

VOLUME 8

“GIFTS TO THE MARINE CORPS, CIVIL LITIGATION, AND CLAIMS”

SUMMARY OF VOLUME 8 CHANGES

Hyperlinks are denoted by *[bold, italic, blue and underlined font.](#)*

The original publication date of this Marine Corps Order (right header) will not change unless/until a full revision of the MCO has been conducted.

The date denoted by *blue font* (left header) will reflect the date this Volume was last updated.

All Volume changes denoted in *blue font* will reset to black font upon a full revision of this Volume.

VOLUME VERSION	SUMMARY OF CHANGE	ORIGINATION DATE	DATE OF CHANGES
ORIGINAL VOLUME	N/A	DD MMM YYYY	N/A

Submit recommended changes to this Volume, via the proper channels, to:

CMC (JA)
 3000 Marine Corps Pentagon
 Washington, DC 20350-3000

(This page intentionally left blank)

VOLUME 8: GIFTS TO THE MARINE CORPS, CIVIL LITIGATION, AND CLAIMS

TABLE OF CONTENTS

REFERENCES.....REF-1

0101 GIFTS TO THE MARINE CORPS 1-3

0102 CIVIL LITIGATION COORDINATION AND RELEASE OF OFFICIAL
INFORMATION..... 1-7

0103 DELIVERY OF PERSONNEL AND SERVICE OF PROCESS..... 1-10

0104 ARTICLE 139 CLAIMS AND GENERAL CLAIMS PROVISIONS 1-10

REFERENCES

- (a) SECNAVINST 5430.7R CH-1
- (b) SECNAVINST 5430.27D
- (c) SECNAVINST 5430.25E
- (d) 10 U.S.C. §§ 806, 1044, 1044e, 1059, 1072, 1565b, 1588, and 5046
- (e) MCO 5430.2
- (f) JAGINST 5803.1E
- (g) Manual for Courts-Martial, (2016 ed.)
- (h) U.S. Navy Regulations, (1990)
- (i) MCO 5800.14
- (j) MCO 1001.62B
- (k) MCO 1200.18
- (l) JAGINST 5803.2B
- (m) SECNAVINST 1920.6C
- (n) Uniform Code of Military Justice, (2016)
- (o) MCO 1610.7
- (p) MCO 1300.8
- (q) MCO 1000.6
- (r) JAGINST 5800.7F
- (s) SECNAVINST 5211.5E
- (t) 5 U.S.C. §§ 101, 552a, and 3111
- (u) JAGINST 5801.2
- (v) 37 U.S.C. §§ 601-604
- (w) 38 U.S.C. §§ 4301-4334
- (x) DoD Instruction 1205.12
- (y) 31 U.S.C. § 1342
- (z) DoD Instruction 1100.21
- (aa) 8 U.S.C. § 1400
- (bb) Executive Order 13269, (July 3, 2002)
- (cc) DoD Directive 2311.01E
- (dd) MCO 3300.4A
- (ee) DoD Directive 2310.01E
- (ff) DoD Directive 5146.13
- (gg) Executive Order 12333, (December 4, 1981)
- (hh) DoD Directive 5240.01
- (ii) DoD 5240.1-R
- (jj) DoD Instruction 3025.21
- (kk) DoD Instruction 5525.03
- (ll) SECNAVINST 5710.25B
- (mm) 1 U.S.C. § 112b
- (nn) 22 CFR Part 181
- (oo) DoD Directive 5530.3
- (pp) DoD 5500.07-R
- (qq) 18 U.S.C. § 202
- (rr) 5 C.F.R. § 2634

(ss) SECNAV M-5214.1

Reports Required: I. General Gift Funds Report (Report Control Symbol MC-5800-0),
par. 010306.B
II. Semiannual Report of Payments Accepted from a Non-Federal Source (Report
Control Symbol Exempt) par. 010308.C

“REFERENCES”

As changes are made within this MCO Volume, the References list will also update.
Annotation of each update/change/addition to the References list is required.

The original publication date this MCO (right header) will not change unless/until a full
revision of the MCO has been conducted.

