

LEGAL ACTION REQUEST FORM

I. PERSONNEL DATA

<u>UNIT</u>	<u>RANK</u>	<u>NAME (LAST, FIRST MI)</u>	<u>DATE</u>
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Non-judicial Punishment (ARTICLE 15)

<p style="text-align: center;"><u>Summarized Art 15</u></p> <input type="checkbox"/> Counseling statements <input type="checkbox"/> Evidence of Misconduct <input type="checkbox"/> ERB & FLAG	<p style="text-align: center;"><u>Formal Art 15 (Check One)</u></p> <input type="checkbox"/> CG <input type="checkbox"/> FG <input type="checkbox"/> Counseling statements <input type="checkbox"/> Evidence of Misconduct <input type="checkbox"/> ERB & FLAG	<p style="text-align: center;"><u>Supplementary Action (Check One)</u></p> <input type="checkbox"/> Vacation of Suspension <input type="checkbox"/> Remission <input type="checkbox"/> Mitigation <input type="checkbox"/> Setting Aside <input type="checkbox"/> Suspension of Punishment <p style="text-align: center;">**Above legal requests must include a copy of the original Article 15</p>
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Administrative Separation (Chapter)

<input type="checkbox"/> <u>5-8 Family Care Plan</u> <input type="checkbox"/> <u>5-13 Personality Disorder</u> <input type="checkbox"/> <u>5-17 Other Mental/ Physical Condition</u> <input type="checkbox"/> <u>9 ASAP or Rehab Failure</u> <input type="checkbox"/> <u>13 Unsat. Performance</u> <input type="checkbox"/> <u>14-12b Misconduct</u> <input type="checkbox"/> <u>14-12c Serious Offense</u> <input type="checkbox"/> <u>14-12c(2) Drugs</u> <input type="checkbox"/> <u>18 Weight Control Failure</u>	<p style="text-align: center;">Type of Discharge (Check One)</p> <input type="checkbox"/> Honorable <input type="checkbox"/> General (under honorable conditions) <input type="checkbox"/> Other Than Honorable <input type="checkbox"/> Set Aside Suspended Separation
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Commander or 1SG Signature: _____

STATUS UPDATES AND ANY INFORMATION RELATING TO ANY PENDING LEGAL ACTION WILL ONLY BE DISCUSSED WITH THE COMMANDER, 1SG, CSM, AND/OR DESIGNATED INDIVIDUALS.

Military Justice Division, Fort Leavenworth
CHECKLIST FOR ARTICLE 15 PACKETS:

- ERB: Current (within 30 days) and Flag is reflected (AA)

- FLAG: DA FORM 268
 - Adverse Action block is checked
 - Effective date is accurate
 - Signed by Commander

- Counseling DA FORM 4856
 - Includes 1-16 “magic” bullet
 - Includes **date, time, and exact location** of offense
 - Does not include punishment for offense
 - Includes complete names and ranks of all individuals associated with the offense
 - Admin data on counseling reflects data on ERB
 - The counseling has been signed by the Counselor and the Soldier; if not signed by the Soldier, the words “Soldier Refused to Sign” are written and initialed by the Counselor.

- Evidence (At least 1 of the below is required unless Article 15 is only for FTR)
 - 4187s for AWOL (complete, dated, and signed)
 - Sworn statement(s)
 - Police Reports/CID Reports
 - Positive UA packet (**Redacted**)
 - 15-6 Investigation/CDR’s Inquiry
 - photos/videos/other documents

- Legal Request Form (signed by Commander or 1SG)
 - Type of Article 15 (Sum/CG/FG is selected)

APPENDIX A

FIELD GRADE NJP v. SCM CHEAT SHEET (Enlisted Soldiers)

