

AR 27-10, 3 October 2011

Chapter 3 Nonjudicial Punishment

Section I Applicable Policies (para 1, part V, MVM, 2008)

3-1. General

This chapter implements and amplifies UCMJ, Art. 15, Uniform Code of Military Justice, and Part V, MCM, 2008. No action should be taken under the authority of UCMJ, Art. 15 without referring to the appropriate provisions of the MCM and this chapter. This chapter prescribes requirements, policies, limitations, and procedures for—

- a. Commanders at all levels imposing nonjudicial punishment.
- b. Members on whom this punishment is to be imposed.
- c. Other persons who may take some action with respect to the proceedings.

3-2. Use of nonjudicial punishment

A commander should use nonpunitive measures to the fullest extent to further the efficiency of the command before resorting to nonjudicial punishment (see para 1d(1), part V, MCM, 2008). Use of nonjudicial punishment is proper in all cases involving minor offenses in which nonpunitive measures are considered inadequate or inappropriate. If it is clear that nonjudicial punishment will not be sufficient to meet the ends of justice, more stringent measures must be taken. Prompt action is essential for nonjudicial punishment to have the proper corrective effect. Nonjudicial punishment may be imposed to—

- a. Correct, educate, and reform offenders whom the imposing commander determines cannot benefit from less stringent measures.
- b. Preserve a Soldier's record of service from unnecessary stigma by record of court-martial conviction.
- c. Further military efficiency by disposing of minor offenses in a manner requiring less time and personnel than trial by court-martial.

3-3. Relationship of nonjudicial punishment to nonpunitive measures (para 1g, part V, MCM, 2008)

a. *General.* Nonjudicial punishment is imposed to correct misconduct in violation of the UCMJ. Such conduct may result from intentional disregard of, or failure to comply with, prescribed standards of military conduct. Nonpunitive measures usually deal with misconduct resulting from simple neglect, forgetfulness, laziness, inattention to instructions, sloppy habits, immaturity, difficulty in adjusting to disciplined military life, and similar deficiencies. These measures are primarily tools for teaching proper standards of conduct and performance and do not constitute punishment. Included among nonpunitive measures are denial of pass or other privileges, counseling, administrative reduction in grade, administrative reprimands and admonitions, extra training (see AR 600-20), bar to reenlistment, and military occupational specialty (MOS) reclassification. Certain commanders may administratively reduce enlisted personnel for inefficiency and other reasons. This authority exists apart from any authority to punish misconduct under UCMJ, Art. 15. These two separate and distinct kinds of authority should not be confused.

b. *Reprimands and admonitions.*

(1) Commanding officers have authority to give admonitions or reprimands either as an administrative measure or as nonjudicial punishment. If imposed as a punitive measure under UCMJ, Art. 15, the procedure set forth in paragraph 4, Part V, MCM, 2008, and in section III of this chapter must be followed.

(2) A written administrative admonition or reprimand will contain a statement that it has been imposed as an administrative measure and not as punishment under UCMJ, Art. 15 (see AR 600-37). Admonitions and reprimands imposed as punishment under UCMJ, Art. 15, whether administered orally or in writing (see para 5c(1), part V, MCM, 2008), should state clearly that they were imposed as punishment under that article.

c. *Extra training or instruction.* One of the most effective nonpunitive measures available to a commander is extra training or instruction (see AR 600-20). It is used when a Soldier's duty performance has been substandard or deficient; for example, a Soldier who fails to maintain proper attire may be required to attend classes on the wearing of the uniform and stand inspection until the deficiency is corrected. The training or instruction must relate directly to the deficiency observed and must be oriented to correct that particular deficiency. Extra training or instruction may be conducted after duty hours.

3–4. Personal exercise of discretion (para 1d(2), part V, MCM, 2008)

a. A commander will personally exercise discretion in the nonjudicial punishment process by—

- (1) Evaluating the case to determine whether proceedings under UCMJ, Art. 15 should be initiated.
- (2) Determining whether the Soldier committed the offense(s) where UCMJ, Art. 15 proceedings are initiated and the Soldier does not demand trial by court-martial.
- (3) Determining the amount and nature of any punishment, if punishment is appropriate.

b. No superior may direct that a subordinate authority impose punishment under UCMJ, Art. 15 or issue regulations, orders, or so-called “guides” that either directly or indirectly suggest to subordinate commanders that—

- (1) Certain categories of offenders or offenses should be disposed of by punishment under UCMJ, Art. 15.
- (2) Predetermined kinds or amounts of punishment should be imposed for certain categories of offenders or offenses.

c. A superior commander may send or return a case to a subordinate for appropriate disposition if necessary and within the jurisdiction of the subordinate. A superior commander may also reserve personally, or to the superior commander’s delegate, the right to exercise UCMJ, Art. 15 authority over a particular case or over certain categories of offenders or offenses (see para 3–7d, below).

3–5. Reference to superior

a. See RCM 306(b). Nonjudicial punishment should be administered at the lowest level of command commensurate with the needs of discipline, after thoroughly considering—

- (1) The nature and circumstances of the offense.
- (2) The age, previous record, maturity, and experience of the offender.

b. If a commander determines that the commander’s authority under UCMJ, Art. 15 is insufficient to impose a proper punishment, the case may be referred to an appropriate superior. The same procedure will be followed if the authority of the commander to exercise UCMJ, Art. 15 powers has been withheld or limited (see paras 3–4, above, and 3–7d, below). In transmitting a case for action by a superior, no recommendation of the nature or extent of the punishment to be imposed will be made. Transmittal should normally be accomplished by written correspondence using DA Form 5109 (Request to Superior to Exercise Art. 15, UCMJ, Jurisdiction).

3–6. Filing determination

a. A commander’s decision on whether to file a record of nonjudicial punishment on the performance section of a Soldier’s official military personnel file (OMPF) is as important as the decision on whether to impose nonjudicial punishment itself. In making a filing determination, the imposing commander must weigh carefully the interests of the Soldier’s career against those of the Army to produce and advance only the most qualified personnel for positions of leadership, trust, and responsibility. In this regard, the imposing commander should consider the Soldier’s age, grade, total service (with particular attention to the Soldier’s recent performance and past misconduct), and whether the Soldier has more than one record of nonjudicial punishment directed for filing in the restricted section (see *b*, below). However, the interests of the Army are compelling when the record of nonjudicial punishment reflects unmitigated moral turpitude or lack of integrity, patterns of misconduct, or evidence of serious character deficiency or substantial breach of military discipline. In such cases, the record should be filed in the performance section.

b. If a record of nonjudicial punishment has been designated for filing in a Soldier’s restricted section, the Soldier’s OMPF will be reviewed to determine if the restricted section contains a previous record of nonjudicial punishment. In those cases in which a previous DA Form 2627 (Record of Proceedings under Art. 15, UCMJ), that has not been wholly set aside has been filed in the restricted section and in which prior to that punishment, the Soldier was in the grade of sergeant (SGT) or higher, the present DA Form 2627 will be filed in the performance section. The filing should be recorded on the present DA Form 2627 in block 11. The Soldier concerned and the imposing commander will be informed of the filing of the DA Form 2627 in the performance section.

c. The filing of a record of nonjudicial punishment imposed upon a member of another armed Service will be done in a manner consistent with the governing regulations of that member’s parent Service (see Manual of The Judge Advocate General, Navy 0101 (JAGMAN 0101) for Navy and Marine Corps personnel; Air Force Instruction 51–201 (AFI 51–201) for Air Force personnel; and the U.S. Coast Guard Military Justice Manual (MJM), and Commandant, U.S. Coast Guard instruction M5810.1D (COMDTINST M5810.1D) for that service).

Section II

Authority (para 2, part V, MCM, 2008)

3–7. Who may impose nonjudicial punishment

a. Commanders. Unless otherwise specified in this regulation or if authority to impose nonjudicial punishment has been limited or withheld by a superior commander (see *d*, below), any commander is authorized to exercise the disciplinary powers conferred by UCMJ, Art. 15. The management of installations by Installation Management Command (IMCOM) will not affect the exclusive authority of commanders, as defined by this regulation, to impose nonjudicial punishment.

(1) The term commander, as used in this chapter, means a commissioned officer who, by virtue of that officer's grade and assignment, exercises primary command authority over a military organization or prescribed territorial area, that under pertinent official directives is recognized as a command.

(2) The term imposing commander refers to the commander or other officer who actually imposes the nonjudicial punishment.

(3) Commands include the following:

(*a*) Companies, troops, and batteries.

(*b*) Numbered units and detachments.

(*c*) Missions.

(*d*) Army elements of unified commands and joint task forces.

(*e*) Service schools.

(*f*) Area commands.

(4) Commands also include, in general, any other organization of the kind mentioned in (1), above, (for example, a provisional unit designated under AR 220–5), the commander of which is the one looked to by superior authority as the individual chiefly responsible for maintaining discipline in that organization. Thus, an infantry company, whether or not separate or detached (RCM 504(b)(2)), is considered to be a command. However, an infantry platoon that is part of a company and is not separate or detached is not considered to be a command. Although a commissioned officer exercising command is usually designated as the commander, this position may be designated by various other titles having the same official connotation—for example, commandant, chief of mission, or superintendent. Whether an officer is a commander is determined by the duties he or she performs, not necessarily by the title of the position occupied.

b. Multi-Service commanders and officers in charge. A multi-Service commander or officer in charge, to whose command the members of the Army are assigned or attached, may impose nonjudicial punishment upon such Soldiers. A multi-Service commander or officer in charge, alternatively, may designate one or more Army units and will for each such Army unit designate an Army commissioned officer as commanding officer for the administration of discipline under the UCMJ, Art. 15. A copy of such designation will be furnished to Office of The Judge Advocate General, Criminal Law Division, 2200 Army Pentagon, Room 3B548, Washington, DC 20310-2200. A multi-Service commander or officer in charge, when imposing nonjudicial punishment upon a military member of their command, will apply the provisions of this regulation (see para 3–8c, below).

c. Delegation. The authority given to a commander under UCMJ, Art. 15 is an attribute of command and, except as provided in this paragraph, may not be delegated. Pursuant to the authority vested in the SA under the provisions of UCMJ, Art. 15(a), the following rules with respect to delegation of powers are declared:

(1) Any commander authorized to exercise GCM jurisdiction, or any commanding general, may delegate that commander's or commanding general's powers, under UCMJ, Art. 15, to one commissioned officer actually exercising the function of deputy or assistant commander. A commander may, instead of delegating powers under UCMJ, Art. 15 to a deputy or assistant commander, delegate such powers to the chief of staff of the command, provided the chief of staff is a general officer, or frocked to a general officer grade. An officer in command who is frocked to the grade of brigadier general is not a general officer in command as defined in paragraph 2c, Part V, MCM, 2008, and lacks the authority to impose some punishments, including forfeitures and arrest upon commissioned officers. (See para 5(b)(1)(B), part V, MCM, 2008, table 3–1B (Maximum punishment for commissioned officers that may be imposed by a general officer in command or GCMCA), and the areas of AR 600–8–29 that discuss the limitations of frocked officers.)

(2) Authority delegated under *c*(1), above, may be exercised only when the delegate is senior in grade to the person punished. A delegate need not, when acting as a superior authority on an appeal, be senior in grade to the imposing commander.

