



**DEPARTMENT OF THE NAVY**  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
1322 PATTERSON AVENUE SE, SUITE 3000  
WASHINGTON NAVY YARD DC 20374-5066

IN REPLY REFER TO:  
JAGINST 5800.9D  
Code 20  
SEP 16 2016

JAG INSTRUCTION 5800.9D

From: Judge Advocate General  
To: All Ships and Stations

Subj: QUARTERLY CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS AND  
COURTS-MARTIAL REPORT

Ref: (a) Manual for Courts-Martial, United States, R.C.M. 401 (2012 Edition)  
(b) DODI 1010.4 of 10 Feb14  
(c) DODI 7730.47 of 1 Dec 03  
(d) DODDIR 6495.01 of 23 Jan 14  
(e) SECNAVINST 5430.27D, Ch 2 of 20 Jan15  
(f) Article 146, Uniform Code of Military Justice  
(g) Article 120, Uniform Code of Military Justice  
(h) SECNAVINST 5300.28E of 23 May 11, paragraph 5(c)  
(i) SECNAVINST 1610.2A of 15 Jul 05  
(j) MCO 1700.28B of 20 May 13

Encl: (1) Quarterly Criminal Activity, Disciplinary Infractions and Courts-Martial Report  
Submission Form

1. Purpose. To issue revised military justice statistical reporting procedures for Navy and Marine Corps officers exercising court-martial jurisdiction or exercising nonjudicial punishment authority. This revision incorporates new report submission requirements.

2. Cancellation. JAGINST 5800.9C

3. Scope and Applicability. The provisions of this instruction apply to Navy and Marine Corps officers performing military justice functions, i.e., officers who are authorized to convene general, special or summary courts-martial, or impose nonjudicial punishment, as described in subsection (a) of reference (a). References (b) through (d) require collection of court-martial and nonjudicial punishment data. Enclosure (1) provides for specific collection of court-martial and nonjudicial punishment data for offenses under references (h) through (j). The Judge Advocate General of the Navy and the Staff Judge Advocate to the Commandant of the Marine Corps may collect this data pursuant to references (e) and (f).

4. Policy. The collection and maintenance of accurate and timely statistical information reflecting trends in criminal activity and military justice processes are necessary for measurement of the efficiency of personnel and the effectiveness of discipline-related initiatives by the Department of the Navy.

## 5. Definitions

- a. Court-Martial Convening Authority (CMCA). An officer empowered to convene general, special, or summary courts-martial.
- b. General Court-Martial Convening Authority (GCMCA). An officer empowered to convene general courts-martial.
- c. Nonjudicial Punishment Authority (NJP Authority). An officer authorized to impose nonjudicial punishment.

## 6. Action

### a. Organizational Accountability

(1) Each CMCA and NJP Authority is responsible for reporting to the first GCMCA in the administrative chain of command.

(2) Each GCMCA is responsible for collecting and submitting consolidated statistics from all subordinate CMCA's and NJP authorities in their administrative chain of command. The quarterly report should identify the subordinate units that are being included.

b. Reporting Periods. The cognizant GCMCA shall submit quarterly reports on data collected not later than January 31 (1st quarter), April 30 (2nd quarter), July 31 (3rd quarter), October 31 (4th quarter).

c. Timing of Reported Date. Report courts-martial for the quarter in which sentence or acquittal was announced. Report nonjudicial punishment for the quarter in which punishment was announced. Separate reports are required for Navy and Marine personnel. Negative reports are required.

## 7. Procedures

### a. Reporting Addresses

(1) Navy GCMCA's shall submit reports via e-mail to the Office of the Judge Advocate General, Criminal Law Division (Code 20), 1254 Charles Morris St. SE, Ste. B-01, Washington Navy Yard, Washington, DC 20374-5124. Fillable PDF QCAR forms may be found on Navy Knowledge online (NKO) at <https://www.nko.navy.mil/documents/6283347/6283443/QCAR%20Form/032e3417-d846-4032-86be-477bb01c11ed> and will automatically populate the correct e-mail address for submission. Message reports are not authorized.

