132, Retaliation
	A conspiracy, solicitation, or attempt to commit the above

Step 3: If notification to NCIS will satisfy reporting to OSTC,[1] report the offense to NCIS. Direct notification to OSTC is not required.

Step 4: If a direct report to OSTC is required, complete this form with as much information as you have**. Do not question the suspect or victim or conduct investigation for the purposes of completing this form.** Please make best efforts, but do not *unreasonably* delay submission of this form to collect additional information. Submit the form to the appropriate OSTC office using encrypted email (preferred) or DOD SAFE at https://safe.apps.mil. If you cannot use either encrypted email or DOD SAFE, please call your servicing OSTC office for assistance.

In all cases:

- The Uniform Code of Military Justice (UCMJ) precludes commanders from taking any disciplinary action on covered, known, or related offenses committed on or after 28 December 2023 until an STC returns or defers the offense to the commander. Do not allow the suspect to transfer, retire, be released from active duty, or re-enlist. If the suspect's End of Active Obligated Service is approaching, please consult your SJA about initiating a legal hold.
- All suspects are presumed to be innocent unless and until their guilt may be proven at trial. This form's use of the term "suspect" does not imply guilt.
- The UCMJ precludes unlawful pretrial punishment of a suspect.
- The UCMJ precludes any action that could constitute unlawful influence.
- The information requested in this form will be used to open a case in our management system. Your provision of this information does not mean you have decided the suspect is guilty of any offense.
- Consult your SJA or servicing OSTC if you have questions about this form or its application to your case.

[1] Secretary of the Navy Instruction 5430.107A of 19 June 2019, "MISSION AND FUNCTIONS OF THE NAVAL CRIMINAL INVESTIGATIVE SERVICE," requires units and commands to notify NCIS of all major criminal offenses, which include all non-combat deaths and any criminal offense punishable under the UCMJ, or similarly framed Federal, state, local, or foreign statute, by confinement for a term of more than one year. Nothing in this form eliminates the need to notify NCIS of all major criminal offenses.

Contact Information for OSTC Offices

	Email Address	Phone Number
OSTC Norfolk	OSTC_Norfolk@us.navy.mil	(202) 913-1341
OSTC Groton	OSTC_Groton@us.navy.mil	(860) 694-2272
OSTC Naval District Washington	OSTC_NavDistWash@us.navy.mil	(202) 617-0232
OSTC Naples	OSTC_Naples@us.navy.mil	+39 081-568-2846, DSN (314) 626-2846
OSTC Mayport	OSTC_Mayport@us.navy.mil	(517) 340-0925
OSTC Great Lakes	OSTC_GreatLakes@us.navy.mil	(847) 688-3805 x115
OSTC San Diego	OSTC_SanDiego@us.navy.mil	(202) 913-0332
OSTC Bremerton	OSTC_Bremerton@us.navy.mil	(202) 699-1711
OSTC Pearl Harbor	OSTC_PearlHarbor@us.navy.mil	(202) 699-1711
OSTC Yokosuka	OSTC_Yokosuka@us.navy.mil	011-81-46-816-8359, DSN (315) 243-9392

COVERED OFFENSE NOTIFICATION TO NAVY OFFICE OF SPECIAL TRIAL COUNSEL
FOR OFFICIAL USE ONLY, CUI WHEN FILLED IN

Suspect Information					
1. Last Name:		2. First Name:	3. Middle Name:	4. Paygrade:	5. Rate:
6. EDIPI:	7. SSN:	8. Branch: USN	9. DOB:		
10. Race (collected solely due to statutory requirements): White			11. Ethnicity (collected solely due to statutory requirements): Not Hispanic or Latino		
12. PEBD:	13. PRD:	14. EAOS + extensions:	15. Pre-trial restriction or restraint? Type and start date: None		
16. Do you have notice that the Suspect is represented by an attorney? If so, please provide the attorney's name and contact information. No notice					

Command Information		
17. Unit:	18. Homeport:	19. Legal Officer (or SJA) Name (List desired POC):
20. POC Email:		21. POC Phone:

Victim Information (Use reverse if multiple victims)		
22. Victim Name:	23. Victim Status: (mil/civ/dependent):	24. Victim's Unit if Military:
25. Victim Phone #:	26. Other Known Contact Information:	27. Relationship to Suspect:

28. If you are aware the victim is represented by an attorney, please so indicate and provide the attorney's name and contact information, if known.

Offense Information	
29. Offense Date:	30. Law Enforcement Agency Involved, if any:
31. Law Enforcement Agent Name and Contact Information, if any:	32. Law Enforcement Agency Case Number, if any:

33. Brief description of the alleged offense(s) based on information provided to you:
Do not question the suspect or victim or conduct investigation for the purposes of completing this form. If you have a received a report of investigation, you may provide the investigation in lieu of completing this section. Do not delay submission to wait for an investigation.

(Continued on Reverse)

Victim 2 (if any)		
22. Victim Name:	23. Victim Status: (mil/civ/dependent):	24. Victim's Unit if Military:
25. Victim Phone #:	26. Other Known Contact Information:	27. Relationship to Suspect:
28. If you are aware the victim is represented by an attorney, please so indicate and provide the attorney's name and contact information, if known.		
Victim 3 (if any)		
22. Victim Name:	23. Victim Status: (mil/civ/dependent):	24. Victim's Unit if Military:
25. Victim Phone #:	26. Other Known Contact Information:	27. Relationship to Suspect:
28. If you are aware the victim is represented by an attorney, please so indicate and provide the attorney's name and contact information, if known.		
Victim 4 (if any)		
22. Victim Name:	23. Victim Status: (mil/civ/dependent):	24. Victim's Unit if Military:
25. Victim Phone #:	26. Other Known Contact Information:	27. Relationship to Suspect:
28. If you are aware the victim is represented by an attorney, please so indicate and provide the attorney's name and contact information, if known.		

33. Brief description of the alleged offense(s) based on information provided to you:
Do not question the suspect or victim or conduct investigation for the purposes of completing this form. If you have a received a report of investigation, you may provide the investigation in lieu of completing this section. Do not delay submission to wait for an investigation.
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