



Headquarters, U.S.  
Marine Corps

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**MARINE CORPS MANUAL  
FOR LEGAL ADMINISTRATION  
(SHORT TITLE: LEGADMINMAN)**

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2. SJAs and LSSS and LSST leadership must foster a close and cooperative relationship with the servicing RLSO. Marine Corps Trial Services Offices shall coordinate with the convening authority, the SJA, and the supporting RLSO prior to assuming responsibility for the prosecution of a case normally tried by the RLSO.

1108. SIGNING OF DOCUMENTS AND CORRESPONDENCE RELATED TO MILITARY JUSTICE MATTERS. Only the officer then in command, as defined in the U.S. Navy Regulations 1990, and the Marine Corps Manual, shall sign Article 32 detailing orders, court-martial convening orders, the referral block on charge sheets, and convening authority actions. Such documents shall not be signed "acting" or "by direction".

1109. STANDARDIZED FORMS. The Deputy Director, JAD, CDSP is responsible for overseeing the standardization of military justice forms and letters. Approved standardized forms and letters that are not designated as Navy and Marine Corps (NAVMC) forms or Department of Defense (DD) forms will be available through the "FORMS" tab on the JAD public website.

1110. SEXUAL ASSAULT MEMORANDUMS

1. Sexual Assault Initial Disposition Authority (SA-IDA) Memorandums. The initial disposition decision for allegations of certain sex-related offenses shall only be made by an O-6 Special Court-Martial Convening Authority (SPCMCA), or higher. When acting in this role, the O-6 SPCMCA, or higher, is known as a Sexual Assault Initial Disposition Authority (SA-IDA). The withhold of initial disposition authority to the SA-IDA applies to the following offenses: rape, sexual assault, aggravated sexual contact and abusive sexual contact in violation of Article 120, UCMJ; rape of a child, sexual assault of a child, and sexual abuse of a child in violation of Article 120b, UCMJ; forcible sodomy in violation of Article 125, UCMJ; and attempts to commit those offenses in violation of Article 80, UCMJ. All SA-IDA decisions required by this withhold must be documented on an "SA-IDA Memorandum." The signed memorandum will be maintained by the first General Court-Martial Convening Authority (GCMCA) SJA in the chain of command of the SA-IDA, and a copy will be forwarded to the military criminal investigative organization investigating the alleged sex-related offense. The purpose of the form is to ensure consistency of data collection and reporting related to the DoD Sexual Assault Prevention and Response Office (SAPRO) Annual Report. The SA-IDA Memorandum is available through the "FORMS" tab on the JAD public website.

2. Sexual Assault Case Disposition Memorandum. In every case that requires a SA-IDA Memorandum pursuant to paragraph 1110.1 of this Chapter that did not result in referral of an alleged sex-related offense to court-martial, a "Case Disposition Memorandum" will be completed by the cognizant convening authority. The purpose of the memorandum is to ensure consistency of data collection and reporting related to the DoD SAPRO Annual Report. The memorandum is not required for offenses that are referred to trial because disposition of those offenses will be recorded in the Report of Results of Trial. The Case Disposition Memorandum will be maintained by the GCMCA SJA, and a copy will be forwarded to the military criminal investigative organization that investigated the alleged sex-related offense. The Case Disposition Memorandum is available through the "FORMS" tab on the JAD public website.