

# DEPARTMENT OF THE NAVY OFFICE OF THE CHIEF OF NAVAL OPERATIONS 2000 NAVY PENTAGON WASHINGTON, D.C. 20350-2000

OPNAVINST 1620.3 PERS-00D1 20 Jul 09

### OPNAV INSTRUCTION 1620.3

From: Chief of Naval Operations

Subj: MANUAL FOR THE ADMINISTRATION OF REGIONAL RESTRICTION BARRACKS (RRB)

Ref:

(a) Uniform Code of Military Justice (UCMJ)

(b) Manual for Courts-Martial, United States (2008 Edition)

(c) Manual of the Judge Advocate General (JAGMAN)

(d) DoD 4165.63-M of 30 Sep 93

(e) SECNAV M-5210.1 of November 2007

(f) OPNAVINST 3100.6H (NOTAL)

(q) OPNAVINST 5102.1D

(h) SECNAVINST 5211.5E

(i) SECNAVINST 5720.42F

(j) MILPERSMAN 1050-130

Encl: (1) Manual for the Administration of Regional Restriction Barracks (RRB)

1. <u>Purpose</u>. To issue standardized policies, procedures, and practices for the administration of a Regional Restriction Barracks (RRB).

### 2. Discussion

- a. Subject to the limitations of references (a) through (d) and this instruction, commands may establish an RRB to administer punitive deprivations of liberty (restriction and extra duties) and pretrial restraint (Restriction in Lieu of Arrest (RILA)). Where authorized by the regional commander, RRBs serve to support commands within a geographical area.
- b. Provisions of enclosure (1) apply to Navy commands and activities operating RRBs. References (a) through (d) are applicable. Supplemental instructions may be issued as necessary for operation of each RRB.

- c. Policy governing RRBs shall be the responsibility of the Office of the Chief of Naval Operations (OPNAV), Corrections and Programs (N135E), and program management oversight is delegated to the Navy Personnel Command (NAVPERSCOM), Office of Corrections and Programs (PERS-00D1). RRB program management is the responsibility of the Commander, Navy Installations Command (CNIC).
- 3. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per reference (e).
- 4. <u>Action</u>. Commanding officers/officers in charge/chief petty officers in charge operating RRBs shall ensure restriction and RILA procedures comply with references (a) through (d), and this instruction. Recommended changes to this instruction should be forwarded, via the chain of command, to NAVPERSCOM (PERS-00D1).
- 5. Forms. Requisition and availability of forms is provided in appendix A.

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# MANUAL FOR THE ADMINISTRATION OF REGIONAL RESTRICTION BARRACKS (RRB)

### TABLE OF CONTENTS

		PAGE
CHAPTER 1.	GENERAL POLICY	
1001.	SCOPE	1-1
1002.	AUTHORITY	
1003.	GENERAL	1-1
1004.	PHILOSOPHY	
1005.	CONDITIONS TO LIBERTY	1-2
1006.	DEPRIVATION OF LIBERTY	1-3
1007.	LIMITATIONS ON PUNISHMENTS	1-4
1008.	EFFECTIVE DATES AND EXECUTION OF RESTRICTION AN	D
	EXTRA DUTIES	1-4
1009.	BREACH OF RESTRICTION IN LIEU OF ARREST (RILA)	
	OR CONDITIONS ON LIBERTY	1-5
1010.	RESTRICTION OF FEMALES	1-5
1011.	DELEGATION OF AUTHORITY	1-5
1012.	EXCEPTIONS	1-6
1013.	ESTABLISHMENT	1-7
1014.	DISESTABLISHMENT	1-7
CHAPTER 2.	PHYSICAL PLANT AND MAJOR EQUIPMENT	
0.004		
2001.	PLANNING FACTORS	
2002.	CONSTRUCTION AND ALTERATION	
2003. 2004.	CONFIGURATION SECURITY FEATURES	
2004.	STORAGE AREAS	
2005.	SIORAGE AREAS	
CHAPTER 3.	STAFFING	
3001.	POLICY	3-1
3002.	LEADERSHIP	
3003.	ENLISTED PERSONNEL	
3004.	MALE/FEMALE STAFF	
3005.	STAFF ROLES AND FUNCTIONS	
3006.	COLLATERAL DUTY ASSIGNMENTS	
3007.	GENERAL RULES OF CONDUCT FOR STAFF	
3008.	JOB QUALIFICATIONS REQUIREMENTS (JQR)	