The date denoted by **blue font** (left header) will reflect the date these References were last
updated as changes/revisions are made within this MCO.

VOLUME 8

“GIFTS TO THE MARINE CORPS, CIVIL LITIGATION, AND CLAIMS”

SUMMARY OF SUBSTANTIVE CHANGES

Hyperlinks are denoted by ***bold, italic, blue and underlined font.***

The original publication date of this Marine Corps Order (MCO) Volume (right header) will not change unless/until a full revision of the MCO has been conducted.

All Volume changes denoted in **blue font** will reset to black font upon a full revision of this Volume.

CHAPTER VERSION	PAGE PARAGRAPH	SUMMARY OF SUBSTANTIVE CHANGES	DATE OF CHANGE

(This page intentionally left blank)

GIFTS TO THE MARINE CORPS, CIVIL LITIGATION, AND CLAIMS

0101 GIFTS TO THE MARINE CORPS

010101. Scope

This Volume implements policy and procedures for accepting gifts to the Marine Corps in accordance with SECNAVINST 4001.2 (series) and SECNAVINST 1650.1H. This guidance does not pertain to gifts given to individuals covered under 5 C.F.R. Part 2635 and DOD 5500.07-R (Joint Ethics Regulation (JER)). This guidance pertains to foreign gifts offered to individual Marine Corps personnel, pursuant to 5 U.S.C. § 7342.

010102. Gifts to the Marine Corps

Any gift, regardless of value, will be refused by the Marine Corps if acceptance would be inconsistent with applicable law or regulation, reflect unfavorably on the ability of the Marine Corps to carry out any responsibility or duty in a fair and objective manner, compromise the integrity of any Marine Corps program or personnel involved in such program, or not be in the best interests of the Marine Corps (e.g., at some future time it might embarrass or lead to criticism of the Marine Corps or the DON by reason of favors which might be expected as a result of the gift, by creating the appearance of a relationship in which favors are granted, or if it might result in unwarranted publicity for the donor).

010103. Gift Acceptance Procedures

Offers of gifts to any Marine Corps organization must be handled in accordance with SECNAVINST 4001.2 (series). This Volume provides supplementary guidance. The following procedures should be employed in processing gifts to the Marine Corps:

- A. When any Marine Corps organization is offered a gift, the recipient acknowledges the offer and advises the prospective donor that the offer has been forwarded to the appropriate acceptance authority.
- B. Offers of gifts shall be forwarded promptly to the acceptance authority via the chain of command. Gifts of real property or memorials and statues that will be fixtures to real property must be processed for acceptance by the Under Secretary of the Navy or Assistant Secretary of the Navy (Energy, Installations, and Environment) per the requirements of SECNAVINST 4001.2 (series).
- C. Whenever possible, the receiving organization should not accept custody of a gift before final acceptance. If custody of the gift is taken, the receiving organization shall advise the donor that accepting custody does not constitute official (final) acceptance of the gift.
- D. Upon final approval, acceptance authorities shall direct the recipient of the gift to acknowledge the generosity of the donor in appropriate correspondence.
- E. Upon receipt and approval of an offer of a gift having significant public affairs implications, the acceptance authority shall notify the appropriate public affairs officer.
- F. The command that accepts the gift shall maintain appropriate records, in accordance with SECNAV M-5210.1.

010104. Acceptance Authorities

The following officials are authorized to accept gifts under their cognizance:

A. Any Marine commander may accept gifts of consumable or perishable products, such as food, nonalcoholic beverages, flowers, candy, etc., intended for personnel of that command, provided that acceptance of such a gift does not violate the policies set forth in this Volume. Alcoholic beverages and tobacco products may not be accepted. This acceptance authority is limited to items which will be consumed at one specific event (e.g., command picnic, delayed entry pool party, etc.). This authority may not be delegated.

B. Travel approving authorities may accept gifts of official travel benefits and related expenses from non-federal sources under the authority of 31 U.S.C. § 1353 of a value not to exceed \$3,000.00. This authority may not be delegated.

