



UNITED STATES MARINE CORPS  
TRAINING COMMAND  
3300 RUSSELL ROAD  
QUANTICO, VIRGINIA 22134-5001

IN REPLY REFER TO:  
5800  
C47  
11 Sep 03

COMMANDING GENERAL'S POLICY LETTER 4-03

From: Commanding General, Training Command  
To: Distribution List

Subj: CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS AND COURT-MARTIAL  
REPORT

Ref: (a) JAGINST 5800.9A

Encl: (1) Criminal Activity, Disciplinary Infractions and Court-  
Martial Report

1. Purpose. To issue revised military justice statistical reporting procedures for all schools and detachments assigned to Training Command.

2. Background. The reference requires officers exercising general court-martial jurisdiction to collect and submit specific court-martial and nonjudicial punishment data. Reporting of this legal statistical information will be incorporated into the updated version of the Situational Reports Executive Information System (SREIS).

3. Action. The maintenance of discipline and the application of corrective and punitive measures provided by law are the responsibility of the school or detachment Commanding Officer or Officer-in-Charge. It is essential to proper command functioning that disciplinary actions be administered properly, impartially, and promptly. Certain requirements concerning proper reporting of disciplinary cases for the Criminal Activity, Disciplinary Infractions and Court-Martial Report are herein provided to aid Commanding Officers and Officers-in-Charge in their responsibilities:

a. Commanding Officers and Officers-in-Charge shall submit monthly legal reports via SREIS. Enclosure (1) shall be utilized until the legal section of SREIS is updated.

b. The Training Command Legal Officer shall review the information from each school and detachment and submit a monthly misconduct report to the Commanding General.

c. The Training Command Legal Officer shall compile all the legal reports from each school and detachment and submit the required information for the quarterly Criminal Activity, Disciplinary Infractions and Court-Martial Report to the Office of the Staff Judge Advocate via the Commanding General, Training and Education Command.

Subj: CRIMINAL ACTIVITY, DISCIPLINARY INFRACTIONS AND COURT-MARTIAL REPORT

d. The Training Command Legal Officer shall submit the combined Criminal Activity, Disciplinary Infractions and Court-Martial Report no later than 25 December (1<sup>st</sup> quarter), 25 March (2d quarter), 25 June (3d quarter), and 25 September (4<sup>th</sup> quarter).

e. Commanding Officers and Officers-in-Charge shall report all courts-martial for the month in which sentence or acquittal was announced and report all nonjudicial punishments for the month in which punishment was announced.

4. Applicability. This policy letter is applicable to all formal schools and Marine Corps Detachments assigned to Training Command. Negative reports are required.

5. Command and Control. Points of contact for all legal matters is the Training Command Legal Officer at DSN 278-5042/0029, and the Training Command Staff Secretary at DSN 278-0028.

GEORGE J. FLYNN

DISTRIBUTION: A

5800  
(Code/Serial)  
(Date)

From: (Detachment or School)  
To: Commanding General, Training Command

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

Ref: (a) JAGINST 5800.9A  
(b) CG TRNGCMD Policy Letter 4-03 of 11 Sep 03

1. Per reference (a), the following information is submitted:

Reporting SCM/SPCM Authority: (Detachment or School)  
Navy or Marine Report: U.S. Marine Corps  
Monthly period ending:

<u>TYPE OF ACTION</u>	<u>PERSONNEL CONVICTED</u>	<u>ACQUITTED</u>
General Courts-Martial	0	0
Special Courts-Martial	0	0
Summary Courts-Martial	0	0
Article 15 Punishment	0	0
U.S. Federal and State	0	0
Felony Convictions	0	0

DISCHARGES ADJUDGED BY COURTS-MARTIAL

	<u>DD</u>	<u>BCD</u>	<u>OFFICER DISMISSAL</u>
General Courts-Martial	0	0	0
Special Courts-Martial	0	0	0

DISPOSITION OF DRUG OFFENSES  
(total number, not just convictions)

Article 15 Punishment	0
General Courts-Martial	0
Special Courts-Martial	0
Summary Courts-Martial	0

2. Per reference (b), the following information is submitted:

<u>MISCONDUCT OCCURRENCES</u>	<u>PERMANENT PERSONNEL</u>	<u>STUDENT</u>	<u>BOTH</u>
Sexual Harassment (i.e. fraternization)	0	0	0
Violent Crimes (i.e. assault, rape)	0	0	0
Non Violent Crimes (i.e. UA, disrespect, underage drinking)	0	0	0

(Signature of CO or OIC)

Encl (1)