### TABLE OF CONTENTS (CONT'D)

	PAGE
CHAPTER 4.	ADMINISTRATION AND OPERATIONS
4001.	SERVICE MEMBERS SERVING RESTRICTION4-1
4001.	SERVICE MEMBERS SERVING RESTRICTION4-1 SERVICE MEMBERS PLACED IN A RILA STATUS4-1
4002.	RESTRICTION/RILA4-1
4003.	CENTRAL PROCESSING4-3
4004.	MUSTERS4-4
4005.	GOOD ORDER AND DISCIPLINE4-5
4007.	PROGRAMS/SERVICES4-5
4007.	FILES/RECORDS/REPORTS/FACILITY INSPECTIONS4-6
4009.	LOGS4-8
4010.	STANDARD OPERATING PROCEDURES (SOP)4-9
4011.	PRIVACY ACT (PA)/FREEDOM OF INFORMATION ACT
4011.	(FOIA)4-10
4012.	RESTRICTEE FILE4-10
4013.	PUBLIC INFORMATION4-11
4014.	LAUNDRY4-12
4015.	BARBER
4016.	PERSONAL PROPERTY4-12
4017.	FUNDS AND VALUABLES4-12
4018.	LOCKERS4-12
4019.	CLOTHING AND HEALTH AND COMFORT (H&C) ITEMS4-13
4020.	RESTRICTEE INSPECTIONS4-13
4021.	LEAVE AND LIBERTY4-13
4022.	CORRESPONDENCE AND VISITATION4-13
4023.	PERSONAL TELEPHONE CALLS4-15
4024.	ACCEPTANCE OF RESTRICTEES INTO THE RRB4-15
4025.	ORDERS INTO RESTRICTION4-15
4026.	NAVPERS 1336/3 SPECIAL REQUEST/AUTHORIZATION4-16
4027.	ACCOUNTABILITY/RESPONSIBILITY WHEN IN TRANSIT4-17
4028.	TEMPORARY ABSENCE4-18
4029.	GENERAL RELEASE4-18
4030.	PERMANENT RELEASE4-18

### TABLE OF CONTENTS (CONT'D)

						PAGE
APPENDIX A.	REGIONAL R	ESTRICTION	BARRACKS	(RRB)	FORMS	A-1
APPENDIX B.	SAMPLE FOR	MATS				
(EDITABLE SA HTTP://WWW.N				•	•	
		ESTRICTION OF RESTRIC		(RRB)		
	RESTRICTIO	N IN LIEU (	F ARREST	ORDERS	5	B-1
		ESTRICTION		•		B-7

### CHAPTER 1

### GENERAL POLICY

- 1001. SCOPE. This instruction contains guidance governing the administration and operation of Navy Regional Restriction Barracks (RRBs). It does not take the place of directives set forth by higher authority, but amplifies and interprets those directives.
- 1002. <u>AUTHORITY</u>. Deprivation of normal liberty as a punishment, except as specifically authorized under reference (a), is unlawful. Therefore, except as the specific result of punishment imposed under reference (a), article 15, Nonjudicial Punishment (NJP), or as the result of the sentence of a court-martial, it is unlawful for any officer or enlisted member to deny to any subordinate normal liberty, or privileges incident thereto, as punishment for any offense. Lawful deprivation of normal liberty, however, may result from other lawful actions such as authorized pretrial restraint, or deprivation of normal liberty in a foreign country or in foreign territorial waters, when such action is deemed essential for the protection of the foreign relations of the United States, or as a result of international legal hold restriction.

