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	ADMINISTRATIVE REMARKS
NJS		NAVPERS 1610/2	FITNESS REPORT & COUNSELING RECORD (W2-O6)
NJS		NAVPERS 1616/27	EVALUATION & COUNSELING RECORD (E7-E9)
NJS		NAVPERS 1910/31	ADMINISTRATIVE SEPARATION PROCESSING NOTICE –BOARD & NOTIFICATION PROCEDURES
	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.)

3. _____ DISCUSS: DoD/DON Transgender policy impacts on and requirements for commanders.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

2. Non-Punitive Measures (Administrative Remedies)

Review, sign, and date:

R.C.M. 306(c)(2), MCM (2016 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
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.

5. NJS_____ KNOW: Liberty Risk, where and how it may be used.

6. NJS_____ KNOW: Non-punitive letter of caution (NPLOC)/letter of instruction (LOI) and uses.

7. NJS_____ KNOW: Limitations on a reporting Senior's ability to discuss letters of instruction or non-judicial punishment in block 43 of a member's fitness report or evaluation and when NPLOC/LOI may be included in records.

8. NJS_____ KNOW: Detachment for cause (DFC) process and bases and the differences between officer and enlisted DFCs.

9. NJS_____ PROVIDE/DISCUSS: Guidance to a command on administrative withholding of privileges.

10. _____ DRAFT/REVIEW: A Page 13.

11. _____ DRAFT/REVIEW: An EMI order.

12. _____ DRAFT/REVIEW: NPLOC or LOI.

13. _____ ADVISE/DISCUSS: A Command on DFC.

14. _____ DRAFT/REVIEW: A DFC package.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

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; http://www.jag.navy.mil/documents/NJS/Quickman.pdf	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. _____ KNOW: What "Career Waypoints" is, and possible impact of NJP.

16. _____ PREPARE/REVIEW: A Report and Disposition of Offenses Form.

17. _____ PREPARE/REVIEW: NJP Notification and Election of Rights Form (JAGMAN Appendix A-1-b,c,d).

18. _____ DISCUSS: The practical effect if no punishment is awarded at NJP. See JAGMAN § 0111.g.

19. _____ ADVISE/DESCRIBE: How to vacate a suspension of punishment.

20. _____ OBSERVE: A Disciplinary Review Board (DRB), Executive Officer's Inquiry (XOI), or NJP.

21. _____ PROVIDE: Guidance to a commanding officer for/during NJP (JAGMAN Appendix A-1-f).

22. _____ PREPARE/REVIEW: An NJP package (charges, script, witnesses, page 13, appeal notification letter, etc.).

23. _____ KNOW: Proper routing of NJP appeal for area commands (sea and shore).

24. _____ PREPARE/REVIEW: A command endorsement on an NJP appeal.

25. _____ DRAFT/REVIEW: An NJP Punitive Letter of Reprimand (JAGMAN Appendix A-1-h).

26. _____ DISCUSS: The different types of NJP Page 13s and their consequences for use at other proceedings.

27. _____ 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 DISTRIBUTION OR BROADCASTING OF AN INTIMATE IMAGE	NJS

NAVADMIN 147/17, PERSONAL FOR ENLISTED ADMINISTRATIVE SEPARATION BOARD MEMBER RESPONSIBILITIES AND CONSIDERATIONS	NJS
MILPERSMAN 1910-120 – CONVENIENCE OF THE GOV'T—PHYSICAL OR MENTAL CONDITIONS	
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	
NAVADMIN 267/18, REVISED SECNAV GUIDANCE FOR ADMINISTRATIVE SEPARATION FOR CONDITIONS NOT AMOUNTING TO A DISABILITY	

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 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/DISCUSS: The effect that the counseling requirement (NAVPERS 1070/613) in MILPERSMAN 1910-120 and MILPERSMAN 1910-122 has on the processing, approval, and separation timing." (See also, BUMEDNOTE 1900).

24. _____ 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.

25. _____ OBSERVE: An administrative separation board.

26. _____ CONDUCT: An administrative separation board as recorder.

27. _____ DRAFT/REVIEW: A letter of transmittal.

28. _____ KNOW: Commander's options when he or she disagrees with the separation board finding that the basis for separation was not satisfied.

29. _____ PREPARE/REVIEW: An administrative separation action for review by separation authority.

30. _____ KNOW: The difference between report of ADSEP and recommendation for ADSEP.

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

32. _____ KNOW: When a Sailor is responsible for paying back bonuses in the event of separation.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

5. Officer Misconduct/Boards of Inquiry

Review, sign, and date:

SECNAVINST 1920.6C CH-5 – 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	

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: Obligations to report officer misconduct and limitations.

