

# **Professional Development Standards (PDS) For Command Services**

Name of FTJA: \_\_\_\_\_

### **Definition of Flexible Measurement Terms**

Note: Where verbs express only the general level of learning for knowledge and understanding, this is intended to provide greater flexibility for measurement in observable ways. When determining achievement of learning, use the appropriate observable action for the assessment.

I. Know: The ability to retrieve information from memory.

Actions used to assess knowing include: recall, list, state, identify, reproduce, and recognize.

II. Understand or Comprehend: Connecting existing with new information and experience to form meaning and relate concepts to other situations.

Actions used to assess understanding include: explain, summarize, defend, generalize, give examples, give analogies, and paraphrase.

III. Review: Reading and examining a reference sufficient to grasp its meaning and the principle issue(s).

Actions used to assess a sufficient review include: explain, summarize, discuss, and generalize.

**Core Competencies**

- 1. Instructions, Forms, and Points of Contact**
- 2. Non-Punitive Measures (Administrative Remedies)**
- 3. Non-Judicial Punishment**
- 4. Enlisted Administrative Separations**
- 5. Officer Misconduct/Boards of Inquiry (BOIs)**
- 6. Summary Courts Martial**
- 7. Search and Seizure**
- 8. Pre- and Post-Trial Processing**
- 9. Mental Health Evaluations (MHEs)**
- 10. Administrative Investigations**
- 11. Complaints/Inquiries**
- 12. FOIA/Privacy Act**
- 13. Installation Legal Issues (Mandatory for Installation Practice Only)**
- 14. Ethics**
- 15. Sexual Offenses/Reporting**

**Commanding Officers have the discretion to modify or waive any line items or sections as appropriate for local practice. Commands are encouraged to simulate events that are not available locally to the extent practicable. Commanding Officers also have the discretion to determine that items completed in one PDS satisfy the requirements of a PDS in a subsequent rotation.**

**1. Instructions and Forms****Review, sign, and date:**

DATE AND SIGNATURE	INSTRUCTION	SOURCE	TITLE
NJS	Navy Regs	SECNAV	U.S. NAVY REGULATIONS (1990)
NJS	F3100.6J CH-3	OPNAV	SPECIAL INCIDENT REPORTING PROCEDURES
NJS	M-5216.5	SECNAV	NAVY CORRESPONDENCE MANUAL
NJS	1620.2A	OPNAV	ARMED FORCES DISCIPLINARY CONTROL BOARDS AND OFF-INSTALLATION LIAISON AND OPERATIONS
NJS	1610.2A	SECNAV	DEPARTMENT OF THE NAVY POLICY ON HAZING
NJS	5300.13	OPNAV	NAVY SEXUAL HARASSMENT PREVENTION AND RESPONSE PROGRAM
NJS	1344.10	DODD	POLITICAL ACTIVITIES BY MEMBERS OF THE ARMED FORCES
NJS	5350.4D	OPNAV	NAVY ALCOHOL AND DRUG ABUSE PREVENTION AND CONTROL
NJS	6490.04	DODI	MENTAL HEALTH EVALUATIONS OF MEMBERS OF THE MILITARY SERVICES
NJS	5803.1E	JAG	PROFESSIONAL CONDUCT OF ATTORNEYS PRACTICING UNDER THE COGNIZANCE AND SUPERVISION OF THE JUDGE ADVOCATE GENERAL
NJS	5820.4G	SECNAV	STATUS OF FORCES POLICIES, PROCEDURES AND INFORMATION
NJS		NAVPERS 1070/613	<u>ADMINISTRATIVE REMARKS</u>
NJS		NAVPERS 1610/2	<u>FITNESS REPORT &amp; COUNSELING RECORD (W2-O6)</u>
NJS		NAVPERS 1616/27	<u>EVALUATION &amp; COUNSELING RECORD (E7-E9)</u>
NJS		NAVPERS 1910/31	<u>ADMINISTRATIVE SEPARATION PROCESSING NOTICE –BOARD &amp; NOTIFICATION PROCEDURES</u>

	1325.06	DoDI	HANDLING DISSIDENT AND PROTEST ACTIVITIES AMONG MEMBERS OF THE ARMED FORCES
	6025.18-R	DOD	DOD HEALTH INFORMATION PRIVACY REGULATION
	5820.8A CH-1	SECNAV	RELEASE OF OFFICIAL INFORMATION FOR LITIGATION PURPOSES AND TESTIMONY BY DON PERSONNEL (SUBPOENAS)
	5820.9A	SECNAV	COMPLIANCE WITH COURT ORDERS BY DEPARTMENT OF THE NAVY MEMBERS, EMPLOYEES AND FAMILY MEMBERS OUTSIDE THE UNITED STATES
	5450.1G	CNLSC	MISSION, FUNCTIONS AND TASKS OF NAVAL LEGAL SERVICE COMMAND OFFICES
	5800.1G	CNLSC	NAVAL LEGAL SERVICE COMMAND (NLSC) MANUAL
	5800.9D	JAG	QUARTERLY CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS AND COURT-MARTIAL REPORT (QCAR)
	5814.1B	JAG / CNLSC	POST-TRIAL PROCESSING
	4500.36	DODM	ACQUISITION, MANAGEMENT, AND USE OF DOD NON-TACTICAL VEHICLES
	1700.16B	OPNAV	ALCOHOLIC BEVERAGE CONTROL
	5710.22B	SECNAV	ASYLUM AND TEMPORARY REFUGE
	1750.3	OPNAV	TRANSITIONAL COMPENSATION FOR ABUSED DEPENDENTS POLICY
	1300.28	DODI	IN-SERVICE TRANSITION FOR TRANSGENDER SERVICE MEMBERS
	1000.11	SECNAV	SERVICE OF TRANSGENDER SAILORS AND MARINES
	3120.32D CH-1	OPNAV	STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY (SORM)
	5510.36 5510.36A	SECNAV	DON INFORMATION SECURITY PROGRAM
		NAVPERS 1070/605	HISTORY OF ASSIGNMENTS

		NAVPERS 1070/607	COURT MEMORANDUM
		NAVPERS 1626/7	REPORT AND DISPOSITION OF OFFENSE(S)
		NAVPERS 1740/6	DEPARTMENT OF THE NAVY FAMILY CARE PLAN CERTIFICATE

**Initial and Date:**

1. \_\_\_\_\_ KNOW: Primacy and authority of Navy Instructions and directives.
2. \_\_\_\_\_ SAVE: Links to the most up to date versions of the following instructions in your favorites:
  - a. DOD
  - b. OPNAV
  - c. SECNAV
  - d. MILPERSMAN
  - e. JAG
  - f. CNLSC
  - g. BUPERS
  - h. Local Instructions (Region, Installation, RLSO, DSO, etc.)