(3) Delegations of authority to exercise UCMJ, Art. 15 powers will be made in writing; for example, a memorandum. It will designate the officer on whom the powers are conferred by name and position. Unless limited by the terms of such delegation or by (2), above, an officer to whom this authority is granted may exercise any power that is possessed by the officer who delegated the authority. Unless otherwise specified in the written authorization, a delegation of UCMJ, Art. 15 authority will remain effective until—

- (a) The officer who delegated the officer's powers ceases to occupy that position, other than because of temporary absence;
- (b) The officer to whom these powers have been delegated ceases to occupy the position wherein the officer was delegated such powers, other than because of temporary absence; or
- (c) Notification that the delegation has been terminated is made in writing. A delegation does not divest the delegating officer of the right to personally exercise the delegating officer's UCMJ, Art. 15 powers in any case in which the delegating officer desires to act. Although an appeal from punishment imposed under a delegation of UCMJ, Art. 15 powers will be acted on by the authority next superior to the delegating officer (see para 3–30, below), the latter may take the action described in paragraph 3–32, below. (See paras 6 and 7, part V, MCM, 2008, and para 3–38, below.)
- d. *Limitation of exercise of disciplinary authority by subordinates.* Any commander having authority under UCMJ, Art. 15 may limit or withhold the exercise of such authority by subordinate commanders. For example, the powers of subordinate commanders to exercise UCMJ, Art. 15 authority over certain categories of military personnel, offenses, or individual cases may be reserved by a superior commander. A superior authority may limit or withhold any power that a subordinate might otherwise have under this paragraph.

3–8. Persons on whom nonjudicial punishment may be imposed

- a. *Military personnel of a commander's command.* Unless such authority is limited or withheld by superior competent authority, a commander may impose punishment under UCMJ, Art. 15 on commissioned officers and other military personnel of a commander's command, except cadets of the U.S. Military Academy (USMA).
 - (1) For the purpose of UCMJ, Art. 15, military personnel are considered to be "of the command" of a commander if they are—
 - (a) Assigned to an organization commanded by that commander.
 - (b) Affiliated with the command (by attachment, detail, or otherwise) under conditions, either expressed or implied, that indicate that the commander of the unit to which affiliated and the commander of the unit to which they are assigned are to exercise administrative or disciplinary authority over them.
 - (2) Under similar circumstances, a commander may be assigned territorial command responsibility so that all or certain military personnel in the area will be considered to be of the command for the purpose of UCMJ, Art. 15.
 - (3) To determine if an individual is of the command of a particular commanding officer, refer first to those written or oral orders or directives that affect the status of the individual. If orders or directives do not expressly confer authority to administer nonjudicial punishment to the commander of the unit with which the Soldier is affiliated or present (as when, for example, they contain no provision attaching the Soldier "for disciplinary purposes"), consider all attendant circumstances, such as—
 - (a) The phraseology used in the orders.
 - (b) Where the Soldier slept, ate, was paid, performed duty, the duration of the status, and other similar factors.
 - (4) If orders or directives include such terms as "attached for administration of military justice," or simply "attached for administration," the individual so attached will be considered to be of the command, of the commander, of the unit of attachment for the purpose of UCMJ, Art. 15.
- b. *Termination of status.* Nonjudicial punishment will not be imposed on an individual by a commander after the individual ceases to be of the commander's command, because of transfer or otherwise. However, if UCMJ, Art. 15 proceedings have been instituted and punishment has not been imposed prior to the time of the change of assignment, the commander who instituted the proceedings may forward the record of proceedings to the gaining commander for appropriate disposition.
- c. *Personnel of other armed forces.* An Army commander is not prohibited from imposing nonjudicial punishment on a military member of his or her command solely because the member is a member of another armed service. Other provisions of this regulation notwithstanding, an Army commander may impose punishment upon a member of another Service only under the circumstances, and according to the procedures, prescribed by the member's parent Service. (In particular, see JAGMAN 0101 for Navy and Marine Corps personnel; AFI 51–201, for Air Force personnel, and MJM, COMDINST M5810.1D, for Coast Guard personnel.)
- d. *Persons serving with or accompanying an armed force in the field in time of declared war or contingency operation.* Authority to impose punishment under UCMJ, Art. 15, on persons subject to jurisdiction under UCMJ, Art. 2(a)(10) is limited to those commanders described in chapter 27 of this regulation and as described in guidance provided by the Secretary of Defense by memorandum dated 10 March 2008.

3–9. Minor offenses

Generally, the term “minor” includes misconduct not involving any greater degree of criminality than is involved in the average offense tried by summary court-martial (SCM). It does not include misconduct of a type that, if tried by GCM, could be punished by dishonorable discharge or confinement for more than 1 year (see para 1e, part V, MCM, 2008). This is not a hard and fast rule; the circumstances of the offense might indicate that action under UCMJ, Art. 15 would be appropriate even in a case falling outside these categories. Violations of, or failures to obey, general orders or regulations may be minor offenses if the prohibited conduct itself is of a minor nature even though also prohibited by a general order or regulation. Whether an offense is “minor” is a matter within the discretion of the commander imposing nonjudicial punishment. Nonjudicial punishment for an offense other than a minor offense (even when thought by the commander to be minor) is not a bar to subsequent trial by court-martial for the same offense. See RCM 907(b)(2)(D)(iv). However, the accused may show at trial that nonjudicial punishment was imposed, and if the accused does so, this fact must be considered in determining an appropriate sentence. See UCMJ, Art. 15(f) and RCM 1001(c)(1)(B).

3–10. Double punishment prohibited

When nonjudicial punishment has been imposed for an offense, punishment may not again be imposed for the same offense under UCMJ, Art. 15. Once nonjudicial punishment has been imposed, it may not be increased, upon appeal or otherwise. When a commander determines that nonjudicial punishment is appropriate for a particular service member, all known offenses determined to be appropriate for disposition by nonjudicial punishment and ready to be considered at that time, including all offenses arising from a single incident or course of conduct, will ordinarily be considered together and not made the basis for multiple punishments. This provision does not restrict the commander’s right to prefer court-martial charges for a non-minor offense previously punished under the provisions of UCMJ, Art. 15.

3–11. Restriction on punishment after exercise of jurisdiction by civilian authorities

Chapter 4 covers the limitations on nonjudicial punishment after exercise of jurisdiction by civilian authorities.

3–12. Statute of limitations

Nonjudicial punishment may not be imposed for offenses which were committed more than 2 years before the date of imposition. Computation of this 2-year limitation is in accordance with the UCMJ, Arts. 43(c) and (d). The period of limitations does not run when the Soldier concerned is absent without authority; fleeing from justice; outside the territory where the United States has authority to apprehend; in the custody of civil authorities; or, in the hands of the enemy.

Section III

Procedure (para 4, part V, MCM, 2008)

3–13. General

The authority to impose nonjudicial punishment charges a commander with the responsibility of exercising the commander’s authority in an absolutely fair and judicious manner (see para 1d, part V, MCM, 2008).

3–14. Preliminary inquiry

a. The commander of the alleged offender must ensure that the matter is investigated promptly and adequately. The investigation should provide the commander with sufficient information to make an appropriate disposition of the incident. The investigation should cover—

- (1) Whether an offense was committed.
- (2) Whether the Soldier was involved.
- (3) The character and military record of the Soldier.

b. Usually the preliminary investigation is informal and consists of interviews with witnesses and/or review of police or other informative reports. If, after the preliminary inquiry, the commander determines, based on the evidence currently available, that the Soldier probably has committed an offense and that a nonjudicial punishment procedure is appropriate, the commander should (unless the case is to be referred to a superior commander (see para 3–5)) take action as set forth in this section.

3–15. Commander’s guide for notification and imposition

In all cases, other than summarized proceedings, commanders should use appendix B of this regulation as a guide in conducting the proceedings.

3-16. Summarized proceedings

a. Preliminary inquiry.

(1) A commander, after a preliminary inquiry into an alleged offense by an enlisted Soldier, may use summarized proceedings if it is determined that should punishment be found to be appropriate, it should not exceed—

(a) Extra duties for 14 days.

(b) Restriction for 14 days.

(c) Oral reprimand or admonition.

(d) Any combination of the above.

(2) The DA Form 2627-1 (Summarized Record of Proceedings Under Art. 15, UCMJ), will be used to record the proceedings. An illustrated example of a completed DA Form 2627-1 is shown at figure 3-1, below. The rules and limitations concerning punishments in section IV and provisions regarding clemency in section V are applicable.

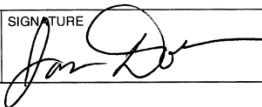
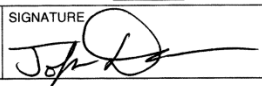
SUMMARIZED RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ			
<small>For use of this form, see AR 27-10, Chapter 3; the proponent agency is OTJAG-CL.</small>			
A summarized Article 15 may only be used for enlisted personnel. The punishments that may be imposed are limited to: extra duty for 14 days or less, restriction for 14 days or less, an oral reprimand/admonition, or any combination thereof. The imposing commander will ensure that the Soldier understands the rights found on page 2 of this form. An NCO will normally go over these rights with the Soldier.			
NAME	GRADE	SSN	UNIT & LOCATION
Doc, John	E-3	000-00-0000	A BTRY, 9/10th FA, 13th, Inf Div, Fort Blank, VA
1. On <u>15 November</u> , 20 <u>10</u> the above Soldier was informed that the commander was considering imposition of nonjudicial punishment under the provisions of Article 15, UCMJ, Summarized Proceedings, for the following misconduct: On or about 0630, 12 Nov 2010, you did, without authority, fail to go at the time prescribed to your appointed place of duty, to wit: Formation, A BTRY, 9-10 FA, in the Battery Area, in violation of Article 86, UCMJ.			
2. The member was advised that no statement was required, but that any statement made could be used against him or her in the proceeding or in a court-martial. The member was also informed of the right to demand trial by court-martial, the right to present matters in defense, extenuation and/or mitigation, that any matters presented would be considered by me before deciding whether to impose punishment, the type or amount of punishment, if imposed, and that no punishment would be imposed unless I was convinced beyond a reasonable doubt that the service member committed the misconduct. The service member was afforded the opportunity to take 24 hours to make a decision regarding these rights. No demand for trial by court-martial was made. After considering all matters presented, the following punishment was imposed: <input checked="" type="checkbox"/> Guilty of all offenses OR <input type="checkbox"/> Guilty of the offenses not lined out OR <input type="checkbox"/> Not guilty of all offenses (<i>destroy form</i>) Based on the findings, I imposed the following punishment (s): Extra Duty for <u>N/A</u> days (<i>max of 14</i>) Restriction for <u>14</u> days (<i>max of 14</i>) <input checked="" type="checkbox"/> Oral reprimand or admonition The punishment(s) of <u>reduction to Private First Class (E3)</u> suspended, to be automatically remitted if not vacated before <u>20101215</u> <small>(was / were)</small> <small>(date)</small>			
3. I advised the Soldier of his or her right to appeal to the next superior authority within five (5) calendar days, that an appeal made after that time could be rejected as untimely, and that the punishment was effective immediately unless otherwise stated. The Soldier: <input checked="" type="checkbox"/> Elected immediately not to appeal <input type="checkbox"/> Requested a reasonable time to decide whether to appeal.			
NAME, RANK, AND ORGANIZATION OF COMMANDER		SIGNATURE	DATE
Jane Doe, CPT, A BTRY, 9-10 FA			20101115
4. (<i>Initial appropriate block, date, and sign</i>) a. <input checked="" type="checkbox"/> I do not appeal. b. <input type="checkbox"/> I appeal and do not submit matters for consideration. c. <input type="checkbox"/> I appeal and submit additional matters			
NAME AND RANK OF SERVICE MEMBER		SIGNATURE	DATE
John Doe, PFC			02010115
5. After consideration of all matters presented in appeal, the appeal is: <input type="checkbox"/> Denied <input type="checkbox"/> Granted as follows:			
NAME, RANK, AND ORGANIZATION OF COMMANDER		SIGNATURE	DATE
6. I have seen the action taken on my appeal.		SIGNATURE OF SERVICE MEMBER	DATE
7. ALLIED DOCUMENTS AND/OR COMMENTS DA FORM 2823, Sworn Statement of SSG John Smith, dated 12 Nov 10.			