	NJP	SCM
Punishment: E1-E4	45 extra duty/45 restriction (60 if no extra duty); reduce to E1; ½ of one month's pay for 2 months	1 month confinement , or 45 extra duty/45 restriction (60 if no extra duty); reduce to E1; 2/3s pay for one month
Punishment: E5-E6	45 extra duty /45 restriction (60 if no extra duty); reduce one grade; ½ of one month's pay for 2 months	2 months restriction; reduce one grade; 2/3s pay for one month
Punishment: E7-E9	45 extra duty /45 restriction (60 if no extra duty); ½ of one month's pay for 2 months	2 months restriction; reduce one grade ; 2/3s pay for one month
UCI applies	Yes	Yes
Soldier can turn down	Yes	Yes
Considered a conviction	No	No
Bring all known offenses at once	Yes	Yes
Bring action after state conviction (DUIs)	Yes (requires GCMCA approval)	Yes (requires GCMCA approval)
Double jeopardy attaches	Yes for other NJP; No for court-martial	Yes
Type of offense	Minor (BCD, 1 year of less)	Minor or Major (except capital offenses, mandatory minimum cases)
Proof beyond a reasonable doubt	Yes	Yes
Military Rules of Evidence apply	No	Yes
Adversarial (cross-exam)	No	Yes
Counsel rights	Consult with counsel; spokesman at hearing (at own expense)	Consult with counsel; lawyer at trial (at own expense)
Appeal or clemency	Soldier has 5 days to file; command acts within 5 days.	Accused has 7 days to submit matters (may get an additional 20)
Review	A judge advocate (usually the TC)	An independent judge advocate (usually an administrative law attorney)

*****REQUIREMENTS FOR ALL SEPARATIONS**

- DA Form 268 / Flag – Elimination checked – signed by Commander and dated
- Completed and signed Legal Action Request Form
- ERB/ORB (within 30 days and annotated flag for separations - **BA**)
- Pre-separation Counseling Checklist DD Form 2648 (3 pages) (*ACAP documents*)
Section 8 and 9 with signatures and date
- Debt Avoidance Final Actions Memorandum (*Finance*)
- MGI Bill/Education Counseling/Memo (*Education Center*)

Chapter 5-8: Parenthood, No Family Care Plan

- FCP Counseling (4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to parenthood
- 30 day request/waiver *if needed* (2 memo's: 1 from SM, 1 from Cdr)
- DA Form 5304: Family Care Plan Checklist
 - Part I, A-M and P-T initialed
 - Part II, A-L completed
 - Part III, 1-4 completed (if dual military)
 - Part IV, completed
- DA Form 5305: Family Care Plan (incomplete) – make sure the Commander did not sign the 5305.
- Separation Health Assessment
- All Required Documents***

Chapter 5-13: Personality Disorder

- Mental Examination: signed by a psychiatrist or licensed Clinical Psychologist recommending separation because the soldier has a mental condition which is a deeply-ingrained maladaptive pattern of behavior of long duration.
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to personality disorder
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 5-17: Other Mental/ Physical Condition

- Mental Examination: completed by Psychiatrist or licensed Clinical Psychologist recommending separation due to diagnosed mental condition. **(OR)** Medical Examination: completed by Clinical Physician recommending separation due to diagnosed medical condition.
- PTSD Screen by ABH complete if Soldier has deployed (check ERB)
- Office of the Surgeon General Memo if Soldier had deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet regarding inability to perform due to personality disorder
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 9: ASAP or Rehab Failure

- ASAP Failure Statement
- PTSD screen by ASAP: if Soldier has deployed (check ERB)
- Separation Health Assessment
- Counseling (DA Form 4856): Commander's statement of why SM has been declared an ASAP or Rehab failure (needed for text in chapter).
 - Signatures of SM and Cdr
 - 1-16 bullet
- All Required Documents***

Chapter 13: Unsatisfactory Performance

- For APFT failures: DA Form 705- APFT Scorecard (x2 or more) with "record". Retest must be within 90 days of first APFT failure. For NCOES disciplinary drops: Any documents reflecting soldier's disenrollment of the school, especially DA Form 1059. *(See AR 635-200 Chapter 13 for other reasons for separation and requirements under this chapter)*
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: signed by a psychiatrist or licensed Clinical Psychologist
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Chapter 14-12b: Patterns of Misconduct (Talk to Attorney First)

- Evidence of Misconduct: (Multiple Counseling's, Administrative Orders, Article 15s, Sworn Statements)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- PTSD screen by ABH complete if Soldier has deployed (check ERB)
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - Assessment complete
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- Proof of Rehabilitation / waiver of rehab requirement memo from Commander to separation authority
- All Required Documents***

Chapter 14-12c: Commission of Serious Offense

- Evidence of Misconduct: (Administrative Orders, Article 15s, Sworn Statements)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 14-12c(1): AWOL

- Evidence of Misconduct: (Administrative Orders, Article 15s, Sworn Statements)
- All 4187s signed by the Commander, with stamp from PMO and correct dates.
- DFR Packet (if applicable)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 14-12c(2): Drugs