RECOMMENDED \_\_\_\_\_  
(PDO/Branch/Department Head)

DATE \_\_\_\_\_

## **2. Non-Punitive Measures (Administrative Remedies)**

**Review, sign, and date:**

R.C.M. 306(c)(2), MCM (2019 ed.) – INITIAL DISPOSITION	NJS
JAGINST 5800.7F (JAGMAN), Chapter 1, § 0102 – NONPUNITIVE ADMINISTRATIVE MEASURES GENERALLY	NJS
JAGMAN, Chapter 1, § 0105 – NONPUNITIVE LETTER OF CAUTION	NJS
MILPERSMAN 1611-020 – OFFICER DETACHMENT FOR CAUSE	NJS
MILPERSMAN 1611-010 – OFFICER PERFORMANCE	NJS
MILPERSMAN 1616-010 – ENLISTED DETACHMENT FOR CAUSE	NJS
MILPERSMAN 1611-010 – OFFICER PERFORMANCE	NJS
MILPERSMAN 1070-080 – ENLISTED OFFICIAL MILITARY PERSONNEL FILE (OMPF)	NJS
MILPERSMAN 1070-170 – DOCUMENTS FILED IN THE PERMANENT PERSONNEL RECORD	NJS
MILPERSMAN 1450-010 – REDUCTION IN RATE	NJS
MILPERSMAN 1616-040 – ENLISTED PERFORMANCE (E6/7/8/9)	NJS
MILPERSMAN 1616-050 – ENLISTED PERFORMANCE (E-5 AND BELOW)	NJS
SJA Update 09-11 (NPLOC vs. LOI), available on Code 13 Portal – NPLOC AND LOI EXAMPLES	NJS
MILPERSMAN 1616-030 – DENIAL OF REENLISTMENT FOR CAREER PETTY OFFICERS	

**Initial and Date:**

1. NJS KNOW: Differences between privileges and benefits.
2. NJS KNOW: Different counseling options available to leaders and their implications for administrative remedies.
3. NJS KNOW: What Extra Military Instruction (EMI) is.
4. NJS KNOW: Who may assign EMI, limits and differences with extra duties.

Enclosure (1)



### **3. Non-Judicial Punishment**

**Review, sign, and date:**

Article 15, UCMJ – COMMANDING OFFICER’S NONJUDICIAL PUNISHMENT	NJS
Part V, MCM – NONJUDICIAL PUNISHMENT PROCEDURE	NJS
JAGMAN, Chapter 1 (Sections 0106-0119, 0124) – NONPUNITIVE MEASURES THROUGH NONJUDICIAL PUNISHMENT	NJS
MILPERSMAN 1611-010 – OFFICER PERFORMANCE	NJS
MILPERSMAN 1626-020 – ENLISTED SERVICE RECORD ENTRIES AFTER NJP	NJS
MILPERSMAN 1626-030 – DISPOSITION OF ENLISTED PERSONNEL UPON COMPLETION OF DISCIPLINARY ACTION	NJS
QUICKMAN – USN/USMC Commander’s Quick Reference Legal Handbook: Appendix F; <a href="http://www.jag.navy.mil/documents/NJS/Quickman.pdf">http://www.jag.navy.mil/documents/NJS/Quickman.pdf</a>	NJS

**Initial and Date:**

1. NJS KNOW: Jurisdiction for NJP.
2. NJS KNOW: Limitations on NJP when there is an adjudged civilian or foreign court cases.
3. NJS KNOW: Rights for/at NJP, *Booker* rights.
4. NJS KNOW: Standard of proof at non-judicial punishment (NJP).
5. NJS KNOW: Lawful punishments and limitations at NJP.
6. NJS KNOW: Appeal basis, stays on punishment and routing.
7. NJS DESCRIBE: Differences between suspension, mitigation, remission, and setting aside of NJP punishments.
8. NJS DESCRIBE: Who is authorized to change NJP punishments and when.
9. NJS KNOW: Limitations on a commander’s authority to take disciplinary action in light of a valid self-report.

10. NJS DISCUSS: The notification requirements to PERS when a decision is made to impose NJP on an officer and then when NJP is complete (see MILPERSMAN 1611-010). Also DISCUSS the three issues on which the final report of NJP must make requests or recommendations.
11. NJS ADVISE/DESCRIBE: How the self-reporting rules announced in NAVADMIN 373/11 and OPNAVINST 3120.21C (SORN) affect a commander's ability to take disciplinary action and contrast that to the ability to take administrative action.
12. NJS KNOW: NJP set aside process and basis.
13. NJS KNOW: When reservists are subject to NJP.
14. \_\_\_\_\_ KNOW: What constitutes "Minor offenses".
15. \_\_\_\_\_ PREPARE/REVIEW: A Report and Disposition of Offenses Form.
16. \_\_\_\_\_ PREPARE/REVIEW: NJP Notification and Election of Rights Form (JAGMAN Appendix A-1-b,c,d).
17. \_\_\_\_\_ OBSERVE: A Disciplinary Review Board (DRB), Executive Officer's Inquiry (XOI), or NJP.
18. \_\_\_\_\_ PROVIDE: Guidance to a commanding officer for/during NJP (JAGMAN Appendix A-1-f).
19. \_\_\_\_\_ PREPARE/REVIEW: An NJP package (charges, script, witnesses, page 13, appeal notification letter, etc.).
20. \_\_\_\_\_ KNOW: Proper routing of NJP appeal for area commands (sea and shore).
21. \_\_\_\_\_ PREPARE/REVIEW: A command endorsement on an NJP appeal.
22. \_\_\_\_\_ DISCUSS: The different types of NJP Page 13s and their consequences for use at other proceedings.
23. \_\_\_\_\_ KNOW: When a report of NJP or civilian conviction is required for Enlisted.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

