



DEPARTMENT OF THE NAVY  
OFFICE OF THE JUDGE ADVOCATE GENERAL  
WASHINGTON NAVY YARD  
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IN REPLY REFER TO

JAG/COMNAVLEGSVCCOMNOTE 5214

Code 63

SEP 6 2011

JAG/COMNAVLEGSVCCOMNOTE 5214

From: Judge Advocate General  
Commander, Naval Legal Service Command

Subj: RECURRING REPORTS

Ref: (a) COMNAVLEGSVCCOMINST 5800.1 [series]

Encl: (1) List of Recurring Reports

1. Purpose. To publish the current assignment of recurring reports within the Office of the Judge Advocate General to include Commander, Naval Legal Service Command (NLSC), Naval Civil Law Support Activity, and the Navy-Marine Corps Appellate Review Activity.

2. Background. Previous versions of reference (a) included an appendix listing recurring reports due within NLSC. This notice, and future notices issued annually, serve to replace the recurring reports appendix previously included in the NLSC Manual and incorporate additional recurring reports from within the Office of the Judge Advocate General.

3. Action. Retain this notice for reference and information until superseded. The point of contact for this notice is Office of the Judge Advocate General, Management and Plans (Code 63), (202) 685-5215.

4. Cancellation. This notice is cancelled when superseded by an updated notice.

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Distribution:

Electronic only via the Office of the Judge Advocate General website, <http://www.jag.navy.mil>.

**RECURRING REPORTS**

The following reports should be reported to the designated organizations by the date specified:

<b>REPORT NAME</b>	<b>SUBMITTED BY</b>	<b>RECEIVING CODE</b>	<b>FREQUENCY</b>	<b>DUE DATE</b>
Payroll for Personnel Services (FMR)	RLSO and NLSO EURAFSWA only	Code 64	Bi-weekly	Two days after receipt of report from payroll activity
Civilian Personnel Report (FMR)	OJAG Codes; NLSC Commands	Code 64	Monthly	2
Payroll for Personnel Services (FMR)	RLSO and NLSO EURAFSWA only	Code 64	Monthly	Two days after receipt of report from payroll activity
Report of Accounts Receivable (FMR)	Code 64	Code 64	Quarterly	Three working days after end of quarter ending DEC/MAR/JUN/SEP
Criminal Activity, Disciplinary Infraction and Court-Martial Report (QCAR) (JAGINST 5800.9B)	NLSC Commands	Code 63	Quarterly	8 JAN/APR/JUL/OCT
Privacy Act Compliance (SECNAVINST 5211.5E)	OJAG Codes; NLSC Commands	Code 13	Quarterly	8 JAN/APR/JUL/OCT
Defense Equal Opportunity Management Institute Organizational Climate Surveys (OPNAVINST 5354.1F/ NLSC Manual Para. 0206)	NLSC Commands	Code 002	Quarterly	8 JAN/APR/JUL/OCT
Foreign Criminal Jurisdiction Lists of U.S. Personnel Imprisoned and Released (SECNAVINST 5820.4G/AR27-50)	RLSOs	Code 10	Quarterly	15 MAR/JUN/SEP/DEC

PII Spot-Checks (SECNAVINST 5211.5E)	OJAG Codes; NLSC Commands	Code 13	Semi- Annually	15 JUL/DEC
Summary of Payroll Costs (FMR)	RLSO Japan and NLSO Pacific only	Code 64	Semi- Annually	Two days after receipt of letter from payroll activity
Code Committee on Military Justice (10 U.S.C. § 946)	OJAG	Code 20	Annually	5 JAN
Legal Representation Letter (FMR)	OJAG	Code 64	Semi- Annually	15 JUN/7 OCT
Reports of Workload Management (FMR)	OJAG	Code 64	Semi- Annually	15 APR/OCT
Victim and Witness Assistance Program (VWAP) Report (JAG/CNLSCINST 5800.4A)	RLSOs	Code 63	Annually	31 JAN
Military Equal Opportunity Assessment (SECNAVINST 5350.16A)	OJAG Codes; NLSC Commands		Annually	1 FEB
Command History (OPNAVINST 5750.12J)	NLSC Commands	PAO	Annually	1 MAR
Consolidated Mid-Year Review/Budget/POM (FMR)	OJAG Codes; NLSC Commands	Code 64	Annually	15 APR
Department of the Navy Risk and Opportunity Assessment (DON Oversight Planning Board Charter)	OJAG Codes	Code 002	Annually	15 APR
Department of the Navy Risk and Opportunity Assessment (DON Oversight Planning Board Charter)	NLSC Commands	Code 002	Annually	15 APR
Department of the Navy Managers' Internal Control Program - CNLSC Statement of Assurance (SECNAVINST 5200.35E)	NLSC Commands	Code 002	Annually	27 MAY

Department of the Navy Managers' Internal Control Program - Department of the Navy Statement of Assurance <b>(SECNAVINST 5200.35E)</b>	OJAG Codes	Code 002	Annually	1 JUL
Privacy Act/PII Annual Training <b>(SECNAVINST 5211.5E)</b>	OJAG Codes; NLSC Commands	Code 13	Annually	15 JUL
CMTF Annual Training Report <b>(JAGINST 1500.4)</b>	RTAs	NJS	Annually	15 JUL
Information Security Compliance Report <b>(DODD 5200.1-R)</b>	OJAG Codes; NLSC Commands	Code 30	Annually	30 SEP
Department of the Navy FOIA Annual Report <b>(SECNAVINST 5720.42F)</b>	OJAG Codes; NLSC Commands	Code 13	Annually	15 OCT
Annual Report on the State of Military Justice <b>(SECNAVINST 5430.27D)</b>	JAG	Code 05	Annually	1 NOV
Exercise of Foreign Criminal Jurisdiction <b>(SECNAVINST 5820.4G/AR27-50)</b>	RLSOs	Code 10	Annually	15 DEC
Safety Self-Assessments <b>(OPNAVINST 5100.23G)</b>	NLSC Commands	Code 60	Annually	31 DEC