- Evidence of Misconduct: (Copies of UA Results, Chain of custody documents, CID sworn statement) (Copy of UCMJ action for violation of 112a) (*copy of litigation packet if acquired*)
- Medical Examination: completed by Clinical Physician (Parts I and II)
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist
- All Required Documents***

Chapter 18: Weight Control Failure

- Notification from immediate Commander and receipt of notification for Soldier acknowledging entry into Weight Control Program (AR 600-9). **The clock starts ticking upon receipt from the Soldier.**
- Memorandum from health care personnel indication no medical condition exists which precluded the Soldier from losing weight (AR 600-9) signed and dated.
- Memorandum of nutritionist indication the Soldier was provided nutrition education and weight reduction counseling (AR 600-9) signed and dated.
- If the chapter is for a Soldier who re-enters the overweight program, evidence of prior disenrollment for the weight control program (AR 600-9).
- Consecutive monthly weigh-in sheets (DA Form 5500-R for male and DA Form 5501-R for females)
- Separation Health Assessment
- Counseling (DA Form 4856)
 - Signatures of SM and Cdr
 - 1-16 bullet
 - Ample time to rehabilitate: Separation processing may not be initiated under this paragraph until the Soldier has been counseled formally concerning deficiencies and has been afforded ample opportunity to overcome those deficiencies as reflected in appropriate counseling or personnel records.
- All Required Documents***

Officer Elimination

- HRC Initiated (OR) Misconduct
- Elimination recommendation memorandum (GOSCA to officer)
- Medical Examination: completed by Clinical Physician (Parts I and II) - *the pre-separation physical is required to be started within 5 days of the officer making their election by AR 600-8-24, Chapter 4, Table 4-1 step 9d or Table 4-2 Step 8c*
- Mental Evaluation: completed by Psychiatrist or licensed Clinical Psychologist (*if applicable*)
- Evidence of Misconduct: (MP/CID Reports, Article 15s, Sworn Statements, 15-6 Investigations)
- All Required Documents***

**Table 8–2
Schedule of separation medical examination or separation physical assessment***

Action	Medical Examination Required	Separation Health Assessment	Not Required/Can be requested by Soldier (in writing)
Retirement after 20 years or more of active duty	X		
Retirement from active service for physical disability, permanent or temporary, regardless of length of service.	X		
Expiration of term of active service (separation or discharge, less than 20 years of service).			X
Upon review of health record, evaluating physician or physician assistant at servicing MTF determines that, because of medical care received during active service, medical examination will serve the best interests of Soldier and Government: for example, hospitalization for other than diagnostic purposes within 1 year of anticipated separation date.	X		
Individual is member of the ARNGUS on active duty or ADT in excess of 30 days.		X	
Individual is member of the ARNGUS and has been called into Federal service (see paragraph 8–24c).		X	
Prisoners of war, including internees and repatriates, undergoing medical care, convalescence or rehabilitation, who are being separated.	X		
Officers, warrant officers, and enlisted Soldiers previously determined eligible for separation or retirement for physical disability but continued on active duty after complete physical disability processing (AR 635–40, chapter 6, and predecessor regulations).	X (Plus MEB and PEB)		
Officers and warrant officers being processed for separation under provisions of specific sections of AR 600–8–24 that specify medical examination and/or mental status evaluation.	X		
Officers and warrant officers being processed for separation under provisions of specific sections of AR 600–8–24, when medical examination and/or mental status evaluation is not a requirement.			X
Enlisted Soldiers being processed for separation under provisions of AR 635–200, chapter 5: paras 5–3 (involuntary separations only), 5–11, 5–12, and 5–17 only, and chapters 8, 9, 11 (para 11–3b only), 12, and 18.		X	
Enlisted Soldiers being processed for separation under provisions of AR 635–200, chapters 13, 14, (sec III only), and 15 (both mental evaluation and medical examination required).	X		
Enlisted Soldiers being processed for separation under provisions of AR 635–200, chapter 10. (If a medical examination is requested by the Soldier, then mental status evaluation is required.)			X
Discharge in absentia (officers and enlisted Soldiers):			X
Civil confinement.		X	
When a Bad Conduct Discharge or a Dishonorable Discharge is upheld by appellate review and the individual is on excess leave.		X	
Deserters who do not return to military control.			X
Enlisted Soldiers being processed for separation under all other provisions of AR 635–200 not listed above.			X

Notes:

* See paragraph 8–23 for additional information on medical examinations for separation/retirement.