5. NJS_____ KNOW: Process for delay/withhold of officer promotion.

6. NJS_____ KNOW: Punishments available for officers at NJP.

7. NJS_____ KNOW: What is a probationary officer.

8. NJS_____ KNOW: Show cause authority.

9. NJS_____ KNOW: Requirements for composition of BOI.

10. NJS_____ KNOW: Requirements for final civil action report.

11. NJS_____ KNOW: Requirements for report of NJP and implications.

12. NJS_____ KNOW: Possible bases for separation of officers.

13. NJS_____ KNOW: Differences between BOI and enlisted ADSEP process.

14. NJS_____ KNOW: Retirement grade determinations.

15. _____ DRAFT/REVIEW: A report of alleged officer misconduct to higher authority.

16. _____ DRAFT/REVIEW: A report of NJP and/or a final civil action report.

17. _____ ADVISE/DISCUSS: A commander on the options/implications for processing an officer misconduct case, to include non-judicial punishment, trial by court-martial, separation in lieu of trial by court-martial, and the BOI process.

18. _____ ADVISE/DISCUSS: A commander on the possible implications following resolution of an officer misconduct case (e.g., possible impacts to security clearance, qualifications, designator, promotions, etc.).

19. _____ OBSERVE/CONDUCT: A BOI.

20. _____ PREPARE/REVIEW: The records of the BOI for forwarding to the separation authority.

21. _____ 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_____ DATE_____
(PDO/Branch/Department Head)

6. Summary Courts-Martial

Review, sign, and date:

Rules for Courts Martial (R.C.M.), Chapter XIII – Summary Courts-Martial	
MCM (2016 ed.), Appendix 9 – 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 conviction on the defendant.

8. _____ KNOW: When punishment goes into effect.

9. _____ ADVISE: Command on SCM procedures.

10. _____ ADVISE: SCM Officer on SCM procedures.

11. _____ DRAFT/REVIEW: Script for SCM.

12. _____ DRAFT/REVIEW: Providency inquiry for SCM.

13. _____ SERVE: As a Legal Advisor for a SCM.

14. _____ DRAFT/REVIEW: Record of Trial by SCM.

15. _____ DRAFT/REVIEW: Report of Results of Trial

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-HLED 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.

9. _____ CONTACT: And meet with agent from local NCIS office.

10. _____ CONTACT: And meet with local security department head/director.

11. _____ DRAFT/REVIEW: An authorization to search based on consent.

12. _____ DRAFT/REVIEW: An authorization to search based on probable cause (command-authorized search).

13. _____ BRIEF: In support of a search authorization.

14. _____ KNOW: Parameters and limitations for use of evidence collected by alcohol detection devises.

15. _____ 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:

United States v. Moreno, 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: *UNITED STATES V. BANKS*	

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. _____ DRAFT/REVIEW: A Special or General Court-Martial Convening Order.

18. _____ REVIEW AND DISCUSS: A Convening Authority Action/Promulgating Order (CAA/PO).

19. _____ KNOW: The procedures for an Initial Review Hearing.

20. _____ DRAFT: The 48/72 hour letter for an Initial Review Hearing.

21. _____ SERVE: As the Government representative 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

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. _____ ADIVISE/DISCUSS: 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 admiralty incident and the governing references.

20. _____ KNOW: The specific actions required for a spillage investigation or an investigation pertaining to classified material and the governing references.

21. _____ KNOW: The specific actions required for an Equal Opportunity or Sexual Harassment investigation and the governing references.

22. _____ KNOW: Relationship/differences from a safety investigation and administrative investigations.

23. _____ KNOW: The specific actions required for a Classified Information spillage investigation and the governing references.

24. _____ ADVISE/DISCUSS: A command on a Preliminary Inquiry (PI) and PI report.

25. _____ DRAFT/REVIEW: A PI appointment order.

26. _____ DRAFT/REVIEW: A litigation-report investigation convening order.

27. _____ ADVISE/DISCUSS: An investigating officer (IO) on conducting a command investigation.

28. _____ ADVISE/DISCUSS: An investigating officer (IO) on conducting a litigation-report investigation.

29. _____ ADVISE/DISCUSS: An IO/CO on Line of Duty/Misconduct Determinations.

30. _____ ASSIST: A command in preparing a command investigation.

31. _____ ASSIST: A command in preparing a litigation-report investigation.

32. _____ DRAFT/REVIEW: A command endorsement of a command investigation.

33. _____ KNOW: Retention requirements of administrative investigations.

34. _____ KNOW: Where command investigations get forwarded for archiving and when. (See JAGMAN § 0209(h)(2))

35. _____ 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	

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.

11. _____ ADVISE/DISCUSS: A commander on an Article 138/1150 complaint.

12. _____ KNOW: The standard of proof and standard of review for the GCMCA's review of a complaint of wrongs, and for SECNAV's review of the GCMCA's action.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

12. Privacy Act and FOIA

Review, sign, and date:

SECNAVINST 5211.5E – DON PRIVACY PROGRAM	NJS
DoD 5400.11-R – DOD PRIVACY PROGRAM	NJS
SECNAVINST 5720.42F – 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	
JAGINST 5720.3A – FOIA/PRIVACY ACT POLICIES AND PROCEDURES WITHIN OJAG	

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.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

13. Installation Legal Issues

Note: At the determination of a Commanding Officer, this section may be required only for FTJAs who are advising an installation Commander or on installation matters.

