7th Cavalry Regiment

JAG CHARGE SHEET

INSTRUCTIONS FOR SECTIONS I-III: Sections I, II and III are to be completed by the accused immediate supervisor or other officer above within the accused chain of command (Platoon Leader or above). The accuser will submit the JAG Charge Sheet to the Company Commander & Battalion Staff for review/approval.

I. PERSONAL DATA *(Completed by Platoon Leader or above)*

1. NAME OF ACCUSED	2. RANK	3. MOS	4. POSITION
5. UNIT		6. CURRENT SERVICE	
		6a. ENLISTMENT DATE	6b. TIME IN SERVICE (YR./MO.)

II. CHARGES *(Completed by Platoon Leader or above)*

7. CHARGE AND SPECIFICATION (S)

III. PREFERRAL *(Completed by Platoon Leader or above)*

8a. NAME OF ACCUSER	8b. RANK	8c. UNIT/POSITION	8d. DATE

INSTRUCTIONS FOR SECTIONS IV: Sections IV is to be completed by the Accused Company Commander or Battalion Staff Officer (Convening Authority). After a thorough review of the charges and facts of the case, the Convening Authority will make a recommendation for an Article 15, UCMJ or Trial by General Court Martial by marking the appropriate box. The Convening Authority will submit the JAG Charge Sheet to the JAG Office for processing.

IV. BATTALION/COMPANY COMMANDER APPROVAL/RECOMMENDATION

☑ ARTICLE 15, UCMJ	☐ TRIAL BY GENERAL COURT MARTIAL

AFFADAVIT: *Before me, the undersigned, authorized by law to administer oaths in cases of this character, personally appeared the above named accused on the date below, and signed the foregoing charges and specifications under oath that he/she is a person subject to the Uniform Code of Military Justice and that he/she either has personal knowledge of or has investigated the matters set forth therein and that the same are true to the best of his/her knowledge.*

9a. NAME OF COMMANDER	9b. RANK	9c. UNIT/POSITION	9d. DATE

INSTRUCTIONS FOR SECTIONS V: Sections V is to be completed by the JAG Office. The JAG Office is responsible to review the entire JAG Charge Sheet and ensure that all applicable procedures have been followed, including but not limited to, a review of the charges, ensure that the accused has been notified, and proper approval has been obtained. For Article 15, the JAG Office will process and forward findings to the General Staff for final approval. For Trial by General Court Martial, the JAG will assign counsel, coordinate all appropriate parties and set a trial date, record findings and sentencing and forward all documents to the General Staff for final approval.

V. JAG PROCESSING

ARTICLE 15, UCMJ

☑ **Charges and specifications are appropriate and consistent with the UCMJ.** ☑ **All parties involved and their Chain of Command have been notified.**	10. CONVENING AUTHORITY	
	10a. RANK/NAME	10b. POSITION/UNIT

TRIAL BY GENERAL COURT MARTIAL

☐ **Charges and specifications are appropriate and consistent with the UCMJ.** ☐ **All parties involved and their Chain of Command have been notified.**	11. ASSIGNED JAG COUNSEL	
	11a. PROSECUTING JAG	11b. DEFENSE COUNSEL

12. TRIAL DATE	13. PRESIDING JUDGE	14a. PANEL MEMBER #1	14B. PANEL MEMBER #2	14c. PANEL MEMBER #3

15a. JAG RECOMMENDATION

15b. JAG NAME	15c. RANK	15d. POSITION	15e. DATE

INSTRUCTIONS FOR SECTIONS VI: Sections VI is to be completed by the JAG Office. See instructions for Section V.

VI. FINDINGS

16a. FINDINGS

16b. NAME	16c. RANK	16d. POSITION	16e. DATE

INSTRUCTIONS FOR SECTIONS VII: Sections VII is to be completed by the JAG Office. See instructions for Section V.

VII. SENTENCING

17a. SENTENCE

Reduction in grade to Specialist.

No favorable action for 30 days.

Notation in MILPACS

17b. NAME	17c. RANK	17d. POSITION	17e. DATE

INSTRUCTIONS FOR SECTIONS VIII: Sections VIII is to be completed by the Regimental Commanding Officer or designee. The Regimental CO will review all the facts of the case and may revise the final sentence at this time. Final approval by the Regimental CO or designee is required to close the proceedings and record into the official record (MILPAC). Once approved, the Regimental CO will complete the form below and forward to the JAG Office for final processing.

VIII. FINAL APPROVAL *(Regiment Commanding Officer or designee)*

18a. APPROVAL/FINAL SENTENCE		
18b. COMMANDER RANK/NAME	18c. POSITION/UNIT	18d. APPROVAL DATE

INSTRUCTIONS FOR SECTIONS IX: Sections IX is to be completed by the JAG Office, the S1 OIC, or designee.

IX. PERSONNEL PROCESSING

- ☐ Update record in Military Police Booking Area.
- ☐ Update MILPAC as necessary.
- ☐ Update Forum as necessary.
- ☐ Update Ventrilo as necessary.

19a. NAME OF S1 PERSONNEL	19b. RANK	19c. UNIT/POSITION	19d. DATE