### 1003. GENERAL

- 1. As used within this instruction, the term "restrictee" refers to members awarded restriction imposed under reference (a), article 15, or as the result of the sentence of a courtmartial, or pretrial restraint to include conditions on liberty, or Restriction in Lieu of Arrest (RILA).
- 2. Where possible, restriction and RILA should be served under conditions that permit the individual to perform duties related to the individual's career field or general military duties.
- 3. Commanding Officers/Officers in Charge/Chief Petty Officers in Charge (COs/OICs/CPOICs) responsible for administering restriction and RILA shall establish procedures that provide effective guidance and assistance to restrictees.

- 4. Restrictees shall wear the working uniform per Service uniform regulations and not be subject to, wearing or otherwise, features or marks that distinguish them in a restricted or RILA status.
- 5. Visual accountability of restrictees may be accomplished only by modification of identification card holders or sleeves.

### 1004. PHILOSOPHY

- 1. Restrictees are not under arrest nor confined, not considered as detainees or prisoners, and not to be subject to routine confinement practices (e.g., frisk and strip searches, search of personal mail, escorting, shakedowns, restraints, etc.). COs, OICs, and CPOICs operating RRBs shall ensure staff adhere to these fundamental principles. Historically, the greatest legal challenge faced when operating a restricted barracks has been ensuring the level of restraint imposed on restrictees is in fact, moral restraint. It is important that all staff understand adding activities that reduce liberty beyond what is authorized in this instruction is tantamount to unauthorized punishment/illegal confinement.
- 2. Restrictees are not to be punished by any member of the staff. Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment serve no useful purpose and are prohibited. Staff members' intelligent and professional performance of their duties can provide the environment in which restrictees can more readily see and incorporate responsibility into their own lives.

### 1005. CONDITIONS TO LIBERTY

- 1. Per reference (b), the Rules for Courts-Martial (R.C.M.) 304(a)(1), conditions to liberty are imposed by orders directing a person to do or refrain from doing specified acts. Such conditions may be imposed in conjunction with other forms of restriction or separately.
- 2. Conditions to liberty include orders to muster periodically to a specified official, orders not to go to a certain place (such as the scene of the alleged offense), and orders not to

associate with specified persons (such as the alleged victim or potential witnesses). Conditions to liberty must not hinder pretrial preparation.

### 1006. DEPRIVATION OF LIBERTY

### 1. Restriction

- a. Per reference (b), part V, 5c(2), restriction is the least severe form of deprivation of liberty. Restriction involves moral rather than physical restraint. The severity of this type of restriction depends on its duration and the geographical limits specified when the punishment is imposed. A person undergoing restriction may be required to report to a designated place at specified times if reasonably necessary to ensure that the punishment is being properly executed.
- b. Restriction imposed by either NJP (reference (b), part V, 5c(2)) or court-martial (reference (b), R.C.M. 1003(b)(5)) is governed by limitations per reference (b), R.C.M. 304(a)(2).
- 2. Restriction in Lieu of Arrest (RILA). Per reference (b), R.C.M. 304(a)(2), RILA is the restraint of a person by oral or written orders not imposed as punishment, directing the person to remain within specified limits; a restricted person shall, unless otherwise directed, perform full military duties while restricted.

### 3. Extra Duty

- a. Per reference (b), part V, 5c(6), extra duties involve the performance of duties in addition to those normally assigned to the person undergoing the punishment. Military duties of any kind, except guard duty, may be assigned as extra duty. However, no extra duty may be imposed which constitutes a known safety or health hazard to the member or which constitutes cruel or unusual punishment or which is not sanctioned by customs of the military service.
- b. Extra duties assigned should not be of a kind which demeans their grades or positions.