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 a delivery agreement 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. _____ SUPERVISE: Service of process.

11. _____ KNOW: The appropriate format of and processing of a request for information.

12. _____ KNOW: Your installation's PPV housing jurisdictions.

13. _____ KNOW: The rules regarding sex offenders living in PPV housing.

14. _____ KNOW: The rules regarding firearms in PPV housing.

15. _____ KNOW: Who may have access to installations.

16. _____ KNOW: The process for barring someone from base.

17. _____ KNOW: Relieving a dependent of SOFA status and barring dependents from military installations.

18. _____ DRAFT/REVIEW: A "base bar" letter.

19. _____ OBSERVE: Your installation's traffic court.

20. _____ 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

21. _____ KNOW: Various federal claims acts administered under the cognizance of the JAG.

22. _____ DESCRIBE: The rules for on-base solicitation.

23. _____ KNOW: Your installation's Family Advocacy program. (FAP).

24. _____ OBSERVE: A Case Review Committee (CRC) meeting.

25. _____ KNOW: Who has the authority to detain and arrest/apprehend on your installation.

26. _____ KNOW: The working relationships between local/base police.

27. _____ KNOW: Importance of claim processes, and actions that may be required of all JAG Corps personnel, in JAG/NLSC Disaster Response events.

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

14. Ethics

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

Note: FTJA's 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 7042.7K – GUIDELINES FOR USE OF OFFICIAL REPRESENTATION FUNDS	
SECNAVINST 1650.1H, Chapter 9 – FOREIGN GIFTS TO U.S. PERSONNEL	
31 U.S.C. § 1345, 1346, 1353 – EXPENSES OF MEETINGS AND ACCEPTANCE OF TRAVEL AND RELATED EXPENSES FROM NFES	
41 C.F.R. § 304 – PAYMENT OF TRAVEL EXPENSES FROM A NON-FEDERAL SOURCE	
5 U.S.C. § 4109-4111 – EXPENSES OF TRAINING AND MEETINGS AND ACCEPTANCE OF CONTRIBUTIONS, AWARDS AND OTHER PAYMENTS	
5 C.F.R. § 410.501-503 – ACCEPTING CONTRIBUTIONS, AWARDS, AND PAYMENTS FROM NON-GOVERNMENT ORGANIZATIONS	
18 U.S.C. § 201-209 – CONFLICTS OF INTEREST	

5 C.F.R. § 2640 – INTERPRETATIONS, EXEMPTION AND WAIVER GUIDANCE CONCERNING 18 U.S.C. § 208	
5 C.F.R. § 2641 – POST-EMPLOYMENT CONFLICT OF INTEREST RESTRICTIONS	
5 C.F.R. § 2634 – FINANCIAL DISCLOSURE	
SECNAVINST 1740.2E – SOLICITATION AND CONDUCT OF PERSONAL COMMERCIAL AFFAIRS	
10 U.S.C. §§ 2012, 2241a – SUPPORT AND SERVICES FOR ELIGIBLE ORGANIZATIONS OUTSIDE OF DOD AND PROHIBTIONS ON USE OF FUNDS FOR PUBLICATION AND PROPAGANDA PURPOSES	
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	
OPNAVINST 5760.5D – NAVY SUPPORT AND ASSISTANCE TO YOUTH GROUPS	
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	
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	
DoDI 5120.04 – DEPARTMENT OF DEFENSE NEWSPAPERS, MAGAZINES AND GUIDES, AND INSTALLATION MAPS	
DoDI 8550.01 – DOD INTERNET SERVICES AND INTERNET-BASED CAPABILITIES	
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 http://ogc.osd.mil/defense_ethics/ 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 peruse some "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. _____ DRAFT/REVIEW: A WAG opinion for signature by an Ethic's Counselor.

45. _____ DRAFT/REVIEW: A Post-Government Employment letter for signature by an Ethic's Counselor.

46. _____ ADVISE/REVIEW: A Commander's response to a speaking engagement request.

47. _____ ADVISE/REVIEW: A Commander's response to an industry meeting request.

48. _____ IDENTIFY: Issues that require advice from an Ethics Counselor determination.

49. _____ 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: Reporting additional procedures if alleged offense was committed by spouse.

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)

COMMAND SERVICES ATTORNEY

RECOMMENDED_____ DATE_____
(PDO/Branch/Department Head)

I CERTIFY THAT_____ HAS COMPLETED THE PROFESSIONAL DEVELOPMENT STANDARDS REQUIRED OF A COMMAND SERVICES ATTORNEY.

_____ DATE_____
Commanding Officer
[Command]

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