

ARTICLE 15 WORKSHEET

SECTION I

NAME <i>(Last, First, MI)</i>	RANK	UNIT
FIRST SERGEANT/CONTACT INFORMATION <i>(duty phone and cell phone)</i>	COMMANDER INITIATING ACTION <i>(signature block)</i>	**DISCOVERY DATE See Note
OFFENSE(S)	DATE EVIDENCE & AMJAMS RIP & RECORD REVIEW FORWARDED TO LEGAL OFFICE	REQUESTED ARTICLE 15 OFFER DATE

SECTION II

1. Is the commander initiating Article 15 on G-Series orders?			
2. Does the member have leave/TDY scheduled during the Article 15 process?		If yes, what are the dates of leave/TDY?	
3. Does the commander have leave/TDY scheduled during the Article 15 process?		If yes, what are the dates of leave/TDY?	
4. Does the First Sergeant have leave/TDY scheduled during the Article 15 process?		If yes, what are the dates of leave/TDY?	
		If yes, who is the alternate POC?	
5. Mark which category is applicable regarding previous administrative actions?	<input type="checkbox"/> UIF <input type="checkbox"/> Control Roster <input type="checkbox"/> LOCs (how many _____) <input type="checkbox"/> LORs (how many _____) <input type="checkbox"/> LOAs ((how many _____) List prior administrative offenses (or provide copies of prior derog):		
6. Has the member received an Article 15 within the last 6 months?		If yes, did the previous Article 15 have a suspended punishment and how many previous Article 15s are there for this member?	
7. Is the member due to be promoted?		If yes, is the promotion date within the 20 day NJP process?	
8. Is the member within 30 days of reenlistment?			
9. Is this Article 15 the trigger for Administrative Discharge Action?			

****Note.** Discovery is defined as "the date when any investigative agency (e.g., OSI, SF01, IG), legal office or commander, first sergeant or supervisor becomes aware of an allegation and has identified a subject.