



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
NAVAL BASE SAN DIEGO
3455 SENN RD.
SAN DIEGO, CA 92136-5084

NAVBASESANDIEGOINST 1626.1A
N05M
22 Jan 08

NAVBASE SAN DIEGO INSTRUCTION 1626.1A

Subj: DISCIPLINARY REVIEW BOARD (DRB)

Ref: (a) JAGINST 5800.7E (JAGMAN)

Encl: (1) Chain of Command Comments
(2) Disciplinary Review Board Memorandum

1. Purpose. To establish a DRB as a link in the chain of command for processing enlisted disciplinary reports.

2. Cancellation. NAVBASESANDIEGOINST 1626.1. This instruction implements revised reference (a) and updates enclosures (1) and (2).

3. Discussion. The maintenance of good order and discipline is the concern and responsibility of all hands and principally of all Officers and Chief Petty Officers. The correction of infractions will occur at the lowest effective level in the chain of command. Leading Chief Petty Officers, Division Officers, and Department Heads must document via formal counseling, letters of instruction, etc., all actions taken to correct disciplinary infractions. Disciplinary cases are generally referred to the DRB only after these actions are taken within the department.

4. Procedure

a. The board is composed of three Chief Petty Officers and chaired by a Senior Chief Petty Officer or Master Chief Petty Officer. The DRB will investigate each case and recommend an appropriate disposition to the chain of command.

b. The Command Master Chief (CMC) will appoint the three voting board members and will serve as Board Chairman and Advisor. The Drug and Alcohol Program Advisor (DAPA), and the accused's direct chain of command may attend if invited but are non-voting members.

c. The DAPA will attend all DRBs involving alcohol/controlled substances in an advisory capacity, but will not attempt to influence the board.

d. The Chief Master-at-Arms (CMAA) will serve as recorder, read charges and Article 31(b) rights, and will ensure proceedings are conducted within the bounds of the Uniform Code of Military Justice (UCMJ).

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e. Reported violations of the UCMJ will be submitted by the Command Judge Advocate's (CJA) Office, as warranted, for review by the DRB.

f. The accused's chain of command will submit recommendations and comments to the DRB using enclosure (1).

5. Procedures

a. The board will convene as required. All members will be familiar with reference (a).

b. The CMAA will ensure all data required for the review of each case is available (service record, investigative reports, Report Chit, etc.).

c. The board may interview anyone who can assist in resolving the case.

d. The board may recommend dismissal of the case, Extra Military Instruction, counseling, Non-Judicial Punishment, or other action as appropriate. All recommendations will be based on a majority vote.

e. The board shall provide formal counseling to all involved in the proceedings to ensure good principles of leadership and the maintenance of good order and discipline are applied uniformly throughout the command.

f. The board will forward recommendations and comments to the Commanding Officer, via the Executive Officer and CJA, utilizing enclosure (2).


D. R. SMITH

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CHAIN OF COMMAND COMMENTS

Date: _____

Accused: _____ **Dept/Div:** _____

Charges: _____

Please provide comments regarding the performance, professionalism, attitude, military bearing, etc., pertinent to the above named accused as well as recommended forum for disposition of charges.

LPO Comments: _____

LPO Date

LCPO Comments: _____

LCPO Date

Division Officer Comments: _____

Division Officer Date

Department Head Comments: _____

Department Head Date

DISCIPLINARY REVIEW BOARD MEMORANDUM

Date: _____

MEMORANDUM

From: Chairman, Disciplinary Review Board
To: Commanding Officer, Naval Base San Diego
Via: (1) Command Judge Advocate, Naval Base San Diego
(2) Executive Officer, Naval Base San Diego

Subj: RECOMMENDATION OF DISPOSITION OF OFFENSE(S) ICO BM2 JOHN P. SAILOR, USN, XXX-XX-XXXX

Ref: (a) NAVBASESANDIEGOINST 1626.1A

1. A DRB was convened at _____, consisting of the following personnel:

_____ (Chair) _____
_____ (MAA) _____

2. Chain of Command Present:

3. **Charges:**

UMCJ Article(s) - _____

4. **Chain of Command Comments:**

5. **Finding(s) of Fact:**

FF1. _____

FF2. _____

FF3. _____

6. Discussion:

7. DRB recommendations:

Dismissal _____
EMI _____ hours _____
Counseling _____

_____ LCPO _____ DIVO _____ Department Head

_____ Other _____ XOI

_____ NJP - Award Recommendations

_____ Admonition	_____ Oral	_____ Written
_____ Reprimand	_____ Oral	_____ Written
_____ Restriction	_____ Days	Suspended _____ Days
_____ Extra Duties	_____ Days	Suspended _____ Days
_____ Forfeiture of \$__	for __ month(s)	Suspended __ month(s)
_____ Reduction in Rate		Suspended _____ month(s)

Chairman

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From: Command Judge Advocate, Naval Base San Diego
To: Commanding Officer, Naval Base San Diego
Via: Executive Officer, Naval Base San Diego

Comments/Recommendation

From: Executive Officer, Naval Base San Diego
To: Commanding Officer, Naval Base San Diego

Comments/Recommendation