**4. Enlisted Administrative Separations****Review, sign, and date:**

DODI 1332.14 – ENLISTED ADMINISTRATIVE SEPARATIONS	NJS
MILPERSMAN 1910-100 – REASONS FOR SEPARATION	NJS
MILPERSMAN 1910-233 – MANDATORY SEPARATION PROCESSING	NJS
MILPERSMAN 1910-210 – PROCESSING FOR ALL KNOWN REASONS	NJS
MILPERSMAN 1910-212 – FACTORS CONSIDERED IN RETENTION OR SEPARATION	NJS
MILPERSMAN 1910-302 – GENERAL CONSIDERATIONS ON CHARACTERIZATION OF SERVICE	NJS
MILPERSMAN 1910-400 through 410 and 414 – ADSEP PROCESSING AND ACTIONS OF CO	NJS
MILPERSMAN 1910-500 through 518 – ADMINISTRATIVE BOARDS	NJS
MILPERSMAN 1910-600 – FORWARDING CASES TO THE SEPARATION AUTHORITY	NJS
MILPERSMAN 1910-700 – SEPARATION AUTHORITY	NJS
MILPERSMAN 1910-702 – GENERAL GUIDANCE FOR SEPARATION AUTHORITY	NJS
MILPERSMAN 1910-704 – DETERMINING SEPARATION AUTHORITY	NJS
MILPERSMAN 1910-140 – PATTERN OF MISCONDUCT	NJS
MILPERSMAN 1910-142 – COMMISSION OF A SERIOUS OFFENSE (COSO)	NJS
MILPERSMAN 1910-144 – CIVILIAN CONVICTION	NJS
MILPERSMAN 1910-146 – DRUG ABUSE	NJS
MILPERSMAN 1910-152 – ALCOHOL REHAB FAILURE	NJS
NAVADMIN 061/16, IMPLEMENTATION OF PHYSICAL READINESS PROGRAM POLICY CHANGES UPDATE #2	NJS
NAVADMIN 119/17, MANDATORY ADMINISTRATIVE ACTIONS FOR WRONGFUL	NJS

DISTRIBUTION OR BROADCASTING OF AN INTIMATE IMAGE	
NAVADMIN 147/17, PERSONAL FOR ENLISTED ADMINISTRATIVE SEPARATION BOARD MEMBER RESPONSIBILITIES AND CONSIDERATIONS	NJS
MILPERSMAN 1900-120 – CONVENIENCE OF THE GOV'T—MEDICAL CONDITIONS NOT AMOUNTING TO A DISABILITY	
MILPERSMAN 1910-106 – SEPARATION IN LIEU OF TRIAL	
MILPERSMAN 1910-122 – CONVENIENCE OF THE GOVERNMENT—PERSONALITY DISORDER(S)	
MILPERSMAN 1910-138 – MINOR DISCIPLINARY INFRACTIONS	
MILPERSMAN 1910-208 – ADSEP PROCESSING FOR MEMBERS BEYOND EAOS OR EOS	
SECNAV MEMO of 1 JUN 2016	
NAVADMIN 304/17, PHYSICAL READINESS PROGRAM POLICY CHANGE	

**Initial and Date:**

1. NJS \_\_\_\_\_ KNOW: The significance of basis for separation.
2. NJS \_\_\_\_\_ KNOW: How to determine the Convening Authority.
3. NJS \_\_\_\_\_ KNOW: How to determine the Separation Authority.
4. NJS \_\_\_\_\_ KNOW: Rights of Respondent.
5. NJS \_\_\_\_\_ KNOW: Board members and composition.
6. NJS \_\_\_\_\_ KNOW: Possible benefits for commands of administrative separation (ADSEP) vs. courts-martial.
7. NJS \_\_\_\_\_ KNOW: Factors for consideration of whether to process.
8. NJS \_\_\_\_\_ KNOW: Processing – Mandatory v. Discretionary.
9. NJS \_\_\_\_\_ KNOW: Notification v. Board Procedure.
10. NJS \_\_\_\_\_ KNOW: Characterizations of Service and implications.

11. NJS KNOW: The effect that a foreign legal proceeding can have on a commander's ability to separate a Sailor.
12. NJS KNOW: Separation Authority's possible post-board actions.
13. NJS KNOW: The separation authority for Sailors who are confined in a foreign country.
14. NJS DRAFT/REVIEW: An administrative separation processing notification.
15. NJS DRAFT/REVIEW: Notice of administrative board procedure.
16. NJS DRAFT/REVIEW: An administrative separation board appointment letter.
17. NJS KNOW: The three areas/questions a board may address (basis/retention/characterization).
18. NJS KNOW: Your standards for admissibility and consideration of evidence.
19. NJS KNOW: What a suspended separation is and be able to describe it.
20. NJS DISCUSS: Letter of deficiency (LOD) and how to process one.
21. NJS KNOW: Commander's options when he or she disagrees with the separation board's recommendation on characterization of service.
22. \_\_\_\_\_ KNOW: Effect that a Sailor's referral to the Disability Evaluation System has on the administrative separation process." (Source: SECNAV Memo of 1 Jun 16, and PERS-00J Legal Analysis of the Secretary's memorandum).
23. \_\_\_\_\_ KNOW: The effect a self-referral or a command-referral to drug or alcohol treatment has on a command's ability to process a Sailor for separation.
24. \_\_\_\_\_ OBSERVE: An administrative separation board.
25. \_\_\_\_\_ CONDUCT: An administrative separation board as recorder.
26. \_\_\_\_\_ DRAFT/REVIEW: A letter of transmittal.
27. \_\_\_\_\_ KNOW: Commander's options when he or she disagrees with the separation board finding that the basis for separation was not satisfied.
28. \_\_\_\_\_ PREPARE/REVIEW: An administrative separation action for review by separation authority.
29. \_\_\_\_\_ KNOW: The difference between report of ADSEP and recommendation for ADSEP.

