



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
2 NAVY ANNEX  
WASHINGTON, DC 20380-1775

MCO P5800.16A  
JA-2  
31 Aug 99

MARINE CORPS ORDER P5800.16A

From: Commandant of the Marine Corps  
To: Distribution List

Subj: MARINE CORPS MANUAL FOR LEGAL ADMINISTRATION (SHORT TITLE:  
LEGADMINMAN)

Encl: (1) LOCATOR SHEET

Reports Required: List, page v

1. Purpose. To update policies and procedures concerning legal and legal administrative matters.
2. Cancellation. MCO 5800.11A, MCO P5800.16, and MCO 5830.5.
3. Summary of Revision. In addition to administrative corrections and updates which will not be listed separately, this revision contains the following, substantial changes:
  - a. Chapters have been renamed to more accurately reflect content, and renumbered to establish groupings of related material.
  - b. Chapter 1 combines elements of former chapters 1 and 3, and adds substantial new material. It should be completely reviewed.
  - c. Chapters 2, 8, 21, and 22 are new and should be completely reviewed.
  - d. Chapter 3 clarifies the dating of certain UPB items and removes discussion of a separate reduction order. In lieu of a reduction order, copies of the UPB will be delivered to the Marine and forwarded to CMC (MMSB) in any case involving an unsuspended reduction. This change will be mirrored in the next revision to MCO P1400.32B.
  - e. Chapter 4 adds or revises: procedures for waiving boards of inquiry; a sample board of inquiry findings worksheet; minimum qualifications for BOI recorders and legal advisors; notification language concerning receipt of advance education assistance; and the requirement for a verbatim record of officer NJP proceedings.
  - f. Chapter 5 revises procedures for return to military control, escaped prisoners, administration of Marine detained by civil authorities (domestic or foreign), and completion of DD Form 553.

**DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited**

MCO P5800.16A  
31 Aug 99

g. Chapter 12 adds material concerning Marine Corps birthday balls and gifts to MWR activities.

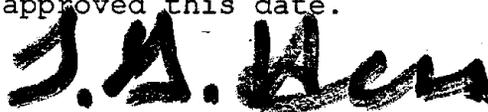
h. Chapter 17 revises the list of required publications.

i. Chapter 20 contains material from former chapter 1.

4. Recommendations. Recommendations concerning this Manual are invited and should be submitted to CMC (JA-2).

5. Reserve Applicability. This Manual is applicable to the Marine Corps Reserve.

6. Certification. Reviewed and approved this date.



T. G. HESS  
Staff Judge Advocate to the  
Commandant of the Marine Corps

DISTRIBUTION:

Copy to: 7000110 (55)  
7000122 (50)  
7000099, 144/8145001 (1)  
8145005 (2)

MCO P5800.16A  
31 Aug 99

LOCATOR SHEET

Subj: MARINE CORPS MANUAL FOR LEGAL ADMINISTRATION (SHORT TITLE:  
LEGADMINMAN)

Location: \_\_\_\_\_  
(Indicate the location(s) of the copy(ies) of this Manual.)

ENCLOSURE (1)

LEGADMINMAN

RECORD OF CHANGES

Log completed change action as indicated.

CHANGE NUMBER	DATE OF CHANGE	DATE RECEIVED	DATE ENTERED	SIGNATURE OF PERSON ENTERING CHANGE

LEGADMINMAN

CONTENTS

CHAPTER

	REPORTS REQUIRED
	INTRODUCTION
1	MILITARY JUSTICE
2	ORGANIZATION OF MARINE CORPS DEFENSE COUNSEL
3	ENLISTED NONJUDICIAL PUNISHMENT MATTERS AND PREPARATION OF THE UNIT PUNISHMENT BOOK
4	OFFICER MISCONDUCT
5	ABSENTEES, DESERTERS, IHCA, AND IHFA
6	VICTIM AND WITNESS ASSISTANCE PROGRAM
7	ADMINISTRATIVE PROCEDURES FOR PAROLEES
8	MANAGEMENT OF INVESTIGATIONS
9	COORDINATION OF CIVIL LITIGATION
10	COMPLIANCE WITH COURT ORDERS BY MARINES, DEPENDENTS, AND CIVILIAN EMPLOYEES SERVING OVERSEAS
11	ETHICS PROGRAM
12	GIFTS
13	CLAIMS
14	LEGAL ASSISTANCE AND TAX PROGRAM
15	DEPENDENT SUPPORT AND PATERNITY
16	INDEBTEDNESS
17	LAW LIBRARIES
18	STENOTYPE PROGRAM
19	LAW EDUCATION PROGRAMS
20	CERTIFICATION AND DESIGNATION OF JUDGE ADVOCATES; EVIDENCE OF GOOD STANDING
21	JUDGE ADVOCATE SUPPORT AND PERSONNEL

LEGADMINMAN

22 ORGANIZATION OF LEGAL SERVICES IN THE DEPARTMENT OF  
THE NAVY

LEGADMINMAN

REPORTS REQUIRED

	<u>REPORT TITLE</u>	<u>REPORT SYMBOL</u>	<u>PARAGRAPH</u>
I.	Investigation of Suspected Officer Misconduct	MC-1621-04	4002.2
II.	Officer Misconduct Case Update	MC-1621-05	4002.5
III.	Officer Punishment	EXEMPT	4004.1
IV.	Trial of Officers	EXEMPT	4005.1
V.	Notice of Absentee Wanted by the Armed Forces (DD Form 553)	MC-5800-02	5002.2d(6) 5010.2d
VI.	Unauthorized Absence of Officers	MC-1621-03	5003
VII.	Report of Return of Absentee and of Stragglers Orders Issued/Guards Requested	MC-5800-04	5009.3b 5009.4i
VIII.	Victim and Witness Assistance	DD-5800-09 (External RCS DD-P&R(A)1952))	6007.1
IX.	Public Financial Disclosure	DN-5370-01	11003.1
X.	Confidential Financial Disclosure	DN-5370-02	11003.2
XI.	Foreign Gift of More Than Minimal Value	EXEMPT	12002.8c
XII.	Gifts of Travel	EXEMPT	12002.9c
XIII.	Regional Legal Assistance Council Summary	MC-5800-01	14010.6b

## LEGADMINMAN

### INTRODUCTION

0001. PURPOSE. This Manual is published to promulgate policies, procedures, guidance, and instructions for the administration of discipline, law, and legal matters in the Marine Corps and the Marine Corps Reserve.

0002. SCOPE

1. The provisions of this Manual set forth procedures and responsibilities for the maintenance of discipline and the administration of laws and regulations relating thereto.

2. This Manual supplements the UCMJ, the Manual for Courts-Martial, 1995 (MCM, 1995), the Manual of the Judge Advocate General of the Navy (JAGMAN), and other pertinent directives of higher authority. Provisions of the foregoing are restated herein only to the extent considered necessary for clarity, emphasis, elaboration, or convenience of reference.

3. In the event any portion of this Manual is now or hereafter in conflict with any regulation of higher authority, the provision of the regulation issued by higher authority shall be controlling. Users of this Manual are requested to bring such conflicts to the attention of CMC (JA-2).