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|  | **DEPARTMENT OF THE AIR FORCE**  **[Appropriate header]** |

[Date]

MEMORANDUM FOR (Grade and Name of Victim)

FROM: (JA Office and Grade and Name of Base level SJA)

SUBJECT: Submission of matters, United States v. (Grade and Name of accused)

1. On (Date of conviction), (Current grade and name of the accused) was convicted by (Type of Court-Martial) of (Insert charges and specifications). For these crimes, (he/she) was sentenced to (Sentence). The next step in the process is for the Convening Authority, (grade and name of Convening Authority), to review the findings and sentence. In certain cases, the Convening Authority has discretion to approve all or any portion of the findings and sentence. In other cases, the discretion of the Convening Authority is limited by law. I am writing to let you know how you can provide input to (me) (the Convening Authority’s Staff Judge Advocate (SJA)) for the Convening Authority’s consideration.

2. Before the Convening Authority takes action, (I) (the Convening Authority’s SJA) will, pursuant to Rules for Courts-Martial (RCM) 1106, submit a recommendation to (him/her), with a copy to defense counsel. (I) (the Convening Authority’s SJA) will review the record of trial and advise the Convening Authority on whether the court-martial was lawfully constituted and had jurisdiction over the accused and each offense, whether any errors were committed which materially prejudiced (his/her) substantial rights, whether there is enough evidence in the record to support each finding of guilty, and whether the adjudged sentence is lawful.

3. You may submit a statement in writing to (me) (the Convening Authority’s SJA) for consideration in advising the Convening Authority. The choice is entirely yours. This statement could describe the impact (Current grade and name of the accused)’s crime had on your life. [You may also discuss whether you believe the Convening Authority should approve the (findings and sentence/sentence) or grant some form of clemency, if authorized by law]. However, your statement should not reference any crimes for which (Current grade and name of the accused) was not convicted of by the court-martial in order to avoid any prejudice to (his/her) post-trial rights.

4. If you want to submit a statement, please provide it to me no later than (time/date) at the following office or email address: (office address) (email address). Your signature is required on any statement submitted. [I will then provide your letter to the Convening Authority’s SJA.] If you submit a statement, we will provide it, along with all of the relevant trial related documents, to (Current grade and name of the Accused) and (his/her) attorney. (Current grade and name of the accused) and (his/her) attorney will then have an opportunity to comment on your statement, if submitted, and to provide our office with matters they want the Convening Authority to consider [when making (his/her) decision on whether to approve the (findings and sentence/sentence].

5. You may ask for additional time to submit your statement. I will provide your request to the Convening Authority who may grant up to an additional twenty days.

6. (*If eligible)*You may also consult with (a legal assistance attorney) or (Special Victims’ Counsel) on whether to submit a victim impact statement and the contents of such a statement IAW AFI 51-504, *Legal Assistance, Notary, and Preventive Law Programs*.

(NAME), (Grade), USAF

Staff Judge Advocate/Trial Counsel

1st Ind, (Grade and Name of Victim) Date:

MEMORANDUM FOR (JA Office and Grade and Name of Base level SJA)

I understand that I may provide a statement to (you/the Convening Authority’s Staff Judge Advocate (SJA)) for consideration in advising the Convening Authority [on whether to approve all or any portion of the (findings and sentence/sentence)]. (I am submitting the attached statement) (I do not intend to submit a statement)

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(Grade and Name of Victim)

2nd Ind, (JA Office and Grade and Name of Base level SJA)

MEMORANDUM FOR (Grade and Name of Victim)

((Grade and Name of Victim) provided a statement) ((Grade and Name of Victim) did not provide a statement)

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(NAME), (Grade), USAF

Staff Judge Advocate