30. \_\_\_\_\_ KNOW: The separation process for Sailors who are retirement eligible, including the possible board actions and the separation authority and timeline.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

### **5. Officer Misconduct/Boards of Inquiry**

**Review, sign, and date:**

SECNAVINST 1920.6D – ADMINISTRATIVE SEPARATION OF OFFICERS	NJS
MILPERSMAN 1611-010 – OFFICER PERFORMANCE	NJS
MILPERSMAN 1611-020 – OFFICER DETACHMENT FOR CAUSE	NJS
MILPERSMAN 1920-070 – SEPARATION OF OFFICER PERSONNEL BY REASON OF SUPREMACIST OR EXTREMIST CONDUCT	NJS
MILPERSMAN 1920-130 – OFFICER SEPARATIONS—GENERAL	NJS
MILPERSMAN 1920-210 – TYPES OF DISCHARGES FOR OFFICERS	NJS
NAVADMIN 119/17 – MANDATORY ADMINISTRATIVE ACTIONS FOR WRONGFUL DISTRIBUTION OR BROADCASTING OF AN INTIMATE IMAGE	NJS
NAVADMIN 148/17 – PERSONAL FOR – OFFICER BOARD OF INQUIRY MEMBER RESPONSIBILITIES	NJS
MILPERSMAN 1920-010 – TRANSFER OF AN OFFICER FOR ADMINISTRATIVE SEPARATION PROCESSING	
MILPERSMAN 1920-030 – INVOLUNTARY SEPARATION PAY (NON-DISABILITY) DEFINITIONS AND POLICY	
MILPERSMAN 1920-120 – REVOCATION OF COMMISSIONS, TERMINATIONS OF APPOINTMENTS, AND DISCHARGE OF OFFICERS BY OTHER THAN SELECTION BOARD ACTION	
MILPERSMAN 1920-140 – SEPARATION ORDER FOR OFFICERS	
MILPERSMAN 1920-190 - TYPES OF RESIGNATIONS BY OFFICERS	
MILPERSMAN 1920-230 – SEPARATION OF OFFICERS UNDER VARIOUS STATUTORY PROVISIONS NOT INCLUDED IN OTHER ARTICLES	
Article 1137, U.S. Navy Regulations (1990) – Obligation to Report Offenses	

SECNAVINST 1420.1B para 23 – DELAY OF PROMOTION	
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**Initial and Date:**

1. NJS KNOW: Who can be detached for cause based on a “loss of confidence”.
2. NJS KNOW: What PERS section to notify for officer misconduct and how.
3. NJS KNOW: What must be reported in cases of officer misconduct.
4. NJS KNOW: Process for delay/withhold of officer promotion.
5. NJS KNOW: Punishments available for officers at NJP.
6. NJS KNOW: What is a probationary officer.
7. NJS KNOW: Show cause authority.
8. NJS KNOW: Requirements for composition of BOI.
9. NJS KNOW: Requirements for final civil action report.
10. NJS KNOW: Requirements for report of NJP and implications.
11. NJS KNOW: Possible bases for separation of officers.
12. NJS KNOW: Differences between BOI and enlisted ADSEP process.
13. NJS KNOW: Retirement grade determinations.
14. \_\_\_\_\_ DRAFT/REVIEW: A report of alleged officer misconduct to higher authority.
15. \_\_\_\_\_ DRAFT/REVIEW: A report of NJP and/or a final civil action report.
16. \_\_\_\_\_ OBSERVE/CONDUCT: A BOI.
17. \_\_\_\_\_ PREPARE/REVIEW: The records of the BOI for forwarding to the separation authority.
18. \_\_\_\_\_ KNOW: When an officer is responsible for paying back bonuses and/or educational expenses (i.e., sea service school tuition) in the event of separation

RECOMMENDED \_\_\_\_\_  
(PDO/Branch/Department Head)

DATE \_\_\_\_\_



## **6. Summary Courts-Martial**

**Review, sign, and date:**

Rules for Courts Martial (R.C.M.), Chapter XIII – Summary Courts-Martial	
MCM (2019 ed.), Appendix 8 – Guide for Summary Courts-Martial	
DD Form 2329 – Record of Trial by Summary Court-Martial	
JAGMAN Chapter I Part C – Regulations Implementing and Supplementing the Manual for Courts-Martial – Courts-Martial	

**Initial and Date:**

1. NJS KNOW: The purpose of a Summary Court-Martial (SCM).
2. NJS KNOW: Who may serve as a SCM officer.
3. NJS KNOW: Standard of proof for SCM.
4. NJS KNOW: The maximum punishment at SCM.
5. NJS KNOW: The rights of the defendant at an SCM.
6. \_\_\_\_\_ EXPLAIN: The differences between a SCM and Special/General Courts-Martial.
7. \_\_\_\_\_ EXPLAIN: The impact of an SCM finding of guilty on the defendant.
8. \_\_\_\_\_ KNOW: When punishment goes into effect.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## **7. Search and Seizure**

**Review, sign, and date:**

Amendment IV, U.S. CONSTITUTION – SEARCH AND SEIZURE	NJS
Military Rules of Evidence (MRE) 301 through 321, MCM – EXCLUSIONARY RULES AND RELATED MATTERS CONCERNING SELF-INCRIMINATION, SEARCH AND SEIZURE, AND EYEWITNESS IDENTIFICATION	NJS
OPNAVINST 5350.4D, APPENDIX A – USE OF DRUG URINALYSIS RESULTS	NJS
Code 20 Sidebar dtd 1 Jun 16, COMMAND AUTHORIZED SEARCH AND SEIZURE (CASS)	NJS
MILPERSMAN 1620-010 – INTERROGATION AND SEARCH OF SERVICE MEMBERS	
SECNAVINST 5430.107 – MISSION AND FUNCTIONS OF NCIS	
OPNAVINST 5350.8 – USE OF HAND-HELD ALCOHOL DETECTION DEVICES	

**Initial and Date:**

1. NJS KNOW: The requirements for Probable Cause.
2. NJS KNOW: Jurisdiction concerns for person on/off base; on/off base property CONUS/OCONUS.
3. NJS KNOW: What constitutes a proper health and comfort inspection.
4. NJS KNOW: Who can authorize searches and seizures.
5. NJS KNOW: Process to obtain a search authorization.
6. NJS DISCUSS: Best practices with regards to verbal and written search authorizations (see Code 20 Sidebar dtd 1 Jun 16, “CASS”).
7. NJS KNOW: Parameters and limitations for use of evidence collected during a fitness for duty inspection.
8. NJS KNOW: Parameters and limitations for use of evidence collected during a health and comfort inspection.