Figure 3-1. Sample of completed DA Form 2627-1

b. Notification and explanation of rights. If an imposing commander determines that summarized proceedings are appropriate, the designated subordinate officer or noncommissioned officer (NCO) (see para 3–18, below), or the commander personally, will notify the Soldier of the following:

- (1) The imposing commander's intention to initiate proceedings under UCMJ, Art. 15.
- (2) The fact that the imposing commander intends to use summarized proceedings and the maximum punishments that can be imposed under these proceedings.
- (3) The right to remain silent.
- (4) Offenses that the Soldier allegedly has committed and the articles of the UCMJ allegedly violated.
- (5) The right to demand trial (see para 4a(5), part V, MCM, 2008). Soldiers attached to or embarked in a vessel may not demand trial by court-martial in lieu of nonjudicial punishment. Any other Soldier will be advised that the Soldier has a right to demand trial and that the demand for trial must be made at the start of the hearing prior to any consideration, examination, or presentation of evidence. The Soldier's decision not to demand trial is irrevocable. The Soldier will be told that such trial could be by SCM, special court-martial (SPCM), or GCM. The Soldier will also be told that the Soldier may object to trial by SCM and that at SPCM or GCM the Soldier would be entitled to be represented by qualified military counsel, or by civilian counsel obtained at no expense to the Government.
- (6) The right to confront witnesses, examine the evidence, and submit matters in defense, extenuation, and/or mitigation.
- (7) The right to appeal.

c. Decision period. The Soldier will be given the opportunity to—

- (1) Accept the UCMJ, Art. 15 nonjudicial punishment.
- (2) Request a reasonable time, normally 24 hours, to decide whether to demand trial by court-martial and to gather matters in defense, extenuation, and/or mitigation. Because of the limited nature of the possible punishment, the Soldier has no right to consult with legally qualified counsel.

d. Hearing. Unless the Soldier demands trial by courts-martial within the decision period, the imposing commander may proceed with the hearing (see para 3–18g(1)). The hearing will consist of the following:

- (1) Consideration of evidence, written or oral, against the Soldier.
- (2) Examination of available evidence by the Soldier.
- (3) Presentation by the Soldier of testimony of available witnesses or other matters, in defense, extenuation, and/or mitigation.
- (4) Determination of guilt or innocence by the imposing commander. Before finding a Soldier guilty, the commander must be convinced beyond a reasonable doubt that the Soldier committed the offense(s).
- (5) Imposition of punishment or termination of the proceedings.
- (6) Explanation of right to appeal.

e. Appeal. The decision to appeal will be recorded in block 4, DA Form 2627–1. This will be done according to the procedures set forth in paragraph 3–32, below. The Soldier will be given a reasonable time (normally no more than 5 calendar days) within which to submit an appeal (see para 3–29, below). The Soldier may, pending submission and decision on the appeal, be required to undergo the punishment imposed, but once submitted, such appeal will be promptly decided. If the appeal is not decided within 3 calendar days, excluding the day of submission, and if the Soldier so requests, further performance of any punishments involving deprivation of liberty will be delayed pending the decision on the appeal.

f. Recording and filing of DA Form 2627–1. The proceedings will be legibly summarized on DA Form 2627–1, ordinarily with handwritten entries. These forms will be maintained locally in nonjudicial punishment files (file number 27–10f). They will be destroyed at the end of 2 years from the date of imposition of punishment or on the Soldier's transfer from the unit, whichever occurs first. A copy will be provided to the Soldier if a request is submitted during the filing period.

3–17. Formal proceedings (para 4, part V, MCM, 2008)

A commander who, after a preliminary inquiry, determines—

- a.* That the Soldier alleged to have committed an offense is an officer, or
- b.* That punishment, if it should prove to be appropriate, might exceed extra duties for 14 days, restriction for 14 days, oral reprimand on admonition, or any combination thereof, will proceed as set forth below. All entries will be recorded on DA Form 2627. An illustrated example of a completed DA Form 2627 is shown at figure 3–2, below.

RECORD OF PROCEEDINGS UNDER ARTICLE 15, UCMJ			
For use of this form, see AR 27-10; the proponent agency is DTJAG-CL.			
NAME	GRADE	SSN	UNIT & LOCATION
Doe, John	SFC	000-00-0000	D. Co., 1-5 INF, Ft. Wainwright, AK
			MONTHLY BASE PAY 2,094.00
1. I am considering whether you should be punished under Article 15, UCMJ, for the following misconduct: In that you did on or about 0630, 15 Nov 2010, without authority, fail to go at the time prescribed in your appointed place of duty, to wit; Formation, D Co., 1-5 INF, in front of building 15. This in violation of Article 86, UCMJ.			
2. You are not required to make any statements, but if you do, they may be used against you in this proceeding or at a trial by court-martial. You have several rights under this Article 15 proceeding. First I want you to understand I have not yet made a decision whether or not you will be punished. I will not impose any punishment unless I am convinced beyond a reasonable doubt that you committed the offense(s). You may voluntarily have an open hearing before me. You may request a person to speak on your behalf. You may present witnesses or other evidence to show why you shouldn't be punished at all. (Factors of defense for why punishment should be very light. (Factors of extenuation and mitigation) will consider everything you present before deciding whether I will impose punishment or the type and amount of punishment I will impose. If you do not want me to dispose of this report of misconduct under Article 15, you have the right to demand trial by court-martial instead. In deciding what you want to do you have the right to consult with legal counsel located at Building 0951, Suite 8. You now have 48 hours to decide what you want to do.			
NAME, GRADE, AND ORGANIZATION OF COMMANDER		SIGNATURE	DATE
Jane Doe, CPT, IN, D. Co., 1-5 INF			20101215
3. Having been afforded the opportunity to consult with counsel and understanding my rights listed above and on page three of this form, my decision are as follows (check appropriate blocks, date, and sign):			
a. I demand trial by court-martial. <input type="checkbox"/>			
A. <input checked="" type="checkbox"/> I do not demand trial by court-martial and in the Article 15 proceedings:			
(1) I request the hearing be: <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed			
(2) A person to speak in my behalf: <input checked="" type="checkbox"/> Is requested <input type="checkbox"/> Is not requested			
(3) Matters in dispute, extenuation, and/or mitigation: <input checked="" type="checkbox"/> Are not presented <input type="checkbox"/> Are attached <input type="checkbox"/> Will be presented in person			
NAME AND GRADE OF SERVICE MEMBER		SIGNATURE	DATE
John Doe, SFC			20101117
4a. In a(n) <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed hearing, having considered all matters presented, I hereby make the following finding:			
<input checked="" type="checkbox"/> Guilty of All Specifications <input type="checkbox"/> Guilty of Some Specifications (line out Not Guilty Specifications) <input type="checkbox"/> Not Guilty of All Specifications (line out All Specifications and sign below)			
Based on my findings, I impose the punishments that are officially recorded in Item 6 of this form.			
4b. I direct the original DA Form 2627 be filed in the: <input type="checkbox"/> Performance section of the OMPF <input type="checkbox"/> Restricted section of the OMPF <input checked="" type="checkbox"/> NA as soldier was an 11-4 or below at start of proceedings			
4c. You are advised of your rights to appeal to the next superior authority: <input type="checkbox"/> CER, 1-5 INF within five (5) calendar days. An appeal made after that time may be reviewed as summary. Punishment is effective immediately unless otherwise stated in Item 6.			
NAME, GRADE, AND ORGANIZATION OF COMMANDER		SIGNATURE	DATE
Jane Doe, CPT, IN, D. Co., 1-5 INF			20101117
5. (check appropriate block, date, and sign)			
<input type="checkbox"/> I do not appeal <input type="checkbox"/> I appeal and do not submit additional matters <input type="checkbox"/> I appeal and submit additional matters			
NAME AND RANK OF SERVICE MEMBER		SIGNATURE	DATE
John Doe, SFC			20101117

DA FORM 2627, OCT 2011 PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 5 WFO/J-ABC

Figure 3-2. Sample of completed DA Form 2627

3-18. Notification and explanation of rights

a. *General.* The imposing commander will ensure that the Soldier is notified of the commander’s intention to dispose of the matter under the provisions of UCMJ, Art. 15. The Soldier will also be notified of the maximum punishment that the commander could impose under UCMJ, Art. 15. The Soldier will be provided a copy of DA Form 2627 with items 1 and 2 completed, including the date and signature of the imposing commander. The imposing commander may authorize a commissioned officer or NCO (sergeant first class (SFC) or above), provided such person is senior to the Soldier being notified, to deliver the DA Form 2627 and inform the Soldier of the Soldier’s rights. The NCO performing the notification should ordinarily be the unit first sergeant or the senior NCO of the command concerned. If it is not possible or practical for an officer or NCO senior to the Soldier to deliver the DA Form 2627 and inform the Soldier of his rights, any judge advocate (JA) may complete the notification process. In such cases, the notifier should follow the steps in appendix B as modified. The Soldier will be provided with a copy of DA Form 2627 and supporting documents and statements for use during the proceedings. The Soldier will return the copy to the commander for annotation. It will be given to the Soldier for retention when all proceedings are completed.

b. *Right to remain silent.* The Soldier will be informed that—
 (1) The Soldier is not required to make any statement regarding the offense or offenses of which the Soldier is suspected, and (2) Any statement made may be used against the Soldier in the UCMJ, Art. 15 proceedings or in any other proceedings, including a trial by court-martial.

c. *Right to counsel.* The Soldier will be informed of the right to consult with counsel and the location of counsel.

For the purpose of this chapter, counsel means the following: a JA, a Department of Army (DA) civilian attorney, or an officer who is a member of the bar of a Federal court or of the highest court of a State, provided that counsel within the last two categories are acting under the supervision of either USATDS or a staff or command judge advocate.

d. Right to demand trial. Soldiers attached to or embarked in a vessel may not demand trial by court-martial instead of nonjudicial punishment. Any other Soldier will be advised that the Soldier has a right to demand trial. The demand for trial may be made at any time prior to imposition of punishment. The Soldier will be told that if the Soldier demands trial, trial could be by SCM, SPCM, or GCM. The Soldier will also be told that the Soldier may object to trial by SCM and that at SPCM or GCM the Soldier would be entitled to be represented by qualified military counsel, or by civilian counsel obtained at no Government expense.

e. Other rights. The Soldier will be informed of the right to—

- (1) Fully present the Soldier's case in the presence, except in rare circumstances, of the imposing commander (see para 3-18g).
- (2) Call witnesses (see para 4c(1)(F), part V, MCM, 2008).
- (3) Present evidence.
- (4) Request that the Soldier be accompanied by a spokesperson (see para 3-18h, below).
- (5) Request an open hearing (see para 3-18g, below).
- (6) Examine available evidence.

f. Decision period.

(1) If the Soldier requests a decision period, the Soldier will be given a reasonable time to consult with counsel, including time off from duty, if necessary, to decide whether or not to demand trial. The decision period will not begin until the Soldier has received actual notice and explanation of rights under UCMJ, Art. 15 and has been provided a copy of DA Form 2627 with items 1 and 2 completed (see para 3-18a, above). The Soldier will be advised that if the Soldier demands a trial, block 3a of DA Form 2627 must be initialed and item 3 must be signed and dated within the decision period; otherwise, the commander will proceed under UCMJ, Art. 15. The decision period should be determined after considering factors such as the complexity of the case and the availability of counsel. Normally, 48 hours is a reasonable decision period. If the Soldier does not request a delay, the commander may continue with the proceedings immediately. If the Soldier requests a delay, the Soldier may, but only for good reason, be allowed an additional period, to be determined by the imposing commander, to decide whether to demand trial. If a new imposing commander takes command after a Soldier has been notified of the original imposing commander's intent to impose punishment, the Soldier will be notified of the change. The Soldier will again be given a reasonable decision period in which to consult with counsel. In either case, item 11 of DA Form 2627, will contain the following: "Para 3-18f(1), AR 27-10, complied with."