### 1007. LIMITATIONS ON PUNISHMENTS

- 1. <u>Nonjudicial Punishment (NJP)</u>. Authorized limits for the length of restriction assigned by NJP are contained in reference (a), article 15, and reference (c).
- 2. <u>Summary Court-Martial</u>. Subject to reference (b), R.C.M. 1003, a summary court-martial may adjudge restriction to specified limits for not more than 2 months or 60 days.

# 1008. <u>EFFECTIVE DATES AND EXECUTION OF RESTRICTION AND EXTRA</u> DUTIES

- 1. Per reference (c), 0113b(1), punishments involving restriction and extra duties, if unsuspended, take effect when imposed (regardless of the hour of commitment) and are executed when awarded restriction or extra duty time has elapsed. See reference (b), part V, paragraph 7, if an appeal is filed.
- 2. If restriction was suspended, and the suspension was later vacated, the date that the suspension was vacated would be the beginning date of the computation and would count as a full day of restriction, whether or not the person is placed in an RRB and regardless of the hour of commitment.
- 3. If restriction was deferred, the date of the termination of the deferment would be the beginning date of the computation and would count as a full day of restriction, whether or not the person was placed in an RRB and regardless of the hour of commitment.
- 4. Interruption by Absence or Later Punishment. Per reference (c), 0113b(2), if subsequent to the imposition and prior to the execution of restriction and extra duties an accused absents themselves without authority, the period of absence shall interrupt the service of the unexecuted portion of these punishments. The execution of any previously imposed NJP involving restriction will normally be interrupted by a subsequent NJP involving restriction. Upon execution of the later-imposed NJP involving restriction, the unexecuted portion of the earlier punishment will be executed. The officer imposing the later punishment may, however, order that the earlier punishment be completed prior to execution of the later punishment. A sentence imposed by a court-martial will also

interrupt the service of any NJP involving restriction. When the judicially imposed punishment has been served, any unexecuted NJP will be completed.

# 1009. BREACH OF RESTRICTION, RESTRICTION IN LIEU OF ARREST (RILA), OR CONDITIONS ON LIBERTY

- 1. Breach of restriction, RILA, or violation of conditions on liberty are offenses under reference (a). See reference (b), R.C.M., part IV, paragraphs 16, 19, and 102.
- 2. When such an offense occurs, it may warrant appropriate action, such as NJP or court-martial (see reference (b), R.C.M. 306). The parent command shall determine any charges per reference (a) and if the individual will continue in RILA status or if they are to be placed in pretrial confinement.

### 1010. RESTRICTION OF FEMALES

- 1. RRBs shall offer both male and female restriction capability and must be certified by Navy Personnel Command (NAVPERSCOM), Office of Corrections and Programs (PERS-00D1). Such approval requires the RRB to meet the following criteria:
- a. Rules and regulations for restriction and RILA apply equally to members of both sexes;
- b. Total visual and acoustic separation of male and female berthing spaces;
- c. Male and female restrictees may be commingled in common areas under supervision. Commingling in berthing areas is not authorized; and
- d. Staff shall be sufficient to supervise both genders to avoid creating privacy issues.
- 2. Pregnancy does not preclude berthing in an RRB as long as appropriate prenatal care is provided and there is a medical treatment facility nearby which can provide for labor, delivery, and management of obstetric emergencies.
- 1011. <u>DELEGATION OF AUTHORITY</u>. Office of the Chief of Naval Operations (OPNAV), Corrections and Programs (N135E) shall

exercise primary and final responsibility for developing and issuing RRB policy and procedures within the Navy. Responsibilities shall include, but not be limited to the following:

- 1. Maintaining cognizance over this instruction;
- 2. Maintaining cognizance over related or supplemental instructions and coordinating content of instructions issued by other naval activities which impact upon restriction and RILA;
- 3. Preparing standardized inspection formats for command/ activity inspections and conducting annual inspections of RRBs to ensure this instruction is implemented and actions are taken to correct deficiencies;
- 4. Conducting on-site visits and providing technical assistance to all Navy echelons/commands operating RRBs;
- 5. Providing echelons/commands assistance and training in connection with operation of RRBs and appropriate direction as needed; and
- 6. Evaluating functional adequacy and assessing capacity and designation of Navy RRBs, reviewing planned alterations and new construction projects, and certifying RRBs for use where authorized by Commander, Navy Installations Command (CNIC), Personnel Services (N141).