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9. \_\_\_\_\_ KNOW: Parameters and limitations for use of evidence collected by alcohol detection devices.
10. \_\_\_\_\_ KNOW: Parameters and limitations for use of evidence collected by military police dogs.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## **8. Pre- and Post-Trial Processing**

**Review, sign, and date:**

<i>United States v. Moreno</i> , 63 M.J. 129 (C.A.A.F. 2006)	NJS
JAGMAN, Chapter 1 (§ 0120 - 0172) – COURTS-MARTIAL AND MISC	NJS
SECNAVINST 5800.11B VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)	NJS
OPNAVINST 5800.7A VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)	NJS
BUPERSINST 5800.3A VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)	NJS
JAG/CNLSCINST 5800.4A VICTIM AND WITNESS ASSISTANCE PROGRAM (VWAP)	NJS
VWAP Forms: DD 2701-2706	NJS
RCM 305 – PRE-TRIAL CONFINEMENT	NJS
JAG/CNLSCINST 5814.1[series] – Post-Trial Processing	NJS
NAVADMIN 076/18, GUN CONTROL ACT OF 1968 CRIMINAL JUSTICE INFORMATION REPORTING REQS	NJS
MILPERSMAN 1640 (Series) – CONFINEMENT	
DoDD 1325.04 - CONFINEMENT OF MILITARY PRISONERS AND ADMINISTRATION OF MILITARY CORRECTIONAL PROGRAMS AND FACILITIES	
Code 20 Sidebar dtd 20 Sep 16, POST-TRIAL TIMELINE AND 1105: <i>UNITED STATES V. BANKS</i>	

**Initial and Date:**

1. NJS      KNOW: The types of pretrial restraint (PTR).
2. NJS      KNOW: Who can order PTR, and when.
3. NJS      KNOW: When pretrial confinement (PTC) is appropriate.
4. NJS      KNOW: What a Convening Authority (CA) is.

5. NJS KNOW: What unlawful command influence is.
6. NJS KNOW: Punishment limitations for each: SCM, SPCM, GCM.
7. NJS KNOW: Contents of Convening Order.
8. NJS KNOW: Member selection criteria and method.
9. NJS KNOW: Process of CA action.
10. NJS KNOW: Automatic punishments.
11. NJS KNOW: Post-trial timelines.
12. NJS KNOW: Who is entitled to submit matters to the Convening Authority for consideration prior to CAA.
13. NJS KNOW: Differences between Mitigation and Deferment.
14. NJS KNOW: What "VWAP" is.
15. NJS KNOW: Rights for Victims under VWAP.
16. \_\_\_\_\_ KNOW: Local procedures for confinement and subsequent command responsibilities.
17. \_\_\_\_\_ REVIEW AND DISCUSS: A Convening Authority Action/Promulgating Order (CAA/PO).
18. \_\_\_\_\_ KNOW: The procedures for an Initial Review Hearing.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## **9. Mental Health Evaluations (MHEs)**

**Review, sign, and date:**

DoDI 6490.04 – MENTAL HEALTH EVALUATIONS OF MEMBERS OF THE MILITARY SERVICES	NJS
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**Initial and Date:**

1. NJS IDENTIFY: When DoDI 6490.04 is applicable and governs a Command's desired action.
2. NJS EXPLAIN: The difference between Emergency and Non-Emergency MHE and the criteria for each.
3. NJS KNOW: The requirements for an MHE re-evaluation in the event of an involuntary hospitalization.
4. NJS KNOW: What a Commanding Officer is required to advise a Service Member when directing an MHE.
5. \_\_\_\_\_ DISCUSS: How to advise a Command on a command-directed mental health evaluation.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## **10. Administrative Investigations**

**Review, sign, and date:**

JAGMAN, Chapter 2 (in its entirety) - ADMINISTRATIVE INVESTIGATIONS	NJS
JAGMAN Investigations Handbook, 2015	NJS
A Command Investigation A Litigation Report Investigation	NJS
JAGMAN, Chapter 11 – ADMIRALTY AND MARITIME LAW	
JAGINST 5830.1A – PROCEDURES APPLICABLE TO COURTS AND BOARDS OF INQUIRY	
SECNAVINST 5370.5B – DON HOTLINE PROGRAM	
SAVE CONTACT INFORMATION FOR THE LOCAL MEDICAL TREATMENT FACILITY SJA	
SECNAV M-5510.36, Chapter 12 (Classified Information Spillage Investigations)	
OPNAVINST 5300.13, Chapters 3-5 – NAVY SEXUAL HARASSMENT PREVENTION AND RESPONSE PROGRAM	
OPNAVINST 5354.1G NAVY EQUAL OPPORTUNITY PROGRAM	

**Initial and Date:**

1. NJS KNOW: The purposes of administrative investigations.
2. NJS KNOW: The purposes and distinctions between a command investigation and a litigation-report investigation.
3. NJS KNOW: The possible recommendations of a preliminary inquiry.
4. NJS KNOW: The difference between a preliminary inquiry convened under Chapter 2 of the JAGMAN and a preliminary inquiry convened under RCM 303.
5. NJS KNOW: The difference between a Command Investigation and a Preliminary Inquiry, and when each is appropriate.
6. NJS KNOW: The formats of the various investigations under the JAGMAN.

7. NJS KNOW/DISCUSS: The different standards of proof and presumptions that apply to investigations (e.g., preponderance of the evidence versus clear and convincing).
8. NJS KNOW: When a Line of Duty/Misconduct Investigation is required.
9. NJS KNOW: The possible outcomes of a Line of Duty investigation (LODI).
10. NJS KNOW/DISCUSS: The abbreviated (and most typical) procedure for approving and documenting Line of Duty/Misconduct findings. (See, JAGMAN 0222a.
11. NJS KNOW/DISCUSS: Special considerations in death cases.
12. NJS KNOW: The specific actions required for a litigation report and the governing references.
13. NJS KNOW: Possible witness warning requirements and authorities.
14. NJS DRAFT/REVIEW: A command investigation appointment order.
15. NJS KNOW: Proper routing of command investigations to higher authority.
16. NJS KNOW: Proper routing of a litigation-report investigation to higher authority.
17. NJS KNOW: Release authority for a command investigation.
18. NJS KNOW: Release authority for a litigation report investigation.
19. \_\_\_\_\_ KNOW: The specific actions required for an Equal Opportunity or Sexual Harassment investigation and the governing references.
20. \_\_\_\_\_ KNOW: Relationship/differences from a safety investigation and administrative investigations.
21. \_\_\_\_\_ ADVISE/DISCUSS: A command on a Preliminary Inquiry (PI) and PI report.
22. \_\_\_\_\_ DRAFT/REVIEW: A PI appointment order.
23. \_\_\_\_\_ DRAFT/REVIEW: A litigation-report investigation convening order.
24. \_\_\_\_\_ ADVISE/DISCUSS: An investigating officer (IO) on conducting a command investigation.
25. \_\_\_\_\_ ADVISE/DISCUSS: An IO/CO on Line of Duty/Misconduct Determinations.
26. \_\_\_\_\_ ASSIST: A command in preparing a command investigation.
27. \_\_\_\_\_ ASSIST: A command in preparing a litigation-report investigation.



