



DEPARTMENT OF THE NAVY

COMMANDER
NAVY REGION, MID-ATLANTIC
1510 GILBERT ST.
NORFOLK, VA 23511-2737

IN REPLY REFER TO :

COMNAVREGMIDLANT/SOPA (ADMIN)
HRINST 5400.1A CH-1
PDPS
28 JUN 2007

COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1A CHANGE TRANSMITTAL 1

From: Commander, Navy Region, Mid-Atlantic

Subj: MANUAL OF THE COMMANDER, NAVY REGION, MID-ATLANTIC, AND
SOPA (ADMINISTRATIVE) HAMPTON ROADS AREA

Encl: (1) SUBGROUP 5211 - Privacy Program

1. Purpose. To promulgate new Subject Group to the basic instruction.

2. Action. Add enclosure (1) as Subject Group 5211.

A handwritten signature in black ink, appearing to read "F. R. RUEHE".

F. R. RUEHE

Distribution:

Electronic only, via COMNAVREG MIDLANT Web site

<https://www.cnrma.navy.mil/>

SUBJECT GROUP 5200-5299 MANAGEMENT PROGRAMS AND TECHNIQUES

SUBGROUP 5211 - PRIVACY PROGRAM

Ref (a): SECNAVINST 5211.5E Department of the Navy (DON)
Privacy Program

1. Privacy Program

a. Responsibility. Per reference (a), all commands, activities, and personnel, whether military or civilian (appropriated, non-appropriated, and contractor), are responsible for proper handling and disposal of personal information covered by the Privacy Act (PA). In addition, incidents of known or suspected loss of Personally Identifiable Information (PII) will be reported in accordance with the Department of Navy, Chief Information Officer's (DoN CIO) message 301540Z Nov 06, *Loss of Personally Identifiable Information (PII) Reporting Process*. This message and additional PA guidance and policy are found at the PA Web site: <http://privacy.navy.mil>.

b. Definitions

(1) Personal Information (PI). Information about an individual that identifies, relates, is unique to, or describes him or her.

(2) Protected Personal Information (PPI). Information or characteristics that may be used to distinguish or trace an individual's identity, such as their name, social security number (SSN), or biometric records.

c. Examples (not all inclusive): Documents identifying an individual by: social security number; age; date of birth; military rank; civilian pay grade; marital status; religion; race; national origin; education; criminal history; employment history; salary; security clearance level; leave balances and type of leave used; performance ratings; financial information; home/office telephone number; home/office E-Mail address; mother's maiden name or other names used; names of employees who hold Government-issued travel cards; credit card and charge account number; medical data; drug test results; and the fact of participation in rehabilitation programs.

d. Proper Disposal of Information Covered by the Privacy Act. Documents containing PI or PPI are to be disposed of by rendering them unrecognizable or beyond reconstruction (e.g., tearing, burning, melting, chemical decomposition, burying, pulping, pulverizing, shredding, or mutilation). Documents may be placed in recycling and unprotected trash containers only after they have been destroyed beyond reconstruction.

e. Best Practices. All DON activities shall review the Best Practices for PPI found in reference (a), paragraph 18.d.(1)-(12), and take appropriate action (excerpted below).

DON activities shall ensure that PPI pertaining to a servicemember, civilian employee (appropriated and non-appropriated fund), military retiree, family member, or another individual affiliated with the activity (i.e., volunteer) is protected from unauthorized disclosures. To this end, DON activities shall:

(1) Notify their personnel of this policy. Address steps necessary to ensure that PPI is not compromised.

(2) Conduct and document privacy awareness training for activity personnel (e.g., military, civilian, contractor, volunteers, NAF employees, etc.). Training options include: "All Hands" awareness briefing; memo to staff; formal training; circulation of brief sheet on Best Practices, et cetera.

(3) Examine business practices to eliminate the unnecessary collection, transmittal, and posting on internet/intranet of PPI. DON activities shall reevaluate the necessity and value of including an individual's SSN and other PPI in messages, E-Mails, and correspondence in order to conduct official business. The overuse and misuse of SSNs should be discontinued to avoid the potential for identity theft. For example, there is no need to include an individual's SSN in a Welcome Aboard Message. Such messages are routinely posted on command bulletin boards that are viewable by all. If a unique identifier is needed, truncate the SSN using only the last four digits.