BENEFITS AT SEPARATION

Honorable DD Form 256A

General Under Honorable Conditions DD Form 257A "4"

Other Than Honorable "5"

Bad Conduct Discharge

Dishonorable Discharge
General Court-Martial "6"

E Eligible
NE Not Eligible
TBD To be determined by Administering Agency
DV Eligibility for these benefits depend upon specific disabilities of the veteran

Army Administered	Authority and References "7"					
1. Payment for Accrued Leave	E	E	NE	NE	NE	37 USC 501-503; DODPEM Par. 40401a
2. Death Gratuity (six months pay)	E	E	E	E	NE	10 USC 1480; DODPEM Par. 40501b
3. Wearing of Military Uniform	E	E	NE	NE	NE	10 USC 771a, 772; AR 670-1
4. Admission to Soldiers' Home "1"	E	E	NE	NE	NE	24 USC 49, 50
5. Burial in Army National Cemeteries	E	E	NE	NE	NE	38 USC 1002; AR 290-5
6. Burial in Army Post Cemeteries "2"	E	E	NE	NE	NE	AR 210-190
7. Army Board for Correction of Military Records	E	E	E	E	E	10 USC 1552; AR 15-185
8. Army Discharge Review Board	E	E	E	NE "9"	NE	10 USC 1553; AR 15-180
9. Transportation to Home "3"	E	E	E	E	E	37 USC 404; JTR par. U7500-7506
10. Transportation of Dependents and Household Goods to Home	E	E	TBD "8"	TBD "8"	TBD "8"	37 USC 406; JTR par. U5225, par. U5370
Transitional Benefits & Services "14"						
1. Pre-separation Counseling	E	E	E	E	E	10 USC Section 1142
2. Employment Assistance	E	E	E	E	NE	10 USC Section 1143, 1144
3. Health Benefits	E	E	NE	NE	NE	10 USC Section 1145
4. Commissary/Exchange	E	E	NE	NE	NE	10 USC Section 1146
5. Military Family Housing	E	E	NE	NE	NE	10 USC Section 1147
6. Overseas Relocation Assistance	E	E	NE	NE	NE	10 USC Section 1148
7. Excess Leave/Permissive TDY	E	E	NE	NE	NE	10 USC Section 1149
8. Preference for USAR/ARNG	E	E	NE	NE	NE	10 USC Section 1150
9. Montgomery G.I. Bill (Additional Opportunity)	E	NE	NE	NE	NE	38 USC Section 3011
Department of Veteran Affairs "10"						
1. Dependency and Indemnity Compensation	E	E	E	E	NE	38 USC 410(b)
2. Pension for Non-Service Connected Disability or Death	E	E	TBD	TBD	NE	38 USC 521; 38 USC 3103
3. Medal of Honor Roll Pension	E	E	TBD	TBD	NE	38 USC 562; 38 USC 3103
4. Insurance	E	E	TBD "11"	TBD "11"	TBD "11"	38 USC 711, 773; AR 608-2
5. Vocational Rehabilitation (DV)	E	E	TBD	TBD	NE	38 USC 1502, 1503
6. Educational Assistance	E	NE	NE	NE	NE	38 USC 1411
7. Survivors & Dependents Educational Assistance	E	E	E	E	NE	38 USC 1701-1765
8. Home and other Loans	E	E	TBD	TBD	NE	38 USC 1802, 1818
9. Hospitalization & Domiciliary Care	E	E	TBD	TBD	NE	38 USC 610; 38 USC 3103
10. Medical and Dental Services	E	E	TBD	TBD	NE	38 USC 612; 38 USC 3103
11. Prosthetic Appliances (DV)	E	E	TBD	TBD	NE	38 USC 614; 38 USC 612(b); 38 USC 3103
12. Guide Dogs & Equipment For Blindness (DV)	E	E	TBD	TBD	NE	38 USC 614; 38 USC 3103
13. Special Housing (DV)	E	E	TBD	TBD	NE	38 USC 801; 38 USC 3103
14. Automobiles (DV)	E	E	TBD	TBD	NE	38 USC 1901; 38 USC 3103
15. Funeral and Burial Expenses	E	E	TBD	TBD	NE	38 USC 902; 38 USC 3103
16. Burial Flag	E	E	TBD	TBD	NE	38 USC 901; 38 USC 3103
17. Burial in National Cemeteries	E	E	TBD	TBD	NE	38 USC 1002
18. Headstone Marker	E	E	TBD	TBD	NE	38 USC 906; 38 USC 3103
Administered by Other Federal Agencies						
1. Preference for Farm Loan (Dept. of Agriculture)	E	E	E	E	NE	7 USC 1983(5)
2. Preference for Farm & other Rural Housing Loans (Dept. of Agriculture)	E	E	E	E	NE	42 USC 1477
3. Civil Service Preference "13" (Office of Personnel Management)	E	E	NE	NE	NE	5 USC 2108, 3309-3316, 3502, 3504
4. Civil Service Retirement Credit	E	NE	NE	NE	NE	5 USC 8331, 8332
5. Reemployment Rights (Dept. of Labor)	E	E	NE	NE	NE	38 USC 2021-2026
6. Job Counseling & Employment Placement (Dept. of Labor)	E	E	E	E	NE	38 USC 2001-2014
7. Unemployment Compensation for Ex-Service members (Dept. of Labor)	E	E	NE	NE	NE	5 USC 8501, 8521
8. Naturalization Benefits (Dept. of Justice Immigration & Naturalization Service)	E	E	NE	NE	NE	8 USC 1439, 1440; AR 608-3, par. 2-2-3
9. Old Age, Survivors & Disability Insurance (Social Security Administration)	E	E	TBD	TBD	NE "12"	42 USC 417
10. Job Preference, Public Works Projects "13" (Dept. of Commerce)	E	E	TBD	TBD	NE	42 USC 6706; 13 CFR.317.35

