

**BY ORDER OF THE COMMANDER
19TH AIRLIFT WING (AMC)**

**LITTLE ROCK AIR FORCE BASE
INSTRUCTION 51-201**

19 AUGUST 2013

Law



**COURT MARTIAL/DISCHARGE PANEL
MEMBER NOMINATION PROCESS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 19 AW/JA

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(Lt Col Shelly W. Schools)

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This instruction implements AFD 51-2, *Administration of Military Justice*, 4 November 2011, and outlines the procedures for submitting court/discharge panel member nomination lists. Members are made available for courts-martial and discharge boards convened by the commander of the 19th Airlift Wing and the commander of the 18th Air Force. This publication does not apply to the US Air Force Reserve or Air National Guard units or members. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional chain of command.

1. General Responsibilities. No later than the 15th day of each month, the following commanders will submit a member nomination list of officer personnel available for courts-martial and/or discharge board duty for the following month to 19 AW/JAM (Military Justice Section):

- 1.1. 19 OG/CC
- 1.2. 19 MSG/CC
- 1.3. 19 MXG/CC
- 1.4. 19 MDG/CC

1.5. 19 AW/DS

1.6. 314 OG/CC

1.7. 314 MXG/CC

2. Responsibilities of the Nominating Commanders:

2.1. The Air Force relies on commanders to nominate their most qualified officers and enlisted members for this duty. The Uniform Code of Military Justice (UCMJ), Article 25, requires the court-martial convening authority to detail as panel members those members who in his/her opinion “are best qualified for the duty by reason of age, education, training, experience, length of service, and judicial temperament.” Subordinate commanders must utilize the same criteria when submitting nominations, and should consider all members of their command regardless of AFSC or duty assignment.

2.2. Each group will supply a sufficient number of nominees in accordance with Attachment 2, unless there is an inadequate number of qualified candidates reasonably available. Commanders will ensure a *Court/Board Member Data Sheet, 18th Air Force*, is completed by each nominee. A sample data sheet is at Attachment 3. These items are submitted to 19 AW/JAM by the 15th day of each month with the list of monthly nominees. If previously submitted, nominees must ensure 19 AW/JA is provided an updated TDY and leave schedule.

2.3. The nomination list must consist of a representative sample of the entire officer membership of each unit. The list must contain, at a minimum, the number of personnel who meet the rank requirements in accordance with Attachment 2, unless the unit lacks a sufficient number of candidates qualified under Article 25.

2.4. Each member is nominated for the single month following submission of nominations. For example, the list submitted by 15 March nominates members for courts-martial and boards convened during the month of April.

2.5. If a group/unit is unable to adequately support the required number or grade distribution of nominees, the group or unit commander must submit a written memorandum or email to 19 AW/SJA that details why he/she is unable to comply.

2.6. Commanders will ensure the nomination list is e-mailed to both the officer in charge (OIC) and the noncommissioned officer in charge (NCOIC) of Military Justice. Commanders are encouraged to appoint points of contact (POC) to comply with this requirement.

2.7. Commanders will not submit personnel whom they know will be unavailable for any part of the month they are submitted for or whom do not possess the attributes required by Article 25, UCMJ (see above).

2.8. Should a member selected for a court or board be unable to serve, the member’s immediate commander will:

2.8.1. Obtain a written excusal request from the member which he/she will review and forward through the group commander through 19 AW/JA, to the special or general court-martial convening authority for approval.

2.8.2. Submit the names of two replacement members for each member to be replaced. The replacement members must be of equal grade or higher, be eligible to serve, and be available to serve on the pending court or board.

2.9. Enlisted members will be nominated by their respective group commanders as needed.

2.10. 18 AF/CC philosophy regarding the importance of court-martial duty is at Attachment 4.

3. Responsibilities of the Nominated Member:

3.1. Nominated members will complete and submit an electronic data sheet to the NCOIC of Military Justice, 19 AW/JAM, for each month they are nominated. Nominees type their information directly on the electronic version of the data sheet. Every block must be completed. The nominee's data sheet will be maintained by the unit POC and Military Justice, as this will simplify updates in the event a member is nominated multiple times throughout the year. Nominated members should contact their unit POC and the Military Justice Section to obtain their data sheet and make any updates.

3.2. In the event of a conflict between service on a court-martial or discharge board panel and another obligation, the member must make every effort to resolve the conflict so that he/she may perform this important duty. Excusable delays are dictated by the court-martial convening authority. If a conflict occurs that cannot be resolved, refer to paragraph 2.8 above.

BRIAN S. ROBINSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 51-2, *Administration of Military Justice*, 4 November 2011

AFMAN 33-363, *Management of Records*, 1 March 2008

Privacy Act of 1974 authorized by 10 U.S.C. 8013

Prescribed Forms

None

Adopted Forms

Court/Board Member Data Sheet, 18th Air Force

Abbreviations and Acronyms

NCOIC— Noncommissioned Officer in Charge

OIC— Officer in Charge

PCS— Permanent Change of Station

POC— Points of Contact

TDY— Temporary Duty

UCMJ— Uniform Code of Military Justice

Attachment 2

LITTLE ROCK AIR FORCE BASE TASKING QUOTAS* – COURT-
MARTIAL/BOARD MEMBER POOL

Group	Total Officer Nominees	Members O-1 to O-2	Members O-3 to O-6	Commanders*
19 AW/DS & 19 CPTS	2	1	1	As Available
19 MDG	4	2	2	1 (at least)
19 MSG	4	2	2	1 (at least)
19 MXG	3	1	2	1 (at least)
19 OG	8	4	4	1 (at least)
314 OG	7	2	5	1 (at least)
314 MXG	1	1	0	As Available
*Commander nominees are part of your overall monthly requirement, not in addition to the monthly requirement.				