(4) Mark all documents that contain PPI FOUO (e.g., letters, memos, E-Mails, messages, documents faxed, etc.). Consider using a header/footer that reads: "FOR OFFICIAL USE ONLY - PRIVACY SENSITIVE: ANY MISUSE OR UNAUTHORIZED DISCLOSURE MAY RESULT IN BOTH CIVIL AND CRIMINAL PENALTIES."

(5) Train DON military members/employees who maintain PPI on their laptop computers/Blackberrys, who telecommute, work from home, or take work home, etc., to ensure information is properly safeguarded against loss/compromise. Should a loss occur, ensure they are aware of how, what, and where to report the loss.

(6) Review existing postings on activity Web sites and public folders to ensure that the PPI is removed to prevent identity theft.

(7) Remove PPI from documents prior to posting or circulating information to individuals without an "official need to know."

(8) Evaluate risks for potential compromise of PPI held in activity files, databases, etc., to ensure proper safeguards are in place to prevent unauthorized disclosures. Revise protocols as necessary.

(9) Ensure that PPI is not left out in the open or circulated to individuals not having an official need to know.

(10) Ensure that PA systems of records are properly safeguarded and that PPI is properly destroyed (<http://www.privacy.navy.mil/noticenumber/noticeindex.asp>).

(11) Organizations that are moving or being disestablished need to ensure they do not dispose of documents containing PPI in containers that may be subject to public access/compromise.

(12) DON activities shall build a Privacy Team to identify ways to preclude inadvertent releases of PPI.



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IN REPLY REFER TO:

COMNAVREGMIDLANT/SOPA (ADMIN) HR
INST 5400.1A CH-2
N3/PDPS
15 APR 2009

COMNAVREG MIDLANT/SOPA (ADMIN) HR INST 5400.1A CHANGE TRANSMITTAL 2

From: Commander, Navy Region, Mid-Atlantic

Subj: MANUAL OF THE COMMANDER, NAVY REGION, MID-ATLANTIC, AND
SENIOR OFFICER PRESENT AFLOAT (SOPA) (ADMINISTRATIVE),
HAMPTON ROADS AREA

Encl: (1) SUBGROUP 4027 - PETROLEUM PROCUREMENT

1. Purpose. To promulgate revised Subject Group to the basic instruction.

2. Action. Remove original Subject Group 4027, insert revised enclosure (1).

A handwritten signature in black ink, appearing to read "Mark S. Boensel".

M. S. BOENSEL

Distribution:

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<https://www.cnmc.navy.mil/cnrma/index.htm>

SUBJECT GROUP 4000 - 4199 GENERAL

SUBGROUP 4027 - PETROLEUM PROCUREMENT

4027.1. Applicability. These procedures apply to all ships desiring fueling services in the Hampton Roads Area to include, Craney Island; Yorktown Fuel Pier; Naval Station (NAVSTA), Norfolk; Naval Amphibious Base (NAVPHIBASE), Little Creek; and area shipyards. Ships will not fuel while alongside Naval Weapons Station (WPNSTA), Yorktown, pier.

4027.2. Refueling

a. Requisition Procedures. On all requests for bulk fuel and bulk 9250, 2190, and LA7 lubricating oils, the ship or activity requesting fuel will submit a requisition (DD Form 1149) to Fleet and Industrial Supply Center (FISC), Norfolk (N00189), Fuel Scheduler, (757) 322-9045, FAX: (757) 322-9046, E-Mail: fiscfuelscheduler@lbbassociates.com, or send requirements via LOGREQ. Whenever possible, requests for refueling should be submitted at least 72 hours in advance of the desired delivery date. Requirements for fittings and hoses should be submitted with the request for fuel. Requisitions must be available to the fuel operations personnel prior to commencement of refueling. Requisitions will be completed in accordance with "Procedures for the Management of Petroleum Products," DoD 4140.25M, blocks 1, 2, 3, 6, 10, and 13, and columns a, b, c, and d. In addition, the MILSTRIP codes for Supplementary Address, Signal Code, and Fund Code must be entered on the bottom line of column b. Requests for packaged fuels and packaged lube oils shall be submitted to FISC Norfolk, Code 430, Fleet Logistics Office, (757) 443-1165, on a DD Form 1348 prepared by the requesting activity. Ships shall clear the side prior to arrival of the YON, and provide adequate fender, line-handlers, and supervision. The Installation Fire Marshall must be contacted prior to commencing fueling operations. Ships will also coordinate with Port Ops for deployment of oil boom.

b. Emergent Refueling Requirements. When practical, ships returning and requesting fuel upon arrival, or for emergent operational reasons, are requested to arrange for refueling during the normal 40-hour workweek in effect at local shore stations (Monday through Friday). It is requested to limit bunkering during other-than-normal shore-station working hours to that necessary for operational readiness. Fueling operations at NAVSTA Norfolk and NAVPHIBASE Little Creek will normally be limited to daylight hours, as discussed below.