(2) Prior to deciding whether to demand trial, the Soldier is not entitled to be informed of the type or amount of punishment the Soldier will receive if nonjudicial punishment ultimately is imposed. The Soldier will be informed of the maximum punishment that may be imposed under UCMJ, Art. 15 and, on the Soldier's request, of the maximum punishment that can be adjudged by court-martial on conviction of the offense(s) involved.

(3) If the Soldier demands trial by court-martial on any offense, no further action will be taken to impose nonjudicial punishment for that offense, unless the Soldier's demand is voluntarily withdrawn. Whether court-martial charges will be preferred against the Soldier for the remaining offense(s) and the level of court-martial selected will be resolved by the appropriate commander. A Soldier's demand for trial by court-martial will not bar disposition of minor offenses by nonpunitive measures by the appropriate commander.

(4) If the Soldier does not demand trial by court-martial prior to expiration of the decision period, including any extension of time, the imposing commander may continue the proceedings. The imposing commander also may continue the proceedings if the Soldier, even though demanding trial, refuses to complete or sign item 3, DA Form 2627, within the prescribed time. In such instances, the Soldier will be informed that failure to complete and sign item 3 may be treated as a voluntary withdrawal of any oral demand for trial. If the Soldier persists in the Soldier's refusal, and punishment is imposed, in addition to recording the punishment, the following entry will be made in item 4 of DA Form 2627: "Advised of (his) (her) rights, the Soldier (did not demand trial during the decision period) (refused to (complete) (sign) item 3)."

g. Hearing.

(1) In the presence of the commander, the Soldier will be allowed to personally present matters in defense, extenuation, or mitigation in the presence of the imposing commander, except when appearance is prevented by the unavailability of the commander or by extraordinary circumstances (for example, the Soldier is stationed at a geographic location remote from that of the imposing commander and cannot be readily brought before the commander). When personal appearance is requested, but is not granted, the imposing commander will appoint a

commissioned officer to conduct the hearing and make a written summary and recommendations. The Soldier will be entitled to appear before the officer designated to conduct the hearing (see para 4c(1), part V, MCM, 2008). Within the limitations of AR 27–26, JAs may attend Art. 15 proceedings and provide advice to clients. Advice should be provided during a recess in the proceedings. When defense counsel, military or civilian, act as spokespersons, they speak on behalf of the accused and do not serve in a representative capacity.

(2) Ordinarily, hearings are open. The UCMJ, Art. 15 proceedings are not adversary in nature. However, a Soldier may request an open or closed hearing. In all cases, the imposing commander will, after considering all the facts and circumstances, determine whether the hearing will be open or closed (see para 4c(1)(G), part V, MCM, 2008). An open hearing is a hearing open to the public but does not require the commander to hold the proceeding in a location different from that in which the commander conducts normal business—that is, the commander’s office. A closed hearing is one in which the commander decides that members of the public will not attend. The fact that a Soldier requests and is granted a closed hearing does not preclude announcement of punishment as provided in paragraph 3–22, below. The fact that a closed hearing has been granted does not preclude appearance of witnesses. The commander may grant a request for a closed hearing, yet allow the attendance of certain members of the chain of command or others deemed appropriate to the conduct of the proceedings.

h. Spokesperson. The person who may accompany the Soldier to the Art. 15 proceeding and who speaks on the Soldier’s behalf need not be a lawyer. An offender has no right to legal counsel at the nonjudicial proceedings. The Soldier may retain civilian counsel to act as the Soldier’s spokesperson at no cost to the Government. However, the commander need not grant a delay for the appearance of any spokesperson, to include civilian counsel so retained. No travel fees nor any other costs may be incurred at Government expense for the presence of the spokesperson. The spokesperson’s presence is voluntary. Because the proceedings are not adversary in nature, neither the Soldier nor spokesperson (including any attorney present on behalf of the Soldier) may examine or cross-examine witnesses, unless permitted by the imposing commander. The Soldier or spokesperson may, however, indicate to the imposing commander relevant issues or questions they wish to explore or ask.

i. Witnesses. The Soldier’s request for witnesses in defense, extenuation, or mitigation will be restricted to those witnesses reasonably available as determined by the imposing commander. To determine whether a witness is reasonably available, the imposing commander will consider the fact that neither witness nor transportation fees are authorized. Reasonably available witnesses will ordinarily include only personnel at the installation concerned and others whose attendance will not unnecessarily delay the proceedings.

j. Evidence. The imposing commander is not bound by the formal rules of evidence before courts-martial and may consider any matter, including unsworn statements, the commander reasonably believes to be relevant to the offense.

k. Action terminating proceedings. If, after evaluation of all pertinent matters, the imposing commander determines that nonjudicial punishment is not warranted, the Soldier will be notified that the proceedings have been terminated and all copies of DA Form 2627 will be destroyed.

l. Imposition of punishment. Punishment will not be imposed unless the commander is convinced beyond a reasonable doubt that the Soldier committed the offense(s). If the imposing commander decides to impose punishment, ordinarily the commander will announce the punishment to the Soldier. The commander may, if the commander desires to do so, explain to the Soldier why a particular punishment was imposed.

m. Right to appeal. The appellate rights and procedures that are available to the Soldier will be explained.

Section IV

Punishment (para 5, part V, MVM, 2008)

3–19. Rules and limitations

a. Whether to impose punishment and the nature of the punishment are the sole decisions of the imposing commander. However, commanders are encouraged to consult their NCOs on the appropriate type, duration, and limits of punishment to be imposed. Additionally, as NCOs are often in the best position to observe a Soldier undergoing punishment and evaluated daily performance and attitude, their views on clemency should be given careful consideration.

b. Pursuant to the authority of the Secretary of the Army, as set forth in paragraph 5a, part V, MCM, 2008, the following additional rules and limitations concerning the kinds and amounts of punishment authorized under the UCMJ, Art. 15 apply (see also table 3–1, below):

(1) *Correctional custody.* Correctional custody may be imposed by any commander unless the authority to impose has been withheld or limited by a superior authority. Before imposing correctional custody the commander will ensure that adequate facilities, as described in AR 190–47, exist to carry out the punishment. The responsibilities, policies, and procedures concerning the operation of correctional custody facilities are contained in AR 190–47.

Soldiers in the rank of specialist (SPC) or corporal (CPL) or above may not be placed in correctional custody. However, if an unsuspended reduction to the rank of private first class (PFC) or below is imposed under the UCMJ, Art. 15, correctional custody may also be imposed. Time spent in correctional custody does not constitute lost time (10 USC 972).

(2) *Confinement on bread and water or diminished rations.* This punishment may be imposed only on a Soldier in the rank of PFC or below who is attached to or embarked on a vessel.

(3) *Restriction.* Restriction may be imposed with or without suspension from duties. Normally, the limits of the restriction should be announced at the time punishment is imposed. However, the imposing commander, a successor-in-command, and any superior authority may change the specified limits of restriction; for example, if a Soldier is transferred or assigned duties at another location after imposition and before the term of restriction is completed. The limits of restriction, as changed, will be generally no more restrictive (unless required by military exigencies) than the limits originally imposed.

(4) *Arrest in quarters.* A commissioned officer undergoing this punishment may be required to perform any military duty not involving the exercise of command. During field exercises, an officer's quarters are those normally occupied by officers of a similar grade and duty position. If a commissioned officer in arrest in quarters is placed on duty involving the exercise of command by an authority having knowledge of the status of arrest in quarters, that status is thereby terminated.

(5) *Extra duties.* Extra duties may be required to be performed at anytime and, within the duration of the punishment, for any length of time. No extra duty may be imposed that—

(a) Constitutes cruel or unusual punishment or a punishment not sanctioned by the customs of the Service; for example, using the offender as a personal servant.

(b) Is a duty normally intended as an honor, such as assignment to a guard of honor.

(c) Is required to be performed in a ridiculous or unnecessarily degrading manner; for example, an order to clean a barracks floor with a toothbrush.

(d) Constitutes a safety or health hazard to the offender, or

(e) Would demean the Soldier's position as a NCO or specialist (SPC) (AR 600–20).

(6) *Reduction in grade.*

(a) *Promotion authority.* The grade from which reduced must be within the promotion authority of the imposing commander or of any officer subordinate to the imposing commander. For the purposes of this regulation, the imposing commander or any subordinate commander has "promotion authority" within the meaning of UCMJ, Art. 15(b) if the imposing commander has the general authority to appoint to the grade from which reduced or to any higher grade (see AR 600–8–19). The AR 140–158 outlines promotion authority for reserve component (RC) Soldiers.

(b) *Date of rank.* When a person is reduced in grade as a result of an unsuspended reduction, the date of rank in the grade to which reduced is the date the punishment of reduction was imposed. If the reduction is suspended either on or after the punishment was imposed, or is set aside or mitigated to forfeiture, the offender's date of rank in the grade held before the punishment was imposed remains unchanged. If a suspension of the reduction is vacated, the offender's date of rank in the grade to which reduced as a result of the vacation action is the date the punishment was originally imposed, regardless of the date the punishment was suspended or vacated.

(c) *Entitlement to pay.* When a Soldier is restored to a higher pay grade because of a suspension or when a reduction is mitigated to a forfeiture, entitlement to pay at the higher grade is effective on the date of the suspension or mitigation. This is true even though an earlier date of rank is assigned. If, however, a reduction is set aside and all rights, privileges, and property are restored, the Soldier concerned will be entitled to pay as though the reduction had never been imposed.

(d) *Void reduction.* Any portion of a reduction under UCMJ, Art. 15 beyond the imposing commander's authority to reduce is void and must be set aside. Where a commander reduces a Soldier below a grade to which the commander is authorized to reduce and if the circumstances of the case indicate that the commander was authorized and intended to reduce the Soldier at least one grade, a one-grade reduction may be approved. Also, if a reduction is to a lower specialist grade when reduction should have been to a lower NCO grade (or vice versa), administrative action will be taken to place the offender in the proper rank for the MOS held in the reduced pay grade. All rights, privileges, and property, including pay and allowances, of which a Soldier was deprived by a reduction that has been set aside must be restored.

(e) *Removal from standing promotion lists.* See AR 600–8–19.

(7) *Forfeiture of pay.*

(a) *Limitations.* The amount of forfeiture of pay will be rounded to the next lower whole dollar. Forfeitures imposed by a company grade commander may not be applied for more than 1 month, while those imposed by a field grade

commander may not be applied for more than 2 months. For example, a company grade commander may impose a forfeiture of 7 days' pay for 1 month but may not impose a forfeiture of 3 days' pay per month for 2 months (see table 3-1). If a forfeiture of pay has been imposed in addition to a suspended or unsuspended reduction in grade, the amount forfeited will be limited to the amount authorized for the reduced grade. The maximum forfeiture of pay to which a Soldier is subject during a given month, because of one or more actions under UCMJ, Art. 15, is one-half of the Soldier's pay per month. The UCMJ, Art. 15 forfeitures will not (in conjunction with partial forfeitures adjudged by court-martial) deprive a Soldier of more than two-thirds of the Soldier's pay per month (see DOD 7000.14-R).

(b) *Retired Soldiers.* Forfeitures imposed under UCMJ, Art. 15 may be applied against a Soldier's retirement pay.

(8) *Combination and apportionment.* With the following exception, punishment authorized under UCMJ, Art. 15(b) may be combined: No two or more punishments involving deprivation of liberty may be combined, in the same nonjudicial punishment proceedings, to run either consecutively or concurrently, except that restriction and extra duty may be combined in any manner to run for a period not exceeding the maximum duration that can be imposed for extra duty, by the imposing commander. Once commenced, deprivation of liberty punishments will run continuously, except where temporarily interrupted due to the fault of the Soldier, or the Soldier is physically incapacitated, or an appeal is not acted on as prescribed in paragraph 3-21b. (See para 3-21c, below regarding the circumstances when deprivation of liberty punishments, imposed in separate nonjudicial punishment proceedings may run consecutively.)