- 28. \_\_\_\_\_ DRAFT/REVIEW: A command endorsement of a command investigation.
- 29. \_\_\_\_\_ KNOW: Retention requirements of administrative investigations.
- 30. \_\_\_\_\_ KNOW: Where command investigations get forwarded for archiving and when.  
(See JAGMAN § 0209(h)(2))
- 31. \_\_\_\_\_ KNOW: Procedure for handling of informal, formal, and anonymous harassment and unlawful discrimination reports (EO complaints).

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## 11. Complaints/Inquiries

**Review, sign, and date:**

Article 138, UCMJ – COMPLAINTS OF WRONGS	NJS
Articles 1150-1155, U.S. Navy Regulations (1990) – REDRESS OF WRONG COMMITTED BY A SUPERIOR	NJS
JAGMAN, Chapter 3 – COMPLAINTS OF WRONG	NJS
MILPERSMAN 5216-010 – CONGRESSIONAL CORRESPONDENCE	
SJA UPDATE 21-2 (on Code 13 Sharepoint Portal)	

**Initial and Date:**

1. NJS KNOW: What a cognizable complaint under Article 138 or 1150 is.
2. NJS KNOW: Routing process and time limitations for complaints of wrong.
3. NJS KNOW: Administrative differences between 138/1150 complaints.
4. \_\_\_\_\_ KNOW: Improper subjects and improper requests for relief for a complaint of wrongs.
5. \_\_\_\_\_ KNOW: Which deficiencies a GCMCA may waive, and which deficiencies a GCMCA cannot waive.
6. \_\_\_\_\_ KNOW: Procedures for handling a Congressional Inquiry.
7. \_\_\_\_\_ REVIEW: An Article 138 complaint.
8. \_\_\_\_\_ REVIEW: An Article 1150 complaint.
9. \_\_\_\_\_ REVIEW: Proper routing of 138/1150 complaints.
10. \_\_\_\_\_ REVIEW: A response to a Congressional Inquiry.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## **12. Privacy Act and FOIA**

**Review, sign, and date:**

SECNAVINST 5211.5F – DON PRIVACY PROGRAM	NJS
DoD 5400.11-R – DOD PRIVACY PROGRAM	NJS
SECNAVINST 5720.42G – DON FOIA PROGRAM	NJS
DoDD 5400.07 – DOD FOIA PROGRAM	NJS
VISIT DOJ FOIA GUIDE	NJS
5 U.S.C. § 552 – PUBLIC INFORMATION AGENCY RULES, OPINIONS, ORDERS, RECORDS, AND PROCEEDINGS	
32 CFR Part 286 – DOD FOIA PROGRAM	
JAGINST 5720.3B – FOIA/PRIVACY ACT POLICIES AND PROCEDURES WITHIN OJAG AND NLSC	
JAGINST 5211.11 – STANDARDS AND POLICY FOR SAFEGUARDING PII	

**Initial and Date:**

1. NJS KNOW: What agency records are.
2. NJS KNOW: What qualifies as a system of records.
3. NJS KNOW: What a system of records notice is and where to find them.
4. NJS KNOW: Who the Initial Denial Authority (IDA) is.
5. NJS KNOW: Time limits for FOIA and PA requests.
6. NJS KNOW: What a “perfected” FOIA request must contain.
7. NJS KNOW: What Personally Identifiable Information (PII) is.
8. NJS KNOW: What information is covered by FOIA and the PA.
9. NJS KNOW: Process for handling a FOIA request.

10. NJS KNOW: Actions to be taken in the event of a PII breach.
11. \_\_\_\_\_ REVIEW: A FOIA/ PA request.
12. \_\_\_\_\_ DRAFT/REVIEW: Simple FOIA response letter.
13. \_\_\_\_\_ KNOW: What exemptions apply to the PA and FOIA.
14. \_\_\_\_\_ KNOW: What redactions are necessary for PA and FOIA responses.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

**13. Installation Legal Issues****Review, sign, and date:**

CNICINST 1710.3B – OPERATION OF MORALE, WELFARE AND RECREATION PROGRAMS	
DoDI 1325.06 – HANDLING DISSIDENT AND PROTEST ACTIVITIES AMONG MEMBERS OF THE ARMED FORCES	
OPNAVINST 1752.2B – FAMILY ADVOCACY PROGRAM	
OPNAVINST 1752.3 – POLICY FOR SEX OFFENDER TRACKING, ASSIGNMENT AND ACCESS RESTRICTIONS WITHIN THE NAVY	
Article 0826, U.S. Navy Regulations (1990) – PHYSICAL SECURITY	
OPNAVINST 11200.5D – MOTOR VEHICLE TRAFFIC SUPERVISION	
OPNAVINST 5100.12J – NAVY TRAFFIC SAFETY PROGRAM	
DEBARMENT: A GUIDE FOR INSTALLATION COMMANDERS	
OPNAVINST 5530.14E CH-2 – NAVY PHYSICAL SECURITY AND LAW ENFORCEMENT PROGRAM	
JAGMAN, Chapter VI – DELIVERY TO CIVILIAN AUTHORITIES, SERVICE OF PROCESS AND SUBPOENAS	
10 U.S.C. § 814 – DELIVERY OF OFFENDERS TO CIVILIAN AUTHORITIES	
18 U.S.C. § 1382 – ENTRY INTO MILITARY, NAVAL OR COAST GUARD PROPERTY	
SECNAVINST 5820.7C – COOPERATION WITH CIVILIAN LAW ENFORCEMENT OFFICIALS	
Article 0822, Navy Regulations (1990) – SUBPOENAS AND OTHER PROCESS	
DoDI 3025.21 – DEFENSE SUPPORT OF CIVILIAN LAW ENFORCEMENT AGENCIES	
18 U.S.C. § 1385 – USE OF ARMY AND AIR FORCE AS POSSE COMITATUS	
JAGINST 5890.1A – ADMINISTRATIVE PROCESSING AND CONSIDERATION OF CLAIMS	

CNICINST 11000.1A – FACILITIES AND REAL ESTATE GUIDANCE FOR NON-FEDERAL ENTITIES ON NAVY INSTALLATIONS	
CNLSC SUPLAN 3440-TFNF	