### 1012. EXCEPTIONS

- 1. Exceptions to the provisions of this instruction shall be forwarded, via the chain of command, to OPNAV (N135E) with recommendations. Such waiver requests shall provide justification and, where applicable, indicate any measures necessary to compensate for the waived requirement(s).
- 2. Permanent waivers shall not be granted for fire, life, or safety issues; however, a temporary waiver may be granted for a maximum of 18 months under the same procedures as in paragraph 1012.1. Waivers requested for fire, life, or safety issues shall be coordinated with the host installation fire and safety departments prior to submission. If approved by headquarters

level fire or safety agencies, OPNAV (N135E) shall provide or approve any operational guidance required to mitigate potential injury or loss of life.

3. Requests for extensions of waivers involving fire, life, or safety issues shall be forwarded to Deputy Chief of Naval Operations (Manpower, Personnel, Training and Education (DCNO (MPTE)) (N1) with endorsement of each echelon, and shall provide justification for the extension, to include circumstances preventing resolution of the discrepancy during the waiver period. If waivers are not approved, spaces affected shall be closed and not operated until discrepancies are eliminated. CNIC (N141) shall determine when the discrepancy has been resolved and shall notify all concerned.

### 1013. ESTABLISHMENT

- 1. Requests for designation of an ashore facility as an authorized RRB shall be submitted via the chain of command to NAVPERSCOM (PERS-00D1). Requests shall include full justification, a description of the space that meets the requirements of reference (d), physical plant and safety features to be used, manning plans, and commands to be supported. Coordination with the installation and region housing office is required if establishment of an RRB is to utilize any bachelor housing assets. Copies of all correspondence shall be provided to NAVPERSCOM (PERS-00D1). Approval shall be granted by CNIC (N141) based on regional commander recommendation, contingent on the ability to meet criteria referenced within this instruction, and an on-site visit by NAVPERSCOM (PERS-00D1).
- 2. When certified by OPNAV (N135E), an RRB may be used for management of personnel serving restriction and RILA. Funding and staffing of RRBs should be accomplished within local budgets and manpower levels (this does not preclude regional action to increase both budgets and manpower).
- 1014. <u>DISESTABLISHMENT</u>. A request for permanent closure of an RRB shall be submitted via the chain of command to OPNAV (N135E). All requests shall include full justification for closure, tentative date for ceasing operation, and contain endorsements from all echelons of the chain of command. If closing the facility is approved, the CO/OIC/CPOIC operating the

OPNAVINST 1620.3 20 Jul 09

facility shall transmit the actual closing date by message to OPNAV (N135E). Copies of all correspondence shall be provided to OPNAV (N135E).

### CHAPTER 2

### PHYSICAL PLANT AND MAJOR EQUIPMENT

- 2001. <u>PLANNING FACTORS</u>. RRBs should be located in areas which have adequate facilities to support the projected restriction and RILA population (i.e., enlisted dining and medical).
- 2002. CONSTRUCTION AND ALTERATION. Regional commanders shall approve design, configuration, and space utilization for any proposed facility. Any alterations or change in utilization of RRB spaces must be approved by the regional commander and copies provided to CNIC (N141) and NAVPERSCOM (PERS-00D1) prior to making alterations or changes.