C. Officers exercising special court-martial convening authority are authorized to accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits from non-federal sources under 31 U.S.C. § 1353, of a value not to exceed \$3,000.00. This authority may not be delegated.

D. The Commanding Officer, Wounded Warrior Regiment, is authorized to accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$5,000.00. This authority may not be delegated.

E. Installation commanders exercising general court-martial convening authority are authorized to accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$12,000.00. This authority may not be delegated.

F. Marine Corps Recruiting District Commanding Officers may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$12,000.00. This authority may not be delegated.

G. General officers in command may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$12,000.00. This authority may not be delegated.

H. The SJA to CMC and CL may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$12,000.00. This authority may not be delegated.

I. The Director, Marine Corps History and Museums may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related

travel expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$12,000.00. This authority may not be delegated.

J. The Director of a Marine Corps Community Services activity may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or § 7220, and gifts of official travel benefits and related expenses from non-federal sources, under 31 U.S.C. § 1353, of a value not to exceed \$3,000.00. The Director, Non-appropriated Fund Business and Support Services Division and the Director, Marine and Family Programs will be the acceptance authority for gifts to programs and activities under their respective cognizance of a value not to exceed \$12,000.00.

K. The President of Marine Corps University may accept gifts offered to any institution or organization reporting to the Marine Corps University, under the authority of 10 U.S.C. § 2601 or 31 U.S.C. § 1353, of a value not to exceed \$200,000.00.

L. The CMC, Assistant Commandant of the Marine Corps (ACMC), and the Director, Marine Corps Staff (DMCS), may accept gifts to the Marine Corps, under the authority of 10 U.S.C. § 2601 or 7220, and gifts of official travel benefits and related expenses from non-federal sources under 31 U.S.C. § 1353, of a value not to exceed \$200,000.00. The authority to accept such gifts of a value exceeding \$25,000.00 may not be delegated except with approval of the Secretary of the Navy. Gifts which may be accepted only by the CMC, ACMC, or DMCS shall be forwarded to CMC (JCA) or CMC (CL) for processing.

010105. Records, Reports, and Files Relating to Gifts Made to the Marine Corps

A. Records shall be maintained by the designated acceptance authority, in accordance with the requirements of DoD 7000.14-R Financial Management Regulation Volume 12, Chapter 30.

B. General gift funds are required to be reported quarterly to CMC (JCA) by the ninth day after each quarter (i.e., 9 January, 9 April, 9 July, and 9 October). Report Control Symbol MC-5800-06 has been assigned to this reporting requirement.

010106. Gifts from Foreign Governments

A. Article I, Section 9, Clause 8, of the Constitution provides that “no Person holding any Office of Profit or Trust under [the United States] shall, without the Consent of the Congress, accept of any present, Emolument, Office, or Title, of any kind whatsoever, from any King, Prince, or foreign State.” Accordingly, no individual may accept a gift from a foreign government except as provided by an act of Congress and regulations promulgated under that authority.

B. Pursuant to 5 U.S.C. § 7342, Congress authorized individuals to accept and retain gifts of minimal value received as souvenirs or marks of courtesy. Minimal value is set by the General Services Administration and changes every 3 years. As of the publication of this Volume, the minimal value is \$390.00.

C. If possible, gifts of greater than minimal value should be refused. If refusal of a gift will cause embarrassment or offend the donor, the gift may be accepted on behalf of the United States. The gift may normally be retained by the receiving command. For guidance on the handling of gifts from foreign governments, review SECNAVINST 1650.1H.

010107. Gifts of Travel

A. 31 U.S.C. § 1353 permits non-Federal sources to pay the Government, in kind or by reimbursement, for the expenses of travel, accommodations, and meals for Government officials and employees attending meetings, conferences, or events of a similar nature. See 10 U.S.C. § 2601, SECNAVINST 4001.2 (series), and JER subsection 4-101.b for acceptance of travel benefits not accepted under 31 U.S.C. § 1353, (e.g., reimbursement for travel benefits of flight crew members that accompany Federal Government aircraft to air shows or expenses incurred by the attendance of DoD employees at ceremonial events in order to enhance DoD public relations).

