

CG-4910 9-4.01-P

PREPARE a CG-4910, Report and Disposition of offense, as presented in the E-PME Study Guide.

Completing the CG-4910

UCMJ offenses are documented on a Report of Offense and Disposition (CG-4910), often called a “booking” or “report” chit. A command may receive an allegation of misconduct from any source, including:

- Another member of the command
- Another command
- Local authorities
- A member of the public

Any report of misconduct may serve as the basis for initiating a preliminary inquiry. A member of the Armed Forces aware of an offense may submit a CG-4910. The person submitting the CG-4910 could rely upon information received from other sources. He or she does not have to personally witness the alleged act of misconduct.

However, the CG-4910 is not the appropriate reporting method for every infraction.

- A CG-4910 should be used for any offense that is normally disposed of through non-judicial punishment.
- A CG-4910 should NOT be used to report any allegation of misconduct involving a serious offense.

All serious offenses must be reported to CGIS IAW COMDTINST 5520.5. These offenses include rape/sexual assault or any felonies committed or allegedly committed by anyone covered under the UCMJ. If there’s difficulty in determining the seriousness of the offense, the command should:

- Consult its servicing legal office
- Request investigative assistance from the regional Coast Guard Investigative Service office in accordance with Investigative Assistance, COMDTINST 5520.5 (series)

Completing the CG-4910 (continued)

The CG-4910 provides a step-by-step approach to document the actions taken by the command in response to the initial report.

This form is available on the standard workstation in Adobe Acrobat PDF, or blank copies may be reproduced locally.

The only blocks you complete when filing a new report are highlighted in yellow in the following sample form.

DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD CG-4910 (Rev. 3-03)		REPORT OF OFFENSE AND DISPOSITION			
TO			DATE OF REPORT		
I hereby report the following named person for the offense(s) noted:					
NAME OF ACCUSED		RATE/GRADE		DIV./DEPT.	
PLACE OF OFFENSE(S)			DATE OF OFFENSE(S)		
<small>DETAILS OF OFFENSE(S) (Recite article UCMJ, if known. Not necessary to use form specification in Part 4, MCM. Generally describe actions of accused which are believed to constitute offense(s) under the UCMJ.)</small>					
NAME OF WITNESS		RATE/ GRADE	DIV./ DEPT.	NAME OF WITNESS	
RATE/GRADE/TITLE OF PERSON SUBMITTING REPORT			SIGNATURE OF PERSON SUBMITTING REPORT		
INITIAL ACTION OF EXECUTIVE OFFICER					
<small>(When allegations apparently involve minor offenses normally handled by NJP or SCM, the accused should be advised of the allegation(s) and offered the opportunity to select a representative. If a statement is to be requested, advise accused of rights from Form CG-5168A or "Encl. (5)", MJM (COMDTINST M5810.1 Series) . Thereafter the matter should be referred, with the next section of information provided, to a preliminary inquiry officer for investigation.)</small> <small>I have been informed of the Offense(s) which I am suspected of having committed, that the command is considering the imposition of nonjudicial punishment and has assigned a preliminary inquiry officer, and</small>					

Data Field	Enter...
To	Name of the officer who requested that you complete the form.
Date of Report	Date that you are completing the report.
Name of Accused	Name of the person who committed the offense.
Rate/Grade	Rate or pay grade of the person committing the offense.
Div./Dept	Assigned division or department of the person committing the offense.
Place of Offense(s)	Place(s) where the offense(s) occurred.
Date of Offense(s)	Date(s) when the offense(s) occurred.
<i>Continued on next page.</i>	

**Completing the
CG-4910 (continued)**

Data Field	Enter...
Details of Offense(s)	All known information. Provide the UCMJ Article that applies to the offense, if known.
Name of Witness(es)	Name of each witness in a separate block. There is room for the names of four witnesses.
Rate/Grade	Rate or pay grade of each witness in the block next to his or her name.
Div./Dept.	Division or department of each witness in the block to the right of his/her rate or pay grade
Rate/Grade/Title	Your rate, pay grade, or title, as the submitter of the report, and print your name.
Required Signature	The signature of the person submitting the report here.

After the CG-4910 is completed, it is forwarded for review. Normally, the report is reviewed by the executive officer. But, depending on the command's organization, it may also be reviewed by:

- The command's chief of military personnel
- The command's administrative officer
- Any officer or petty officer designated by the commanding officer
- Any civilian employee in a supervisory position designated by the commanding officer

After the CG-4910 is reviewed by the executive officer/executive petty officer, one of two outcomes occur:

- Non-judicial punishment
- Dismissal

**Non-judicial
Punishment**

If the reviewing officer determines that non-judicial punishment may be appropriate, he or she should advise the accused:

- Of the general nature of the offense that he or she is suspected of committing
- That the command is considering imposition of non-judicial punishment

The reviewing officer should designate a preliminary inquiry officer to conduct a preliminary inquiry. A preliminary inquiry is an investigation into alleged UCMJ infractions.

Dismissal

The reviewing officer may dismiss the matter provided the commanding officer delegated this authority to the executive officer/executive petty officer or proper authority.

*Prepare a
CG-4910*

For this Performance Requirement, prepare a CG-4910, Report and Disposition of Offense, and present it to your supervisor to review.