(9) *Format for punishments.* The formats shown below should be used when entering punishments in item 6 of DA Form 2627. When more than one punishment is imposed during any single UCMJ, Art. 15 proceeding, punishments should be listed in the following order, as appropriate, reduction, forfeiture of pay, deprivation of liberty, admonition/reprimand.

(a) *Reduction.* Reduction should be entered on DA Form 2627 as follows: Reduction to (rank) (pay grade), for example, "Reduction to Specialist (E-4)."

(b) *Forfeitures.* Forfeiture of pay should be entered on DA Form 2627 per the following examples (see para 5c(8), part V, MCM, 2008):

1. Example A, when the forfeiture is to be applied for not more than 1 month: "Forfeiture of \$___."

2. Example B, when the forfeiture is to be applied for more than 1 month: "Forfeiture of \$___ per month for 2 months."

(c) *Deprivation of liberty.* Specific duties to be performed during extra duty are not normally specified on either DA Form 2627 or DA Form 2627-1. Limits on restriction may be listed on either DA Form 2627 or DA Form 2627-1 but are not required. Examples follow:

1. Example 1, "Extra duty for (number) days, restriction for (number) days."

2. Example 2, "Extra duty for (number) days, restriction to the limits of ___ for (number) days."

(d) *Admonition and reprimand.* Admonitions or reprimands imposed on commissioned officers must be in writing (see para 5(c)(1), part V, MCM, 2008). Admonitions or reprimands imposed on enlisted Soldiers under formal proceedings may be administered orally or in writing. Written admonitions and reprimands imposed as a punitive measure under UCMJ, Art. 15 will be in memorandum format, per AR 25-50, and will be listed as an attachment in item 10, DA Form 2627. Oral admonitions and reprimands will be identified as such in either item 6 on DA Form 2627, or item 2 on DA Form 2627-1.

Table 3-1 Maximum punishments for enlisted members and commissioned officers				
Maximum punishment	Imposed by company grade officers	Imposed by field grade officers	Imposed by field grade and general officers	Imposed by general officers or GOMGAs
For enlisted members¹—				
Admonition/reprimand	Yes		Yes	
AND Extra duties	14 days		45 days	
AND Restriction	14 days		60 days	
or Correctional custody ² (E-1 through E-3)	7 days		30 days	
or Restricted diet confinement (E-1 through E-3 attached or embarked on vessel)	3 days		4 days	
AND Reduction (E-1 through E-4) Reduction (E-5 through E-8)	one grade		one or more grades one grade in peace time ⁴	
AND Forfeiture ³	7 days' pay		1/2 of 1 month's pay for 2 months	
For commissioned officers—				
Admonition/reprimand	Yes	Yes		Yes
AND Arrest in quarters	No	No	30 days	
or Restriction	30 days	30 days		60 days
AND Forfeiture	No	No		1/2 of 1 month's pay for 2 months
For forfeiture on enlisted persons—	Computing monthly authorized forfeitures of pay under UCMJ, Art. 15 When forfeiture is imposed by major or above—		Use the formula— (Monthly basic pay ⁵) ÷ 30=the maximum forfeiture per month.	The amount will be rounded to the next lower whole dollar.
For forfeiture on commissioned officers—	When forfeiture is imposed by a captain or below—	Use the formula— (Monthly basic pay ⁵) ÷ 7	divided by 30=the maximum forfeiture per month.	The amount will be rounded to the next lower whole dollar.
	When forfeiture is imposed by an officer with general court-martial jurisdiction, or by a general officer in command—	Use the formula— (Monthly basic pay ⁵) ÷ 2	=maximum authorized forfeiture per month.	The amount will be rounded to the next lower whole dollar.
Notes:				
¹ The maximum punishment that can be imposed by any commander under summarized procedures will not exceed extra duty for 14 days, restriction for 14 days, oral reprimand, or any combination thereof. Combinations of extra duties and restriction cannot exceed the maximum allowed for extra duty.				
² Subject to limitations imposed by superior authority and presence of adequate facilities under AR 190-47, if punishment includes reduction to E-3 or below, reduction must be unsuspended.				
³ Amount of forfeiture is computed at the reduced grade, even if suspended, if reduction is part of the punishment imposed. For RC Soldiers, use monthly basic pay for the grade and time in service of an AA Soldier (see para 20-9).				
⁴ Only if imposed by a field grade commander of a unit authorized a commander in the grade of O-5 or higher. In the RC, reduction is only authorized from grade E-5. For RC Soldiers of grade E-6 and higher, reduction is authorized only if the grade from which the Soldier is reduced is within the promotion authority of the officer imposing the reduction.				
⁵ In the case of commissioned officers and warrant officers, admonitions and reprimands given as nonjudicial punishment must be administered in writing paragraph 5c(1), part V, MCM, 2008.				
⁶ At the time punishment is imposed.				

**Table 3-1
Maximum punishments for enlisted members and commissioned officers**

3-20. Effect on promotable status

See AR 600-8-19 and AR 600-8-2.

3-21. Effective date and execution of punishments

a. General. The date of imposition of nonjudicial punishment is the date in items 4 and 5 on DA Form 2627, or items 1 through 3 on DA Form 2627-1, as appropriate, are signed by the imposing commander. This action normally will be accomplished on the day punishment is imposed.

b. Unsuspended punishments. Unsuspended punishments of reduction and forfeiture of pay take effect on the date imposed. Other unsuspended punishments take effect on the date they are imposed, unless the imposing commander prescribes otherwise. In those cases where the execution of the punishment legitimately must be delayed (for example, the Soldier is hospitalized, placed on quarters, authorized emergency leave, while on a brief period of temporary duty (TDY) or a brief field problem, or in the case of Army Reserve Soldiers any periods that may intervene from times when they are in a Title 10 duty status), the execution of the punishment should begin immediately thereafter. Except as provided in paragraph 3-21c, below, the delay in executed punishment should not exceed 30 days, or in the case of Army Reserve Soldiers, should not exceed the period that would include the next 30 days (however interrupted) in which that Army Reserve Soldier is in a Title 10 duty status. Once the Soldier has submitted an appeal, including all pertinent allied documents, the appeal normally should be decided within 5 calendar days (3 days for summarized proceedings), or in the case of Army Reserve Soldiers that period which will encompass the next 5 days of Title 10 duty status for the appellate commander concerned, excluding the submission

date. If the appeal is not decided within this period and if the Soldier so requests, the performance of those punishments involving deprivation of liberty will be interrupted pending decision on the appeal. Punishments involving deprivation of liberty include restriction, extra duty, arrest in quarters, and correctional custody. Under the provisions of AR 190–47, correctional custody may be imposed only when a suitable correctional facility is available.

c. Additional punishment. If a Soldier to be punished is currently undergoing punishment or deprivation of liberty under a prior UCMJ, Art. 15 or court-martial, an imposing commander may prescribe additional punishment involving deprivation of liberty after completion of the earlier punishment.

d. Vacated suspended reduction. A suspended reduction, later vacated, is effective on the date the vacation is directed (see para 3–19b(5)(b) for determination of date of rank).

e. Execution of punishment. Any commanding officer of the person to be punished may, subject to paragraph 3–19, above, and any other limitations imposed by a superior authority, order the punishment to be executed in such a manner and under such supervision as the commander may direct.

3–22. Announcement of punishment

The punishment may be announced at the next unit formation after punishment is imposed or, if appealed, after the decision on the appeal. After deleting the social security account number of the Soldier and other relevant privacy information, the results of the UCMJ, Art. 15 punishment may be posted on the unit bulletin board. The purpose of announcing the results of punishments is to preclude perceptions of unfairness of punishment and to deter similar misconduct by other Soldiers. An inconsistent or arbitrary policy should be avoided regarding the announcement of punishments that might result in the appearance of vindictiveness or favoritism. In deciding whether to announce punishment of Soldiers in the grade of SGT or above, the following should be considered:

- a.* The nature of the offense.
- b.* The individual’s military record and duty position.
- c.* The deterrent effect.
- d.* The impact on unit morale or mission.
- e.* The impact on the victim.
- f.* The impact on the leadership effectiveness of the individual concerned.

Section V

Suspension, Vacation, Mitigation, Remission, and Setting Aside (para 6, part V, MCM, 2008)

3–23. Clemency

a. General. The imposing commander, a successor-in-command, or the next superior authority may, in accordance with the time prescribed in the MCM—

- (1) Remit or mitigate any part or amount of the unexecuted portion of the punishment imposed.
- (2) Mitigate reduction in grade, whether executed or unexecuted, to forfeiture of pay.
- (3) At any time, suspend probationally any part or amount of the unexecuted portion of the punishment imposed.
- (4) Suspend probationally a reduction in grade or forfeiture, whether or not executed. An uncollected forfeiture of pay will be considered unexecuted.

b. Meaning of “successor-in-command.” As used in paragraph 6a, part V, MCM, 2008, a successor-in-command is the officer who has authority to impose the same kind and amount of punishment on a Soldier concerned that was initially imposed or was the result of a modification and who—

- (1) Commands the unit to which the punished Soldier is currently assigned or attached (see para 3–8, above).
- (2) Is the commander succeeding to the command occupied by the imposing commander, provided the Soldier still is of that command, or
- (3) Is the successor to the delegate who imposed the punishment, provided the same authority has been delegated under paragraph 3–7c, above, to that successor and the Soldier is still of that command.

c. Installation Management Command garrison units. Clemency for Soldiers assigned to IMCOM garrison units will be processed through the installation senior commander’s Army Command (ACOM), Army service component command (ASCC), or direct reporting unit (DRU) chains of command, as necessary and appropriate.

d. Recording of action. Any action of suspension, mitigation, remission, or setting aside (see para 3–28, below) taken by an authority will be recorded in item 8 on DA Form 2627, and in item 5 on DA Form 2627–1 or DA Form 2627–2 (Record of Supplementary Action Under Art. 15, UCMJ), (see para 3–38b, below). An illustrated example of a completed DA Form 2627–2 is shown at fig 3–3, below.