B. Before accepting payments for travel from a non-Federal source, the travel approving authority should make the following determinations: (1) Payment is for attendance at a meeting or similar function. This excludes events required to carry out an agency's statutory and regulatory functions. It also excludes promotional vendor training; (2) Payment is for travel related to the employee's official duties; (3) Payment is from a non-Federal source not disqualified on conflict of interest grounds. A "conflicting source" of payments is a non-Federal entity that has interests that may be substantially affected by the performance or nonperformance of the employee's duties. In this case, the official must determine that the agency's interest in the employee's attendance at or participation in the event outweighs concern that acceptance of the payment may reasonably appear to improperly influence the employee in the performance of his/her official duties; (4) The travel is primarily for the benefit of the Government, not the non-Federal entity; and (5) The travel-approving authority must approve the gift acceptance in writing, in consultation with an Ethics Counselor.

C. If the total value of the travel payments received in connection with an event exceeds \$250.00, the gift must be reported, 41 C.F.R. 304-6.4; JER subsection 4-101.a(5). OGE Form 1353 (OGE-Approved Alternative for Standard Form (SF) 326 must be used to make this report. OGE Form-1353 is entitled "Semiannual Report of Payments Accepted from a Non-Federal Source." The OGE Form 1353 is available on the OGE website at: <http://www.oge.gov/Forms-Library/OGE-Form-1353--Semiannual-Report-of-Payments-Accepted-from-a-Non-Federal-Source/>. Each travel-approving authority shall report gifts of travel to CMC (JCA) semiannually on 30 April and 31 October (negative reports are required). This reporting requirement is exempt from reports control according to reference (ss), Part IV, paragraph 7n.

0102 CIVIL LITIGATION COORDINATION AND RELEASE OF OFFICIAL INFORMATION

Guidance on this subject is contained in JAGINST 5800.7F (JAGMAN), SECNAVINST 5820.8A (Release of Official Information for Litigation Purposes and Testimony by Department of the Navy (DON) Personnel), and 32 C.F.R. Parts 97 and 725.

010201. Marine Corps or United States as a Party to Litigation

A. When the Marine Corps, the United States, or an individual Marine (for actions taken in his/her official capacity) is a party to litigation, the Judge Advocate General or the OGC is the Determining Authority. The Staff Judge Advocate to the Commandant (CMC (JA)) or Counsel for the Commandant (CMC (CL)), as appropriate, will coordinate the Marine Corps position with the OJAG, General Litigation Division (Code 14).

B. If delivery, service, or attempted service of a summons and complaint is attempted on a Marine Corps command or on any DON member or civilian employee arising from official duties, the Marine Corps command involved in the service of process should immediately notify the appropriate SJA. The SJA will comply with the following procedures: (1) Immediately contact the OJAG (Code 14), General Litigation Division, DSN 325-5450 [(202) 685-5450], and then CMC (JCA) DSN 224-2510 [(703) 614-2510]; (2) Exeditiously forward a copy of the complaint, summons, and all pleadings to the OJAG (Code 14), General Litigation Division and CMC (JCA) via e-mail, express mail, or FAX. (OJAG (Code 14) General Litigation FAX (202) 685-5472; CMC (JCA) FAX (703) 695-0335); and (3) Coordinate with OJAG (Code 14), General Litigation Division, and CMC (JCA) to ensure both are aware of local activities involving the case.

010202. Subpoenas for Documents and Witnesses

A. If a Marine Corps command is served with a subpoena seeking DON documents or witnesses, the command should refer the matter to the command SJA. The SJA, in most cases, should return the papers to the civilian counsel, refer them to 32 C.F.R. § 725.7 (which publishes SECNAVINST 5820.8A), and advise the attorney that the OGC is the sole DON agent for service of process, and can be contacted at the following address: OGC c/o The Department of the Navy, Washington, DC 20350-1000.

B. To obtain pay records of active-duty or reserve Marines, a separate subpoena must be served on the Defense Finance and Accounting Service - Cleveland. The address for service by mail is: Defense Finance and Accounting Service - Cleveland, Corporate Communications, 1240 E. 9th Street, Rm 2679, Cleveland, OH 44199-2055. The telephone number is (216) 522-5225/5046.

