

GCMA CHECKLIST

Page 1

Complainant:

Respondent:

YES NO

Is this command the **proper GCMA**? §§ 0303e and 0305c.

Has an **advance copy** of the complaint, without enclosures, been sent to the SECNAV, via JAG, upon receipt? § 0306d.

Is Complainant a **proper complainant**? § 0305a.

Is Respondent a **proper respondent**? § 0305b.

Does the complaint allege a wrong which is the **proper subject of a complaint of wrongs**?

YES NO

Was the wrong initiated, taken or ratified by the Respondent, and otherwise meet the definition of a wrong? §§ 0303f and 0304a (1)-(2). (If he or she did not, the complaint is not cognizable.)

Was the Respondent's action final? § 0304a(3). (Non-final actions, including most recommendations by respondent are not cognizable unless the recommendation itself, such as a recommendation for advancement, is controlling.)

Does the Complaint challenge general policies of the Department of Defense or the Department of the Navy or provisions of instruction or other documents promulgating such policies? § 0304a(4). (If it does, the complaint is not cognizable.)

Does the complaint challenge decisions or procedures of the GCMA involving an article 138 complaint, except for failure to forward the complaint? § 0304a(5). (If it does, the complaint is not cognizable.)

YES NO

Does the complaint challenge findings or final actions of boards covered under 10 U.S.C. § 1181 (Board to Consider Separation of Regular Officers for Substandard Performance), 1182 (Board of Inquiry), and 1183 (Board of Review)? § 0304a (6)(a). (If it does, the complaint is not cognizable.)

YES NO

Does the complaint make a collateral attack on NJP, court-martial, or administrative discharge procedures? § 0304a(6)(b). (If it does, the complaint is not cognizable.)

NOTE: A complaint concerning vacation proceedings involving suspended nonjudicial punishment is cognizable.

Does the complaint seek disciplinary action against another? § 0304b(1). (If it does, the complaint is not cognizable.)

Does the complaint seek to change records which have become final? § 0304b(2). (If it does, the complaint is not cognizable.)

NOTE: Records are final 90 days after member knows of the record's submission for entry into the appropriate record or one year after submission for entry into the appropriate record, whichever is earlier.

Is the complaint **timely**? § 0306a.

Did Complainant **request redress** from Respondent before filing the complaint? § 0306b.

Is the complaint in the **form** specified at Appendix A-3-a of JAGMAN Chapter III? § 0306c.

Has the complaint been **properly forwarded**? § 0306d.

Is the complaint **complete** and does it contain all enclosures and endorsements? § 0306e.

Does the complaint **improperly join** more than one complainant or respondent? § 0306g.

YES NO

Has Complainant received a **copy of all endorsements and enclosures**? § 0306e.

Has complainant been given an **opportunity to rebut** adverse matter included in the endorsements and enclosures or developed by GCMA inquiry? § 0307e.

Did GCMA personally sign report to Secretary describing action taken? § 0307g. (By direction signatures are **not** permitted).

Did GCMA advise Complainant of determination(s) indicating the merit of each allegation and the relief granted, if any? § 0307j.

DATE

SIGNATURE OF OFFICIAL REVIEWING THE COMPLAINT