4027.3. Defuels

a. Testing. Prior to submitting a request for defueling, ships must contact the Norfolk Naval Shipyard (NAVSHIPYD) Mid-Atlantic Fuel Testing Laboratory, NAVSTA Norfolk, Bldg. W-388, (757) 444-2761, to determine the sample types and quantities required for testing. Samples of the fuel to be off-loaded shall be delivered to the lab 7-10 days prior to the desired defuel date. The FISC Norfolk Quality Assurance Branch at Craney Island, (757) 322-9010, will determine final disposition of the off-loaded fuel.

b. Scheduling. For all requests for defuels, the ship or activity requesting fuel will submit a requisition (DD Form 1149) to FISC, Norfolk (N00189), Fuel Scheduler, (757) 322-9045, FAX: (757) 322-9046, E-Mail: fiscfuelscheduler@lbbassociates.com, or send requirements via LOGREQ. Whenever possible, requests for defueling should be submitted at least 72 hours in advance of the desired defuel date. Requirements for fittings and hoses should be submitted with the request for fuel. Ships shall clear the side prior to arrival of the YON, provide adequate fender, line-handlers, and supervision. The Installation Fire Marshall must be contacted prior to commencing fueling operations. Ships will also coordinate with Port Ops for deployment of oil boom. Ships desiring fuel off-loads should notify the FISC Norfolk Fuel Scheduler, (757) 322-9045.

c. Use of Commercial Barges for Defuels. FISC Norfolk operates a fleet of Navy YON barges, which are the preferred vessels for defueling operations. Ships and activities requiring defuels should contact the FISC Norfolk Fuel Scheduler to make scheduling arrangements. Use of commercial barges for defuels is costly and should be avoided. Requests to defuel via commercial barge must be approved by the requestor's ISIC.

d. Lubricating Oil Defuel. FISC Norfolk has no capability to reutilize lubricating oil, and can only accept lube oil as waste oil. Lubricating oil should be transferred to another ship whenever possible. All lubricating oil will be off-loaded as oily waste.

4027.4. Fueling After Dark. Normally, all fueling/defueling evolutions at NAVSTA Norfolk and NAVPHIBASE Little Creek will be scheduled and completed during daylight hours. When scheduled daylight fueling operations will not be completed by sunset, ships may request permission to fuel or defuel after dark from the appropriate Installation Commander (IC) by phone call to the local

Port Operations. Fueling/defueling operations at Craney Island Fuel Terminal and Yorktown Fuel Terminal are authorized to be conducted on a 24-hour-a-day-basis to meet operational requirements. Standing permission has been granted, and specific approval is not required for each fueling event taking place after dark. Ships will ensure that fully qualified fuel personnel and pollution control parties are onboard in duty status before fueling during hours of darkness. Since Craney Island supplies no shore power to fueling/defueling vessels, ships at Craney Island must be in a steaming condition at all times.

4027.5. Cleaning Ship's Fuel Tanks

a. Low-Flash Product Carriers Regulations. No butterworth, mucking, or gas freeing of any cargo fuel tanks carrying low-flash products (aviation gasoline, automotive gasoline, or JP-4) is permitted at any of the FISC Norfolk Fuel Terminals. There are no military facilities available in the Hampton Roads Area for the disposal of low-flash ballast.

b. High-Flash Ballast Disposal. High-flash ballast disposal can be accomplished at NAVSTA Norfolk piers or pier side at Craney Island.

4027.6. Restrictions

a. Craney Island. Fueling piers are designed for loading and unloading fuel only. There will be no vehicle on-loads or off-loads at Craney Island. Stores loading will be on an emergency basis only (i.e., CASREP parts). Requests to load stores must be submitted with justification via ISIC to the FISC Norfolk Fleet Logistics Office, Code 432, (757) 443-1211, for approval.

b. Ordnance. The movement of ordnance and fueling operations can not take place concurrently. Ordnance movement will take precedence over all normal fueling operations.