C. To obtain pay records of retired or Fleet Marine Corps Reserve Marines, a separate subpoena must be served on the Defense Finance and Accounting Service – Cleveland at the above address.

D. For garnishment matters, the address for service by mail is: Defense Finance and Accounting Services - Cleveland Attention: DFAS-HGA/CL, PO Box 998002, Cleveland OH 44199-8002. The telephone number is (216) 522-5118.

E. Military Service Records and Health Records. Depending on the date when the Service Member was discharged, these records may be located with the Personnel Branch of the Service Member's last unit or may be found at the National Archives. See a list of various addresses for service or health record requests on the National Archives website at <http://www.archives.gov/veterans/military-service-records/locations/index.html>.

F. Privacy Act Compliance. Subpoenas for service record books, medical records, pay records, and other records maintained in a system of records subject to the Privacy Act must be signed by the judge of a court of competent jurisdiction (see 5 U.S.C. § 552a(b)(11)). A requester must present a subpoena or court-order signed by the judge who has cognizance over the case to obtain the release of the protected records. A subpoena or order signed by one other than the judge of a court of competent jurisdiction (Federal or State court), such as a clerk or attorney, will not be construed as a valid court order. See *Doe v. DiGenova*, 779 F.2d 74 (D.C. Cir. 1985). An alternative to a judge-signed subpoena or court order is a written consent or authorization for the release of the records signed by the subject of the records.

010203. Requests for Documents, Depositions, Witnesses, or Site Inspections - United States a Party

In cases where the United States is, or may reasonably become, a party to the lawsuit, the following procedures apply to requests for documents, depositions, witnesses, or site inspections, the following actions are required:

A. Navy Office of General Counsel (OGC) Matters. If subject matter involved is a matter assigned to OGC (see SECNAVINST 5430.25E), such as business and commercial law, patent law, civilian personnel law, or contract claims and litigation: (1) forward the request to OGC; (2) send a copy of the request to CMC (CL); and (3) send a letter to the requesting counsel advising of the referral.

B. For all other matters (pursuant to SECNAVINST 5430.27D): (1) forward the request to the OJAG, Claims and Tort Litigation Division (Code 15), or OJAG, General Litigation Division (Code 14), as appropriate; (2) send a copy to CMC (JCA); and (3) send a letter to the requesting counsel advising of the referral.

010204. Requests for Documents, Depositions, Witnesses, or Site Inspections - United States not a Party

In cases where the United States is not a party and may not reasonably become a party to the lawsuit, the following procedures apply to requests for documents, depositions, witnesses, or site inspections:

A. If the subject matter is an OGC matter (pursuant to SECNAVINST 5430.25E): (1) forward the request to CMC (CL). CL will staff the request to the appropriate Area Counsel's office; and (2) send a letter to the requesting counsel advising of the referral.

B. If the subject matter is a request for DON personnel to testify as expert witnesses: (1) forward the request to the OJAG, General Litigation Division (Code 14) via CMC (JCA); and (2) send a letter to the requesting counsel advising of the referral.

010205. Other Requests

For any other matters, the Marine Corps “determining authorities” (i.e., general courts-martial convening authorities listed in SECNAVINST 5820.8A) will respond as follows:

A. If the determining authority finds the request does not meet the requirements of SECNAVINST 5820.8A, then it is an improper request. Determining authorities will return improper requests to the requesting counsels and refer them to 32 CFR § 725.7.

B. Normally, requests made in accordance with 32 CFR § 725.7 will be forwarded for action to the respective Marine Corps command from the OJAG, General Litigation Division (Code 14). In addition to specific direction from the OJAG, General Litigation Division (Code 14) or CMC (JCA), the determining authority will take the following actions: respond directly to the requester (copy to CMC (JCA)); refer the request to another determining authority where the requested witness or document is located and send a letter to the requesting attorney advising of the referral; or coordinate the request with CMC (JCA). This is appropriate in cases where a response from several different regions or determining authorities is necessary (for example, a request to depose a number of Marines located at

several different commands or geographic areas), or where a requested witness is no longer a member of the Marine Corps.

