

27 JULY 1998



Law

**COURT/DISCHARGE PANEL MEMBER
NOMINATION PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 3 WG/JA (TSgt Karl Wells)
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This instruction implements AFPD 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 3rd Wing and 11th Air Force. This publication does not apply to the US Air Force Reserve or Air National Guard units or members.

PRIVACY ACT WARNING STATEMENT: This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013 and E.O. 9397. Privacy Act Systems Notice "F011 AFA - Locator, Registration and Postal Directory Files" applies.

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 to 3 WG/JAM (Military Justice Section):

- 1.1. 3 OG/CC.
- 1.2. 381 IS/CC.
- 1.3. 3 SPTG/CC.
- 1.4. 611 ASG/CC.
- 1.5. 3 LG/CC.
- 1.6. 611 AOG/CC.
- 1.7. 3 MDG/CC.
- 1.8. 632 AMSS/CC.
- 1.9. 3 CPTS/CC.

NOTE:

This list will consist of office and enlisted personnel available for court-martial or discharge board duty for the following quarter.

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 3 WG/JAM by the 15th of March, June, September, and December of each year.

2.2.1. An e-mail nomination list.

2.2.2. A completed signed data sheet (hard copy) for each individual member nominated.

2.3. Each member is nominated for the 3-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 25 percent officer and 10 percent enlisted personnel from each group/unit.

2.5. Commanders will ensure the nomination list is e-mailed to the noncommissioned officer in charge (NCOIC) of Military Justice. A sample of the format and information required on the nomination list is found in the listing below. Commanders are encouraged to appoint points of contact (POC) to comply with this requirement.

MEMBERS NAME	RANK	UNIT	OFFICE SYMBOL	DUTY-PHONE& FAX
Sample, Johnny A.	0-6	3 CES	CEV	4415/5534
Example, Mikey B.	E-7	3 EMS	LGRV	5563/5568

2.6. An individual data sheet will be complete (typed), signed, and submitted to the NCOIC of Military Justice, 3 WG/JAM for each member nominated. It’s recommended that nominees type their information directly on the electronic version provided. This will simplify updates to the individual data sheet as members may be nominated for more than one quarter each year. The nominee can either keep the data sheet in their computer to update later or e-mail it to the NCOIC of Military Justice who will incorporate it into a data base for future updates. Nominated members should contact their unit POC or check the Legal Office home page to obtain the data sheet. A sample of the format and information required on the nomination list is found in attachment 1.

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

2.7.1. Be on temporary duty (TDY) for more than 60 days of the 3-month period.

2.7.2. Separate or have a permanent change of station (PCS) within the first 60 days of the 3-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 3 WG/CC to excuse members appointed to a special court-martial. The letter will be delivered to 3 WG/JA for staffing and delivery to 11 AF/CC or 3 WG/CC, as appropriate.

3. Responsibilities of the Nominated Member:

3.1. Nominated members will complete (**type**), sign, and submit a data sheet to the NCOIC of Military Justice, 3 WG/JAM for each quarter they are nominated. It’s recommended that nominees type their information directly on the electronic version provided. This will simplify updates to the individual data sheet as members may be nominated for more than one quarter each year. The nominee can either keep the data sheet in their computer to update later or e-mail it to the NCOIC of Military Justice who will incorporate it into a data base for future updates. Nominated members should contact their unit POC or check the Legal Office home page to obtain the data sheet. A sample of the format and information required on the nomination list is found in attachment 1.

3.2. The data sheet must list the leave and TDY schedule for the 3-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 data sheet, the member is responsible for updating his or her leave and TDY schedule, as soon as such absences are projected, with the 3rd Wing Legal Office Military Justice Section, to avoid being selected for court 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 3rd Wing Legal Office Military Justice Section:

4.1. The Military Justice Section of the Legal Office will provide each responsible commander listed in paragraph 1, this instruction, 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 data sheet, sample data sheet, and the required nomination list format. Commanders will also be provided electronic versions of the data sheet and nomination list.

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.

JONATHAN S. GRATION, Colonel, USAF
Commander

Attachment 1

PERSONAL DATA ON COURT-MARTIAL MEMBERS

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 8013 Secretary of the Air Force: powers and duties; delegation by, AFPD 51-2, Administration of Military Justice and E.O. 9397. **PURPOSE:** Principal purpose is to collect statistical data as to the background of court-martial members in the selection pool and to enable personnel concerned to isolate problem areas which would lead to possible delays in court proceedings. The questionnaire will be used to select court-martial members. **ROUTINE USES:** In addition to those disclosures generally permitted under 5 U.S.C. 552A(b)(3) as follows: The Department of the Air Force "Blanket Routine Uses" set forth at the beginning of the Air Force's compilation of systems of records notices (AFDIR 37-144) apply to this system. **DISCLOSURE:** Providing information on the questionnaire is voluntary; however, failure to provide the information may result in the information being obtained for other authorized sources. Privacy Act Systems Notice "F011 AF A - Locator, Registration and Postal Directory Files" applies.

NAME: LAST, FIRST, K.

GRADE: MSGT

SSAN: 111-22-3344

RACE: CAU

SEX: M

DOR: 1 JUN 93

TAFMSD: 23 JUN 75

MAJCOM: PACAF

DOB: 4 Jul 57

UNIT (OFFICE SYMBOL): 56 FS/DOB

DUTY PHONE: 552-9934

DUTY TITLE: NCOIC SAFETY

FAX NUMBER: 552-9935

RATER: SMSGT SMITH

RATER'S RATER: CMSGT JONES

UNIT/BASE/DUTY TITLE (3 PREVIOUS ASSIGNMENTS):

23 FS, WRIGHT PATT AFB OH, PROGRAMS MANAGER

2 TFW, CANNON AFB NM, F-111 CREW CHIEF

3324 ABW, TRAVIS AFB CA, NCOIC MOBILITY

COMMAND EXPERIENCE: NO

EDUCATION LEVEL (# OF YEARS): 16 **DEGREE: BS**

SCHOOL(S): UAA, WAYLAND BAPTIST

MAJOR AREA OF STUDY: MANAGEMENT

SERVICE SCHOOLS (PME): NCOLS, NCOA, SNCOA

AGE AND SEX OF DEPENDENTS: WIFE - 44, F - 15, M - 12

AWARDS AND DECORATIONS: AFCM; AFAM W/2; AFOUA W/2; AFGCM W/4; NTL DEF RBN; AF OS LT W/1; AF OS ST; NCO PME W/2; AF LGY W/3; SM ARMS EXP; AF TRNG RBN

PRIOR ENLISTED EXPERIENCE: NO

COURT-MARTIAL EXPERIENCE: # OF GENERAL: 1 # OF SPECIAL: 0

ADMINISTRATIVE BOARD EXPERIENCE, # OF BOARDS: 0

SCHEDULED TDY, LEAVE, PCS, DOS, OR RETIREMENT:

LV 28 FEB - 15 MAR 96, TDY 2 AUG - 7 AUG 96

IT'S YOUR RESPONSIBILITY TO INFORM THE MILITARY JUSTICE SECTION OF ANY CHANGES TO YOUR TDY OR LEAVE SCHEDULE

Signature

Date

SAMPLE ONLY

SAMPLE ONLY

**FOR OFFICIAL USE ONLY
(When Filled In)**