General Eligibility. The eligibility of benefits set forth are not the sole determining benefits that will be influenced by the type of discharge, but information on state benefits should be obtained from state agencies.

FOOTNOTES:

"1" The veteran must have served "honestly and faithfully" for 20 years or been disabled and excludes convicted felons, deserters, mutineers, or habitual drunkards unless rehabilitated or soldier may become ineligible if that person following discharge is convicted of a felony, or is not free from drugs, alcohol, or psychiatric problems.
 "2" Only if an immediate relative is buried in the cemetery.
 "3" Only if no confinement is involved, or confinement is involved, parole or release is from a US military confinement facility or a confinement facility located outside the US.
 "4" This discharge category includes the discharge of an officer under honorable conditions but under circumstances involving serious misconduct. See AR 600-8-24
 "5" An officer who resigns for the good of the service (usually to avoid court-martial charges) will be ineligible for benefits administered by the Department of Veterans Affairs (DVA). 38 USC 3103.
 "6" Including Commissioned and Warrant Officers who have been convicted and sentenced to dismissal as a result of general courts-martial. See AR 600-8-24, Chapter 5 factors, but only list the various types of discharge. The states also provide various

"7" Additional references include Once a Veteran; Rights, Benefits and Obligations, DA Pam 360-526; and Federal Benefits for Veterans and Dependents, (VA Fact Sheet 1S-1)

"8" To be determined by the Secretary of the Army on case-by-case basis.

"9" Only if the Bad Conduct Discharge was a result of conviction by General Court-Martial.

"10" Benefits from the Department of Veterans Affairs are not payable to (1) a person discharged as a conscientious objector who refused to perform military duty or refused to wear the uniform or otherwise comply with lawful orders of competent military authority, (2) by reason of a sentence of a general court-martial, (3) resignation by an officer for the good of the service, (4) as a deserter, and (5) as an alien during a period of hostilities. 38 USC 3103. A discharge (1) by acceptance of an other than honorable discharge to avoid court-martial (2) for mutiny or spying, (3) for a felony offense involving moral turpitude, (4) for willful and persistent misconduct, or (5) for homosexual acts, involving aggravating circumstances or other factors will be considered to have been issued under dishonorable conditions and thereby bar veterans benefits. 38 CFR 3.12. A discharge under dishonorable conditions from one period of service does not bar payment if there is another period of eligible service on which the claim may be predicated (Administrator's Decision, Veterans Admin. No. 655, 20 June 1945).

"11" Any person guilty of mutiny, spying, or desertion, or who, because of conscientious objections, refuses to perform service in the Armed Forces or refuses to wear the uniform shall forfeit all rights to National Service Life Insurance and Servicemember's Group Life Insurance. 38 USC 711, 773.