010205. Freedom of Information Act, Privacy Act, and Health Insurance Portability and Accountability Act

A. The Freedom of Information Act (FOIA) provides a framework to analyze requests for records that either cite or implicate the FOIA. The FOIA is codified in 5 U.S.C. § 552. DoD 5400.7-R provides policies and procedures for the DoD implementation of the Freedom of Information Act and promotes uniformity in the DoD. DoD Directive 5400.07 further updates policies and responsibilities for implementing the DoD FOIA Program. SECNAVINST 5720.42F issues DON policies and procedures for implementing DoD Directive 5400.07 and DoD 5400.7-R, and promotes uniformity in the DON FOIA program. The Department of Justice’s Freedom of Information Act Guide is available on the Department of Justice’s FOIA Web site at: <http://www.justice.gov/oip/foia-guide.html>. DON FOIA Office: <https://www.foia.navy.mil>. HQMC’s FOIA Office: <http://www.hqmc.marines.mil/Agencies/USMCFIOA.aspx>.

B. The Privacy Act applies to records in a system of records maintained by an agency from which information is normally retrieved by an individual’s personal identifier. The Privacy Act is implicated if the requestor cites the Privacy Act or requests information about themselves that is retrievable by a personal identifier. The Privacy Act of 1974 is codified in 5 U.S.C. § 552a. DoD Directive 5400.11 updates the policies and responsibilities of the DoD Privacy Program. DoD 5400.11-R, Chapter 6, provides publication requirements of documents for the Federal Register, and Chapter 5 provides the general guidance for establishing exemptions for systems of records. SECNAVINST 5211.5E implements the DON Privacy Program to ensure that all DON military members and civilian/contractor employees are made fully aware of their rights and responsibilities under the provisions of the Privacy Act. DON Chief Information Officer: <http://www.doncio.navy.mil/PolicyView.aspx?ID=1493>. USMC Privacy Act Office at HQMC: <http://www.hqmc.marines.mil/Agencies/USMCFIOA/USMCPPrivacyAct.aspx>.

C. The most important aspect of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (Pub.L. 104–191, 110 Stat. 1936, enacted August 21, 1996) is the HIPAA Privacy Rule. The HIPAA Privacy Rule is to prevent inappropriate use and disclosure of individual health information. This information can be in electronic, paper, or verbal form. DoD 8580.02-R establishes policies, procedures, and standards governing DoD medical programs in accordance with HIPAA. DoD 6025.18-R proscribes the use and disclosure of protected health information. 45 C.F.R. Part 164 provides standards, requirements, and implementation specifications for HIPAA. 45 C.F.R. Part 160 and Subparts A and E of Part 164 provide the HIPAA Privacy Rule, which establishes national standards to protect individuals’ medical records and other personal health information, and applies to health plans, health care clearinghouses, and those health care providers that conduct certain health care transactions electronically.

D. A common question regarding HIPAA involves a commander’s authority to access a subordinate’s medical records. Paragraph C7.11.1.2.1 of DoD 6025.18-R allows commanders who exercise authority over a Service Member, or other person designated by such a commander to receive protected health information in order to carry out an activity under the authority of the commander. In accordance with 45 C.F.R. 164.512, if a Service Member is being treated at a civilian facility, the commander may still access protected health information when necessary for mission accomplishment, under HIPAA’s “specialized government functions” rule.

0103 DELIVERY OF PERSONNEL AND SERVICE OF PROCESS

The installation SJA will ensure that personnel are delivered to the appropriate authorities, in accordance with Chapter 6 of JAGINST 5800.7F (JAGMAN).

0104 ARTICLE 139 CLAIMS AND GENERAL CLAIMS PROVISIONS

The installation SJA will ensure that Article 139 claims are processed in accordance with Chapter 4 of JAGINST 5800.7F (JAGMAN). The installation SJA will ensure that claims against the United States are processed in accordance with Chapter 8 of JAGINST 5800.7F (JAGMAN) AND JAGINST 5890.1A.