

OIC, LEGAL SERVICES SUPPORT SECTION (LSSS) (TAB A)

Inspector: _____ Date: _____

01 General

01 001 - What are the CIRs for the OIC LSSS?

01 002 - Do all LSSS personnel have access to a printed or electronic version of the following publications?

- MCM 2013
- Military Judge's Benchbook
- MCO 5800.16B Ch 1 (LEGADMINMAN)
- MCO P1900.16F Ch 2 (MARCORSEPSMAN)
- JAGINST 5800.7F (JAGMAN)
- United States Navy Regulations
- Rules of Court
- JAGINST 5803.1D (Rules of Professional Conduct)
- Trial Guide
- Article 32 Investigating Officer's Guide
- MCO 5800.14 (Victim Witness Assistance Program)
- MCO 1752.5B (SAPR Program)
- NAVMC 3500.82 (Legal Services T&R Manual)
- MCO 1200.17E (MOS Manual)

02 Personnel

02 001 - Current FY15 Structure by Grade & MOS:

02 002 - Total on hand by Grade & MOS:

03 CLE

03 001 - Are LSSS Marines afforded reasonable opportunities to attend schools in order to maintain their CLE requirements?

03 002 - How is CLE assignment and expenditures tracked?

04 Budget

04 001 - Has the LAO been appointed in writing by the OIC as the organization fund/budget manager for the entire Region?

04 002 - What are the current operating budgets for the LSSS and all LSSTs? How are funds distributed?

04 003 - Describe the administration and accountability of funds.

04 004 - Are travel authorizations and vouchers for LSSS personnel processed via DTS in a reasonable amount of time?

Provision of Legal Services Evaluation

Article 6, UCMJ Visit

OIC, LSSS

15 Nov 2013

05 Evaluations

05 001 - Are FITREPS and proficiency/conduct marks processed in a timely manner?

05 002 - Has the LAO been designated as the "trusted assistant" for the OIC, LSSS?

05 003 - Does the LAO maintain a master fitrep "matrix" identifying the MRO/RS/RO relationships?

05 004 - Has the LSC been designated/identified as command reviewer for all enlisted fitreps processed in the LSSS and subordinate LSST Legal Chiefs?

05 005 - Does every office have an established billet description for each billet? MCO P1610.7F

06 Awards

06 001 - Are recommended Awards forwarded to the approval authority in a timely fashion and prior to a Marines departure?

07 Military Training Requirements

07 001 - Does the LSSS maintain a training plan?

07 002 - Are the following military training requirements being accomplished by the Marines assigned to the LSSS?

- Rifle/Pistol; PME; PFT/CFT; MCMAP, SAPR

08 Inspections

08 001 - Has the LSSS been the subject of an Inspector General of the Marine Corps (IGMC) Inspection or a Commanding General's Inspection Program (CGIP) inspection, using the AIRS 091 checklist, within the past 18-months? If yes, do you have a file copy of the results?

09 Legal Services

09 001 - Where an Expanded Legal Assistance Program (ELAP) is in operation, has the program obtained necessary approvals? JAGINST 5800.7F, PAR 0710

09 002 - Do trial counsel remain in their billet for at least 18 months before being moved to new billets?

09 003 - Do any trial counsel serve concurrently as defense counsel, SJA, OIC, VWLO, or VWAC while currently prosecuting cases?

09 004 - Are 4421's given the opportunity to attend the Legal Research & Writing and Legal Ethics courses provided by the Naval Justice School, Newport, RI? How many have attended?

09 005 - Does the OIC ensure that all VWAP requirements are being met? (MCO 5800.14)

