**UNIT NJP CHECKLIST**

\*\*Schedule an ADC appointment for the member BEFORE the CC serves it. Fill in the ADC appointment time on the 3070, Block 1c.\*\*

**PART 1: SERVICE OF THE ARTICLE 15, AF FORM 3070A**

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| **Initial** | **CHECKLIST ITEM** |
|  | Have CC Initial Block 1a(1)  \*\*NOTE: 1a(2) is only used under certain circumstances and legal will keep in contact with you during such a scenario\*\* |
|  | Have CC sign and date Block 1. |
|  | Have CC read aloud to ACC Block 14. |
|  | Have CC sign, date, and time Block 2. |
|  | Have CC fill in Block 1e. This time and date should be **AT LEAST 3 duty days** (72 hours to the MINUTE) **AFTER** the time and date in Block 2. |
|  | Provide the ACC a copy of the redacted evidence (forwarded by the legal office) and a copy of the Article 15. \*\***DO NOT** give the ACC the original\*\* |
|  | Scan and email the signed page one of the AF Form 3070A to the Legal Office POC @ nathan.johnson.84@us.af.mil and jonathan.davis.25@us.af.mil or contact the legal office at DSN 895-1562 for an in-person delivery. |

\*\*If ACC wants to waive 3 duty days press forward with the NJP, please contact the legal office for advice while the member stands by. While the ACC is able to waive the response timeframe, certain scenarios would have legal advise against it. Sometimes, the CC and/or CCF will ask the member to at least take 1 day to consider his option to waive.\*\*

**PART 2: ACC’s RESPONSE DUE BACK**

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| **INITIAL** | **CHECKLIST ITEM** |
|  | Did ACC request additional time? Please contact the legal office to discuss prior to granting additional time. If granting additional time, please ensure the request, grant, and reasoning is documented. AU requires an explanation in each case. |
|  | ACC will report back and INITIAL Block 3a, 3b, 3c, 3d, and sign, time and date. |
|  | IMMEDIATELY scan and email the updated page 1 of the AF Form 3070A, written matters, and/or MFR from the CC summarizing a personal appearance to the Legal Office POC (or DSN 895-1562).  ***The attorneys must be able to review these documents before providing legal advice regarding the next step to take to the CC.*** |

**PART 3: IMPOSE PUNISHMENT**

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| **INITIAL** | **CHECKLIST ITEM** |
|  | Receive new page 2 (and 4, if applicable) of the AF Form 3070A from the Legal Office, with the punishment added. |
|  | Prior to member reporting in, have CC review the punishment to ensure there are no desired edits to be made. |
|  | Have CC initial Block 4a (2) and read the language listed beside the block initialed. |
|  | Have CC read the punishment written in Block 14 on page 2 and page 4 (if applicable). |
|  | The CC should then sign and date Block 4. |
|  | The ACC should sign, time, and date Block 5. |
|  | Have CC fill in Block 4c. This time and date should be **AT LEAST 5 calendar days** (120 hours to the MINUTE) **AFTER** the time and date in Block 5. |
|  | Scan and email the updated page 1 to the legal office POC, or DSN 895-1562. |

\*\*If the CC needs to drop the NJP or line out any offenses, please contact the legal office for guidance on how to proceed\*\*

\*\*Although recommended for effectiveness, the CC does not have to physically serve punishment on the ACC. CC can sign in advance, and the CCF may then serve it on ACC\*\*

**PART 4: APPEAL**

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| **INITIAL** | **CHECKLIST ITEM** |
|  | Did ACC request additional time? Please contact the legal office to discuss prior to granting additional time. If granting additional time, please ensure the request, grant, and reasoning is documented. AU requires an explanation in each case. |
|  | ACC will report back and initial Block 6a, 6b, **OR** 6c. The ACC will also sign, time and date. |

\*\*Did ACC initial **Block 6a “I DO NOT APPEAL?”** If so, skip to PART 5: UIF ACTION/MEMBER ACKNOWLEDGEMENT\*\*

**If ACC appealed:**

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| **INITIAL** | **CHECKLIST ITEM** |
|  | Contact the legal office IMMEDIATELY. There are many parts to an appeal the legal office is directly involved in. |
|  | Have CC review any written matters that the ACC submits, then INITIAL one of the blocks in Block 7, sign and date.   * If the CC wants to **grant the appeal**: notify the Legal Office to ensure the appropriate language gets added to the AF Form 3070A, then **skip** to PART 5: UIF ACTION/MEMBER ACKNOWLEDGEMENT * If the CC wants to **grant the appeal in part** or **deny the appeal**, continue processing the appeal. |
|  | Have the CC draft a recommendation letter to the appellate authority (next level CC). Letter should include:   * Summary of matters submitted, including personal appearance * Rationale for imposing punishment * Recommendation for action on appeal   \*\*The legal office will draft and forward a basic letter, for you to edit and/or add any additional commentary should you choose to utilize it\*\* |
|  | Return entire original NJP package to legal office to complete the appeal package.  \*\*Legal will handle the remainder of the appeal process (Block 8)\*\* |

**PART 5: UIF ACTION/MEMBER ACKNOWLEDGEMENT**

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| **INITIAL** | **CHEKCLIST ITEM** |
|  | Have the CC INITIAL one of the blocks in Block 9.  \*\*If any punishment lasts over 30 days, including suspensions, then it is a mandatory UIF entry\*\* |
|  | Have the ACC sign and date block 10. |

**BRING BACK THE ENTIRE NJP PACKAGE TO THE LEGAL OFFICE**

\*\* You should have **all** the originals in the package.\*\*

Legal Office NJP POC’s

Current as/of 18 October 2022

Phone: 803-895-1562, DSN 965-1562

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NCOIC, Adverse Actions: TSgt Jonathan Davis, jonathan.davis.25@us.af.mil