



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
NAVAL SUPPORT ACTIVITY, NORFOLK
7918 BLANDY ROAD SUITE 100
NORFOLK, VIRGINIA 23551-2419

NAVSUPPACTNORVAINST 1626.1A
N00A

MAY 16 2004

NAVSUPPACT NORFOLK INSTRUCTION 1626.1A

Subj: SENIOR ENLISTED DISCIPLINARY REVIEW BOARD

Encl: (1) Chain of Command Comment Sheet
(2) Disciplinary Review Board Recommendation/Findings Sheet

1. Purpose. To assist the Naval Support Activity (NAVSUPPACT), Norfolk, Legal Department by investigating and making recommendations for dismissal at Executive Officer's Inquiry (XOI), or punishment for offenses against Naval regulations Captain's Mast. The board will use enclosure (1) to accomplish this task.
2. Cancellation. NAVSUPPACTNORVAINST 1626.1.
3. Objective. The smooth and efficient operation of the non-judicial punishment system is necessary to provide members with swift and unbiased actions in this area. The Disciplinary Review Board (DRB) will determine a course of action for enlisted personnel in paygrades E-1 through E-6 who display substandard military behavior or unsatisfactory/marginal performance of duty. The goal of this board is to assist in the development and maintenance of a highly professional enlisted force. This board may also be convened to review the substandard performance of the Chief Petty Officer (CPO) if the Commanding Officer (CO) or Executive Officer (XO) directs.
4. Board Membership. The Senior Enlisted DRB will consist of the four senior enlisted personnel of each department. The senior female CPO in each department is automatically a member of the board. To constitute a valid board, three members must be present. The Regional Program Manager (PM)/Department Leading Chief Petty Officer (LCPO) will be the board chairman. In the absence of the LCPO the next senior member present will chair the board, not to be delegated below the paygrade of E-8.

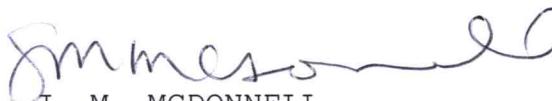
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5. Scope of Authority. The DRB will make recommendations to the CO via the XO and Command Master Chief (CMDM): (1) Dismiss the case at XO, by recommending the case be handled at the Department/Program level, assignment of Extra Military Instruction, or appropriate counseling; (2) Forward for disposition at Captain's Mast. Division Officers/Department Heads will complete enclosure (2) and forward to the Regional PM with copies of any counseling sheets maintained by the member's division. Witnesses may be interviewed by the board, but not at the expense of time or funds to the command. Results/findings of the board will be forwarded to the CO via the XO and CMDM within three working days. In the case of Uniform Code of Military Justice violations, the entire process from when the member is put on report to when the board is adjourned will not exceed seven working days. The board's results will contain findings of fact, opinions and recommendations.

6. Action. The following personnel will be in attendance at the board: Accused, Division Officer, CPO, and Leading Petty Officer. The Regional PM LCPO is responsible for collecting all documents (service records, etc.) relative to the case prior to convening of the board. Also, the Regional PM LCPO will coordinate a time and place of the DRB.

7. Frequency of Board. The board will convene as needed to review report chits, substandard performance or as directed by the CO or XO.

8. Review. This instruction will be reviewed annually by the CMDM for any corrections.


J. M. MCDONNELL

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CHAIN OF COMMAND COMMENT SHEET

THIS FORM IS TO BE USED BY THE ACCUSED'S CHAIN OF COMMAND IN CONJUNCTION WITH NAVPERS 1626/7, REPORT AND DISPOSITION OF OFFENSE(S). FILL IN ALL APPLICABLE INFORMATION AND RECOMMENDATIONS ON THIS FORM.

ACCUSED: _____ SSN: _____
(LAST, FIRST, MI) (RATE)

DIVISION: _____ DATE: _____

ALLEGED OFFENSES: _____

SEABAG INSPECTION COMPLETED: _____
(UPON COMPLETION OF XO) (WHEN AND BY WHOM)

1. Comments and Recommendations. Comments should include service members job description, performance, initiative, reliability, and how often member is unauthorized absence from work, etc.

a. Leading Petty Officer: _____
(FULL NAME, RATE/RANK, PHONE NUMBER)

Recommended Punishment: _____ Resolve at XO
_____ Restriction (How many days # _____)
_____ Extra Duty
_____ Reduction in Rate
_____ Suspension (of what _____)
_____ Forfeiture of Pay
_____ (\$ _____ for _____ Months)

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b. Leading Chief Petty Officer: _____
(FULL NAME, RATE/RANK, PHONE NUMBER)

Recommended Punishment: _____ Resolve at XOI
_____ Restriction (How many days #____)
_____ Extra Duty
_____ Reduction in Rate
_____ Suspension (of what _____)
_____ Forfeiture of Pay
(\$_____ for _____ Months)

c. Division Officer: _____
(FULL NAME, RATE/RANK, PHONE NUMBER)

Recommended Punishment: _____ Resolve at XOI
_____ Restriction (How many days #____)
_____ Extra Duty
_____ Reduction in Rate
_____ Suspension (of what _____)
_____ Forfeiture of Pay
(\$_____ for _____ Months)

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d. Regional PM/Departmental LCPO:

(FULL NAME, RATE/RANK, PHONE NUMBER)

Recommended Punishment: ___ Resolve at XOI
 ___ Restriction (How many days #___)
 ___ Extra Duty
 ___ Reduction in Rate
 ___ Suspension (of what _____)
 ___ Forfeiture of Pay
 (\$_____ for _____ Months)

e. Department Head:

(FULL NAME, RATE/RANK, PHONE NUMBER)

Recommended Punishment: ___ Resolve at XOI
 ___ Restriction (How many days #___)
 ___ Extra Duty
 ___ Reduction in Rate
 ___ Suspension (of what _____)
 ___ Forfeiture of Pay
 (\$_____ for _____ Months)

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f. Command Master Chief:

(FULL NAME, RATE/RANK, PHONE NUMBER)

Horizontal lines for entering the Command Master Chief's information.

Recommended Punishment:

- _____ Resolve at XOI
- _____ Restriction (How many days #____)
- _____ Extra Duty
- _____ Reduction in Rate
- _____ Suspension (of what _____)
- _____ Forfeiture of Pay
- _____ (\$_____ for _____ Months)

g. Legal Department input based on the Unit Punishment Log:
(Past history of what the CO has given)

Horizontal lines for entering the Legal Department input.
