OFFICE SYMBOL

MEMORANDUM FOR Commander, Name of Active Duty Installation

SUBJECT: Request for Involuntary Order to Active Duty

1. In accordance with Army Regulation 27-10, Military Justice, paragraph 20-3, I respectfully request that you support Name of Geographic and Functional Command in ordering Soldier’s Rank, Full Name, Full SSN on active duty for the purpose of court-martial.
2. Soldier’s Rank, Last Name is a/an (Troop Program Unit)/(Active Guard Reserve)/(M-Day Soldier) with the (United States Army Reserve)/(Army National Guard) currently assigned to Soldier’s Company, Full Unit Address. Soldier’s Rank, Last Name’s home address is Soldier’s full home address.
3. I have received evidence that Soldier’s Rank, Full Name committed the following acts of misconduct:

*(Provide a detailed summary of the contemplated charges and specifications. For each charge provide an analysis of the evidence demonstrating the need for and likelihood of successful prosecution at trial by courts-martial or the need for imposition of nonjudicial punishment through involuntary order to Active Duty)*

* 1. Charge I: Article \_\_\_, UCMJ

i. Specification 1:

ii. Specification 2:

* 1. Charge II: Article \_\_\_, UCMJ

i. Specification 1:

ii. Specification 2:

1. Explanation of why this installation is best suited to support this request and why the order is advisable (i.e. In accordance with AR 27-10, Appendix E; based on where the alleged misconduct occurred; or based on the location of witnesses).
2. The point of contact for this request is Point of Contact Name at Phone Number and Email Address.

4 Encls NAME OF RESERVE COMMANDER

1. Evidence of Misconduct Major General, USA

2. Prior Convictions (if applicable) Commanding

3. Prior Nonjudical Punishment

(if applicable)

4. Report of Investigation (if applicable)

OFFICE SYMBOL

MEMORANDUM FOR Commander, Name of Regular Army General Court-Martial Convening Authority, Address

SUBJECT: Request to Approve Involuntary Order to Active Duty - Soldier’s Name, Soldier’s Army Reserve Unit of Assignment

1. Purpose: To obtain your decision in regards to the request for involuntary order to active duty for Soldier’s Rank and Full Name.
2. Background and Discussion.
3. Personal Data.
4. Rank/Name:
5. Social Security Number:
6. Military status and component: USAR
7. Unit and location:
8. ETS:
9. Home address:
10. Marital Status/Dependents:
11. Education: High School
12. Previous Article 15s and Convictions: None
13. Restraint: None
14. Factual Background: Provide facts
15. Discussion. It is anticipated that all witnesses and evidence will be available for court-martial proceedings.
16. Potential Witnesses. Provide witness names
17. Maximum Punishment. The maximum allowable punishment includes: (i.e. Life in confinement, Dishonorable Discharge, Total Forfeitures, Reduction to E-1.)
18. Conclusion. The seriousness of the alleged offenses warrant the involuntary recall of Soldier’s Rank and Last Name. To ensure that execution of any adjudged confinement or deprivation of liberty is a lawful option available in accordance with Article 2(d)(5), UCMJ, and AR-27-10, paragraph 20-3, I recommend you sign the enclosed order to active duty and the request for the Secretary of the Army to approve your order of Soldier’s Rank and Last Name to active duty.
19. The points of contact for this memorandum are the undersigned at email or phone number.

NAME OF REGULAR ARMY SJA

COL, JA

Staff Judge Advocate

OFFICE SYMBOL

MEMORANDUM FOR Military Personnel Division, Fort Anywhere, USA 12345-0000

SUBJECT: Involuntary Order to Active Duty of Reserve Component Soldier- Soldier’s Rank and Full Name, Full SSN, Reserve Unit Address

1. I direct that Soldier’s Rank and Last Name, Soldier’s Reserve Unit Address, and UIC be involuntarily ordered to active duty under the provisions of Army Regulation (AR) 27-10, Military Justice, paragraph 20-3, and AR 135-200, Active Duty for Missions, Projects and Training for Reserve Component Soldiers, paragraph 7-3.
2. There is credible evidence that Soldier’s Rank and Last Name committed the offenses of list offenses (i.e. Article 120. Soldier’s Rank and Last Name allegedly committed the misconduct while in a Title 10 status at name location (i.e. Fort Bragg, North Carolina).
3. Article 2(d), UCMJ, authorizes the involuntary order to active duty of a Reserve Component member for disposition for alleged offenses that occurred while that member was in a Title 10 active duty status. The action complies with the requirements of the Manual for Court-Martial 2019, Rule for Courts-Martial 204 (RCM), and AR 135-200.
4. I direct that you cut orders to involuntarily order Soldier’s Rank and Last Name to active duty for processing under the UCMJ. Soldier’s Rank and Last Name will be assigned to unit name and UIC (i.e. Headquarters and Headquarters Company, XVIII Airborne Corps, Fort Bragg, North Carolina, UIC: W1E470).
5. The POC for this memorandum is the undersigned at email or phone number.

 NAME OF REGULAR ARMY GCMCA

 Major General, USA

 Commanding

DEPARTMENT OF THE ARMY

Letterhead Letterhead Letterhead

OFFICE SYMBOL 24 OCT 2019

ORDERS ############

Lastname Firstname Initiator RANK (Officer = Branch) SSN Address ACTIVE ARMY

City State Zip

YOU ARE ORDERED TO ACTIVE DUTY IN THE GRADE OF RANK SHOWN ABOVE FOR THE PERIOD SHOWN IN ACTIVE DUTY COMMITMENT BELOW. YOU WILL PROCEED FROM YOUR CURRENT LOCATION IN TIME TO REPORT ON THE DATE SHOWN BELOW.

