**Inspectors General Checklist**

**CRIMINAL JUSTICE INFORMATION REPORTING REQUIREMENTS (5580.6)**

This checklist applies to all commands that conduct garrison law enforcement.

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| **Functional Area Sponsor:**  DC I&L, Law Enforcement Branch | **Name of Command** |
| **Subject Matter Expert:** CWO5 Eric Peters | **Date.** |
| (COML) 571-732-7958 | **Inspector** |
| **Revised:** 3 April 2023 | **Final Assessment**  **Discrepancies: Findings:** |
| **Overall Comments:** Place Here | | |

Subsection 1 – PMO/MCPD FINGERPRINTING

0101 Are Military Police/Civilian Police (MP/CP) Officers collecting all required fingerprints for all arrestees investigated for violating offenses that require the collection of criminal fingerprints?

Reference: DODI 5505.11 (2019), pg 3, sec 1, subsec 1.2.a-d; MCBul 5810, encl 3, pg 3-1 thru 3-4, par 2,5 and 6

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| Result | Comments |

0102 Are Military Police/Civilian Police (MP/CP) Officers submitting all required fingerprints to the CJIS division of the FBI electronically, or through other alternative means?

Reference: MCBul 5810, encl 3, pg 3-1 par 2.a; DODI 5505.11 (2019) pg 3, sec 1, subsec 1.2.b-d, pg 6, sec 3, subsec 3.1.b.

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| Result | Comments |

0103 Are Military Police/Civilian Police (MP/CP) Officers ensuring all criminal fingerprints submitted to the FBI are entered into NCIC?

Reference: MCBul 5810, encl 3, pg 3-1, sec 2c

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| Result | Comments |

Subsection 2 – PMO/MCPD DISPOSITION COLLECTION, SUBMISSION, AND

VERIFICATION

0201 Are Military Police/Civilian Police (MP/CP) Officers submitting the disposition of all arrestees after receipt of administrative/judicial action (even when there is no action taken by the affected command) and are dispositions submitted within 30 days, after receipt of disposition from the convening authority?

Reference: DODI 5505.11(2019), pg 6, sec 3, subsec 3.1 and 3.2; MCBul 5810, encl 3, pg 3-1

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0202 Are Military Police/Civilian Police (MP/CP) Officers ensuring all dispositions submitted to the FBI are recorded in NCIC?

Reference: MCBul 5810, encl 3, pg 3-1, par 2c.

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| Result | Comments |

Subsection 3 – PMO/MCPD DEOXYRIBONUCLEIC ACID (DNA)

0301 Are Military Police/Civilian Police (MP/CP) Officers collecting DNA for the required offenses identified in the reference; and are the required DNA collection kits being utilized?

Reference: DODI 5505.14 (2022), pg 3, sec 1, subsec 1.2.c; MCBul 5810, encl 3, pg 3-3 to 3-4

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0302 Are Military Police/Civilian Police (MP/CP) Officers submitting all collected DNA samples to USACIL at the time of collection, and is the submission of the DNA samples recorded within the Incident Report?

Reference: DODI 5505.14 (2022), pg 7, sec 3, subsec 3.3

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| Result | Comments |

0303 Are Military Police/Civilian Police (MP/CP) Officers verifying the submission of the DNA collection kit to USACIL and documenting the verification within the Incident Report?

Reference: DODI 5505.14 (2022), pg 7, sec 3, subsec 3.5.a-c.

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| Result | Comments |

Subsection 4 – PMO/MCPD NATIONAL INSTANT CRIMINAL BACKGROUND

RECORD CHECK (NICS)

0401 Are Military Police/Civilian Police (MP/CP) Officers providing required Service Member and/or Civilian identifiable information to HQMC CID for submission into the NICS indices when the Arrestee of a PMO/MCPD case is identified as a prohibited person?

Reference: 18 USC 922 (g) and (n); MCBul 5810, encl 3, pg 3-1 thru 3-3, par 3a-f.

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| Result | Comments |

Subsection 5 – CRIMINAL INVESTIGATION DIVISION FINGERPRINTING

0501 Are Criminal Investigation Division Agents/Investigators collecting all required fingerprints for subjects investigated for violating offenses that require the collection of criminal fingerprints?

Reference: DODI 5505.11 (2019), pg 3, sect 1, subsec 1.2.a-d; MCBul 5810, encl 3, pg 3-1 thru 3-4, par 2 through 6.

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| Result | Comments |

0502 Is the Criminal Investigation Division submitting all required fingerprints to the CJIS division of the FBI electronically, or through other alternative means?

Reference: MCBul 5810, encl 3, pg 3-1 par 2(a); DODI 5505.11 (2019), pg 3, sec 1, subsec 1.2.b, 1.2.c, 1.2.d, pg 6, sec 3, subsec 3.1.b.

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| Result | Comments |

0503 Is the Criminal Investigation Division ensuring all criminal fingerprints submitted to the FBI are entered into NCIC?

Reference: MCBul 5810, encl 3, pg 3-1, sec 2c

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| Result | Comments |

Subsection 6 – CRIMINAL INVESTIGATION DIVISION DISPOSITION COLLECTION,

SUBMISSION, AND VERIFICATION

0601 Is the Criminal Investigation Division submitting the disposition of all subject/co-subjects after receipt of administrative/judicial action (even when there is no action taken by the affected command) and are dispositions submitted within 30 days?

Reference: DODI 5505.11(2019), pg 6, sec 3, subsec 3.1 and 3.2; MCBul 5810, encl 3, pg 3-1

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| Result | Comments |

0602 Is the Criminal Investigation Division ensuring all dispositions submitted to the FBI are recorded in NCIC?

Reference: MCBul 5810, encl 3, pg 3-1, par 2c.

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| Result | Comments |

Subsection 7 - CRIMINAL INVESTIGATION DIVISION DEOXYRIBONUCLEIC ACID

(DNA)

0701 Is the Criminal Investigation Division collecting DNA for the required offenses identified in the reference; and are the required DNA collection kits being utilized?

Reference: DODI 5505.14 (2022), pg 3, sec 1, subsec 1.2.c; MCBul 5810, encl 3, pg 3-3 to 3-4

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| Result | Comments |

0702 Is the Criminal Investigation Division submitting all collected DNA samples to USACIL at the time of collection, and is the submission of the DNA samples recorded within the Report of Investigation?

Reference: DODI 5505.14 (2022), pg 7, sec 3, subsec 3.3

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| Result | Comments |

0703 Is the Criminal Investigation Division verifying the submission of the DNA collection kit to USACIL and documenting the verification within the Report of Investigation?

Reference: DODI 5505.14 (2022), pg 7, sec 3, subsec 3.5

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| Result | Comments |

Subsection 8 – CRIMINAL INVESTIGATION DIVISION NATIONAL INSTANT

CRIMINAL BACKGROUND RECORD CHECK (NICS)

0801 Is the Criminal Investigation Division providing required subject information to HQMC CID for submission into the NICS indices when the subject of a Criminal Investigation Division case is identified as a prohibited person?

Reference: 18 USC 922 (g) and (n); MCBul 5810, par 3, encl 3, pg 3-1 thru 3-3, par 3.

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| Result | Comments |