



UNITED STATES MARINE CORPS
HEADQUARTERS AND HEADQUARTERS SQUADRON
MARINE CORPS AIR STATION
BOX 99160
YUMA, AZ 85369-9160

IN REPLY REFER TO
SgdnO 5800.1A
SQS1
23 Mar 11

SQUADRON ORDER 5800.1A

From: Commanding Officer
To: Distribution List

Subj: SELF-REPORTING OF CRIMINAL CONVICTION BY OFFICERS AND STAFF
NON-COMMISSIONED OFFICERS

Ref: (a) ALNAV 067/08

1. Situation. Per the reference, the Secretary of the Navy mandates that all U.S. Navy and U.S. Marine Corps commissioned officers, warrant officers, and senior enlisted members (E-7 and above) report in writing any conviction of such member for violation of a criminal law of the United States. The following additional procedures and policies are mandated.

2. Cancellation. SgdnO 5800.1

3. Mission. This Policy Letter broadens the scope of the reference to include E-6's and provides implementation guidance.

4. Execution

a. Commander's Intent. All commissioned and warrant officers as well as Staff Noncommissioned Officers and Navy senior enlisted personnel, E-6 and above, shall report any conviction to myself via their chain-of-command.

b. Concept of Operations

(1) Definitions

(a) Conviction: Includes a plea or finding of guilty, a plea of *nolo contendere*, and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of cases.

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(b) Criminal Law of the United States: Includes any military or other Federal criminal law; any State, District, Commonwealth, or Territorial or equivalent criminal law or ordinance of any country, parish, municipality, or local subdivision of any such authority, other than motor vehicle violations that do not require a court appearance.

(2) Policy

(a) All commissioned officers, warrant officers, or staff noncommissioned officers/Navy senior enlisted, E-6 and above, of this command who have been or are convicted of a violation of a criminal law of the United States, as defined above, on or after 1 March 2008 shall submit a written report regarding such conviction to me via their immediate chain-of-command.

(b) Due Date

*1. For any convictions that occur on or after the date of issuance of this Policy Letter, the individual Marine or Sailor must deliver written notice to his or her immediate supervisor within 15 calendar days of the date the conviction is announced, even if the sentence has not been imposed of the member intends to appeal the conviction.

*2. For any convictions that occurred on or after 1 March 2008 but prior to the issuance of the Policy Letter, the member must deliver written notice to his or her immediate supervisor within 15 calendar days of the date of this Policy Letter.

(c) Processing of Reports. I will endorse any report of conviction I receive. Copies will be provided to the member reporting the conviction, the Marine Corps Air Station Staff Judge Advocate, and his or her intermediate chain-of-command as appropriate. A copy of the original package will be maintained at the squadron level for a period of two years from the date of final action. The member should maintain a copy of his or her written notice, with endorsements, as evidence that they complied with the terms of this policy.

(3) Punitive Nature. Compliance with this Policy Letter is mandatory. Specifically, subparagraphs marked with the asterisk (*) are punitive in nature. Violation of these provisions may lead to disciplinary and/or adverse administrative action.

5. Administration and Logistics

a. Recommendations concerning the contents of this Order may be forwarded to the Commanding Officer via the appropriate chain-of-command.

b. This order will be published and distributed electronically via the Squadron's website at: <http://www.yuma.usmc.mil/hhs/sqdnorders.html>.

6. Command and Signal. This Policy Letter is applicable to all members of Headquarters and Headquarters Squadron, Marine Corps Air Station Yuma and is effective the date signed. The point of contact for this matter is the Station Staff Judge Advocate at (928) 269-3484.


E. K. COUCH

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