



# OFFICIAL FILE COPY

UNITED STATES MARINE CORPS

COMMANDING OFFICER  
MARINE AVIATION TRAINING SUPPORT GROUP  
700 AVENGER AVENUE  
LEMOORE, CA 93246-5016

IN REPLY REFER TO:

GruO 5800.1A  
Legal  
10 Oct 95

GROUP ORDER 5800.1A

From: Commanding Officer  
To: Distribution List

Subj: LEGAL ADMINISTRATION PROCEDURES FOR MARINES UNDER THE  
ADMINISTRATIVE CONTROL OF MARINE AVIATION TRAINING  
SUPPORT GROUP (MATSG), NAVAL AIR STATION (NAS), LEMOORE

Ref: (a) MCO P 5800. ~~se 16~~  
(b) MCO P 1400.32 ~~A~~ B

Encl: (1) Request for Legal Services

1. Policy. To establish policy for legal administrative procedures for Marines under the administrative control of MATSG, NAS Lemoore in accordance with the references.

2. Cancellation. GruO 5800.1.

3. Background

a. In the past, squadrons and Naval Air Maintenance Training Group Detachment (NAMTRAGRUDET) have performed legal administration for permanent personnel assigned to these units. The legal administration and correspondence is performed by Navy personnel utilizing Navy forms. Although legal requirements may be the same, procedures and forms are different for Marine Corps administration.

b. Due to the difference in procedures and forms, MATSG will conduct all legal administration pertaining to Marines permanently assigned to NAS Lemoore.

c. If a Marine has been involved in an incident, a request for legal services (RLS), enclosure (1), will be immediately submitted to MATSG. All supporting evidence pertaining to the case will be included to expedite processing.

4. Action

a. NONJUDICIAL PUNISHMENT (NJP)

(1) The parent unit will complete a RLS and submit it to MATSG.

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(2) MATSG will complete the necessary documents and return them to the parent unit for the NJP proceedings.

(3) The Marine's Commanding Officer or Officer In Charge will conduct the NJP proceedings. The MATSG legal clerk will be present for recording the NJP.

(4) Upon completion of the NJP, all documents will be turned over to the MATSG legal clerk for administrative processing.

(5) A copy of the final product will be provided to the parent unit.

(6) Deployed squadrons may obtain assistance from the Marine Detachment assigned to their ship.

b. SUMMARY COURT-MARTIAL (SCM)

(1) The parent unit will complete a RLS appointing a Summary Court-Martial officer and submit it to MATSG, or request that the CO, MATSG resolve the charges.

(2) MATSG will complete the necessary documents and return them to the parent unit for the SCM proceedings or resolve the charges.

(3) Upon completion of the convening authority's action, all documents will be turned over to the MATSG legal clerk for administrative processing.

(4) A copy of the final product will be provided to the parent unit.

c. SPECIAL COURT-MARTIAL (SPCM)

(1) The parent unit will convene the SPCM or request that the CO, MATSG resolve the charges. A RLS will be completed and submitted to Naval Legal Service Office Detachment, NAS Lemoore, for processing. A copy of the RLS will be forwarded to MATSG for record purposes.

(2) If convened by the parent unit, a copy of the convening authority's action will be provided to MATSG upon completion.

d. GENERAL COURT MARTIAL (GCM)

(1) The parent unit will complete a RLS and submit it to the Naval Legal Services Office Detachment, for processing. The Commanding Officer, NAS Lemoore exercises General Courts-Martial authority over Marines assigned permanently and temporarily to all units for disciplinary matters and Commanding General, Marine Corps Base Camp Pendleton exercises general courts-martial authority for matters purely administrative in nature.

e. ADMINISTRATIVE DISCHARGES

(1) All units will complete a RLS and submit it to MATSG.

(2) MATSG will complete the necessary documents and return them to the parent unit for review and signature.

(3) Commanders will convene the administrative discharge board for Marines permanently assigned.