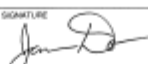
RECORD OF SUPPLEMENTARY ACTION UNDER ARTICLE 15, UCMJ			
For use of this form, see AR 27-15, Chapter 2; the proposed agency is DTJAG-CL.			
NAME John Doe	GRADE SPC	SSN 000-00-0000	UNIT & LOCATION D Co., 1-5 INF, Fort Wainwright, AK
TYPE OF SUPPLEMENTAL ACTION (OTHER THAN SUPERIOR AUTHORITY ACTING ON APPEAL) (CHECK APPROPRIATE BOX)			
<input type="checkbox"/> SUSPENSION (Complete form 1 below) <input type="checkbox"/> MITIGATION (Complete form 2 below) <input type="checkbox"/> REMISSION (Complete form 3 below) <input type="checkbox"/> SETTING ASIDE (Complete item 4 below) <input checked="" type="checkbox"/> VACATION OF SUSPENSION (Complete form 5 below)			
1. SUSPENSION			
The punishment(s) is/are _____			
Imposed on the above service member on _____ is / are _____			
suspended and will automatically be remitted if not vacated before _____			
2. MITIGATION			
The punishment(s) is/are _____			
Imposed on the above service member on _____ is / are _____ mitigated to _____			
3. REMISSION			
The punishment(s) is/are _____			
Imposed on the above service member on _____ is / are _____ remitted.			
4. SETTING ASIDE			
The punishment(s) is/are _____			
Imposed on the above service member on _____ is / are _____ set aside on the basis of _____			
All rights, privileges, and benefits affected are hereby restored.			
5. VACATION OF SUSPENSION			
a. The suspension of the punishment(s) is/are _____ reduction to the grade of E-1.			
Imposed on the above service member on _____ is / are _____ hereby vacated. The unexecuted portion(s) of the punishment(s) will be duly executed (date of punishment).			
b. Vacation is based on the following alternative(s): In that you did, or at least 96.50 hours, 7 Dec 10, without authority, fail to go at the time prescribed to your appointed place of duty, to wit: Fortman, D Co., 1-5 INF, in front of Building 15. This is in violation of Article 36, UCMJ.			
c. The service member _____ was _____ given an opportunity to rebut. (see para. 3-26, AR 27-15)			
d. The service member _____ was _____ present at the vacation proceeding. (see para. 3-25, AR 27-15)			
6. THIS ORIGINAL DA FORM 2627 WAS FILED AS FOLLOWS:			
<input type="checkbox"/> Personnel section of the DMPF <input type="checkbox"/> PMASIG section of the DMPF <input checked="" type="checkbox"/> AK as soldier was an E-4 or below at start of proceedings			
7. BY MY ORDER:			
<input checked="" type="checkbox"/> AS THE OFFICER WHO IMPOSED THE PUNISHMENT <input type="checkbox"/> AS THE SUCCESSOR IN COMMAND TO THE IMPOSING OFFICER <input type="checkbox"/> AS THE SUPERIOR AUTHORITY			
NAME, RANK, AND ORGANIZATION OF COMMANDER John Doe, CPT, D Co., 1-5 INF		SIGNATURE 	DATE 20101208
DA FORM 2627-2, OCT 2011		PREVIOUS EDITIONS ARE OBSOLETE.	

Figure 3-3. Sample of a completed DA Form 2627-2

Figure 3-3. Sample of a completed DA Form 2627-2

3-24. Suspension

Ordinarily, punishment is suspended to grant a probational period during which a Soldier may show that the Soldier deserves a remission of the remaining suspended punishment. An executed punishment of reduction or forfeiture may be suspended only within a period of 4 months after the date imposed. Suspension of punishment may not be for a period longer than 6 months from the suspension date. In the case of summarized proceeding under paragraph 3-16, suspensions of punishment may not be for a period longer than 3 months from the date of suspension. Further misconduct by the Soldier, within the period of the suspension, may be grounds for vacation of the suspended portion of the punishment (see para 3-25). Unless otherwise stated, an action suspending a punishment automatically includes a condition that the Soldier not violate any punitive article of the UCMJ.

3-25. Vacation

a. A commander may vacate any suspended punishment (see para 6a(4), part V, MCM, 2008), provided the punishment is of the type and amount the commander could impose and where the commander has determined that the Soldier has committed misconduct (amounting to an offense under the UCMJ) during the suspension period. The commander is not bound by the formal rules of evidence before courts-martial and may consider any matter, including unsworn statements, the commander reasonably believes to be relevant to the misconduct. There is no appeal from a decision to vacate a suspension. Unless the vacation is prior to the expiration of the stated period of suspension, the suspended punishment is remitted automatically without further action. The death, discharge, or separation from service of the Soldier punished prior to the expiration of the suspension automatically remits the suspended punishment. Misconduct resulting in vacation of a suspended punishment may also be the basis for the imposition of another UCMJ, Art. 15 nonjudicial punishment.

b. Commanders will observe the following procedures in determining whether to vacate suspended punishments: (1) If the suspended punishment is of the kind set forth in UCMJ, Arts. 15 (e)(1) through (7), the Soldier should,

unless impracticable, be given an opportunity to appear before the officer authorized to vacate the suspension to rebut the information on which the proposed vacation is based. If appearance is impracticable, the Soldier should nevertheless ordinarily be given notice of the proposed vacation and the opportunity to respond.

(2) In cases involving punishments not set forth in UCMJ, Arts. 15(e)(1) through (7), the Soldier will be informed of the basis of the proposed vacation and should be given an opportunity to respond, either orally or in writing.

(3) If the Soldier is absent without leave at the time the commander proposes vacation and remains so, the commander, after 14 days from the date the Soldier departed absent without leave or on the last day of the suspension period, whichever is earlier, may, at the commander's discretion, vacate the suspension without providing notice or any opportunity to respond.

(4) The following will be recorded on DA Form 2627-1; or DA Form 2627-2 (see para 3-38b, below):

(a) Action vacating a suspension, to include the basis for vacation.

(b) Whether or not the Soldier appeared or was otherwise provided an opportunity to respond.

(c) An explanation, if the Soldier did not appear, in a case involving vacation of a suspended punishment listed in UCMJ, Arts. 15(e)(1) through (7) or in other cases, if the Soldier was not provided an opportunity to respond.

(d) Failure to provide notification and an opportunity to appear or to otherwise respond to the basis of a proposed vacation may result in the record of punishment being inadmissible in a subsequent court-martial, but will not, by itself, render a vacation action void.

3-26. Mitigation

a. General.

(1) Mitigation is a reduction in either the quantity or quality of a punishment, for example, a punishment of correctional custody for 20 days reduced to 10 days or to restriction for 20 days. The general nature of the punishment remains the same. The first action lessens the quantity and the second lessens the quality, with both mitigated punishments remaining of the same general nature as correctional custody, that is, deprivation of liberty. However, a mitigation of 10 days of correctional custody to 14 days of restriction would not be permitted, because the quantity is increased.

(2) A forfeiture of pay may be mitigated to a lesser forfeiture of pay. A reduction may be mitigated to forfeiture of pay (but see para 3-19b(6)(b), above). When mitigating reduction to forfeiture of pay, the amount of the forfeiture imposed may not be greater than the amount that could have been imposed initially, based on the restored grade, by the officer who imposed the mitigated punishment.

b. Appropriateness. Mitigation is appropriate when—

(1) The recipient has, by the recipient's subsequent good conduct, merited a reduction in the severity of the punishment.

(2) The punishment imposed was disproportionate to the offense or the offender.

c. Limitation on mitigation.

(1) With the exception of reduction in grade, the power to mitigate exists only with respect to a punishment or portion thereof that is unexecuted. A reduction in grade may be mitigated to forfeiture of pay even though it has been executed. When correctional custody or other punishments (in the nature of deprivation of liberty) are mitigated to lesser punishments of this kind, the lesser punishment may not run for a period greater than the remainder of the period for which the punishment mitigated was initially imposed. For example, when a person is given 15 days of correctional custody and has served 5 days of this punishment and it is decided to mitigate the correctional custody to extra duties or restriction, or both, the mitigated punishment may not exceed a period of 10 days.

(2) Although a suspended punishment may be mitigated to a punishment of a lesser quantity or quality (which is also suspended for a period not greater than the remainder of the period for which the punishment mitigated was suspended), it may not, unless the suspension is vacated, be mitigated to an unsuspended punishment. (See para 3-26a, (2), above, for the time period within which reduction ordinarily may be mitigated, if appropriate, to a forfeiture of pay.)

3-27. Remission

This is an action whereby any portion of the unexecuted punishment is canceled. Remission is appropriate under the same circumstances as mitigation. An unsuspended reduction is executed on imposition and thus cannot be remitted, but may be mitigated (see para 3-26, above) or set aside (see para 3-28, below). The death, discharge, or separation from the Service of the Soldier punished remits any unexecuted punishment. A Soldier punished under UCMJ, Art. 15 will not be held beyond the Soldier's expiration of term of service (ETS) to complete any unexecuted punishment.

3–28. Setting aside and restoration

- a.* This is an action whereby the punishment or any part or amount, whether executed or unexecuted, is set aside and any rights, privileges, or property affected by the portion of the punishment set aside are restored. Nonjudicial punishment is “wholly set aside” when the commander who imposed the punishment, a successor-in-command, or a superior authority sets aside all punishment imposed upon an individual under UCMJ, Art. 15. In addition, the imposing commander or successor in command may set aside some or all of the findings in a particular case. If all findings are set aside, then the UCMJ, Art. 15 itself is set aside and removed from the Soldier’s records. The basis for any set-aside action is a determination that, under all the circumstances of the case, the imposition of the UCMJ, Art. 15 or punishment has resulted in a clear injustice. “Clear injustice” means that there exists an unwaived legal or factual error that clearly and affirmatively injured the substantial rights of the Soldier. An example of clear injustice would be the discovery of new evidence unquestionably exculpating the Soldier. Clear injustice does not include the fact that the Soldier’s performance of service has been exemplary subsequent to the punishment or that the punishment may have a future adverse effect on the retention or promotion potential of the Soldier.
- b.* Normally, the Soldier’s uncorroborated sworn statement will not constitute a basis to support the setting aside of punishment.
- c.* In cases where administrative error results in incorrect entries on DA Form 2627 or DA Form 2627–1 the appropriate remedy generally is an administrative correction of the form and not a setting aside of the punishment.
- d.* The power to set aside an executed punishment and to mitigate a reduction in grade to a forfeiture of pay, absent unusual circumstances, will be exercised only within 4 months after the punishment has been executed. When a commander sets aside any portion of the punishment, the commander will record the basis for this action on DA Form 2627–2 (see para 3–38*b*, below). When a commander sets aside any portion of the punishment after 4 months from the date punishment has been executed, a detailed addendum of the unusual circumstances found to exist will be attached to the form containing the set-aside action.

Section VI

Appeals (para 7, part V, MCM, 2008)

3–29. General

- a.* Only one appeal is permissible under UCMJ, Art. 15 proceedings. Provisions for other administrative relief measures are contained in paragraph 3–43. An appeal not made within a reasonable time may be rejected as untimely by the superior authority. A reasonable time will vary according to the situation; however, an appeal (including all documentary matters) submitted more than 5 calendar days after the punishment is imposed will be presumed to be untimely, unless the superior commander, in the superior commander’s sound discretion for good cause shown, determines it to be timely.
- b.* If, at the time of imposition of punishment, the Soldier indicates a desire not to appeal, the superior authority may reject a subsequent election to appeal, even though it is made within the 5-day period. Although a suspended punishment may be appealed, no appeal is authorized from the vacation of suspended punishment.

3–30. Who may act on an appeal

- a.* The next superior authority to the commanding officer who imposed the UCMJ, Art. 15 punishment will act on an appeal if the Soldier punished is still of the command of that officer at the time of appeal. If the commander has acted under a delegation of authority, the appeal will be acted on by the authority next superior to the delegating officer. If, at the time of appeal, the Soldier is no longer of the imposing commander’s command, the authority next superior to the commander of the imposing command (who can impose the same kind and amount of punishment as that imposed or resulting from subsequent modifications) will act on the appeal.
- b.* The authority “next superior” to an imposing commander is normally the next superior in the chain-of-command, or such other authority as may be designated by competent authority as being next superior for the purposes of UCMJ, Art. 15. Appeals pursued by Soldiers from punishments imposed by commanders on installations managed by IMCOM will be processed through ACOM, ASCC, or DRU chains of command as necessary and appropriate. A superior authority who exercises GCM jurisdiction, or is a general officer in command, may delegate those powers the superior authority has as superior authority under UCMJ, Art. 15(e), to a commissioned officer of the superior authority’s command subject to the limitations in paragraph 3–7*c*, above. Regardless of the grade of the imposing commander, TJAG is delegated the authority next superior for acting on appeals when no intermediate superior authority is reasonably available. Such appeals will be forwarded to the Office of The Judge Advocate General, Criminal Law Division, 2200 Army Pentagon, Room 3B548, Washington, DC 20310-2200.

c. When forwarding a UCMJ, Art. 15 record of punishment to TJAG for action on appeal, the imposing commander will review the appeal to determine if action is appropriate based on the matters raised. If the imposing commander determines that no additional action is appropriate, the record of punishment will be forwarded directly. Included with the UCMJ, Art. 15 report should be any evidence considered by the imposing commander. If the appeal raises any new matters, they should be addressed by the commander in the forwarding documentation.

d. When an Army commander imposes nonjudicial punishment on a member of another Service, the authority next superior will be the authority prescribed by the member's parent Service. (See JAGMAN 0101 for Navy and Marine Corps personnel; AFI 51-201 for Air Force personnel; and MJM COMDTINST M5810.1D for Coast Guard personnel.) Other provisions of this regulation notwithstanding, an appeal by such member will be processed according to procedures contained in the governing regulation of the member's parent Service.

e. When a commander of another Service imposes nonjudicial punishment upon a Soldier, the authority's next superior need not be an Army officer. However, the next superior commander for purposes of appeals processed under this regulation must have an Army JA assigned to the commander's staff or the staff of the commander's supporting headquarters. When acting on the Soldier's appeal, the Army JA will advise the commander on the appellate procedures prescribed by this regulation and will advise the other than Army commander to ensure compliance with paragraph 3-34, below.