**Initial and Date:**

1. \_\_\_\_\_ DISCUSS: Jurisdictional boundaries and status of the installation with the installation SJA.
2. \_\_\_\_\_ KNOW: What an order to return is.
3. \_\_\_\_\_ KNOW: What a waiver of extradition is.
4. \_\_\_\_\_ KNOW: What service of process is.
5. \_\_\_\_\_ IDENTIFY: OJAG code in cases of lawsuits/subpoena with the U.S. Navy.
6. \_\_\_\_\_ KNOW: The differences between Exclusive, Concurrent and Proprietary jurisdiction.
7. \_\_\_\_\_ KNOW: Courses of action for requests of service of process.
8. \_\_\_\_\_ KNOW: Differences for subpoenas in official vs. personal capacity.
9. \_\_\_\_\_ KNOW: Examples of permitted support to civilian law enforcement agencies per the Posse Comitatus Act (PCA).
10. \_\_\_\_\_ KNOW: Your installation's PPV housing jurisdictions.
11. \_\_\_\_\_ KNOW: The rules regarding sex offenders living in PPV housing.
12. \_\_\_\_\_ KNOW: The rules regarding firearms in PPV housing.
13. \_\_\_\_\_ KNOW: Who may have access to installations.
14. \_\_\_\_\_ KNOW: The process for barring someone from base.
15. \_\_\_\_\_ KNOW: Relieving a dependent of SOFA status and barring dependents from military installations.
16. \_\_\_\_\_ DRAFT/REVIEW: A "base bar" letter.
17. \_\_\_\_\_ DISCUSS: The process for receipt of Military Protective Orders from area commands and the conveying of information to civilian law enforcement in accordance with 10 U.S.C. §1567a

18. \_\_\_\_\_ KNOW: Various federal claims acts administered under the cognizance of the JAG.
19. \_\_\_\_\_ DESCRIBE: The rules for on-base solicitation.
20. \_\_\_\_\_ KNOW: Your installation's Family Advocacy program. (FAP).
21. \_\_\_\_\_ KNOW: Who has the authority to detain and arrest/apprehend on your installation.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

## 14. Ethics

**Note: Each line item in this section shall be approved by an Ethics Counselor.**

**Note: Judge Advocates may not provide any ethics advice prior to completion of this section of the PDS.**

**Review, sign, and date:**

DoD 5500.07-R – JOINT ETHICS REGULATION	NJS
DoDD 5500.07 – STANDARDS OF CONDUCT	NJS
VCNO ANNUAL STANDARDS OF CONDUCT GUIDANCE	NJS
5 C.F.R. § 2635 – STANDARDS OF CONDUCT	NJS
SECNAVINST 4001.2K – ACCEPTANCE OF GIFTS	NJS
DoDD 1344.10 – POLITICAL ACTIVITIES BY MEMBERS OF THE ARMED FORCES	NJS
Review DoD SOCO Ethics Counselor's Deskbook	
Review OGE and DoD SOCO websites	
OPNAVINST 4001.1F – ACCEPTANCE OF GIFTS	
10 U.S.C. § 2601 – GENERAL GIFT FUNDS	
10 U.S.C. § 7220 – GIFTS FOR WELFARE OF ENLISTED MEMBERS	
10 U.S.C. § 7221 – ACCEPTANCE AND CARE OF GIFTS TO VESSELS	
SECNAVINST 7042.7L – GUIDELINES FOR USE OF OFFICIAL REPRESENTATION FUNDS	
18 U.S.C. § 201-209 – CONFLICTS OF INTEREST	
5 C.F.R. § 2641 – POST-EMPLOYMENT CONFLICT OF INTEREST RESTRICTIONS	
5 C.F.R. § 2634 – FINANCIAL DISCLOSURE	
SECNAVINST 5340.7A – FUNDRAISING AND SOLICITATION IN SUPPORT OF THE NAVY-MARINE CORPS RELIEF SOCIETY (NMCRS)	
OPNAVINST 1754.5B – FAMILY READINESS GROUPS	
DoDI 5035.01 – COMBINED FEDERAL CAMPAIGN (CFC) FUNDRAISING	



SECNAVINST 5720.44C CH-1 – DEPARTMENT OF THE NAVY PUBLIC AFFAIRS POLICY AND REGULATIONS	
Chapter 11, § 2, U.S. Navy Regulation (1990) – GENERAL REGULATIONS	
SECNAVINST 5870.7 – DEPARTMENT OF THE NAVY TRADEMARK AND LICENSING PROGRAM	
SECNAVINST 5870.8 – COPYRIGHT IN THE WORKS OF AUTHORSHIP PREPARED BY DEPARTMENT OF THE NAVY PERSONNEL	
SECNAVINST 5870.9 – USE OF COPYRIGHTED WORKS IN THE DEPARTMENT OF THE NAVY	
DoDI 5410.19 – PUBLIC AFFAIRS COMMUNITY RELATIONS POLICY IMPLEMENTATION	
JAG/CNLSCINST 5728.1 – GUIDANCE FOR OFFICIAL AND UNOFFICIAL SOCIAL MEDIA PRESENCE WITHIN OJAG AND NLSC	
DON GC Memo 11 Sep 12	
DJAG memo Ser13/2SC12785.08 of 13 Jun 08	
JAG Ethics Counselors Billet List	

**Initial and Date:**

1. NJS DEFINE: Official Use.
2. NJS DEFINE: Prohibited source.
3. NJS DEFINE: Gift.
4. NJS DEFINE: Imputed gift.
5. NJS DEFINE: Gifts for special infrequent occasions.
6. NJS DEFINE: Gifts for occasional basis.
7. NJS DEFINE: The monetary limit on group gifts.
8. NJS DEFINE: Fundraising and exceptions to the general restrictions.
9. NJS DEFINE: Official endorsement and implies endorsement.

