



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT RICHMOND  
411 EAST FRANKLIN STREET  
SUITE 101  
RICHMOND, VA 23219-2243

NRDRICHINST 5812.1B  
Code 10  
15 September 08

### NAVCUITDIST RICHMOND INSTRUCTION 5812.1B

Subj: DISCIPLINARY REVIEW BOARDS

Ref: (a) UCMJ Article 15  
(b) JAGMAN Section 0106  
(c) JAGMAN Section 0110  
(d) JAGMAN Section 0109  
(e) COMNAVCUITCOM INSTRUCTION 5041.1A  
(f) OPNAVINST 1306.2D

Encl: (1) Disciplinary Review Board Recommendations/Comments

1. Purpose. To establish a Disciplinary Review Board (DRB) as a link in the chain of command for processing of disciplinary reports concerning enlisted personnel assigned to NRD Richmond.

2. Cancellation. NRDRICHINST 5812.1a

3. Background

a. The Disciplinary Review Board serves to uphold good order and discipline within a command through its process of investigation inquiry, review of case findings, and subsequent recommendations of disposition to the Commanding Officer.

b. References (a) through (f) provide guidance and procedures to be used by the Commanding Officer at Non-Judicial Punishment.

4. Applicability. This instruction applies to all military personnel assigned to NRD Richmond.

5. Discussion

a. The maintenance of good order and discipline is the responsibility of all hands, and of principal concern to all Officers and Chief Petty Officers.

b. Prior to placing an individual on report, it is the responsibility of Leading Chief Petty Officers and Division Officers to ensure all corrective avenues have been exhausted. All actions taken to correct disciplinary infractions must be documented by means of counseling sheets, letters of instruction, etc.

6. Action

a. The Command Master Chief (CMC) will serve as president of the DRB and appoint at least three Chief Petty Officers to serve as members of the DRB. When the CMC is unavailable, they will appoint a Senior Chief Petty Officer to serve as president of the DRB.

b. A DRB will not commence until the preliminary report is completed. The preliminary report will be made available to the DRB as a reference concerning the findings in the case. The required documents for the initial NJP process as per reference. (a) shall be completed within three working days and passed up the Chain of Command for further actions. When completed, the Chief Administrator will forward it to the Executive Officer via the Legal Officer.

c. The board president will ensure all data required for the review of each case is available, to include the accused investigative reports, witnesses, witness statements, Article 31(b) rights, etc.

d. The board will forward recommendations and comments to the Commanding Officer via the Executive Officer using enclosure (1).

e. The recommendations and comments of the board shall remain confidential until final screening of the case has been completed.



JOHN D. NELL

Distribution:  
NRDRICHINST 5216.1H  
List III, V

15 September 08

Date: \_\_\_\_\_

From: Disciplinary Review Board  
To: Commanding Officer, Navy Recruiting District Richmond  
Via: Executive Officer, Navy Recruiting District Richmond

Subj: RECOMMENDATIONS/COMMENTS OF THE DISCIPLINARY REVIEW BOARD  
(DRB) ICO \_\_\_\_\_

1. Disciplinary Review Board was conducted in the case of \_\_\_\_\_ on \_\_\_\_\_ and was composed of the following members:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

2. The board recommends handling the case in the manner indicated below:

- Dismissal
- Division Officer Level     EMI     Counseling     Other
- Executive Officer Level     EMI     Counseling     Other
- NJP - Award Recommendations:
- Warning                             Oral     Written
- Reprimand                             Oral     Written
- Restriction: \_\_\_\_\_ Days
- Extra Duty: \_\_\_\_\_ Days
- Forfeiture of \$ \_\_\_\_\_ for \_\_\_\_\_ month(s)
- Administrative Measures (specify): \_\_\_\_\_
- Liberty Risk: \_\_\_\_\_ Days of
- Class C                                 Class B     Class A
- Administrative Separation

3. Comments regarding the case or individual.

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Very Respectfully,