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COMNAVREGMIDLANT/SOPA (ADMIN)
HRINST 5400.1A CH-3
N3/PDPS
JAN 11 2010

COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1A CHANGE TRANSMITTAL 3

From: Commander, Navy Region, Mid-Atlantic

Subj: MANUAL OF THE COMMANDER, NAVY REGION, MID-ATLANTIC, AND
SOPA (ADMINISTRATIVE) HAMPTON ROADS AREA

Encl: (1) SUBGROUP 1630 - COURT PROCEEDINGS AND MILITARY POLICE

1. Purpose. To promulgate completely revised Subject Group
1630.

2. Action. Remove existing Subject Group 1630 and replace with
enclosure (1).

A handwritten signature in black ink, appearing to read "Mark A. Boensel".

M. S. BOENSEL

Distribution:

Electronic only, via COMNAVREG MIDLANT Web site

<https://cnicgateway.cnic.navy.mil/sites/ma/cs/Directives/Forms/LAYOUT1.aspx>

SUBJECT GROUP 1600-1699 PERFORMANCE AND DISCIPLINE

SUBGROUP 1630 - COURT PROCEEDINGS AND MILITARY POLICE

1630.1. Personnel Held or Charged with Criminal Offenses by Civil Authorities

a. Transfer of Jurisdiction. Instructions regarding the disposition of personnel held or charged by civil law enforcement authorities are listed below:

(1) Servicemembers should be cooperative with the police while in custody. Additionally, the Navy's Standard Organization and Regulations Manual (SORM), OPNAVINST 3120.32, Article 510.6, requires each servicemember to immediately report being charged with any civil offense to their Commanding Officer (CO) or the Officer of the Deck/Day in the CO's absence.

(2) A command responsibility is to take custody of their personnel as soon as practical whether the individual is to be turned over at the quarterdeck, security gate, or medical facility.

(3) Commands should refrain from allowing a servicemember from being authorized liberty until at least liberty call the following day. When the servicemember may be under the influence of drugs or alcohol, commands must ensure expeditious testing and precautions to deter further altercations. Additionally, police officials take a dim view of seeing the offender at the crime scene shortly after being returned to their command - a common occurrence with some commands.

b. Courtroom Proceedings

(1) Commands should be especially attuned to offenses involving drugs, alcohol, and serious felonies, which require counseling, administrative, and/or further disciplinary action. The following measures are absolutely necessary in preventing the servicemember from being subjected to civil arrest and a court appearance on a contempt citation:

(a) Servicemembers will notify their chain of command of any court appearance in a timely manner and in all cases prior to deployment. Personnel will appear in court dressed in professional attire; COs may authorize wearing of the uniform where personal gain or discredit upon the armed forces is not in question.

(b) Commands will allow the servicemember to appear in court and shall provide a responsible command representative to accompany the individual to court for other than very minor traffic violations. In the event the command will be away from the area during the court date, and a servicemember is charged with a serious offense (Felony), the individual will be left behind in "legal hold status." Personnel will be sent TEMADD to either the appropriate TRANSITPERSU or to the command's ISIC. The TEMADD orders will include accounting data to defray berthing, messing, and transportation expenses. Military members on "bond" must request authorization from the court when leaving the Hampton Roads Area.

c. Court Continuance

(1) Restrictions. A request for a continuance in the case of sickness or other event considered an emergency will be considered on a case-by-case-basis. Local operations of Fleet units, TAD, inspections, etc., are not considered emergencies. Requests for continuances, regardless of class or type of offense involved, made by telephone or by personal letter will not be accepted by the court. Civil case, felony, and witnesses are not covered by the court continuance policy. Continuances will not normally be entertained in these cases except under special circumstances.

(2) Waivers. In cases where it is known in advance that a ship will be deployed, or that other circumstances will prevent the scheduled appearance of the offender, they may appear early on a waiver, as indicated below:

(a) Minor traffic violations (e.g., failure to obey lights or signs, no city tags, failure to keep right, improper turn, speeding, no operator's permit, no registration card, or failure to yield right of way when an accident is not involved, and a plea of guilty is intended) may, **in some cases**, be pre-paid or placed on the docket earlier than the scheduled date. Contact the applicable traffic court (phone number on lower portion of traffic summons) to determine total amount due and necessary method of payment.