RPT TO: (Enter the report to unit or organization.) REPORT DATE/TIME: (Enter the reporting date.)

ASG TO: (Enter the unit of assignment (including UIC) and station of assignment.) PURPOSE: UCMJ PROCESSING

ADDITIONAL INSTRUCTIONS: YOU ARE RELIEVED FROM YOUR RESERVE COMPONENT ASSIGNMENT ON THE DAY PRECEEDING THE EFFECTIVE DATE OF THE ORDER. SM WILL BE RETAINED ON ACTIVE DUTY IN CURRENT GRADE AND IS INCLUDED IN THE ACTIVE ARMY END STRENGTH. ACCESSION INTO DJMS-AC WILL REFLECT SVC COMP OF "R". SHIP HHG AND TVL OF DEP NOT AUTH. A DD 214 WILL BE ISSUED UPON COMPLETION OF UCMJ ACTIONS. ALL PREVIOUS ACTIVE DUTY SERVICE PRIOR TO R.C.M. STATUS WILL BE ACCOUNTED FOR IN BLOCK 18 OF THE DD 214. EARLY RELEASE AUTH. YOU ARE IN A TEMPORARY DUTY STATUS. THE LOCAL DMPO IS RESPONSIBLE FOR PERFORMING ACCESSION TRANSACTIONS.

FOR ARMY USE: AUTHORITY: Section 802d, title 10, USC. ACCT CLAS: NONE

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| --- | --- | --- |
| MDC: xxxx HOR: SAME AS SNLSEX: x PPN: xx COMP: xxxxxxx | RES GR: xxx | PMOS/AOC: xxx BASIC BR: xx |
| DORRES: xxxxxxxxxxxx PEBD: xxxxxxxxxxxFORMAT: 460 | SCTY CL: xxxxxx |  |

BY ORDER OF THE SECRETARY OF THE ARMY:

\*\*\*\*\*\*\*\*\*\*\*\*\*\* (Enter authentication.)

* \* xxx, xx
* OFFICIAL \* xxxxxxxxxxxxxxxxxx

\*\*\*\*\*\*\*\*\*\*\*\*\*\*

DISTRIBUTION: 1 SOLDIER

(Enter distribution.)

OFFICE SYMBOL

MEMORANDUM FOR Assistant Secretary of the Army (Manpower and Reserve Affairs), ATTN: Office of the Judge Advocate General, Criminal Law Division, 2200 Army Pentagon, Room 3D548, Washington, DC 20310-2200

SUBJECT: Involuntary Order to Active Duty of Soldier’s Rank and Full Name, Soldier’s Army Reserve Unit of Assignment

1. On date, I ordered Soldier’s Rank and Last Name, XXX-XX-1234 to active duty for the purpose of military justice proceedings. I request that the Secretary of the Army approve the order so that a court-martial, if this matter is referred to one, may adjudicate a sentence that includes confinement or deprivation of liberty.
2. There is credible evidence that Soldier’s Rank and Last Name committed the offenses of list offenses (i.e. Article 120), Uniform Code of Military Justice (UCMJ). Soldier’s Rank and Last Name allegedly committed the misconduct while in a Title 10 duty status at provide location (i.e. Fort Bragg, North Carolina).
3. Article 2(d), UCMJ, authorizes the involuntary order to active duty of a Reserve Component member for disposition of alleged offenses that occurred while that member was in a Title 10 duty status. Army Regulation (AR) 27-10, paragraph 20-3, provides that only a Regular Army General Court-Martial Convening Authority (RA GCMCA) may order an Army Reserve Soldier to active duty. AR 27-10, paragraph 20-3b, provides that if confinement or deprivation of liberty to the Army Reserve Soldier is contemplated as a possible punishment, the Secretary of the Army or the Secretary of the Army’s designee must approve the active duty order.
4. As the (RA GCMCA for the Regular Army unit where the member performed duty when the offense occurred) or (RA GCMCA exercising general court-martial jurisdiction per Army Regulation 27-10, Appendix E), I request that you approve my order so that Soldier’s Rank and Last Name may be sentenced to confinement or deprivation of liberty if a court-martial so adjudges.
5. The accused is ordered to active duty at provide location and UIC (i.e. Headquarters and Headquarters Company, XVIII Airborne Corps, Fort Bragg, North Carolina, UIC: W1E470).
6. The POC for this memorandum is the undersigned at email or phone number.

3 Encls NAME OF REGULAR ARMY GCMCA

1. Initial Involuntary Order Request Major General, USA

w/ attachments Commanding

2. Preferral Case File

3. ORB/ERB/DA Form 2-1

OFFICE SYMBOL

MEMORANDUM FOR Soldier’s Rank and Full Name, Home Address

SUBJECT: Involuntary Order to Active Duty

1. In accordance with Article 2 of the Uniform Code of Military Justice, Army Regulation 27-10, paragraph 20-3, and Army Regulation 135-200, Chapter 7, I have directed that you will be recalled to active duty for the administration of military justice regarding alleged violations of the Uniform Code of Military Justice that occurred while you were serving in a Title 10 duty status.
2. You are directed to report for duty at the time and place indicated on the enclosed orders. Failure to comply is punishable under the Uniform Code of Military Justice.

Encl NAME OF REGULAR ARMY GCMCA

Orders to Active Duty Major General, USA

 Commanding

A copy of this correspondence and the enclosed orders were delivered to me on the date indicated below. I understand that I must report for duty at the time and location indicated on said orders.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SOLDIER’S NAME

 SOLDIER’S RANK, USAR