



UNITED STATES MARINE CORPS

MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5420.1A  
B 01  
7 MAY 1999

MARINE CORPS BASE ORDER 5420.1A w, ch 1

From: Commanding General  
To: Distribution List

Subj: GENERAL COURTS-MARTIAL, SPECIAL COURTS-MARTIAL AND  
ADMINISTRATIVE DISCHARGE BOARDS

Ref: (a) MCBO P5800.1 (NOTAL)  
(b) MCM 1998, Art. 25  
(c) MCO P1900.16E, MARCORSEPMAN, par. 6315 (NOTAL)

Encl: (1) Nomination Submission/Schedule Requirements  
(2) Grade Guidelines for Nominations

1. Purpose. To establish standard procedures and quotas for nominating and excusing members to serve on general courts-martial, special courts-martial, and administrative discharge boards.

2. Cancellation. MCBO 5420.1.

3. Summary of Revision. This Revision contains significant changes and should be reviewed in its entirety.

4. Information

a. Reference (a) establishes the requirements and number of personnel for courts-martial and administrative discharge boards. Reference (b) sets forth the criteria for selection of nominees for courts-martial boards and requires that the selection of nominees be based on age, education, training, experience, length of service and judicial temperament. A representative number of nominees should be from the combat arms occupational fields and should have command experience. Reference (c) establishes the criteria for assigning personnel to administrative discharge boards. Personnel will be nominated for 6 month periods and will not be on, or awaiting, Permanent Change of Station orders or Temporary Additional Duty (TAD) orders for more than 15 days during the period for which nominated.

b. Composition of the subject boards will be comprised as follows:

(1) **General Courts-Martial.** Two panels of 12 officers each.

(2) **Special Courts-Martial.** Two panels of eight officers each.

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(3) **Enlisted Panel.** Standing panel of 20 enlisted personnel, sergeant and above, to sit as court members when requested by the accused.

(4) **Administrative Discharge Board.** Four panels from those officers nominated.

5. Replacement Procedures

a. If it is necessary to permanently replace a member of a courts-martial panel or administrative discharge board, the organizational commander who nominated the member will notify the Commanding General, Marine Corps Base (CG MCB) (B 01) of the reason(s) necessitating the change and will provide the name and duty telephone number of a replacement. Permanent relief will normally be required only on transfer of an assigned member.

b. When the period of absence will be less than six consecutive working days, a member may submit a written request for permission to be absent, per reference (a), to the CG MCB (B 052). No replacement will be required. Temporary relief will be required if a member is ordered to TAD or departs on leave for a period of six or more consecutive working days.

6. Action

a. Organizational Commanders. Submit nominations using the criteria specified above per the requirements and schedules shown in enclosures (1) and (2). Include name, grade, SSN/MOS and the work telephone number for each nominee submitted.

b. Assistant Chief of Staff, G-1 Division

(1) Monitor the nominating process, ensuring that a cross-section of the military community is nominated to the subject boards.

(2) Provide a list of nominees to the Staff Judge Advocate, to include permanent replacements as required.

c. Staff Judge Advocate

(1) Prepare short biographical questionnaires of all general courts-martial nominees for submission to the **CG MCB (who will select the standing panel)**.

(2) Prepare short biographical questionnaires of all special courts-martial nominees for submission to each organizational convening authority (who will select the standing panel).

(3) Prepare orders detailing members to courts and boards.

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(4) Upon completion of the panel selection process, notify nominees who were not selected that they are relieved of responsibilities prescribed in this Order applicable to courts-martial panel members.



R. P. ROOK  
Chief of Staff

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**17 NOV 1998**

MARINE CORPS BASE ORDER 5420.1A CH 1

From: Commander  
To: Distribution List

Subj: GENERAL COURTS-MARTIAL, SPECIAL COURTS-MARTIAL AND  
ADMINISTRATIVE DISCHARGE BOARDS

1. Purpose. To direct a pen change to the basic Order.

2. Action

a. In subparagraph 6b change "Director, Manpower  
Division" to read "AC/S, G-1 Division".

3. Filing Instructions. File this Change transmittal immediately  
behind the signature page of the basic Order.

R. P. ROOK  
Chief of Staff

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## NOMINATION SUBMISSION/SCHEDULE REQUIREMENTS

<u>ORGANIZATION</u>	<u>NUMBER OF OFFICERS/ENLISTED TO BE NOMINATED</u>			
	<u>GCM</u>	<u>SPCM</u>	<u>ADMIN DISBRD</u>	<u>ENL PANEL</u>
HQSVCBn (Note 1)	21 (Note 2)	20 (Note 2)	15 (Note 2)	17
TBS	4	4	3	3
ocs	1	1	1	2
MCAF (Note 3)	1	1	0	1
WTBn	0	1	1	2
SctyBn	0	0	1	0

Note 1: Includes all organizations administrative control to HQSVCBn

Note 2: Include at least one woman Marine officer

Note 3: Include HMX-1

SCHEDULE

<u>TYPE OF BOARD</u>	<u>PERIOD</u>	<u>DATE DUE</u>
GCM	1 Jan - 31 Jun	1 Nov preceding year
SPCM	1 Jan - 31 Jun	"
Enlisted Panel	1 Jan - 31 Jun	"
Admin Discharge Board	1 Jan - 31 Jun	"
GCM	1 Jul - 31 Dec	1 May
SPCM	1 Jul - 31 Dec	"
Enlisted Panel	1 Jul - 31 Dec	"
Admin Discharge Board	1 Jul - 31 Dec	"

ENCLOSURE (1)

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## GRADE GUIDELINES FOR NOMINATIONS

1. The criteria for selection of courts-martial board members is set forth in paragraph 3a. However, this Command is unusual in that the number of field grade officers is greater than the number of company grade officers.

2. To obtain an appropriate balance which is representative of the population, the following guidelines are provided with respect to nominees.

a. General Courts-Martial Nominees

	Col	LtCol	Maj	Capt/Below	Total
HQSVCBn	6	4	5	6	21
TBS			1	3	4
ocs				1	1
MCAF				1	1
WTBn					0
SctyBn					0
Total	6	4	6	11	27

b. Special Courts-Martial Nominees

	Col	LtCol	Maj	Capt/Below	Total
HQSVCBn	5	4	6	5	20
TBS			1	3	4
ocs				1	1
MCAF				1	1
WTBn				1	1
SctyBn					0
Total	5	4	7	11	27

c. Administrative Discharge Board Nominees

	Col	LtCol	Maj	Capt/Below	Total
HQSVCBn		5	5	5	15
TBS			1	2	3
ocs				1	1
MCAF					0
WTBn				1	1
SctyBn				1	1
Total		5	6	10	21

ENCLOSURE (2)

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d. Enlisted Panel

	SgtMaj/ MGySgt	1stSgt MSgt	GySgt	SSgt	Sgt	Total
HQSVCBn	4	3	5	5		17
TBS		2	1			3
ocs			1	1		2
MCAF					1	1
WTBn			1	1		2
SctyBn						0
Total	4	5	a	7	1	25

ENCLOSURE (2)