

## **ADMINISTRATIVE LAW (TAB H)**

### **01 GENERAL**

01 001 - Are all office files to include case files properly maintained or destroyed? SECNAVINST M-5210.2

01 002 - Is the Standardized Request for Legal Services (RLS) being utilized by all supported commands?

### **02 Administrative Separations**

02 001 - Is there a complete file copy of each administrative separation processed through their organization for the past two years? SECNAV M-5210.2; MCO 5210.11E

02 002 - Does the Administrative Law Section have all equipment required to perform their daily tasks?

02 003 - Have all board recorders attended the administrative board recorder course at Naval Justice School, Newport, RI?

02 004 - How are the provision of legal services being tracked?

### **03 Investigations**

03 001 - Are CID and/or NCIS investigations removed from the administrative separation package prior to mailing to MMSB-20? MCO P1900.16F, PAR 6305.2D

03 002 - Are file copies of each JAG Manual Investigation processed during the past two years maintained? (SECNAV M-5210.1, CHAP 5, PG III-5-64; JAGINST 5800.7E W/CH 1 AND 2, CHAP 2, SECT 0209F(3))

03 003 - Do all JAGMAN investigations comply with time limitations set for completing, reviewing and forwarding such investigations? (JAGINST 5800.7E W/CH 1&2, para. 0203E, 0206C(9), 0209F, 0210C(7), 0210F(1) and 0225)

03 004 - Do JAGMAN investigations that do not comply with time limitations have an explanation of the delay in an endorsement or in the IO's preliminary statement? (JAGINST 5800.7E W/CH 1 AND 2, Chapter II, para. 0208C)

03 005 - Are there procedures in place to ensure legal review of investigations by the cognizant SJA? (JAGINST 5800.7F)

03 006 - For command investigations and preliminary inquiries, are copies of investigations forwarded to the appropriate agency for the following subject areas:

- Extensive media coverage - to N09C or CMC (JA)
- Training incidents causing death or serious injury - to N7 or CMC (JA)

