

REPORT OF RESULT OF TRIAL MEMO (RRT Memo) PREPARATION & REVIEW CHECKLIST (Current as of 25 February 2015)		DATE		
		YES	NO	N/A
<b>DOCUMENTS/INFORMATION NEEDED TO GENERATE THE RRT Memo</b>				
a. Charge Sheet used at arraignment (get from the court reporter (CR))				
b. Findings worksheet OR CR provide verbatim account from transcript				
c. Sentencing worksheet OR CR provide verbatim account from transcript				
<b>LINE BY LINE</b>				
<b>HEADER</b>				
REPORT OF RESULT OF TRIAL IN THE CASE OF				
Ensure court name is correct [ie. <i>United States v. (Rank First M. Last)</i> ] (no underlines)				
<b>BODY OF THE MEMO</b>				
Date: Date is the actual date the form is signed (ie. 16 May 2012) *This date will change in the event of a corrected copy				
Name of Accused: (First MI. Last name)				
Rank: AB, A1C, SrA, etc. OR 2 Lt, 1 Lt, Capt, etc.				
SSN: 123-45-6789				
Organization: Remember to spell out the entire squadron and include the MAJCOM [ie. 436th Maintenance Squadron, Dover AFB, DE (AMC)]				
Type of Court: Three options GCM, SPCM, SCM				
Forum: Three options Judge Alone, Members or SCMO				
Enlisted Members Included: Yes or No				
<b>SUMMARY OF CHARGES, SPECIFICATIONS, PLEAS AND FINDINGS BLOCK</b>				
Charges: Arraigned Offense(s): Pleas: Findings:				
Under row for Charge(s): List CHARGE, CHARGE I, CHARGE II, etc.				
Under Arraigned Offense(s): List the DIBRS Article violated (Ex: 112AA4, 120BE)				
List specification within that charge: List Specification, Specification 1, etc.				
Arraigned Offenses(s): Type specification as it appears on arraigned charge sheet (include pen/ink changes) Begin specification after jurisdictional data (Did, at or near....)				
Pleas: Include plea for each Charge Include plea for each specification				
Findings: Include finding for each Charge Include finding for each specification				
**If any, are LIOs, pleas and/or findings by exception and/or substitution correctly shown?				
<b>EXPURGATED and UNEXPURGATED</b>				
If charge(s) involve any child victim, sex-offense victim, obscene or classified matters, does the order adequately protect the identity of the victims and expurgate the obscene or classified matters? Use initials for victims' names (regardless of findings) and asterisks for obscene or classified matters. Always use initials for children. (See AFI-51-201, para 9.2.2 & 10.7.1)				

<b>SENTENCE</b>			
Sentence Adjudged: List the sentence as adjudged by the Court Sentence/Acquittal Date: (i.e. 11 August 2014) Is this a Rehearing? --Type REHEARING before sentence in all caps			
Pretrial Confinement Credit: Include any pretrial confinement credit adjudged (i.e. 32 days or N/A if none)			
If illegal pretrial confinement credit is granted by MJ, then outline credits to be given: Actual days spent in pretrial confinement = 76 days Illegal pretrial confinement credit = 40 days TOTAL Pretrial Confinement Credit = 116 days			
PTA Involved: Only Yes if you have an approved PTA by the CA Conditions of PTA: List the conditions within the Appendix A of the PTA			
DNA Processing Required Under 10 U.S.C. § 1565: Yes or No ** Yes - If an accused is convicted of any offense at a GCM or SPCM (AFI 51-201, para 13.21.3.)			
Crime of Domestic Violence: Yes or No **Yes - For qualifying offenses			
Sex Offender Registration Required: Yes or No **Yes - For qualifying offenses			
<b>SIGNATURE BLOCK</b>			
Type signature block of individual detailed to the court (STC, TC, ATC, SCMO)			
<b>RECOMMENDED DISTRIBUTION LIST (see AFI 51-201, para 9.1)</b>			
MAJCOM/JA			
GCM/CC & JA			
SPCM/CC & JA			
FSS (Special Actions)			
CPTS			
SFS/CC or OSI Detachment (whichever agency investigated the case)			
AFLOA/ADC			
Commanding Officer Responsible for facility where ACC is held			
Confinement Officer/NCOIC			
CDO			
Does the DISTRIBUTION indicate recipients of both expurgated and unexpurgated orders? Unexpurgated copies should only be given to confinement and a copy placed in the ROT.			
<b>MISCELLANEOUS</b>			
Is the Privacy Act Statement located ½” from the bottom of each page? “Personal Data-Privacy Act of 1974 (5 U.S.C. § 552a)”			
Do you have pg of pg listed at the bottom of each page?			
<b>CORRECTED COPY</b>			
CORRECTED COPY – DESTROY ALL OTHERS --Typed across the top of <u>each</u> page in all caps			
Additions: --Underline added material			
Deletions: --Strike out deleted material			
Is the date at the top changed to the date the corrected copy is signed?			