



DEPARTMENT OF THE NAVY

U.S. NAVAL LEGAL SERVICE OFFICE
EUROPE AND SOUTHWEST ASIA
PSC 817 BOX 17
FPO AE 09622-0017

NAVLEGSVCOFFEURSWANOTE 5800
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05 May 09

NAVLEGSVCOFF EURSWA NOTE 5800

Subj: COUNSEL SERVICES AVAILABLE FROM U.S. NAVAL LEGAL SERVICE OFFICE, EUROPE AND SOUTHWEST ASIA

Encl: (1) NLSO EURSWA phone/E-mail directory
(2) Letter format for requesting Military Justice services

1. Purpose. This notice advises Navy and Marine Corps activities of the procedures for requesting legal counsel services from U.S. Naval Legal Service Office, Europe and Southwest Asia, and its detachment and branch office (collectively referred to in this notice as NLSO EURSWA).

2. Areas served by NLSO EURSWA. NLSO EURSWA provides military justice defense counsel and personal representation services to Navy and Marine Corps service members located or operating in the following areas: Europe (except Iceland), the Mediterranean, Africa, and Southwest Asia (west of 60 degrees east longitude). Units and activities located or operating in those areas should direct requests for legal services to NLSO EURSWA as described in this notice. If necessary, NLSO EURSWA will readdress the request to, or coordinate with, other providers of military legal services that may be better situated to respond.

3. Defense Counsel and Personal Representation services. These services include:

a. Defense Counsel assignment. NLSO EURSWA will assign counsel to the accused for Article 32 investigations, Special and General Courts-Martial, and to the respondent for administrative separation boards and Boards of Inquiry.

b. Consultations with Defense Counsel. NLSO EURSWA will provide personal representation consultations for members concerning matters such as a service member's right, when applicable, to refuse nonjudicial punishment or trial by summary court-martial; rights under Article 31, Uniform Code of Military Justice (UCMJ); and information about procedures and privileges available to military personnel in various administrative matters, such as complaints under Article 138 and Article 1150, UCMJ, detachment for cause, withdrawal of an individual's security clearance and adverse privileging action (in the case of health care providers). Consultations may be conducted by telephone and do not normally result in the formation of an attorney-client relationship.

c. Other matters. NLSO EURSWA will provide counsel for personnel facing military or administrative processes that permit the individual to consult with or be represented by military counsel.

4. Consultation. Individuals desiring to contact an attorney for any matters referenced in Paragraph 3(b) above should contact the nearest NLSO EURSWA office, using the Quarterdeck phone numbers in enclosure (1).

5. Requesting Assignment of Defense Counsel.

a. Via Letter. Letter requests should follow the format of enclosure (2). To ensure expeditious assignment of counsel, fax the letter to the NLSO EURSWA Naples office or attach a signed copy of the letter to an E-Mail and send it to the points of contact in enclosure (1).

b. Via E-mail. E-mail requests for services facilitate expeditious assignment of counsel. Send requests to the NLSO EURSWA E-mail address listed in enclosure (1). E-mail requests should follow the format in enclosure (2) but should not include classified information, such as operational schedules for afloat units.

c. Via naval message. If E-mail or fax are unavailable, or if a naval message is otherwise preferred, address and submit the message including the information requested in enclosure (2) to NAVLEGSVCOFF EURSWA NAPLES IT(UC).

6. Funding for legal services. Travel, per diem, and miscellaneous expenses for counsel are funded by the command requesting the legal services.

7. Telephone points of contact. Contact the nearest NLSO EURSWA office for further information and guidance (enclosure (1)).



M. L. ROBINSON

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NLSO EURSWA NAPLES OFFICE

Quarterdeck DSN: 314-626-4391/COMM: 011-39-081-568-(ext.)/FAX: 314-626-4497
Command Cell (CDO) 011-39-335-579-0699
PSC 817 Box 17, FPO AE 09622-0017

COMMAND EMAIL ADDRESS: CDR Robinson: meredith.robinson@eu.navy.mil
LNC (SW) Minock: brian.minock@eu.navy.mil

POINTS OF CONTACT

COMMANDING OFFICER (DSN: 314-626-4570)
SENIOR ENLISTED LEADER/ADMIN OFFICER (DSN: 314-626-4619)
SENIOR DEFENSE COUNSEL (DSN: 314-626-4375)

NLSO EURSWA SIGONELLA DETACHMENT

Quarterdeck DSN: 314-624-5580 / COMM: 011-39-095-86-(ext.) / FAX: 314-624-6323
Officer in Charge cell: 011-39-335-827-9211
PSC 812 Box 3320, FPO AE 09627-3320

NLSO EURSWA BAHRAIN BRANCH OFFICE

Quarterdeck DSN: 318-439-4172 / COMM: 011-973-1785-(ext.) / FAX: 318-439-4173
Officer in Charge cell: 011-973-3947-2573
PSC 451 Box 420, FPO AE 09834-2800

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Enclosure (1)

Letter Format for Requesting
Military Justice Services

From: (requesting command)
To: Commanding Officer, U.S. Naval Legal Service Office,
Europe and Southwest Asia

Subj: REQUEST FOR MILITARY JUSTICE SERVICES FOR [ART 32
PRETRIAL INVESTIGATION] [SPECIAL COURT-MARTIAL]
[ADMINISTRATIVE SEPARATION BOARD PROCEEDING] ICO
(rate and name)

Encl: (1) (Charge sheet or administrative separation election of
rights)

1. ACCUSED/RESPONDENT:

(Give full name, rate/rank, branch of service; if more than one, list each as separate subparagraph).

2. CHARGES AND BASIS:

(Describe alleged offenses or basis for admin separation processing. Reference to UCMJ articles not necessary. For example: UA 1JAN02-31DEC02 or ASSAULT ON COMMISSIONED OFFICER. If multiple accused/respondents, list charges/basis for processing for each in subparagraphs corresponding to those in paragraph 1.)

3. PRETRIAL RESTRAINT:

(State type of restraint and when it was imposed. Include Class C liberty risk. If none, so state.)

4. NOTIFICATION:

(State date when accused formally notified, IAW R.C.M. 308, of preferral of charges. If charges not preferred yet, so state. In administrative separation board case, state date when accused executed statement of awareness and exercise of rights.)

5. REMARKS:

(Note any factors which would preclude immediate trial, such as unavailability of service record, essential witnesses, laboratory reports, or evidence. If applicable, note any time when trial is not desired due to exercises or unusually demanding operational commitments. In this regard, NLSO personnel can usually meet afloat units and conduct proceedings at sea. Note any other factors that would affect scheduling, such as PCS or

EAOS of accused or witnesses and availability of female berthing.)

6. ACCOUNTING DATA:

(Can be provided once date is scheduled.)

Commanding Officer or
By Direction