3-31. Procedure for submitting an appeal

All appeals will be made on DA Form 2627 or DA Form 2627-1 and forwarded through the imposing commander or successor-in-command, when applicable, to the superior authority. The superior authority will act on the appeal unless otherwise directed by competent authority. The Soldier may attach documents to the appeal for consideration. A Soldier is not required to state reasons for the Soldier's appeal; however, the Soldier may do so. For example, the person may state the following in the appeal:

a. Based on the evidence the Soldier does not believe the Soldier is guilty.

b. The punishment imposed is excessive, or that a certain punishment should be mitigated or suspended.

3-32. Action by the imposing commander or the successor-in-command

The imposing commander or the successor-in-command may take any action on the appeal with respect to the punishment that the superior authority could take (see para 6, part V, MCM, 2008, and see para 3-33, below). If the imposing commander or a successor-in-command suspends, mitigates, remits, or sets aside any part of the punishment, this action will be recorded on item 8 of DA Form 2627, or item 5 of DA Form 2627-1. The appellant will be advised and asked to state whether, in view of this action, the appellant wishes to withdraw the appeal. Unless the appeal is voluntarily withdrawn, the appeal will be forwarded to the appropriate superior authority. An officer forwarding the appeal may attach any matter in rebuttal of assertions made by the Soldier. When the Soldier desires to appeal, the imposing commander, or the successor-in-command, will make available to the Soldier reasonable assistance in preparing the appeal and will promptly forward the appeal to the appropriate superior authority.

3-33. Action by the superior authority

Action by the superior authority on appeal will be entered in item 8 on DA Form 2627, or item 5 on DA Form 2627-1. A superior authority will act on the appeal expeditiously. Once the Soldier has submitted an appeal, including all pertinent allied documents, the appeal normally should be decided within 5 calendar days (3 days for summarized proceedings). The superior authority may conduct an independent inquiry into the case, if necessary or desirable. The superior authority may refer an appeal in any case to a JA for consideration and advice before taking action; however, the superior authority must refer an appeal from certain punishments to a JA, whether or not suspended (see note 9, DA Form 2627). In acting on an appeal, the superior authority may exercise the same powers as may be exercised by the imposing commander or the imposing commander's successor-in-command. A timely appeal does not terminate merely because a Soldier is discharged from the Service. It will be processed to completion by the superior authority.

3-34. Action by a judge advocate

a. When an appeal is referred to a JA, the superior authority will be advised either orally or in writing of the JA's opinion on—

(1) The appropriateness of the punishment.

(2) Whether the proceedings were conducted under law and regulations.

b. If the advice is given orally, that fact and the name of the JA who rendered the advice will be recorded in item 7

of DA Form 2627.

c. The JA is not limited to an examination of written matters of the record of proceedings and may make any inquiries that are necessary.

d. The JA rendering the advice should be the JA providing legal advice to the officer taking action on the appeal.

3–35. Action by superior authority regardless of appeal

Any superior authority may exercise the same powers, as may be exercised by the imposing commander, or the imposing commander's successor-in-command, whether or not an appeal has been made from the punishment (see para 7f(1), part V, MCM, 2008). "Any superior authority" has the same meaning as that given to the term "authority next superior" in paragraph 3–30, except that it also includes any authority superior to that authority. A Soldier has no right to petition for relief under this paragraph and any petition so made may be summarily denied by the superior authority to whom it is addressed.

Section VII

Records of Punishment, DA Form 2627 (para 8, part V, MCM, 2008)

3–36. Records of punishment

All actions taken under UCMJ, Art. 15, including notification, acknowledgement, imposition, filing determinations, appeal, action on appeal, or any other action taken prior to action being taken on an appeal, except summarized proceedings (see sec III, and fig 3–1, both above), will be recorded on DA Form 2627. The DA Form 2627 is a record of completed actions and either the DA Form 2627 or a duplicate as defined in Military Rules of Evidence 1001(4) may be considered for use at courts-martial or administrative proceedings independently of any written statements or other documentary evidence considered by an imposing commander, a successor, or a superior authority.

3–37. Distribution and filing of DA Form 2627 and allied documents

a. *General.* The original DA Form 2627 will include as allied documents all written statements and other documentary evidence considered by the imposing commander or the next superior authority acting on an appeal (see *g.* below). Photocopies of DA Form 2627 will be transmitted through the Soldier's military personnel division (MPD) or the personnel service company (PSC) to the finance and accounting office (FAO) maintaining the Soldier's pay account. The DA Form 268 (Report to Suspend Favorable Personnel Actions (FLAG)) will be submitted per AR 600–8–2. Standard instructions for distribution and filing of forms for commissioned officers and enlisted Soldiers serving on active duty are set out below.

b. *Original of DA Form 2627.*

(1) *Place of filing.* For Soldiers who are at the rank of specialist (SPC) or CPL and below (prior to punishment) the original will be filed locally in unit nonjudicial punishment or unit personnel files. Such locally filed originals will be destroyed at the end of 2 years from the date of imposition of punishment or on the Soldier's transfer to another GCMCA, whichever occurs first. For these Soldiers, the imposing commander should annotate item 4b of DA Form 2627 as "not applicable (N/A)." When the transfer of a Soldier to a new GCM jurisdiction is for the purpose of receiving medical treatment, or TDY or deployment, the Art. 15, UCMJ form will accompany the Soldier to the new GCM, and back to the imposing GCM if the Soldier returns to that imposing GCM jurisdiction following the medical treatment, TDY, or deployment. The 2-year rule will apply in these situations.

(a) For all other Soldiers, the original will be sent to the appropriate custodian listed in (2), below, for filing in the OMPF. The decision to file the original DA Form 2627 on the performance section or the restricted section in the OMPF will be made by the imposing commander at the time punishment is imposed. The filing decision of the imposing commander is subject to review by any superior authority. However, the superior authority cannot direct that a UCMJ, Art. 15 report be filed in the performance section that the imposing commander directed to be filed in the restricted section. The imposing commander's filing decision will be indicated in item 4b of DA Form 2627. A change in the filing decision should be recorded in block 8 of DA Form 2627. When a commander or any superior authority makes a decision regarding the filing, the commander should consider the following:

1. The performance section is that portion of the OMPF that is routinely used by career managers and selection boards for the purpose of assignment, promotion, and schooling selection.

2. The restricted section is that portion of the OMPF that contains information not normally viewed by career managers or selection boards except as provided in AR 600–8–104 or specified in the SA's written instructions to the selection board.

(b) Records directed for filing in the restricted section will be redirected to the performance section if the Soldier

has other records of nonjudicial punishment reflecting misconduct in the grade of SGT or higher that have not been wholly set aside and recorded in the restricted section (see para 3–6, above.)

(c) Where the OMPF is electronic, the “restricted section” and the “performance section” in (b), above, are the restricted section and the performance section of Personnel Electronic Records Management System.

(2) *Mailing addresses.* The original DA Form 2627 will be transmitted by the MPD or PSC to one of the following:

(a) For active Army (AA) commissioned officers: Commander, Human Resources Command, 1600 Spearhead Division Avenue, Fort Knox, KY 40122.

(b) For U.S. Army Reserve (USAR) commissioned officer: U.S. Army Human Resources Command, AHRC–CIS–P, 1 Reserve Way, St. Louis, MO 63132–5200.

(c) For Army National Guard (ARNG) commissioned officers: Chief, Army National Guard Bureau, NGB–ARP–C, 111 South George Mason Drive, Arlington, VA 22204–1382.

(d) For AA enlisted Soldiers: U.S. Army Human Resources Command, AHRC–EFS, 8899 E. 56th Street, Indianapolis, IN 46249–5301.

(e) For USAR enlisted Soldiers: U.S. Army Human Resources Command, AHRC–CIS–P, 1 Reserve Way, St. Louis, MO 63132–5200.

(f) For ARNG enlisted Soldiers, choose the State Adjutant General of: the Soldier’s State, the Commonwealth of Puerto Rico, the Virgin Islands, or the District of Columbia.

c. Unit copy.

(1) For those UCMJ, Art. 15 forms directed for filing in the performance section of the OMPF, file a photocopy of the completed DA Form 2627 in the unit nonjudicial punishment files. This copy will be maintained permanently in the unit nonjudicial punishment file and will be forwarded to the gaining unit upon the Soldier’s transfer to another GCMCA unless the original Art. 15 is transferred from the performance to the restricted section of the OMPF. In this case, this copy will be withdrawn from the unit nonjudicial punishment files and destroyed.

(2) For those UCMJ, Art. 15 reports directed for filing in the restricted section of the OMPF, a photocopy will be filed in the unit nonjudicial punishment files and destroyed at the expiration of 2 years from the date of punishment or on the Soldier’s transfer, whichever occurs first.

d. Finance copy. A photocopy of the completed DA Form 2627 will be forwarded to the Soldier’s servicing FAO if the punishment includes an unsuspended reduction and/or forfeiture of pay.

e. Personnel service copy. If the punishment includes only a reduction, a photocopy will be forwarded to the Soldier’s MPD or PSC.

f. Soldier’s copy. Give a photocopy of the completed action with allied documents to the Soldier who was punished.

g. Allied documents. Allied documents will be transmitted for administrative convenience with the original DA Form 2627 for filing in the restricted section of the OMPF (see para 3–44, below).

h. Unit paralegal specialist copy. The paralegal specialist will maintain a copy of the completed DA Form 2627 with all allied documents for a period of 2 years.

3–38. Supplementary action

a. Supplementary action. Any action taken by an appropriate authority to suspend, vacate, mitigate, remit, or set aside a punishment (except punishment imposed under summarized proceedings, para 3–16, above) after action has been taken on an appeal or DA Form 2627 has been distributed according to para 3–37, above.

b. Recording. Supplementary action will be recorded on DA Form 2627–2.

c. Distribution and filing.

(1) *Original.* If the DA 2627 that initially imposed punishment was forwarded to the appropriate custodian of the OMPF, then the original of the supplementary action will also be forwarded to the appropriate custodian of the OMPF (see para 3–37b(2), above). This copy will be filed in the same OMPF section location as the DA Form 2627 that initially imposed the punishment. The imposing commander’s filing determination on the initial DA Form 2627 will be annotated on the DA Form 2627–2 (see fig 3–3, above).

(2) *Unit copy.* A photocopy will be filed in the unit nonjudicial punishment files when the imposing commander directs filing on the performance section of the OMPF. This copy will be destroyed in accordance with paragraph 3–37c(1) above, along with a photocopy of the initial DA Form 2627 if the original DA Form is transferred from the performance to the restricted section. In cases of filing on the restricted section of the OMPF, a photocopy will be filed in the unit nonjudicial punishment files per paragraph 3–37c(2), above.

