



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

IN REPLY REFER TO:
5820
SJA
4 Oct 11

COMMANDING GENERAL'S POLICY LETTER 003 -11

From: Commanding General
To: All Commanders, Marine Corps Installations East
Subj: POLICY ON REPORTING AND DISPOSING OF ALLEGATIONS OF
MISCONDUCT INVOLVING ENLISTED PERSONNEL
Ref: (a) Manual for Courts-Martial (2008 Edition)
(b) JAGINST 5800.7E, Manual of the Judge Advocate General
(JAGMAN)
(c) MCO P5800.16A w/Ch 1-5 (LEGADMINMAN)
Encl: (1) Sample Report of Enlisted Misconduct

1. Policy. Pursuant to references (a) through (c), I hereby require all Commanders provide this Headquarters with a timely report of any and all allegations of misconduct in the following instances:

a. Any and all felony level offenses (i.e., sexual assault, arson, child abuse, child pornography, drug distribution, etc.);

b. Any and all allegations of misconduct involving Staff Noncommissioned Officers (including Driving While Intoxicated/Under the Influence); and,

c. Any and all allegations of misconduct with the potential of generating media attention.

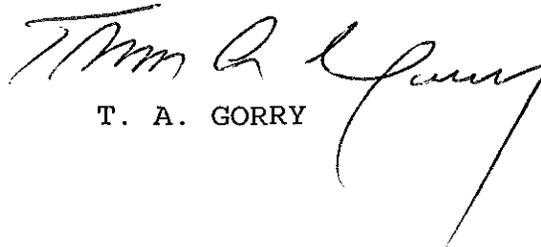
2. In addition, Commanders shall forward to this Headquarters (Attn: SJA), no later than the 15th day of each month, a report following the format in enclosure (1), to ensure continued visibility and tracking at all levels for these types of allegations.

3. Furthermore, pursuant to Rule for Courts-Martial 401 of reference (a), I may require Commanders to provide this Headquarters (Attn: SJA) with a report of misconduct for allegations involving specific cases, upon the completion of the appropriate investigation. Commanders shall accompany the report of misconduct with a recommendation as to a disposition of the allegations and the factors considered in reaching that recommendation.

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4. The reporting requirement outlined above is not designed in any way to diminish the Commanders' jurisdiction over, or requirement to maintain, good order and discipline within his or her command. It is intended as a tool to best assist all Commanders and this Headquarters in determining the best course of action for processing and disposing of allegations of misconduct based on the individual circumstances of each case. In accordance with Rule for Court-Martial 306, and the discussion of that Rule in reference (a), allegations of offenses should be disposed of in a timely manner at the lowest appropriate level; these reporting requirements will assist in that important endeavor. However, the Commanding General, Marine Corps Installations East (MCIEAST) may, in those circumstances deemed appropriate, exercise jurisdiction to dispose of cases.

5. Point of contact in this matter is MCIEAST Staff Judge Advocate's Office at 910-451-2544.



T. A. GORRY

Sample Report of Enlisted Misconduct

REPORT OF ENLISTED MISCONDUCT FOR THE MONTH OF _____, YYYY
FOR INSTALLATION _____.

I. New Cases:

Name:

Grade:

Last 4 SSN/MOS:

Component:

Career Status:

Married:

Armed Forces Active Duty Base Date:

Date of Rank:

Selected for promotion:

Alcohol related:

Alcohol screening:

Prior EDN entry:

Alcohol treatment completed:

Date opened:

Basic allegation:

Brief synopsis of events:

Chronology: (listing of events to date and updates from the last months report highlighted).

II. Ongoing cases:

Same as above: