

**ADMINISTRATIVE NON-JUDICIAL PUNISHMENT (NJP) CHECKLIST,
Article 15 UCMJ**

Ref: Military Justice Manual, COMDTINST M5810 (series)
 Manual for Courts-Martial, MCM 2019
 Personnel & Pay Procedures Manual, PPCINST M1000.2 (series)
 Coast Guard Pay Manual, COMDTINST M7220.29 (series)
 Discipline and Conduct, COMDTINST M1600.2 (series)
 Enlisted Accessions, Evaluations, and Advancements, COMDTINST M1000.2 (series)
 Officer Accessions, Evaluations, and Promotions, COMDTINST M1000.3 (series)

Step	Action	Who	Completed
1.	Advise member of his or her rights under Article 31(b), (UCMJ and Miranda/Tempia Rights, CG-5810E)	PIO	
2.	Complete command directed investigation and provide recommendation for disposition on CG-4910 (Report of Offense and Disposition, and Record of Non-Judicial Punishment)	PIO	
3.	Information concerning accused section of CG-4910	ADMIN	
4.	Initial disposition (part II, CG-4910)	XO	
5.	PIO information (part III, CG-4910)	PIO	
6.	Provide recommendation for disposition (part IV, CG-4910)	PIO/XO	
7.	Direction of Commanding Officer (part V, CG-4910)	CO	
8.	Notification of Accused for Disposition at Capt's Mast (part VI, CG-4910)	XO	
8a.	May be necessary to again advise member of rights under Art.31(b), UCMJ	XO	
8b.	Appoint or have member select a mast representative	XO	
8c.	Member completes the appropriate CG-5810(A or B ashore)(C or D attached/embarked on vessel)(Acknowledgment of Rights – Acceptance of NJP)	XO	
8d.	Provide member (not attached/embarked on vessel) the opportunity to consult with an attorney.	XO	
8e.	Provide copy of CG-4910 to the accused	XO	
9.	Member and Mast Representative review copy of CG-4910, witness statements, evidence, and any other pertinent information concerning the case.	XO	
10.	Conduct Capt.'s Mast (guidance and script provided in Military Justice Manual, 2.K.10)	CO	
11.	Completion of Record of NJP (part VII, CG-4910)	CO	
12.	Forward the CG-4910 for final administrative action (part VIII, CG-4910)	CO/ADMIN	
13.	Forward copy to SPO for Direct Access entry and court memorandum	ADMIN	
14a.	Enlisted: Complete a Discipline EER (Good Conduct Medal eligibility termination CG-3307 not required)	CO	
14b.	Officer: Prepare a special OER including the Reported-on Officer's performance and any other matter on which the officer may be evaluated	CO	
15.	Cancel 'A' School application/placement, if applicable	CO/ADMIN	
16.	Initiate report (CG-5588) to the CG Security Center	XO/ADMIN	
17.	File complete mast package in unit punishment log for 4 years ✓ Original CG-4910 ✓ Disciplinary Action (court memorandum) print out ✓ CG-5810 ✓ PIO report and all enclosures ✓ Final action on appeal, if any	ADMIN	