



UNITED STATES MARINE CORPS

3D MARINE AIRCRAFT WING
MARINE CORPS AIR STATION MIRAMAR
PO BOX 452038
SAN DIEGO CA 92145-2038

IN REPLY REFER TO:

1000

SJA

SEP 10 2009

POLICY LETTER 09-03

From: Commanding General
To: Distribution List

Subj: SELF-REPORTING OF CRIMINAL CONVICTION BY OFFICERS AND
STAFF NON-COMMISSIONED OFFICERS

Ref: (a) ALNAV 067/08

1. Situation. In the reference, the Secretary of the Navy mandates that all U.S. Navy and U.S. Marine Corps commissioned officers, warrant officers, and senior enlisted members (E-7 and above) report in writing any conviction of such member for a violation of a criminal law of the United States. The following additional procedures and policies are mandated.

2. Cancellation. 3d MAW Policy Letter 03-08.

3. Mission. This policy letter broadens the scope of the reference and provides additional guidance.

4. Execution

a. Commander's Intent. All staff noncommissioned officers and Navy senior enlisted personnel, E-6 and above, as well as commissioned and warrant officers shall report any conviction to a squadron-level commander via their chain-of-command.

b. Concept of Operations

(1) Definitions

(a) Conviction. Includes a plea or finding of guilty, a plea of *nolo contendere*, and all other actions tantamount to a finding of guilty, including adjudication withheld, deferred prosecution, entry into adult or juvenile pretrial intervention programs, and any similar disposition of cases.

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(b) Criminal Law of the United States. Includes any military or other Federal criminal law; any State, District, Commonwealth, or Territorial or equivalent criminal law or ordinance; and any criminal law or ordinance of any county, parish, municipality, or local subdivision of any such authority, other than motor vehicle violations that do not require a court appearance.

(2) Policy

*(a) All commissioned officers, warrant officers, or staff noncommissioned officers/Navy senior enlisted, E-6 and above, of 3d MAW who have been or are convicted of a violation of a criminal law of the United States, as defined above, on or after 1 March 2008, shall submit a written report regarding such conviction to his Squadron Commander via his immediate chain-of-command.

*(b) Due Date

*1. For any convictions that occur on or after the date of issuance of this policy letter, the individual Marine or Sailor must deliver written notice to his or her immediate supervisor within 15 calendar days of the date the conviction is announced, even if the sentence has not been imposed or the member intends to appeal the conviction.

*2. For any convictions that occurred on or after 1 March 2008 but prior to the issuance of this policy letter, the member must deliver written notice to his or her immediate supervisor within 15 calendar days of the date of this Policy Letter.

(c) Processing of Reports. Squadron Commanders will endorse any report of conviction they receive to "Files" with a copy to the member reporting the conviction, the 3d Marine Aircraft Wing Staff Judge Advocate, and intermediate chain-of-command as appropriate. A copy of the original package will be maintained at the squadron level for a period of two years from the date of final action. The member shall maintain a copy of his or her written notice, with endorsements, as evidence that he or she complied with the terms of this policy.

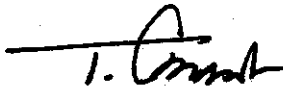
(3) Punitive Nature. Compliance with this policy letter is mandatory. Specifically, subparagraphs marked with an asterisk (*) are punitive in nature. Violation of these

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provisions may lead to disciplinary and/or adverse
administrative action.

5. Administration and Logistics. This policy letter is
available on the 3d MAW SharePoint site under Adjutant Policy
Letters.

6. Command and Signal. This policy letter is applicable to all
members of 3d Marine Aircraft Wing and is effective the date
signed. The point of contact for this matter is the Staff Judge
Advocate at (858) 577-1427.



T. CONANT

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