**How to Fill-Out PULSE Checklist**

If you hover your mouse over any fillable or clickable field in the PULSE Checklist, a pop-up box will appear with instructions on how to fill-out that field. Nevertheless, below is complete set of written instructions on how to fill out the PULSE Checklist. These instructions cover every PULSE Checklist for a General Court-Martial. Instructions on the Special-Court Martial PULSE Checklists can be derived from the instructions below.

PULSE#1

1. Enter “Date Offense Disclosed.” A PULSE #1 due date will be generated below. Have PULSE #1 completed and submitted by that date.
2. Fill in the Rank/Title, First Name, and Last Name in the “Victim/Witness Name” block. This will come from the Regional Victim and Witness Liaison Officer (RVWLO).
3. Determine who distributed the DD Form 2701 and when. The Blotter information you will receive from the RVWLO will sometimes have that information. If it does not, then you will need to contact PMO or NCIS. PMO and NCIS have standard operating procedures to hand out the DD 2701 Form to victims/witnesses upon first contact. PMO logs the distribution of the form in their case files and the CLEOC database. NCIS logs the distribution of the form in their case files and the NCIS database. If neither law enforcement agency can confirm if the DD Form 2701 was given to the victim/witness, then you must email or hand-deliver the form to the victim/witness.
4. Enter the general nature of the crime in “Type of Crime”
5. Enter “Date of Crime”, not the day the crime was reported.
6. “Victim/Witness Name” will be automatically filled from the previous entry of the name. Enter the remaining victim information (Unit, Phone, Email) using Marine Corps Total Force System (MCTFS or 3270), Marine Locator on Marine Online, the Global Address List (GAL) in Outlook, your admin section, or your command deck. Navy, use the equivalent systems and processes.
7. Enter your information for VWAC info (Name, Unit, Phone, Email).
8. Enter the Accused info (Name and Unit) by using the information provided in the PMO Blotter and the resources mentioned #7 above.
9. Enter the accused unit VWAC information (name, phone, email) using the VWAC roster.
10. If there are multiple accused (usually in hazing or assault incidents), then click the “Yes” bubble beside the question. Next, go to the last page and follow the procedures in #9 above for each accused.
11. If the actual victim/witness is a minor (under 18), incapacitated, or deceased, then you would list that person’s names in the “Minor, Incapacitated, or Deceased Victims/Witnesses” section. The caretaker for that victim/witness would then be the victim/witness listed at the top of the PULSE Checklist. In this scenario, when you inform the caretaker of the victim/witness rights, then you have met the VWAP requirement to notify the victim/witness of his/her rights, although it is advised to try to give the notification of rights to the actual victim as well.
12. For “Victim/Witness or Accused Transfer”, mark “Yes” whenever your command deck or another VWAC informs you that you are receiving or sending off a victim/witness (VWACs have an affirmative obligation to notify another unit’s VWAC when they know a victim or accused is being sent to them). Next, select whether it is the “Accused” or “Victim/Witness” that is the subject of the transfer. Next, select the type of transfer.
13. In the next four blocks, identify the unit VWAC information (name, unit, email, date notified) of the other unit involved in the victim/witness or accused transfer.
14. For the next three blocks (is accused confined, confinement date, is victim aware of confinement status), contact your adjutant, legal officer, or command deck. If none of them are available you can call the brig.
15. For the final block (Describe Specific Status of the Case), the words in the parentheses are examples you can use to describe the case status. You can also use the words in the Remarks column of the Case Management System (CMS) report to describe the case status. You can reference the CMS Legend for questions on what the comments in the Remarks column mean.

PULSE #2

1. The date you enter for “Date Offense Disclosed” in PULSE #1 generated the due date you see in the upper-right of PULSE #2.
2. For “Has there been a victim/witness or accused unit transfer”, if you select “Yes” then boxes will appear below to fill-out. For those boxes, follow the same instructions as #13 and #14 in PULSE #1 above.
3. For “Any changes in accused confinement status”, if you select “Yes” then boxes will appear below to fill-out. For those boxes, follow the same instructions as #15 in PULSE #1 above.
4. For “Describe Specific Status of the Case”, follow the same instructions as #16 of PULSE #1 above.
5. For “Select Status of the Case”, the instructions are on the checklist itself.

**The dates to be entered in PULSE #3-10 can either be obtained from the CMS report or from Military Justice.**

PULSE #3

1. Enter “Date of RLS.” RLS is Request for Legal Services. A RLS is a one page document a unit provides to Military Justice informing them of the legal course of action the unit want to take regarding the accused. PULSE #3 due date will be generated below upon entry of the date.
2. At the bottom of the form, it asks “Did the Victim/Witness submit a Victim Preference Letter to legal”. Call or email your local VWLO to get the answer to this question.
3. From this point on in the PULSE Checklists, the only items that are different are the bold questions. To answer “Name of Trial Counsel assigned to case” and “Is victim aware of the next stage of the legal process, Preferral of Charges” contact your Military Justice office.

PULSE #4

1. Enter “Preferral Date”. PULSE #4 due date will be generated below upon entry of the date.
2. For the two bold questions contact your Military Justice office.

PULSE #5

1. Enter “Art32 Date”. An Article 32 hearing is type of hearing defined by UCMJ Article 32. It is where an Investigating Officer (a Judge Advocate) hear evidence from trial counsel and defense counsel, then write a report recommending what forum the case should proceed to (i.e. – General Court-Martial, Special Court-Martial, NJP, Counseling, Etc.). PULSE #5 due date will be generated below upon entry of the date.
2. For the one bold question contact your Military Justice office.

PULSE #6

1. PULSE #6 due date was generated when you entered the Art32 Date for PULSE #5. This due date coincides with about the time that the Art 32 Investigating Officer completes his recommendation report. If the case is recommended for court-martial, then referral of charges and arraignment typically occur very shortly afterwards.
2. For the two bold questions contact your Military Justice office.

PULSE #7

1. Enter “Arraignment Date”. At arraignment the accused will show up to court before the military judge and either 1) defer his pleas and forum or 2) enter pleas of Not Guilty for some or all the charges, and select the forum for his trial (regular jury, jury with enlisted members, or judge alone).
2. For the one bold question contact your Military Justice office.

PULSE #8

1. Enter “Motions Date”. At a motions hearing the accused, trial counsel, and defense counsel will appear before a military judge and arguments will be heard on the admissibility or presentation of evidence. The victim is often called as a witness for the motions hearing.
2. For the one bold question contact your Military Justice office.

PULSE #9

1. Enter “Trial Date”. PULSE #9 due date will be generated below upon entry of the date.
2. For the two bold questions contact your Military Justice office.

PULSE #10

1. PULSE #10 due was generated when you entered the “Trial Date” for PULSE #9.
2. For the four bold questions contact your Military Justice office.

SAVE and SUBMIT

1. Upon completion of each PULSE Checklist, save the PULSE Checklist as [VICTIM NAME][PULSE #]. After saving hit the Submit button in the upper-right. Follow the prompts for submission. Check your Outlook outbox to ensure the file was sent.