10. NJS DEFINE: Widely Attended Gathering (WAG).
11. NJS DESCRIBE: Support benefits and limitations for a by-our-own-for-our-own fundraiser ("BOOFOO").
12. NJS DESCRIBE: Proper use of command coins.
13. NJS DESCRIBE: Gift exceptions and exclusions that do not constitute gifts.
14. NJS DESCRIBE: Proper disposition of prohibited gifts.
15. NJS DESCRIBE: Proper gift acceptance authorities.
16. NJS DESCRIBE: Gifts between employees limitations and exceptions.
17. NJS DESCRIBE: Proper use of Government vehicles.
18. NJS DESCRIBE: Rules governing conflicts of interest.
19. NJS DESCRIBE: Rules governing official travel.
20. NJS DESCRIBE: Limitations on post-government employment.
21. NJS DESCRIBE: Punitive aspects of ethics rules.
22. NJS DEFINE: Non-federal entity, and give examples.
23. NJS KNOW: The general restrictions on active duty service members participating in political activities.
24. \_\_\_\_\_ VISIT: Visit DoD Standards of Conduct Office (SOCO) at <https://dodsoco.org/osd.mil> and review the DoD SOCO ethics advisories listserv.
25. \_\_\_\_\_ FAMILIARIZE: With the VCNO Standard of Conducts mobile App, how to access, and how to advise clients to use.(Available for download at the Apple iTunes App Store and the Google Play App Store, and can also be viewed through the Navy App Locker)
26. \_\_\_\_\_ EXPLORE: The U.S. Office of Government Ethics (OGE) website and search for a Legal Advisory. (<https://www.oge.gov>)
27. \_\_\_\_\_ EXPLORE: OJAG (Code 13)'s SharePoint page and old "Ethics Grams."
28. \_\_\_\_\_ DEFINE: Government property.
29. \_\_\_\_\_ DEFINE: Foreign gift and monetary limit for personal acceptance.
30. \_\_\_\_\_ DEFINE: Gambling.

31. \_\_\_\_\_ DESCRIBE: Family Readiness Groups (FRG).
32. \_\_\_\_\_ DESCRIBE: Benefits/limitations of acting in official/personal capacity.
33. \_\_\_\_\_ DESCRIBE: Permissible uses of Official Representation Funds (ORF).
34. \_\_\_\_\_ DESCRIBE: Funding streams and authorities for MWR activities.
35. \_\_\_\_\_ DESCRIBE: What support may be granted to an NFE in regards to official endorsement or limited logistical support.
36. \_\_\_\_\_ DESCRIBE: Which NFEs have specific authorities allowing additional support, and what type of support is allowed.
37. \_\_\_\_\_ DESCRIBE: Required contents in a letter designating an official USN Liaison relationship between an NFE and a command.
38. \_\_\_\_\_ KNOW: Navy authority to support community relations events.
39. \_\_\_\_\_ KNOW: How the JER rules on endorsement and gifts interact with public affairs missions (such as relationships with non-federal entities for public affairs or recruiting purposes, gifts of travel for support to air shows, etc.).
40. \_\_\_\_\_ KNOW: Proper Navy uses of command websites and social media.
41. \_\_\_\_\_ KNOW: General limits on use of Navy trademarks by non-Navy entities.
42. \_\_\_\_\_ EXPLAIN: What support a command can/cannot provide to common events (e.g., Navy Ball, Command Christmas party, Hail and Farewell).
43. \_\_\_\_\_ DRAFT/REVIEW: A gift acceptance letter.
44. \_\_\_\_\_ IDENTIFY: The appropriate Ethics Counselor(s) in the Region to refer matters requiring an Ethics Counselor determination.
50. \_\_\_\_\_ KNOW: Who the "Agency Designee" is when that term is found in an ethics rule or provision. (Hint: see JER 1-202)
51. \_\_\_\_\_ KNOW: How the attorney-client privilege applies (or does not apply) when giving ethics advice.

SUPERVISING ETHICS COUNSELOR: \_\_\_\_\_

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(Ethics Counselor)

## **15. Sexual Offenses/Reporting**

**Review, sign, and date:**

OJAG Code 20 – Sexual Assault Reporting Tool Kit for SJAs	NJS
SECNAVINST 1752.4C – SEXUAL ASSAULT PREVENTION AND RESPONSE	
OPNAVINST 1752.1C – NAVY SEXUAL ASSAULT PREVENTION AND RESPONSE PROGRAM	
NAVADMIN 037/15 – DOMESTIC VIOLENCE INCIDENT COUNT-CONSEQUENT COMMAND ACTIONS	
JAGINST 5810.3A – VICTIMS LEGAL COUNSEL PROGRAM MANUAL	
DoD SAPRO Policy Toolkit, incl. Commander's Checklist	
NAVPERS 1752/1 - SEXUAL ASSAULT DISPOSITION REPORT (SADR)	

**Initial and Date:**

1. NJS KNOW: What a restricted and unrestricted report of sexual assault is.
2. NJS KNOW: Who a Command must notify of alleged sexual assault.
3. NJS KNOW: The requirements for the CO to report to the first flag officer in his/her chain.
4. NJS KNOW: What the SARC is and what his/her role/responsibilities in a sexual assault report is.
5. NJS KNOW: When an individual is entitled to service of a Victims' Legal Counsel (VLC) and how to refer an individual to the VLC.
6. NJS KNOW: What an SA-IDA is and when an SA-IDA is triggered.
7. \_\_\_\_\_ KNOW: What a SITREP is, and the difference between a Navy Unit SITREP and a Navy Blue.
8. \_\_\_\_\_ KNOW: When a SITREP is required.
9. \_\_\_\_\_ KNOW: What a SAIRO is and the procedures for releasing one (when, who by, who to, etc.).

10. \_\_\_\_\_ KNOW: What a sexual assault disposition report (SADR) is and the procedures for submitting one (when, who by, who to, etc.).
11. \_\_\_\_\_ KNOW: When a sexual assault case will trigger FAP procedures.
12. \_\_\_\_\_ ADVISE/DISCUSS: Command on its responsibilities/requirements when handling sexual assault cases.
13. \_\_\_\_\_ ADVISE/DISCUSS: Commands responsibility to the alleged victim.
14. \_\_\_\_\_ DRAFT/REVIEW: A SITREP.
15. \_\_\_\_\_ DRAFT/REVIEW: A SAIRO.
16. \_\_\_\_\_ DRAFT/REVIEW: A SADR.
17. \_\_\_\_\_ KNOW/DISCUSS: Responsibility NCIS has in sexual assault cases.

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

REV July 2021

**COMMAND SERVICES ATTORNEY**

RECOMMENDED \_\_\_\_\_ DATE \_\_\_\_\_  
(PDO/Branch/Department Head)

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I CERTIFY THAT \_\_\_\_\_ HAS COMPLETED THE  
PROFESSIONAL DEVELOPMENT STANDARDS REQUIRED OF A COMMAND  
SERVICES ATTORNEY.

\_\_\_\_\_  
Commanding Officer  
[Command] DATE \_\_\_\_\_

**[Once complete, command retains a copy of this page and the original goes to Officer for retention]**