Tips for Preferral

* Set appointment with CC to prefer charges *(Goal: NLT 21 days from ROI receipt)*
* Create Preferral Folder with Tabs (*Tip: Print next page or* [*Tabs document*](Preferral%20Docs%20for%20Meeting%20with%20CC/Tabs%20for%20Preferral%20Package.docx)*)*
* Complete [preferral documents](Preferral%20Docs%20for%20Meeting%20with%20CC)  *(If sexual assault case, see also* [*Sexual Assault Preferral*](Sexual%20Assault%20Preferral%20Documents)*)*
  + Include RIP when routing preferral package to verify information
* Complete [Govt Discovery Memo for Preferral](Preferral%20Docs%20for%20Meeting%20with%20CC/Govt%20Discovery%20Memo%20for%20Preferral.docx) with evidence for defense
* TC briefs CC on charges and evidence
* CC reads over charges and [script](Preferral%20Docs%20for%20Meeting%20with%20CC/Preferral%20Script%20for%20Commander.doc)
* TC administers [preferral oath](Preferral%20Docs%20for%20Meeting%20with%20CC/Oath%20for%20Preferral.docx)
* CC signs and dates the charge sheet (Block 11.d )
* TC signs the oath (Block 11)
* Member formally reports in to the CC
* CC reads from script with each charge and specification
* CC dismisses member
* CC dates and signs the notification (Block 12)
* Member signs documents
* CP or CCF makes a copies for member
* CP has SJA sign and date the receipt of sworn charge (Block 13)
* Conduct checklist meeting to cross-check [Trial Checklist](../1.%20%20Trial%20Checklist,%20Trial%20Plan%20and%20Scheduling%20Order) through section E

**Tabs for Preferral Package**

1. CC Script
2. Oath
3. Charge Sheet
4. Indorsement
5. PDS
6. Recoupment Statement
7. Member’s Acknowledgment of Receipt
8. Govt Discovery Memo and Evidence
9. RIP