"12" Applies to Post-1957 service only. Post-1957 service qualifies for Social Security benefits regardless of type of discharge. Pre-1957 service under conditions other than dishonorable qualifies a service member for a military wage credit for Social Security purposes.

"13" Disabled and Vietnam-era veterans only. Post-Vietnam-era Veterans are those who first entered on active duty as or first became members of the Armed Forces after May 7, 1975. To be eligible, they must have served for a period of more than 108 day active duty and have other than a dishonorable discharge. The 180 day service requirement does not apply to (1) veterans separated from active duty because of a service-connected disability, or (2) reserve and guard members who served on active duty (under 10 USC 672a, d, or g, 673, or 673b) during a period of war (such as the Persian Gulf War) or in a military operation for which a campaign or expeditionary medal is authorized.

"14" Transitional benefits and services are available only to soldiers separated involuntarily, under other than adverse conditions.

Administrative Orders Based on Misconduct

Name: _____ Rank: _____ SSN (last four): _____ Unit: _____

Order(s) based on: _____

Revocation of Pass Privileges

Pass privileges are just that, a privilege and as your commanding officer, I am withholding that privilege from you based on the above-specified misconduct. You are ordered not to travel outside the limits of Fort Leavenworth for any reason. *(Exceptions will be reviewed on a case by case basis).*

No Civilian Clothing Order

As your commanding officer/first sergeant, I have decided to withhold your ability to wear civilian clothing based on the above-specified misconduct. You are ordered to remain in military uniform at all times unless you are sleeping or conducting personal hygiene.

Sign-In Order

As your commanding officer/first sergeant, I have decided that the misconduct specified above indicates that you require increased accountability. You are ordered to sign-in with _____ at **0600, 0800, 1000, 1200, 1400, 1600, 1800, 2000, 2200** hours daily. When you are at your place of duty during normal duty hours, you will not sign-in, but will report to your immediate supervisor at the above times. This does not limit your ability to move freely unless otherwise specified elsewhere on this form.

Sign-Out Order

As your commanding officer/first sergeant, I have decided that the misconduct specified above indicates that you require increased accountability. You are ordered to sign-out with _____ if you intend to leave the company area for more than 15 minutes. This does not limit your ability to move freely unless specified elsewhere on this form.

Escort Order

As your commanding officer/first sergeant, I have decided that the misconduct specified above indicates that you require increased accountability. You are ordered to have an escort, _____ (equal or higher rank) OR _____ (specified individual) with you anytime you leave **the company area / the battalion area / the brigade area / Fort Leavenworth / other** _____.

Off-Limits

As your commanding officer/first sergeant, I have determined that your presence at _____ is likely to have a negative impact on unit discipline or result in your continued misconduct; therefore, it is off-limits to you. You are ordered not to travel within _____ **feet / meters** of this location unless you have obtained my permission and are escorted.

No Driving Order

As your commanding officer/first sergeant, I am denying you the ability to drive a motor vehicle due to the misconduct specified above. You are ordered not to physically control any motor vehicle within the limits of Fort Leavenworth.

No Alcohol Order

As your commanding officer/first sergeant, I have determined that your use of alcohol is likely to have a negative impact on unit discipline or result in your continued misconduct. Based on the above-specified misconduct, you are ordered not to consume alcohol at any time or in any form.

No Contact Order

As your commanding officer, I have determined that contact with _____ is detrimental to good order and discipline and/or will result in further misconduct; therefore, you are to have no contact with this person. See attached **DD Form 2873 (Military Protective Order)** for further explanation and clarification.

Administrative Orders Based on Misconduct (page 2)

I will review the need for the order(s) in **72 hours, 7 days, 14 days, 21 days, or 30 days** (circle one) and revoke them if warranted. You will be notified if the order(s) is/are revoked or you will be counseled and reissued the order(s) with a new end date.

CPT, ____
Commanding

Date: _____

1SG, USA
First Sergeant

Date: _____

I have been notified of the above order(s) and have had the opportunity to ask questions so that I may better understand the order(s). I understand the content of the order(s) as well as the proposed end date or actions required by me. I understand that these orders are punitive and if I disobey them, I may be punished under UCMJ Article 92 for disobeying a lawful order or UCMJ Article 86 for failing to report (if issued a sign-in order).

_____, USA

Date: _____

The order(s) issued by me on the date noted above are hereby revoked. All privileges denied by virtue of my order(s) are now restored.

