

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard

REPORT OF OFFENSE AND DISPOSITION, AND RECORD OF NON-JUDICIAL PUNISHMENT

TO:	DATE OF REPORT:
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PART I: INITIAL INFORMATION

NAME OF ACCUSED	RATE/GRADE	DIVISION/DEPARTMENT
PLACE OF OFFENSE(S)	DATE OF OFFENSE(S)	

DETAILS OF OFFENSE(S) *(Recite article UCMJ, if known. Not necessary to use form specification in Part IV, MCM. Generally describe actions of accused which are believed to constitute offense(s) under the UCMJ.)*

NAME OF WITNESS	RATE/ GRADE	DIV/ DEPT.	NAME OF WITNESS	RATE/ GRADE	DIV/ DEPT.

RATE/GRADE/TITLE OF PERSON SUBMITTING REPORT	SIGNATURE OF PERSON SUBMITTING REPORT
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INFORMATION CONCERNING ACCUSED

CURRENT ENL. DATE	EXP. CURRENT ENL. DATE	TOTAL ACTIVE SERVICE	TOTAL SERVICE ON BOARD	EDUCATION	AGE	MARITAL STATUS	NO. OF DEPENDENTS	PAY PER MO. (including sea or foreign duty pay)

RECORD OF PREVIOUS OFFENSE(S) *(Date, type, action taken, etc., Non-judicial punishment incidents are to be included.)*

PART II: INITIAL DISPOSITION

UPON NOTIFICATION OF COMMANDING OFFICER AND REVIEW OF PART I:

REQUIRES CGIS INVOLVEMENT? (See Note 1)

FORWARDED FOR DISPOSITION? (See Note 1)

CGIS

OTHER COMMANDER: _____

OTHER: _____

COMMAND INVESTIGATION DIRECTED? (See Note 2)

Note 1: If returned for command processing note reason here _____ and proceed to PART III below.

Note 2: If command investigation is not directed, skip PART III below.

PART III: PRELIMINARY INQUIRY OFFICER INFORMATION

PIO WAS ASSIGNED

NAME OF PIO: _____ DATE PIO ASSIGNED: _____

NAME OF PIO: _____ DATE PIO INVESTIGATION COMPLETED: _____

PIO WAS NOT ASSIGNED REASON PIO WAS NOT ASSIGNED: _____

PART IV: RECOMMENDATION FOR DISPOSITION

PIO RECOMMENDATION:

- DISPOSE OF CASE AT CAPTAIN'S MAST (ART. 15., UCMJ) NO PUNITIVE ACTION
- REQUIRES FURTHER CONSULTATION W/SERVICING LEGAL OFFICE OTHER: _____

SIGNATURE OF PRELIMINARY INQUIRY OFFICER: _____

DATE: _____

EXECUTIVE OFFICER RECOMMENDATION:

- DISPOSE OF CASE AT CAPTAIN'S MAST (ART. 15., UCMJ) NO PUNITIVE ACTION
- REQUIRES FURTHER CONSULTATION W/SERVICING LEGAL OFFICE OTHER: _____

SIGNATURE OF EXECUTIVE OFFICER: _____

DATE: _____

PART V: DIRECTION OF COMMANDING OFFICER

DISPOSE OF CHARGES BY:

- DISMISS CHARGES, NO PUNITIVE ACTION CAPTAIN'S MAST (ART. 15., UCMJ) *(proceed to part VI)*
- REQUIRES FURTHER CONSULTATION W/SERVICING LEGAL OFFICE *(Note)* ALTERNATE DISPOSITION *(Note)*

**Note: Provide details of alternate disposition (ex. Chief's Mast) or results of consultation w/ servicing legal office (ex. referral to Court-Martial, etc.):*

SIGNATURE OF COMMANDING OFFICER: _____

DATE: _____

PART VI: NOTIFICATION OF ACCUSED FOR DISPOSITION AT CAPTAIN'S MAST

ON _____, 20____ THE ACCUSED WAS INFORMED THAT THE COMMANDING OFFICER HAS CHOSEN TO PURSUE NON-JUDICIAL PUNISHMENT PROCEEDING UNDER THE PROVISIONS OF ARTICLE 15, UCMJ.

