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**COURT/DISCHARGE PANEL MEMBER
NOMINATION PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 51-2, *Administration of Military Justice*, and outlines the procedures for submitting quarterly court/discharge panel member nomination lists. Members are made available for courts-martial and discharge boards convened by the commanders of the 354th Fighter Wing and 11th Air Force. This publication does not apply to the US Air Force Reserve or Air National Guard units or members.

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1. General Responsibilities. No later than 15 March, 15 June, 15 September, and 15 December each year, the following commanders will submit a member nomination list consisting of officer and enlisted personnel available for court-martial or discharge board duty for the following quarter to 354 FW/JAM (Military Justice Section):

- 1.1. 354 MSG/CC (to include 354th Fighter Wing Staff Agencies and Comptroller)
- 1.2. 354 MDG/CC
- 1.3. 354 MXG/CC
- 1.4. 354 OG/CC
- 1.5. 13 SWS/CC

2. Responsibilities of the Nominating Commanders:

- 2.1. The Air Force relies on commanders to nominate their best officers and enlisted members for this duty. The Manual for Courts-Martial (MCM) requires the selection of board members, based on their qualifications "by reason of their age, education, training, experience, length of service, and judicial

temperament.” Commanders should take these factors into consideration when submitting nominations.

2.2. Commanders will submit the following to the 354 FW/JAM by the 15th of March, June, September, and December of each year:

2.2.1. An electronic nomination list.

2.2.2. An electronic personal data sheet for each individual member nominated (see [Attachment 1](#)).

2.3. Each member is nominated for the three-month period following the submission of nominations. For example, the list submitted by 15 March nominates members for the months of April, May, and June.

2.4. The nomination list must consist of 15 percent officers and 1 percent enlisted from each group/unit. The rank of the individuals nominated should be fairly apportioned. If a group/unit is unable to adequately support the required number of nominees during times of manning shortages, such as AEF cycles, deployments, or exercises, contact the Staff Judge Advocate.

2.5. Commanders will ensure the nomination list is e-mailed to the noncommissioned officer in charge (NCOIC) of Military Justice. A tasking document and blank personal data sheet will be e-mailed each quarter from the NCOIC of Military Justice. Commanders are encouraged to appoint points of contact (POC) to comply with this requirement.

2.6. An individual personal data sheet will be completed and submitted to the NCOIC of Military Justice, 354 FW/JAM, for each member nominated. Nominees type their information directly on the electronic version of the personal data sheet provided with the tasking document each quarter from the NCOIC of Military Justice. This will simplify updates to the individual personal data sheet as members may be nominated for more than one quarter each year. The nominee is encouraged to keep the personal data sheet in their computer for future updates.

2.7. In addition, the commander will not submit personnel they know:

2.7.1. Will be on temporary duty (TDY) for more than 45 days of the three-month period.

2.7.2. Will separate or have a permanent change of station (PCS) during the three-month period.

2.7.3. Have a disciplinary record that demonstrates that “by reason of their age, education, training, experience, length of service, and judicial temperament” the nominated member is not the best nominee for service as a court member.

2.8. In the event a member selected for a court date is unable to serve due to TDY, leave, PCS, separation, or any other reason, the commander will submit a written request explaining why the member should be excused. This letter must be addressed to the 11 AF/CC to excuse members appointed to a general court-martial or 354 FW/CC to excuse members appointed to a special court-martial. The letter will be delivered to 354 FW/JA for staffing and delivery to 11 AF/CC or 354 FW/CC, as appropriate.

3. Responsibilities of the Nominated Member:

3.1. Nominated members will complete and submit a personal data sheet to the NCOIC of Military Justice, 354 FW/JAM, for each quarter they are nominated. Nominees type their information directly

on the electronic version provided. This will simplify updates to the individual personal data sheet as members may be nominated for more than one quarter each year. The nominee is encouraged to keep the personal data sheet in their computer for future updates.

3.2. The personal data sheet must list the leave and TDY schedule for the three-month period for which the member is being nominated. For example, nominees on the list due by 15 March must list their leave and TDY schedule for the months of April, May, and June. After submission of the individual personal data sheet, the member is responsible for updating his or her leave and TDY schedule as soon as such absences are projected with the 354th Fighter Wing Legal Office Military Justice Section, to avoid being selected for court or discharge board duty that conflicts with the member's schedule.

3.3. In the event a member selected for a court date is unable to serve due to TDY, leave, PCS, separation or any other reason, the member will immediately inform his or her commander.

4. Responsibilities of the 354th Fighter Wing Legal Office Military Justice Section:

4.1. The Military Justice Section of the Legal Office will e-mail each responsible commander listed in paragraph 1, this instruction, and a reminder of the quarterly submission requirement no later than 15 days prior to the due date. Attached to the notice will be a blank personal data sheet in electronic format.

4.2. When preparing panels, the Legal Office will not submit names of members who have provided advance notice of conflicting TDY or leave schedules to the convening authority for consideration.

JAN-MARC JOUAS Colonel, USAF
Commander

Questionnaire will be used to select court-martial members and the information on this questionnaire is voluntary. You are not required to disclose all information requested. Failure to disclose the information may result in information being obtained from other military documents.