(2) Marine Corps GCMCA's shall submit reports via e-mail to Commandant of the Marine Corps, Headquarters, U.S. Marine Corps (JMJ), RM 4D558, 3000 Marine Corps Pentagon, Washington, DC 20350-3000. Fillable PDF QCAR forms may be found on Navy Knowledge

online (NKO) at <https://www.nko.navy.mil/documents/6283347/6283443/QCAR%20Form/032e3417-d846-4032-86be-477bb01c11ed> and will automatically populate the correct e-mail address for submission. Message reports are not authorized.

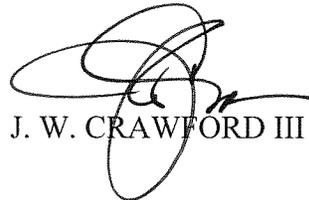
b. Format. Enclosure (1) contains the format for submission of the Quarterly Criminal Activity, Disciplinary Infractions, and Courts-Martial Report (QCAR).

8. Reports. Report symbols JAG 5800-4A and JAG 5800-4B are assigned to the reports required by paragraph 6.

9. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

10. Review and Effective date. This instruction is effective immediately. This instruction will be reviewed annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 5 years after effective date unless reissued or otherwise canceled prior to the 5-year anniversary date, or an extension has been granted.

11. Forms. For Navy GCMCAs, see paragraph 7.a(1). For Marine Corps GCMCAs, see paragraph 7.a(2).



J. W. CRAWFORD III

**Distribution:**

Electronic only, via the OJAG website, <http://jag.navy.mil> and Navy Knowledge Online, <https://wwwa.nko.navy.mil>.

**QCAR:**  
**CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS**  
**AND COURTS-MARTIAL REPORT** \*\*Ensure JavaScript is enabled before filling in form\*\*

Reporting Authority

Navy or Marine Report

Quarterly Period:  of year:

POC for Additional Information (email and phone)

List of Subordinate Commands Included in QCAR Report

**I. TOTAL NUMBER OF ACTIONS**

Type of Action	Personnel Convicted CONUS	Personnel Convicted Overseas	Personnel Acquitted CONUS	Personnel Acquitted Overseas
General Courts-Martial (GCM)				
Special Courts-Martial (SPCM)				
Summary Courts-Martial (SCM)				
Article 15 Punishments (NJP)				
U.S. Federal and State Felony Convictions				

**II. DISCHARGES ADJUDGED BY COURTS-MARTIAL**

Type of Court	CONUS DD*	CONUS BCD	CONUS OD*	OVERSEAS DD	OVERSEAS BCD	OVERSEAS OD*
GCM						
SPCM						

\*OD = Officer Dismissal

**III. DISPOSITION OF SEX OFFENSES**

Sex Offenses are defined in reference (g) of JAGINST 5800.9D

Type of Court	Total Adjudicated	Total Guilty	Total Not Guilty
GCM			
SPCM			
SCM			
NJP			

**IV. DISPOSITION OF OFFENSES CHARGED UNDER ARTICLE 112a\*\***

**\*\*Do not** include synthetic drugs as defined in reference (h) of JAGINST 5800.9D

Type of Court	Total Adjudicated	Total Guilty	Total Not Guilty
GCM			
SPCM			
SCM			
NJP			

**V. DISPOSITION OF "OTHER SUBSTANCE ABUSE" OFFENSES**

"Other Substance Abuse" (to include the definition of synthetic drugs) is defined in reference (h) of JAGINST 5800.9D

Type of Court	Total Adjudicated		Total Guilty		Total Not Guilty	
	<u>Art. 112a</u>	<u>Art. 92</u>	<u>Art. 112a</u>	<u>Art. 92</u>	<u>Art. 112a</u>	<u>Art. 92</u>
GCM						
SPCM						
SCM						
NJP						

**VI. DISPOSITION OF HAZING OFFENSES**

Hazing is defined in references (i) and (j) of JAGINST 5800.9D

Type of Court	Total Adjudicated	Total Guilty	Total Not Guilty
GCM			
SPCM			
SCM			
NJP			

**STEP 1:** Save form as: COMMAND NAME - QCAR (QUARTER).pdf (e.x. NDW - QCAR (Q4 2012).pdf

**STEP 2:** Email Form to POC (click button to generate email with this form attached)

Save Form

Email Form