I HAVE SIGNED THE ACKNOWLEDGMENT OF RIGHTS OF NJP FORM (VIA APPLICABLE CG-5810) _____ *(Date & Initials)*

I HAVE BEEN INFORMED OF THE OFFENSE(S) WHICH I AM SUSPECTED OF HAVING COMMITTED, AND THAT THE COMMAND IS CONSIDERING THE IMPOSITION OF NON-JUDICIAL PUNISHMENTS _____ *(Date & Initials)*

- I DESIRE THAT _____ BE APPOINTED AS MY MAST REPRESENTATIVE IN THIS CASE
- I DO NOT DESIRE THE APPOINTMENT OF A MAST REPRESENTATIVE
- I DESIRE A COURT-MARTIAL *(If accused not attached to or embarked on a vessel)*

SIGNATURE OF THE ACCUSED

_____ IS APPOINTED AS THE ACCUSED'S REPRESENTATIVE.

ANTICIPATED DATE OF CAPTAIN'S MAST (ART 15, UCMJ) _____

FORWARDED TO _____, PER ABOVE REQUEST FOR COURT-MARTIAL

SIGNATURE OF EXECUTIVE OFFICER

PART VII: RECORD OF NJP

- | | |
|---|--|
| <input type="checkbox"/> DISMISSED | <input type="checkbox"/> CORRECTIONAL CUSTODY FOR _____ DAYS |
| <input type="checkbox"/> DISMISSED W/WARNING (<i>Not considered NJP</i>) | <input type="checkbox"/> REDUCTION TO PAY GRADE _____ |
| <input type="checkbox"/> ADMONITION: <input type="checkbox"/> Admonition Oral <input type="checkbox"/> Admonition Written | <input type="checkbox"/> EXTRA DUTIES FOR _____ DAYS |
| <input type="checkbox"/> REPRIMAND: <input type="checkbox"/> Reprimand Oral <input type="checkbox"/> Reprimand Written | <input type="checkbox"/> PUNISHMENT SUSPENDED FOR _____ MO(S). |
| <input type="checkbox"/> REST TO _____ FOR _____ DAYS | <input type="checkbox"/> ART. 32 INVESTIGATION |
| <input type="checkbox"/> FORFEITURE TO FORFEIT \$ _____ FOR _____ DAYS
FOR _____ MO(S). | <input type="checkbox"/> REFER TO SPCM |
| | <input type="checkbox"/> REFER TO SCM |

The Commanding Officer finds that the following offenses were committed:

If a suspension is granted, note the details here:

I advised the accused of the above action, and the right to appeal to the next superior authority within five (5) calendar days, that an appeal after that time could be rejected as untimely, and that the punishment was effective immediately unless otherwise stated. The accused:

- | | |
|---|---|
| <input type="checkbox"/> Elected immediately not to appeal. | <input type="checkbox"/> Requested a reasonable time to decide whether to appeal. |
|---|---|

SIGNATURE OF COMMANDING OFFICER:

DATE OF MAST:

PART VIII: FINAL ADMINISTRATIVE ACTION

For drug related charges: Unit servicing CGIS office contacted to determine if entry into the National Instant Background Check System is appropriate.

CGIS Notified By: _____ on: _____

APPEAL SUBMITTED BY ACCUSED

DATE: _____

FINAL RESULT OF APPEAL

FORWARDED FOR DECISION ON: _____

APPROPRIATE ENTRIES MADE IN SERVICE RECORD

ENTERED BY:

(SIGNATURE)

DATE OF ENTRY:

FILED IN UNIT PUNISHMENT BOOK

ENTERED BY:

(SIGNATURE)

DATE OF ENTRY: