

FOR OFFICIAL USE ONLY – PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES.

OFFENSE REPORT

DATE: _____

From: _____, Accuser

To: Legal Technician, Naval Construction Training Center, Port Hueneme

1. I desire to place the following person on report:

Name of Accused	Rank/Rate	Department
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2. Details of the offense (PRINT):

(If more room is necessary, utilize the reverse side)

3. Witnesses: (Ensure ALL witnesses provide written statements and attach). Offense Report will not be accepted if witness written statements are not attached.

Name of Witness	Rank/Rate	Department
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature of the Accuser

Phone Number

After completing the offense package (PIO, COC Input and Seabag Inspection) turn into the Legal Office.

INTERNALLY INITIATED OFFENSE REPORT CHECKLIST

The following is a guide/package for submission when there is a belief that a service member has violated an article of the UCMJ.

1. Offense Report

Use this report to initiate an investigation. Summarize the offense and main details. Either the Command Master-at-Arms (CMAA) or an assigned Preliminary Inquiry Officer (PIO) will use the Offense Report to initiate an investigation.

Did you remember to?

- Provide the name of the person who initiated the report.
- Provide the name, rank, rate, and department of the suspected accused.
- Provide a brief but descriptive summary of the offense(s).
- Provide the names of any witnesses; to include their rank/rate, dept/division.
- Signature of the accuser.

2. CMAA or PIO's Report

Upon receipt of the Offense Report, the CMAA or PIO will then investigate the suspected offense. The CMAA/PIO's job is to gather all information and determine the facts surrounding the incident. When the Inquiry is complete, the CMAA/PIO should know who, what, when, where, why, and how concerning the incident, then take all of that information and form it into a brief.

Did you remember to?

- Question all parties involved or related to the incident (witnesses?)
- Gather all of the information surrounding and related to the offense? (Who, what, when, where, why, and how).
- When questioning the accused did you have them sign the "Military Suspect's Acknowledgement and Waiver of Right's" Form? Make sure they initial next to each of the five rights listed.
- The accused must put their full name, rank/rate, dept, phone number (if a student, use NMT's phone number), and last four of SSN, on both lines of the form (top and bottom). The CMAA/PIO may have this information already filled into the form prior to meeting with the suspected accused.
- The suspected accused should circle the bottom of the form noting whether or not they wish to give a statement.

- Should the accused decide to make a written statement, this written statement is to be taken on the Voluntary Statement form. This may be typed or handwritten by the suspected accused. The Voluntary Statement should be the suspected accused own words. If the suspected accused choses to make a verbal statement only, the CMAA/PIO will use the Voluntary Statement form.

Write/type all questions asked with the suspected accused's response. Add a line stating the suspected accused did not want to make a written statement but agreed to make a verbal statement. Ask the suspect to review and sign.

- The Voluntary statement form should also be completely filled out. There should be no blank spaces left on this form. The person who is taking the statement (CMAA/PIO) should fill in their name in the space provided, and why they are taking a statement is to be filled in (example: "whom I know to be: CMAA/PIO). Also the reason they are taking the statement, (example: "concerning my knowledge of": theft of SA Doe's laptop).

- If the statement goes longer than the first page it can be continued on another form, just make sure that it is labeled as the continuation of the first page. (i.e.: Page 1 of 5, Page 2 of 5, etc.)

- The suspected accused will sign in the signature block and complete the date and time block. The CMAA/PIO and a second person will sign in the witnessed block.

3. Legal Technician

Upon completion of the investigation, all evidence and information/original forms will be submitted to the Command Legal Technician. The Legal Technician will review the package and discuss with the Chain of Command whether there is enough evidence to charge the suspected accused. If there is sufficient evidence, the Legal Technician will complete the Report and Disposition of Offense(s) - NAVPERS 1626/7 and the case will move onto DRB, XOI and/or NJP.