

MILPERSMAN 1070-310

NAVPERS 1070/607 COURT MEMORANDUM

Responsible Office	NAVPERSCOM (PERS-313)	Phone: Toll Free	1-833-330-MNCC (6622)
MyNavy Career Center		Phone: Toll Free E-mail: MyNavy Portal:	1-833-330-MNCC (6622) askmncc@navy.mil https://my.navy.mil/
References	(a) DFAS-DJMS Defense Joint Military Pay System (DJMS) Procedures Training Guide (PTG)		

1. **Policy.** Enlisted courts-martial that result in a guilty verdict and enlisted nonjudicial punishment (NJP) that affect pay will be documented on [NAVPERS 1070/607](#) Court Memorandum. NJP that does not affect pay will be processed per [MILPERSMAN 1626-020](#).

2. **Preparation and Distribution.** Prepare and distribute [NAVPERS 1070/607](#) per reference (a). Include in block 38 the date, location, and nature of each offense, as well as the punishment awarded. Block 38 must include sufficient detail, per below example, to describe the seriousness of each specification. The statement, "violation of UCMJ, article 86" is not sufficient.

Example:

"Special Courts-Martial held 3MAR2018"

"Chg I-Viol Art 134 UCMJ. SPEC 1. Drunk and disorderly on 16FEB2018 in Bremerton, WA. SPEC 2. Discharged M16 rifle in bks; MB, NSB, Bangor, Bremerton, WA, on 16FEB2018. Findings: Chg: Guilty; Spec 1, Chg I: Guilty; Spec 2, Chg I: Not Guilty."

"Chg II-Viol Art 86 UCMJ. SPEC 1. UA (AWOL) from 18FEB2018 - 22FEB2018. Findings: Chg: Guilty; SPEC: Guilty."

"Chg III-Viol Art 85 UCMJ. SPEC 1. etc."

"Punishment Awarded: RIR to E-3; FORF \$300.00 ppm x2; and 45 days restriction and extra duty."

Note: Number charges and specifications as they are numbered on the charge sheet.