

SUMMARY COURT MARTIAL OFFICER CHECKLIST

For use of this form, see DA PAM 638-2; the proponent agency is DCS, G-1

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
	Review submission of required documents and reports
	Provide point of contact at CAC
	Provide point of contact at Disposition Branch
	Refer SCMO to AR 638-2
	Refer SCMO to DA PAM 638-2

2. FORMS

	DA Form 54 (<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)