Figure 3.6. Sample Commander’s Indorsement.

1st Ind, DD Form 458, Charge Sheet, dated \_\_\_\_\_\_\_\_, (Grade), (Name), (Unit), (Base), (State Abbreviation)

FROM: (Squadron CC)

MEMORANDUM FOR: (SPCMCA)

[*Briefly describe the accused’s character of service prior to the date of the offense(s) charged. Include comments relating to duty performance, attitude, amenability to discipline, and rehabilitation potential*.] I recommend the charges be referred to trial by (summary) (special) (general) court-martial. The [(security forces’ report) (AFOSI report of investigation) (other evidence)] is attached and supports the charge(s). [*If applicable, insert*: (The accused was offered and declined nonjudicial punishment.) (The victim(s) and witness(es) have been informed of the preferral of charges.)] Due to the (severity) (nature) of the charges, I (do) (do not) believe retention on active duty is appropriate if (he) (she) is convicted. The accused (is) (is not) subject to the restrictions identified in AFI 31-501, *Personnel Security Program Management*,paragraph 8.9. [A written request for permission to proceed with further processing of this case has been forwarded to the appropriate special access office.] [*If applicable:* The accused is a citizen of \_\_\_\_\_\_ and not a national or citizen of the United States. AF/JAO has been informed of this action.]

(NAME), (Grade), USAF

(Squadron CC Duty Title)

2 Attachments:

1. Personal Data Sheet

2. (Report of Investigation) (List any other documents)