(b) More serious traffic violations (e.g., reckless driving, driving with a revoked permit, when an accident is involved) regardless of the intended plea, must be heard by the court, however, it is possible in some cases to move the trial up to accommodate shipboard operations.

(c) If an individual desires an earlier court date, they must contact the issuing or arresting officer to make the necessary arrangement to have the case placed on the court docket early. The Police Department concerned will provide information as to the correct procedure for contacting the officer concerned.

(3) Procedures. The CO's representative should stand by the accused when they are called before the bar for hearing. The CO's representative cannot act as attorney before the court, but may counsel personnel as to aspects of the case to be emphasized. If the accused desires to present a defense or information in extenuation or mitigation but can not do so because they become flustered or incoherent, the CO's representative should inform the Judge that the individual does have a statement, which should be heard for proper consideration of the case, and should respectfully request the Judge to encourage the individual to testify further. If the individual testifies but inadvertently omits any important matters in defense or extenuation or mitigation, the CO's representative may respectfully request permission of the Judge to describe such omitted facts in order to ensure that the court hears the accused's side of the story. In serious cases, it is recommended that a civilian attorney be retained.

(4) Method of Payment. Requests for continuances due to lack of funds will not be granted by the court. Individuals awarded fines and/or court costs who do not have sufficient funds will be granted a time payment. Failure to comply with the conditions of the time payment will result in additional charges being placed against the individual and a possible jail sentence. If the individual has pay due on the books, it is usually beneficial to the naval service in the saving of manpower to advise the accused that, if desired, the CO's representative will carry a request to the CO in order that arrangements can be made to pay to them special money in the amount of the fine to expedite their return to the command. The CO may then direct the Disbursing Officer or an authorized representative to carry the amount of the fine to the individual at the place of confinement, and upon receiving their signature on the pay receipt, to pay the fine to effect release and return to the command.

(5) Special Considerations. In certain cases, servicemembers convicted in State or Federal Courts are placed on probation and returned to naval jurisdiction. If a CO has such a person under their command, and discharge, release from active duty, or transfer pursuant to military orders to another jurisdiction is imminent, the CO will determine whether or not such

probationary status will expire subsequent to that person's discharge, release from active duty, or transfer. If it will, the CO shall notify, in writing, the cognizant probation or parole officer of the expected date of discharge, release from active duty, or transfer prior to effecting the same, and in sufficient time to enable the probation or parole officer to act on the matter. Care must be exercised to ensure that the provisions of the Privacy Act are not violated. Information provided to the Probation or Parole Officer shall be limited to the fact that discharge, release from active duty, or transfer is scheduled for a certain date, and, in case of transfer, may include identification of the command to which the servicemember is to be transferred. In situations involving discharge, the type or reason for discharge will not be revealed.

d. Civilian Confinement Visitations. In an effort to provide humanitarian assistance to Navy personnel confined in Hampton Roads Area civilian jails, COs shall designate a representative to visit confined members of their command as soon as it is learned that a member is confined, and afterwards, on a periodic basis. In the event of deployment or other operational commitments that preclude such visits, TRANSITPERSU Norfolk may be requested to assume cognizance of visitations.



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IN REPLY REFER TO:

COMNAVREGMIDLANT/SOPA (ADMIN) HRINST

5400.1A CH-4

N00/OOL

20 SEP 2011

COMNAVREGMIDLANT/SOPA (ADMIN) HRINST 5400.1A CHANGE TRANSMITTAL 4

From: Commander, Navy Region, Mid-Atlantic

Subj: MANUAL OF THE COMMANDER, NAVY REGION, MID-ATLANTIC, AND
SOPA (ADMINISTRATIVE) HAMPTON ROADS AREA

Encl: (1) SUBGROUP 1773 - OUTSIDE EMPLOYMENT OF MEMBERS ON
ACTIVE DUTY

1. Purpose. To promulgate new Subject Group to the basic
instruction.

2. Action. Add enclosure (1) as Subject Group 1773.

A handwritten signature in black ink, appearing to read "Mark S. Boensel".