Attachment 3

COURT/BOARD MEMBER DATA SHEET

Court/Board Member Data Sheet 18th Air Force				Current as of:	
Name (Last, First, MI)			Grade	Duty Title & AFSC	
Member's Organization (Unit/Office Symbol):			Duty Phone	Fax No.	Date of Birth
Date of Rank	TAFMSD	Date Assigned Station	Date of Separation		Name/Rank of Rater: Superior Rater:
Awards and Decorations <input type="checkbox"/> Meritorious Service Medal (with 1 OLC) <input type="checkbox"/> AF Good Conduct Medal (with OLC) <input type="checkbox"/> Joint Service Commendation Medal (with OLC) <input type="checkbox"/> National Defense Service Medal (with OLC) <input type="checkbox"/> AF Commendation Medal (with OLC) <input type="checkbox"/> AF Overseas Ribbon--Short (with OLC) <input type="checkbox"/> Joint Service Achievement Medal (with OLC) <input type="checkbox"/> AF Overseas Ribbon--Long (with OLC) <input type="checkbox"/> AF Achievement Medal (with OLC) <input type="checkbox"/> AF Longevity Service Awd Ribbon (with 3 OLC) <input type="checkbox"/> Joint Meritorious Unit Award (with OLC) <input type="checkbox"/> AF NCO PME Graduate Ribbon (with OLC) <input type="checkbox"/> AF Outstanding Unit Award (with OLC) <input type="checkbox"/> Small Arms Expt Mksmnshp Ribbon (with OLC) <input type="checkbox"/> AF Organizational Excellence Awd (with OLC) <input type="checkbox"/> AF Training Ribbon (with OLC)					
Others Not Listed Above:					
Sex	Race	Marital Status	No. of Children	Gender & Age of Children	Home of Record
Duty History - Last 3 assignments (include base, duty title, and dates of assignment) 1. 2. 3.					
Number of Other Assignments Providing Command Experience (G-Series Orders): ?					
Post-Secondary Education (include name of institution, type of degree, major, and date awarded) 1. 2.					
Professional Military Education (include type, date completed, and how completed) 1. 2.					
Previous Court-Martial Experience (include type, subject matter, and year of each) 1. 2.					
Previous Administrative Discharge Board Experience (include type, subject matter, and year of each) 1. 2.					
Previously Recommended or Imposed Adverse Personnel Actions(Administrative, nonjudicial or judicial)(include type, subject matter and year of each) 1. 2.					
Pending TDYs/PCS/Leave/Retirement Plans and Dates (projected for 3 months)					
PRIVACY ACT STATEMENT <small>AUTHORITY: 10 U.S.C. 825, E.O. 11476, AFI 51-201, AFI 36-3608, and AFI 36-3206. PRINCIPAL PURPOSES: To collect information to determine who are best qualified to serve as members of a court-martial by reason of age, education, training, experience, length of service, and judicial temperament. Use of social security number is for the positive identification of the individual. ROUTINE USES: Convening authorities will use the information to select those best qualified to serve on courts-martial/administrative boards. Trial and defense counsel may use information as basis for challenge for cause or for peremptory challenge. DISCLOSURE: Disclosure is voluntary. We request your cooperation in providing this information to expedite the selection of court members.</small>					

Attachment 4

18 AIR FORCE COMMANDER COURT MARTIAL DUTY MEMORANDUM

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS EIGHTEENTH AIR FORCE (AMC)

MEMORANDUM FOR ALL 18 AF COMMANDERS

24 Aug 12

FROM: 18 AF/CC
709 Ward Drive, Bldg 1990
Scott AFB IL 62225

SUBJECT: Court-Martial Duty

1. As the general court-martial convening authority for 18 AF, you need to understand my philosophy about service as a member of a court-martial panel. Commanders, and those who aspire to command, should have court-martial panel experience. Court-martial duty is one way to gain insight concerning how our military justice system functions. Commanders need to convey importance of this duty to all officers. Once selected, it is a very serious obligation--not one that I view as an extra duty.
2. Considering the importance of court member duty, our very best should be nominated to serve as court members. The law requires that I detail members who "are best qualified by reason of age, education, training, experience, length of service, and judicial temperament." You should nominate your top people. I regard all commanders, deputies, chiefs and first sergeants as possessing these characteristics, and you should consider them available, and nominate them, to serve as members on any court-martial. As such, all commanders, deputies, chiefs, and first sergeants need to keep an updated member data sheet on file with their legal office.
3. Once I select court members and the order is signed and published, those officers selected have been ordered to appear in court by me. I expect they will be available until properly excused.
4. Your base legal office will work closely with you on court-member nominations and selections. When members are selected to serve on general courts-martial, the base legal office will provide the court members with a copy of the court-martial order. Legal offices must keep court members informed of any delays in the scheduled trial date.
5. If you have any questions, please contact your local staff judge advocate or the 18 AF Staff Judge Advocate, Colonel Scott Ecton, at DSN 779-0806. Together we can ensure our court system provides swift and fair justice.

A handwritten signature in black ink, appearing to read "Darren W. McDeW".

DARREN W. McDEW
Lieutenant General, USAF
Commander

UNRIVALED GLOBAL REACH FOR AMERICA...ALWAYS!