

Mast Representative and PIO 9-7.01-K

KNOW the duties and responsibilities of an enlisted member as they pertain to the following, as presented in the E-PME Study Guide.

- Mast Representative
- Preliminary Inquiry Officer

Mast Representative and PIO

As a CPO in the Coast Guard, you may find yourself in a situation in which you are asked to serve as one of the following.

- Mast Representative
- Preliminary Inquiry Officer (PIO)

Mast Representative Responsibilities

During a Non-Judicial Punishment (NJP) proceeding, a mast representative serves primarily to assist the member involved in the proceeding.



The mast representative is responsible for preparing for and presenting the member's side of the matter. He or she also speaks for the member, if the member requests.

Part V of the Manual for Courts Martial states that the mast representative may:

- Question witnesses
- Submit questions to ask witnesses
- Present evidence
- Make statements geared to the commanding officer. The mast representative may make statements inviting the commanding officer's attention to those matters he or she feels are important or essential to an appropriate disposition of the matter.

***Mast
Representative
Responsibilities
(continued)***

The mast representative may also make a plea for leniency on behalf of the accused. To that end, the mast representative may solicit and submit statements regarding:

- The reputation of the member at the unit
- Extenuating circumstances
- Mitigating circumstances

Coast Guard policy states that communications between an accused person and his or her mast representative must be privileged in the same way communications are between an attorney and client.

Mast representatives are responsible for maintaining the privacy of any discussions with the accused member represented.

***Preliminary
Inquiry Officer
Responsibilities***

A Preliminary Inquiry Officer (PIO) is a member of the command designated by the executive officer to conduct a preliminary inquiry based on offenses alleged on a CG-4910.

The PIO has a set of responsibilities he or she must meet to protect the rights of the accused and ensure that punishments cannot be overturned.

The Preliminary Inquiry Officer (PIO) must:

- Ensure the section of the CG-4910 entitled Information Concerning Accused is properly completed.
- Review the description of each of the suspected offenses in Part IV, MCM, and address each of the listed elements during the inquiry. The PIO must advise the person named as the suspect on the CG-4910 of his or her rights under Article 31(b) before asking that person any questions. If the suspect states he or she desires to consult with an attorney at any time during the questioning, the PIO must stop questioning immediately.
- Question any witnesses and collect any documents (log entries, receipts, etc.), statements, or other evidence of the suspected offense(s). The PIO should obtain a signed written statement from each witness who has information about the alleged offense(s). If a witness refuses to provide a written statement, the PIO should prepare a summary of the interview.
- Correct the CG-4910 as necessary to ensure the Details of Offenses are supported by evidence. A copy of any amended CG-4910 is to be provided to the member.
- Complete the section of the CG-4910 entitled *Preliminary Inquiry Officer's Report* at the conclusion of the preliminary inquiry.

***Preliminary
Inquiry Officer
Responsibilities
(continued)***

The completed CG-4910 and any supporting materials obtained during the inquiry must be forwarded to the executive officer. The report must include the PIO's summarized opinion of what actually occurred along with a recommendation as to the appropriate disposition of the matter.

The PIO may suggest four recommendations:

- Captain's mast (NJP)
- Trial by court-martial
- Dismissal
- Administrative action, such as negative 3307 entry

If, during the course of the inquiry, the PIO becomes aware of a new or different offense(s) that may have been committed by the member, the PIO:

- Must inquire into the new or different offense(s)
 - Should make a recommendation concerning the disposition of the new or different offense(s)
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