



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
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NSTCNOTE 5800
N02
24 Oct 2022

NSTC NOTICE 5800

From: Commander, Naval Service Training Command

Subj: TRAINING AND CONSULTATION WITH NAVAL SERVICE TRAINING
COMMAND LEGAL OFFICE FOR INVESTIGATING OFFICERS CONDUCTING
PRELIMINARY INQUIRIES AND COMMAND INVESTIGATIONS

Ref: (a) JAGINST 5800.7G (JAGMAN)
(b) JAGMAN Investigations Handbook

1. Purpose. To encourage consultation with and training from the Naval Service Training Command (NSTC) Legal Office in conducting preliminary inquiries and command investigations.
2. Background. A preliminary inquiry (PI) is a quick and informal investigative tool that can be used to determine initially whether a particular incident is serious enough to warrant some form of JAGMAN investigation. A PI may sometimes address a relatively minor issue (e.g. low-value property loss), but can frequently address misconduct and result in a recommendation for administrative or disciplinary action against a unit member. A Command Investigation (CI) functions to search out, develop, assemble, analyze, and record all available information relative to an incident under investigation. A CI will almost always address an issue of significant concern to the command.
3. Policy. Staff members across the NSTC domain must be prepared when appointed as an investigating officer (IO) for a PI or CI. Certain PIs and CIs are more complicated and would benefit from additional guidance and advice from a Judge Advocate. When assigned to conduct a PI or CI, prior to beginning the investigation, the IO should consult with the NSTC legal office or internal legal office (e.g. at Recruit Training Command) in the following situations:
 - a. Incidents that may result in adverse legal or administrative action against students leading to a recommendation for disenrollment, active duty staff members, or civilian staff members;
 - b. Incidents requiring a line of duty determination for active duty service members.
 - c. For incidents that may result in litigation against the Navy, consultation with the SJA is required per reference (a).
4. Training. The NSTC legal office will be conducting quarterly virtual training on administrative investigations for staff members assigned to the NSTC domain. All E-7 and above staff are highly encouraged to attend a training session once a year. In addition to the training, all

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command legal officers will be provided with resources, references, and templates to share with any member assigned as an IO.

5. Records Management. Records created as a result of this notice, regardless of media or format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.



JENNIFER S. COUTURE

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Naval Service Training Command issuance website,

<https://www.netc.navy.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>