(3) *The personnel and finance copies.* If the action affects a reduction, a photocopy of the supplementary action and a photocopy of the initial DA Form 2627, if maintained by the unit (see para 3–37c, above) will be forwarded to the MPD or PSC. If the action affects a forfeiture, a photocopy will be forwarded to the FAO maintaining the Soldier’s pay account.

(4) *Unit paralegal specialist's copy.* The paralegal specialist who prepared the DA Form 2627–2 will maintain a photocopy for a period of 2 years.

(5) *Soldier's copy.* Give a photocopy of the completed action with allied documents to the Soldier who is being punished.

3–39. Reconciliation log

Imposing commanders, assisted by their supporting paralegal specialist, will ensure that punishments imposed under the provisions of UCMJ, Art. 15 are executed. Execution of punishments of reduction and forfeiture of pay will be verified and documented by the mandatory use of the Reconciliation Log, DA Form 5110 (Article 15–Reconciliation Log), showing the punishment, dates verified, and initials of verifying paralegal specialist. To properly use DA Form 5110, all UCMJ, Art. 15 records (DA Form 2627) made by the unit paralegal specialist must be sequentially numbered and the required data entered in the DA Form 5110. Unit paralegal specialists will use the unit commander's financial report, the Soldier's leave and earnings statement, or the daily record of financial transactions to verify execution of forfeitures and reductions. For active duty (AD) Soldiers, the chief paralegal NCO for the GCMCA or a designee will inspect, at least annually, the execution of UCMJ, Art. 15 forfeitures and reductions by review of DA Form 5110, including random verification using finance records. For Army reserve Soldiers, the chief paralegal NCO of the regional readiness commands or other major subordinate commands (MSC) reporting to the U.S. Army Reserve Command (USARC) is required to conduct this inspection at least every 2 years. The chief legal NCO or designee at the GCM level, on a quarterly basis, will transmit to the custodian of the OMPF the name, social security number, and the date the nonjudicial punishment was imposed. For Army reserve Soldiers, the chief paralegal NCO of regional readiness commands or MSCs reporting to USARC will transmit this information to the custodian of the OMPF twice yearly. The OMPF custodian will transmit verification of the OMPF filing of nonjudicial punishment records to the chief legal NCO or designee. After information is verified on the DA Form 5110, supporting finance documentation showing execution of the reduction or forfeitures, as well as the verification of OMPF filings by the OMPF custodian will be retained for 2 years after the date the punishment was imposed.

3–40. Time for distribution of initial DA Form 2627

Distribution will be made according to paragraph 3–37, above, after the recipient indicates in item 5 that the recipient does not appeal. If the recipient appeals, the DA Form 2627 will be forwarded to the superior authority and photocopied after completion of item 9. Completion of this item shows that the recipient acknowledges notification of action on the recipient's appeal. If item 9 cannot be completed because the recipient is not reasonably available or due to military exigencies, a statement signed by the imposing commander stating that the recipient was informed in writing of the disposition of the appeal and why it was not possible to have item 9 completed will be placed in item 10 before photocopies are distributed. If the recipient fails to complete or sign item 5, an explanation of the failure will be provided by the imposing commander in item 10 and distribution of the photocopies will be made according to paragraph 3–37 or this paragraph, whichever is applicable (a recipient's refusal to indicate whether or not the recipient desires to appeal may be presumed to indicate an intention not to appeal).

3–41. Filing of records of punishment imposed prior to 1 November 1982

Records of nonjudicial punishment presently filed in either the performance or restricted section of the OMPF will remain so filed, subject to other applicable regulations. Records of nonjudicial punishment imposed prior to 1 November 1982 and forwarded on or after 20 May 1980 for inclusion in the OMPF will be filed on the performance section.

3–42. Transfers of punishments wholly set aside, or changes of status

a. Change in status on or after 1 September 1979. On approval of a change in status from enlisted to commissioned officer, on or after 1 September 1979, DA Forms 2627—recording nonjudicial punishment received while in an enlisted status and filed in the OMPF—will be transferred to the restricted section of the OMPF. Copies of such records in the career management individual file (CMIF) and unit nonjudicial punishment or personnel files will be destroyed.

b. Wholly set aside since 1 September 1979. All DA Forms 2627 of commissioned officers and enlisted Soldiers filed in the OMPF reflecting that punishments have been wholly set aside (see para 3–28, above) since 1 September 1979, will routinely be transferred to the restricted section. The DA Form 2627 reflecting the original imposition of punishment, if filed in the military personnel records jacket, CMIF, or unit nonjudicial punishment or unit personnel files will be destroyed.

c. *Change in status and wholly set aside prior to 1 September 1979.*

(1) On request of the individual Soldier, the following will be transferred to the restricted section of the Soldier's OMPF:

(a) Records of nonjudicial punishment received while serving in a prior enlisted status.

(b) Records of nonjudicial punishment wholly set aside prior to 1 September 1979. Copies of such records filed in the CMIF, military personnel records jacket, or the unit nonjudicial punishment or personnel files will be destroyed.

(2) Transfer from the performance to the restricted file will automatically cause copies of such records filed in the CMIF to be destroyed. Requests will be mailed directly to the custodian of the MPF (usually at the local MPD or PSC) and to the following custodian of the OMPF:

(a) For active Army commissioned officers, send requests to the Commander, HRC, 1600 Spearhead Division Ave., Fort Knox, KY 40122.

(b) For active Army enlisted personnel, send requests to U.S. Army Enlisted Records and Evaluation Command, PCRE-F, 8899 E. 56th Street, Indianapolis, IN 46249-5301.

(c) For reserve personnel, send requests to the Commander, HRC-St. Louis, DARP-PAS-EV, 9700 Page Blvd., St. Louis, MO 63132-5200.

(3) These requests will not constitute a basis for review by a special selection board or its equivalent.

3-43. Transfer or removal of records of nonjudicial punishment

a. *General.* This paragraph covers policies and procedures for enlisted Soldiers (SGT and above) and commissioned officers to petition the DA Suitability Evaluation Board (DASEB) for transfer of records of nonjudicial punishment from the performance to the restricted portion of the OMPF (see table 3-2, below).

Rule	If the—	on the basis that—	then the record of nonjudicial punishment (DA Form 2027) file is—	
1	Commander who imposed the punishment, successor in command, or superior authority wholly sets aside the punishment.	Evidence exists which demonstrates that the punishment resulted in a "clear injustice" (see para 3-26).	The performance portion of the OMPF will be transferred to the restricted portion of the OMPF and the copy in the unit nonjudicial punishment file removed.	The restricted portion of the OMPF will remain so filed.
2	Member in the grade of E5 or above applies to the DASEB for transfer.	The record of nonjudicial punishment has served its purpose, and that removal is in the best interest of the Army.	The performance portion of the OMPF will, on approval of the member's application, be transferred to the restricted portion of the OMPF and the copy in the unit nonjudicial punishment file removed.	
3	Member applies to ASCMR for transfer of records of nonjudicial punishment from the performance portion of the OMPF.	Evidence exists which demonstrates error or injustice to a degree justifying removal.	The performance portion of the OMPF will, on approval of the member's application, be processed in accordance with the instructions of the ASCMR.	Providing that, if the member is in the grade of E-5 or above and applies for the reasons described in paragraph 3-43b(1), the member has already applied to DASEB, and the request was denied.

Table 3-2
Removal of records of nonjudicial punishment from military personnel files

b. *Policies.*

(1) Enlisted Soldiers (SGT and above), and commissioned officers may request the transfer of a record of nonjudicial punishment from the performance section of their OMPF to the restricted section under the provisions of this regulation. To support the request, the person must submit substantive evidence that the intended purpose of UCMJ, Art. 15 has been served and that transfer of the record is in the best interest of the Army.

(2) Requests normally will not be considered until a minimum of 1 year has elapsed and at least one nonacademic evaluation report has been received since imposition of the punishment.

(3) The request must be in writing and should include the Soldier's current unit mailing address and duty telephone number. Requests by enlisted Soldiers (SGT and above) should also include a true copy of the DA Form 2 (Personnel Qualification Record-Part I) and DA Form 2-1 (Personnel Qualification Record-Part II), certified by the custodian of the record. No person is authorized to appear in person before the DASEB.

(4) The officer who directed the filing of the record in the OMPF (of enlisted Soldiers, SGT and above, and commissioned officers) may provide a statement to the Soldier in support of a request for transfer of the record from the performance to the restricted section. Other evidence submitted in support of a request should not include copies of documents already recorded in the Soldier's OMPF.

(5) The DASEB will review and evaluate the evidence submitted and obtained and will take final action where this

authority has not been specifically withheld to the Deputy Chief of Staff, G-1 (DCS, G-1) or the DCS, G-1's delegate. Requesters will be notified in writing of the determination. Letters of denial will be placed upon the performance section of the Soldier concerned. Other related documentation and evidence will be placed upon the restricted section.

(6) The DASEB has access to unfavorable information that might be recorded on DOD investigative records. If such information is used, in part or in whole, as the basis for denying a request, the Soldier will be notified of this by correspondence (which will not be filed in the OMPF) and given an opportunity to review and explain the unfavorable information in a subsequent petition.

(7) The determination of the DASEB to transfer such records will not alone be a basis for review by a special selection board or its equivalent. The DCS, G-1 or the G-1's delegate, has the final authority in cases where circumstances exist that warrant referral to one of the above boards.

(8) The DASEB will consider subsequent requests only upon presentation of substantive evidence not previously considered.

c. Processing requests.

(1) *Active Army personnel.* Requests in military letter format should be prepared and sent directly to the DA Suitability Evaluation Board (DAPE-MPC-E).

(2) *Reserve component personnel.*

(a) Requests submitted by USAR officer and enlisted Soldiers not on active duty are normally processed through the Commander, U.S. Army Human Resources Command, AHRC-CIS-P, 1 Reserve Way, St. Louis, MO 63132-5200. The DASEB will then take action on the request.

(b) Requests submitted by ARNG officers and enlisted Soldiers not on active duty will be processed through the proper state adjutant general and the Chief, National Guard Bureau to the DCS, G-1 (DAPE-MPC-E) for proper action.

d. Amendment rights. These procedures do not limit or restrict the right of Soldiers to request amendments of their records under the Privacy Act and AR 340-21. Neither do they limit or restrict the authority of the DASEB to act as the denial authority under AR 340-21.

e. Correction of military records. The AR 15-185 contains policy and procedures for applying to the Army Board for Correction of Military Records (ABCMR) and for the correction of military records by the SA. Requests should be sent to the ABCMR to correct an error or remove an injustice only after other available means of administrative appeal have been exhausted. This includes requests under this paragraph.

3-44. Use of records

a. Records of proceedings and supplementary action under UCMJ, Art. 15 recorded on DA Forms 2627 and 2627-2, previously or hereafter administered, may be used as directed by competent authority. Allied documentation transmitted with the original or copies of DA Forms 2627 and 2627-2, where filed with any of these forms, will be considered to be maintained separately for the purpose of determining the admissibility of the original or copies of DA Forms 2627 or 2627-2 at courts-martial or administrative proceedings.

b. A record of nonjudicial punishment or a duplicate as defined in Military Rule of Evidence 1001(4), not otherwise inadmissible, may be admitted at courts-martial or administrative proceedings from any file in which it is properly maintained by regulation. A record of nonjudicial punishment, otherwise properly filed, will not be inadmissible merely because the wrong copy was maintained in a file.

3-45. Delegation of authority to modify procedures and test new nonjudicial punishment forms

Notwithstanding any other provision in this regulation, The Judge Advocate General has the authority to issue directions by policy memoranda, technical instructions, or other means to change the procedures for preparing, copying, serving, certifying, or distributing records of nonjudicial punishment. Such direction may be promulgated by issuance of policy memoranda, technical instructions, or through other means deemed appropriate by The Judge Advocate General.