

CIVIL LAW (TAB G)

Inspector: _____ Date: _____

01 GENERAL

01 001 - Is a Standardized Request for Legal Services (RLS) being utilized by all supported SJA's?

01 002 - Are all office files to include case files properly maintained or destroyed? SECNAVINST M-5210.2

02 Claims

02 001 - Does the office process or assist in processing claims? (JAGINST 5800.7E, Chapter 8; MCO P5800.16A)

02 002 - Does the claims officer provide claims forms, advise where the forms should be filed, and inform the requestor of the type of substantiating information required? (JAGINST 5890.1A)

02 003 - Are SF 95 properly completed for claims under the Federal Tort Claims Act and the Military Claims Act? (MCO P5800.16A)

02 004 - For Federal Tort Claims Act and Military Claims Act claims, did personnel verify that the claims were sent to the Tort Claims Unit at Norfolk, Virginia? (JAGINST 5890.1A)

02 005 - Are DD Forms 1840 and 1842 properly completed and signed by the claimant or by a duly authorized agent for claims under the Personnel Claims Act? (JAGINST 5890.1A)

02 006 - Was a SF 91 completed when claims relating to accidents involving government motor vehicles? (JAGINST 5890.1A)

02 007 - Are litigation report investigations properly convened when required? (JAGINST 5800.7E, para. 0210)

03 Freedom of Information Act

03 001 - How many FOIA requests were reviewed in the last 12 months?

03 002 - Has initial denial authority been delegated in writing? (DoD 5400.11-R)

03 003 - How many requests for release of official information for litigation (official testimony and subpoena requests) did the office receive in the last 12 months? (JAGINST 5800.7E, Chapter 5, Subsection C)

