

## SUMMARY COURT MARTIAL OFFICER CHECKLIST

For use of this form, see DA PAM 638-2; the proponent agency is ODCSPER

### INITIAL BLOCKS WHEN COMPLETED

#### 1. INFORMATION

	Provide SCMO appointment order
	Review authority
	Review jurisdiction
	Review limitations
	Review SCMO duties as prescribed in AR 638-2, Chapter 18
	Review submission of required documents and reports
	Provide point of contact at CAC
	Provide point of contact at Disposition Branch
	Provide SCMO with copy of AR 638-2, Chapters 17, 18, 19 and 20
	Provide SCMO with copy of DA PAM 638-2, Chapters 11 through 16

#### 2. FORMS

	DA Form 54-R ( <i>Record of Personal Effects</i> )
	DA Form 4160 ( <i>Patient's Personal Effects and Clothing Record</i> )
	DD Form 1076 ( <i>Military Operations Record of Personal Effects of Deceased Personnel</i> )

#### 3. REPORTS

	Review timeline for submission of required reports.
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#### 4. OTHER


5a. SIGNATURE OF SCMO

5b. DATE (YYYYMMDD)

6a. SIGNATURE OF BRIEFER

6b. DATE (YYYYMMDD)