CPT, ____
Commanding

Date: _____

1SG, USA
First Sergeant

Date: _____

FIGURE 5

COMMANDER'S REPORT OF PRISONER'S INVENTORIED PACKING LIST – MILITARY & PERSONAL ITEMS			NAME				SSN				DATE		
MILITARY ARTICLES	UNITED STATES DISCIPLINARY BARRACKS	CONFINED AT A RCF WITH A PUNITIVE DISCHARGE	CONFINED AT A RCF WITHOUT A PUNITIVE DISCHARGE AND SENTENCE OF 121 DAYS OR MORE	CONFINED AT A RCF WITHOUT A PUNITIVE DISCHARGE AND A SENTENCE OF 120 DAYS OR LESS	CONFINED AT A RCF PRE-TRIAL STATUS	CONFINED AT A OCONUS ACF WITH A PUNITIVE DISCHARGE		CONFINED AT OCONUS ACF WITHOUT A PUNITIVE DISCHARGE		CONFINED AT A OCONUS ACF PRE-TRIAL STATUS		US MARINE CORPS US NAVY US AIR FORCE (POST-TRIAL ONLY)	US MARINE CORPS US NAVY US AIR FORCE (PRE-TRIAL ONLY)
						KOREA	GERMANY	KOREA	GERMANY	KOREA	GERMANY		
DUFFLE BAG	NO	1	1	1	1	1	NO	1	NO	1	NO	1	1
BELT, TROUSERS	NO	1	1	1	1	1	1	1	1	1	1	1	1
BERET	NO	NO	NO	NO	1 PR	NO	1PR	NO	1PR	1 PR	1PR	2 PR	1 PR
BOOTS, COMBAT	NO	2 PR	2 PR	2 PR	1	2 PR	2 PR	2 PR	2 PR	1	2 PR	2 PR	1 PR
BUCKLE, BLACK	NO	1	1	1	1	1	1	1	1	1	1	1	1
BUCKLE, BRASS (See NOTE 1)	NO	1	1	1	1	1	NO	1	NO	1	NO	1	1
CAP, CAMOUFLAGE	NO	1	1	1	1	1	NO	1	NO	1	NO	2	1
COAT, ALL WEATHER (See NOTE 3)	NO	NO	NO	NO	1	1	NO	1	NO	1	NO	1	1
COAT, CAMOUFLAGE, (2)HW/(2)TEMP (PRE-TRIAL ONLY)	NO	NO	NO	NO	1 EA	NO	1EA	NO	1EA	1EA	1EA	2 EA	1EA
COAT, CAMOUFLAGE, CW (PRE-TRIAL ONLY)	NO	NO	NO	NO	1	NO	NO	NO	NO	1	NO	1	1
COAT, POLYWOOL AG (See NOTE 1)	1	1	1	1	1	1	NO	1	NO	1	NO	1	1
DRAWERS, BROWN/WHITE	NO	7	7	7	7	7	7	7	7	7	7	7	2
GLOVES, BLACK, UNISEX (See NOTE 1a)	NO	NO	NO	NO	1	NO	NO	NO	NO	1	NO	1	1
GLOVES, INSERTS	NO	2 PR	2 PR	2 PR	1 PR	2 PR	NO	2 PR	NO	1 PR	NO	2 PR	1 PR
GLOVES, 1 SHELL	NO	1 PR	1 PR	1 PR	1 PR	1 PR	NO	1 PR	NO	1 PR	NO	1 PR	1 PR
INSIGNIA, US (See NOTE 4)	NO	1	1	1	1	1	NO	1	NO	1	NO	1	1
INSIGNIA, BOS (See NOTE 4)	NO	1	1	1	1	1	NO	1	NO	1	NO	1	1
LAUNDRY BAG	NO	1	1	1	1	1	1	1	1	1	1	NO	1
NAMEPLATE (See NOTE 4)	NO	1	1	1	1	1	NO	1	NO	1	NO	1	1
NECKTAB, SHORT, LONG, BLACK (See NOTE 1) (Universal)	NO	NO	NO	NO	1	NO	NO	NO	NO	1	NO	1	1
NECKTIE, BLACK (See NOTE 1)	1	1	1	1	1	1	NO	1	NO	1	NO	1	1
RIBBONS (Awards and Decorations) (See NOTE 1)	NO	1 EA	1 EA	1 EA	1 EA	1 EA	NO	1 EA	NO	1 EA	NO	1 EA	1 EA
SHIRT, LONG/SHORT SLEEVES (See NOTE 1, Pre-trial Excluded)	1	1	1	1	1	1	NO	1	NO	1	NO	1 EA	1 EA
SHOES OXFORD (See NOTE 1)	NO	NO	NO	NO	NO	1	NO	1	NO	1	NO	1	1
SKIRT/BLACK POLYWOOL AG (See NOTE 1)	1 PR	1 PR	1 PR	1 PR	1 PR	1 PR	NO	1 PR	NO	1 PR	NO	1 PR	1 PR
SOCKS, COTTONNYLON, BLACK (See NOTE 1)	1	1	1	1	1	1	NO	1	NO	1	NO	3	1
SOCKS, WOOL, BLACK	NO	7	7	7	3 PR	7	7	7	7	3 PR	7	7	3 PR
TOWELS, BATH WHITE/BROWN	NO	4	4	4	2	4	2	4	2	2	2	4	2
TROUSERS, CAMOUFLAGE, (2) HW/(2) TEMP (PRE-TRIAL ONLY)	NO	NO	NO	NO	1	NO	1	NO	1	1	1	2 EA	1
TROUSERS, POLYWOOL AG (See NOTE 1)	1	1	1	1	1	1	NO	1	NO	1	NO	1	1
UNDERSHIRTS, (7) BROWN/ (2) WHITE	NO	9	9	9	5	9	7 BRN 4 WHT	9	7 BRN 4 WHT	5	7 BRN 4 WHT	9	5
