



*Law*

**COURT/DISCHARGE PANEL  
MEMBER NOMINATION PROCESS**

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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 75<sup>th</sup> Air Base Wing and Ogden Air Logistics Center. Military members on active duty, who violate this instruction, can be prosecuted under Article 92 or Article 134 of the Uniform Code of Military Justice (UCMJ), or both, as well as any other applicable article of the UCMJ. This publication does not apply to the United States Air Force Reserve and Air National Guard units or members. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force WebRims records disposition schedule. See Attachment 1 for a Glossary of References and Supporting Information.

This publication requires collecting and maintaining information (Individual Electronic Data Sheet) protected by the Privacy Act of 1974 authorized by 10 U.S.C. 825 and Executive Order (E.O.) 9397, *Numbering System for Federal Accounts Relating to Individual Persons* and E.O. 11476, *Prescribing the Manual for Courts-Martial, United States*. System of records notice, F033 AF C, 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 Military Justice (OO-ALC/JAJ).

1.1. 75<sup>th</sup> Operations Support Squadron Commander (OSS/CC).

1.2. 75<sup>th</sup> Medical Group Commander (75 MDG/CC).

- 1.3. 75<sup>th</sup> Civil Engineer Group Commander (75 CEG/CC).
- 1.4. 75<sup>th</sup> Mission Support Group Commander (75 MSG/CC).
- 1.5. 75<sup>th</sup> Maintenance Group Commander (75 MXG/CC).
- 1.6. 514<sup>th</sup> Flight Test Squadron Commander (514 FLTS/CC).
- 1.7. 649<sup>th</sup> Combat Logistics Support Squadron Commander (649 CLSS/CC).
- 1.8. 388<sup>th</sup> Maintenance Group Commander (388 MXG/CC.)
- 1.9. 388<sup>th</sup> Maintenance Operations Squadron Commander (388 MOS/CC).
- 1.10. 388<sup>th</sup> Operations Group Commander (388 OG/CC).
- 1.11. 388<sup>th</sup> Range Squadron Commander (388 RANS/CC).
- 1.12. 84<sup>th</sup> Radar Evaluation Squadron Commander (84 RADES/CC).
- 1.13. 372D USAF Recruiting Group Commander (372 RCG/CC).

**NOTE:** This list will consist of officer 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 OO-ALC/JAJ by the 15<sup>th</sup> of March, June, September, and December of each year.

2.2.1. An e-mail nomination list.

2.2.2. A completed OO-ALC IMT 534, **Court Member Nominee Data Sheet**, for each individual member nominated. The IMT will be used by the convening authority to select board members for court-martials and administrative discharge boards based on the information provided.

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 ten percent officers in ranks representative of the rank structure in the group/unit and one enlisted from each rank between the ranks of SrA and CMSgt.

2.5. Commanders must make themselves available to serve as courts-martial panel members. Failure to nominate field grade officers will increase the likelihood that commanders will be selected as panel members.

2.6. 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.

<b>MEMBERS NAME</b>	<b>RANK</b>	<b>UNIT</b>	<b>OFFICE SYMBOL</b>	<b>DUTY-PHONE</b>
Sample, Johnny A.	O-6	75 CES	CC	7-7777
Example, Mike B.	E-7	388 EMS	MXMGC	6-8888

2.7. An OO-ALC IMT 534 will be completed and submitted to the NCOIC, Military Justice, OO-ALC/JAJ, via electronic mail for each member nominated. Refer to AFI 33-332, *Privacy Act Program*, paragraph 7.3 for guidance on transmitting personal information over electronic mail. It is recommended that nominees prepare 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, Military Justice who will incorporate it into a database for future updates.

2.8. Commanders will not nominate personnel whom they know will:

2.8.1. Be on temporary duty (TDY) for more than 30 days of the 3-month period.

2.8.2. Separate or have a permanent change of station (PCS) within the first 60 days of the 3-month period.

2.8.3. 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.

2.9. 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 Ogden Air Logistics Center Commander (OO-ALC/CC) to excuse members appointed to a general court-martial, or to 75<sup>th</sup> Air Base Wing Commander (75 ABW/CC) to excuse members appointed to a special court-martial. The letter will be delivered to OO-ALC/JAJ for staffing and delivery to OO-ALC/CC or 75 ABW/CC, as appropriate.

### **3. Responsibilities of the Nominated Member.**

3.1. Nominated members will complete and submit an OO-ALC IMT 534 to the NCOIC of Military Justice, OO-ALC/JAJ, for each quarter they are nominated. It is recommended that nominees prepare their information directly on the form. 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 database for future updates. Nominated members should contact their unit POC or the Legal Office to obtain the data sheet.

3.2. The OO-ALC IMT 534 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 form, the member is responsible for updating his or her leave and TDY schedule, as soon as such absences are projected, with the OO-ALC/JAJ, 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 OO-ALC/JAJ.**

4.1. OO-ALC/JAJ will provide 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.

4.2. When preparing proposed court member panels, the Legal Office will not submit names of members to the convening authority for consideration who have provided advance notice to OO-ALC/JAJ of conflicting TDY or leave schedules.

**5. IMT Prescribed. OO-ALC IMT 534, Court Member Nominee Data Sheet.**

M. WARNER MEADOWS, Lt Colonel, USAF  
Staff Judge Advocate

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

AFI 33-322, *Privacy Act Program*

AFI 37-123, *Management of Records*

AFPD 51-2, *Administration of Military Justice*

Executive Order 9397, *Numbering System for Federal Accounts Relating to Individual Persons*

Executive Order 11476, *Prescribing the Manual for Courts-Martial, United States*

***Acronyms***

**MCM**–Manual for Courts-Martial

**NCOIC**– Noncommissioned Officer in Charge

**OO-ALC/JAJ**–Military Justice

**OO-ALC/CC**–Ogden Air Logistics Commander

**PCS**–Permanent Change of Station

**POC**–Point of Contact

**TDY**–Temporary Duty

**75 ABW/CC**–75 Air Base Wing Commander