(4) MATSG legal clerk will be present for recording the proceedings.

(5) All documents will be turned over to the MATSG legal clerk for administrative processing and final action.

(6) A copy of the final product will be provided to the parent command.

(7) Commanding Officer, MATSG will convene administrative discharge boards for MATSG permanent and student personnel.

(8) The parent unit will review and sign the discharge package and it will be forwarded to the General Courts-Martial Convening Authority, via MATSG, <sup>Commander, Marine Corps Air Base Western Area,</sup> ~~Commanding General Marine Corps~~ <sup>Marine Corps Air Base,</sup> ~~Base, Camp Pendleton, CA,~~ in matters wherein Marine Corps directives require a Marine General Officer.

f. ADMINISTRATIVE REDUCTIONS

(1) All units will complete a RLS and submit it to MATSG.

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(2) MATSG will complete the necessary documents and return them to the parent unit for review and signature.

(3) Commanders will convene the administrative reduction board for Marines permanently assigned or request that the CO, MATSG convene them.

(4) MATSG legal clerk will be present for recording the proceedings.

(5) All documents will be turned over to the MATSG legal clerk for administrative processing and final action.

(6) A copy of the final product will be provided to the parent command.

(7) Commanding Officer, MATSG will convene administrative reduction boards for MATSG permanent and student personnel.

(8) Commanding Officer, MATSG is the Administrative Reduction Authority for Lance Corporals and below.

(9) Administrative reductions for Corporals and Sergeants will be forwarded to the <sup>Commander, Marine Corps Dir, Bases Western</sup> ~~Commanding General, Marine~~ <sup>area, Miramar, San Diego, CA</sup> ~~Corps Base, Camp Pendleton, CA~~ for final action.

(10) Administrative reductions for Staff Sergeants and above will be forwarded to the Commandant of the Marine Corps (MMPR-2) for final action.

h. MATSG will retain full legal authority over all Marines and students assigned to MATSG.

  
R. VIDAURRI  
By direction

DISTRIBUTION: A

Copy to: <sup>Cuds, MCABWA, Miramar</sup> ~~CG, MCB, Camp Pen~~  
CO, NAS Lemoore  
CO, VFA-125

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UNITED STATES MARINE CORPS  
Marine Aviation Training Support Group  
Naval Air Station  
Lemoore, California 93246-5016

REQUEST FOR LEGAL SERVICES

\_\_\_\_\_  
(DATE)

From:  
To:

Subj: REQUEST FOR LEGAL SERVICES FOR \_\_\_\_\_  
\_\_\_\_\_

Encl: (1) Preliminary Inquiry (NIS Rpts/Stmts & ect.)

1. The enclosure is forwarded in support of this request for legal services.

2. The subject named Marine is charged with the following offenses:

\_\_\_\_ Non-Judicial Punishment  
\_\_\_\_ Summary Court-Martial  
\_\_\_\_ Special Court-Martial  
\_\_\_\_ Article 32 Investigation  
\_\_\_\_ Other \_\_\_\_\_

3. It is requested that the following administrative assistance be provided concerning the alleged offenses set forth within the enclosures.

A. Preparation of the charge sheet through referral. The following information is provided:

(1) The accused will be advised of the charges by:

\_\_\_\_\_  
(Rank, Initials, Last name, Component, Duty Assignment.)

(2) Charges will be receipted for by:

\_\_\_\_\_  
(Rank, Initials, Last name, Component, Duty Assignment.)

ENCLOSURE (1)

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\_\_\_\_\_  
\_\_\_\_\_

4. Should the accused qualify for and submit a request to be discharged with an other than honorable discharge for the good of the service in order to avoid trial by court-martial,

I would recommend approval of such a request: \_\_\_\_\_YES  
\_\_\_\_\_NO.

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\_\_\_\_\_

5. Remarks: Additional information.

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(CO OR DESIGNEE BY DIRECTION)

ENCLOSURE (1)