UNDERWEAR, CW (UNDERSHIRT/DRAWERS) (Seasonal)	NO	1 PR	1 PR	1 PR	1 PR	1 PR	NO	1 PR	NO	1 PR	NO	1 PR	1 PR
UNDERGARMENTS (BRAS) (See NOTE 2)
WASHCLOTH, (OPTIONAL)	NO	1	1	1	1	1	2	1	2	1	2	1	1
PERSONAL ITEMS													
ADDRESSES/ADDRESS BOOK	YES	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	YES
ATHLETIC SHOES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
BIBLE (OR EQUIVALENT) WITHOUT BOOK COVER	YES	NO	NO	NO	YES	YES	NO	YES	NO	YES	NO	NO	YES
LEGAL DOCUMENTS, INCLUDING RECORD OF TRIAL	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
MOS STUDY MATERIAL (PRE-TRIAL ONLY)	NO	NO	NO	NO	YES	NO	NO	NO	NO	YES	NO	NO	YES
MONEY (Must make check Payable to Personal deposit Fund at the designated facility)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO
PERSONAL LETTERS	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	NO	YES
PRESCRIPTION GLASSES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
WEDDING BAND, PLAIN/WITHOUT STONES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
CREDIT CARDS (See NOTE 4)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	NO	NO
SOCIAL SECURITY CARD (See NOTE 4)	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
PHOTOGRAPHS (MUST BE TASTEFUL) (Placed in PDF)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	NO	NO
MEDICAL CARD (see NOTE 4)	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
ATM CARD (see NOTE 4)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	YES
WATCH (See NOTE 4)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	YES
JEWELRY (See NOTE 4)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	YES
WALLET (See NOTE 4)	NO	YES	YES	YES	YES	YES	NO	YES	NO	YES	NO	YES	YES
NCOIC'S SIGNATURE/DATE													
COMMANDER'S SIGNATURE/DATE													
NOTE 1: Clothing will be worn to the correctional/confinement facilities and the US Disciplinary Barracks will be inventoried, and then returned to unit with escort guards. This does not apply to pre-trial prisoners.													
NOTE 2: Applies only to female prisoners. Female underwear can be multicolors, however no thongs or netted underwear is authorized.													
NOTE 3: Seasonal weather conditions will determine if these garments are authorized to be worn to the facility by the unit commander.													
NOTE 4: These items may be brought to the confinement facility, and secured in the property and funds section. Prisoners may be allowed to keep some items in their possession, according to local confinement facility SOPs.													
NOTE 5: Clothing requirements for local contract confinement will be determined by the policies governing each local jail.													

Commander's Report of Prisoner's Inventoried Packing List. This table outlines the authorized clothing requirements for prisoners being confined in the Army Corrections System and the sister Services facilities that are pre-trial, post-trial for male and female.