M. S. BOENSEL

Distribution: Electronic only, via CNIC Gateway G2 Web site/
Mid-Atlantic: <https://g2.cnic.navy.mil/CNRMA/Pages/Default.aspx>

SUBJECT GROUP 1700-1799 MORALE AND PERSONAL AFFAIRS

SUBGROUP 1773 - OUTSIDE EMPLOYMENT OF MEMBERS ON ACTIVE DUTY

Ref: (a) DoD 5500.07-R of 29 Nov 07
(b) MILPERSMAN 5370-010
(c) SECNAV Policy Memorandum of 20 Nov 00
(d) Code of Virginia Ann §46.2-1508 and §46.2-1537
(e) N.C. Gen. Stat. § 20-306

1773.1 Background. Reference (a) authorizes Commanding Officers (CO) or other senior authorities to prohibit types of employment or activities if they believe they will detract from readiness or pose a security risk. References (b) and (c) provide Navy policy and Regulation on outside employment. References (d) and (e), respectively, set forth Virginia's and North Carolina's prohibition on "bird dogging," which is the employment regulated by this instruction.

1773.2 General. This instruction addresses the solicitation of sales through a process referred to as "bird dogging." "Bird dogging" is the solicitation of vehicle sales by unlicensed sales persons on behalf of a motor vehicle dealer or sales person in exchange for any type of compensation. The practice of bird dogging attacks at the core of community trust and individual financial resources. This process directly and negatively impacts good order and discipline, and detracts from unit readiness because it positions one Sailor to take advantage of another.

1773.3 Definitions

a. Dealership means any person or entity that, for commission, money, or other things of value, buys and sells or exchanges either outright or on conditional sales, or otherwise arranges, offers, or attempts to solicit or negotiate on behalf of others a sale, purchase, or exchange of an interest in new and/or used motor vehicles, whether or not the motor vehicles are owned by him.

b. Sales person means any person licensed by the Commonwealth of Virginia and the State of North Carolina and is employed by an automobile dealership who, for pay or compensation of any type, acts to negotiate, sell, or offer for sale, new and/or used motor vehicles, whether or not the motor vehicles are owned by him.

c. Bird Dogging is a type of prohibited employment by Servicemembers, and is the direct or indirect solicitation of the sale, exchange, trade, or purchase of a motor vehicle by a Servicemember who receives any commission or compensation, in any form whatsoever, from any person or entity in connection with the sale of a motor vehicle, unless that Servicemember is duly licensed as a salesperson and employed by the motor vehicle dealership.

1773.4 Example: During the purchase of a vehicle or if the Servicemember is having difficulty making payments, he/she is offered an opportunity as an independent venture or as part of the purchase of a vehicle by the sales person or other employee of the dealership to earn money, receive a gift, reduce the balance due on an obligation, or to pay for the current purchase in exchange for bringing new customers to the dealership. In this manner, the Servicemember becomes a de facto employee and sales person for the dealership. If the Servicemember takes potential customers to a dealership and receives commission or compensation from the sales person or dealership, in any form whatsoever (including but not limited to, cash, discounts, merchandise, property, or tickets), he is involved in the process of bird dogging. Bird dogging creates a vicious cycle where the Servicemember, and now the new customers, are enticed to earn additional money by recruiting additional shipmates to make purchases from the same dealership.

1773.5 Scope. This article is applicable to all Naval personnel within the Hampton Roads Area and to COMNAVREG MIDLANT and subordinate command personnel through the entire COMNAVREG MIDLANT AOR.

20 SEP 2011

1773.6 Policy. All Commanders have an interest in restricting employment activities that detract from individual and mission readiness, pose a security risk, prejudice good order and discipline, or are service discrediting. Bird dogging is a form of employment that is illegal under State law; detracts from individual and mission readiness by degrading unit cohesiveness; poses a security risk through indebtedness and unlawful activity; prejudices good order and discipline by encouraging Servicemembers to troll for customers among their shipmates; and is service discrediting in that it consists of the perpetration of an unlawful act.

1773.7 Accountability. Bird dogging is prohibited employment. Any violation, attempted violation, or solicitation of another to violate this instruction subjects the involved Servicemember to appropriate administrative action and/or the Uniform Code of Military Justice (UCMJ), Art. 92 (failure to obey a lawful general order), and other UCMJ articles as they may apply. This instruction is a lawful general order and is effective immediately without further implementation.