### 2003. CONFIGURATION

- 1. RRBs shall meet standards prescribed for unaccompanied enlisted personnel housing. The medical department shall inspect the space and certify in writing that it meets at least minimum habitability standards.
- 2. Berthing space shall be considered "transient quarters" and meet minimum standards of acceptable space and privacy per reference (d). Each restrictee shall be assigned a bed and a locker for storage of personal effects. Lockers should be secured with a combination or key-type lock, provided by the restrictee.
- 3. Personnel on restriction or RILA shall be berthed separately. Berthing may be in the same building, but the separation between restricted or RILA statuses shall be readily discernible.
- 4. Each RRB shall have access to a multipurpose room equipped with tables, chairs, and audio visual media which can be used for classroom lectures, study, visits, recreation, and other group functions.
- 5. There shall be adequate office space and equipment for staff personnel.
- 6. Facilities shall have emergency exits in case of fire or other disaster. Fire doors shall not be locked but shall be

OPNAVINST 1620.3 20 Jul 09

alarmed. Adequate fire extinguishers, smoke alarms, and any other equipment prescribed by local fire and safety codes shall be installed.

2004. SECURITY FEATURES. Since restriction is not a physical restraint, RRBs shall not be equipped with extraordinary security devices (e.g., enclosed by a security fence that is locked, windows with bars, doors with bars or features that keep personnel confined, etc.). Security features used in bachelor housing units designed to prevent intrusion may be used (e.g., cameras, monitors, alarms, etc.). Exits in areas used to house personnel in a restricted or RILA status shall preclude entrance from the outside, but shall be able to be opened from the inside. Exits in these areas shall be equipped with an alarm to notify staff when doors are opened.

2005. STORAGE AREAS. A secure storage area shall be provided for retention of limited personal property of restrictees.

### CHAPTER 3

### STAFFING

- 3001. POLICY. RRBs shall be staffed as determined by the budget submitting office. RRBs may be organized as Departments (DEPTs) or Divisions (DIVs) of existing commands or established as separate organizations (new Unit Identification Codes). Staff may be assigned in a primary duty capacity or collaterally per manpower availability, however staffing must be sufficient to support all RRB roles and functions.
- 3002. <u>LEADERSHIP</u>. Each RRB shall be headed by a CO/OIC/CPOIC or a DEPT/DIV officer designated in writing by the RRB Immediate Superior In Command (ISIC). The CO/OIC/CPOIC/DEPT/DIV of the RRB is responsible for the overall administration and management of the unit.
- 3003. ENLISTED PERSONNEL. Management of service members in a restricted or RILA status presents a challenging environment that requires RRB staff to demonstrate a high degree of leadership and supervisory ability. Enlisted personnel ordered to duty at an RRB shall be in the rank of petty officer or above, supervisory duties associated with restricted personnel requires sufficient authority and experience.
- 3004. MALE/FEMALE STAFF. RRBs shall have both male and female restricted personnel assigned. Care shall be exercised to ensure that staff personnel are not assigned duties in areas where routine nudity of the opposite sex could be anticipated.

### 3005. STAFF ROLES AND FUNCTIONS

- 1. <u>Leadership</u>. Fulfill the duties and responsibilities established by U.S. Navy Regulations, general orders, customs and traditions, and overall administration and management of the unit (e.g., organization, accountability, management, performance of staff, and good order and discipline).
- 2. <u>Administration</u>. Provide command administrative support services (e.g., RRB personnel, files, reports, correspondence, Plan of the Day (POD), training, supply, health and comfort, and restrictee billeting and work assignments).

- 3. <u>Supervision</u>. Exercise command authority, oversee 24/7 central control and roving watch, provide individual development planning, and interface with user command interface. Develop/administer muster and accountability, dormitory supervision, law enforcement/physical security, daily good order and discipline, inspections, investigations, urinalysis, and staff security training.
- 3006. <u>COLLATERAL DUTY ASSIGNMENTS</u>. A chaplain and a staff judge advocate shall be assigned to the RRB on a collateral duty basis.
- 3007. GENERAL RULES OF CONDUCT FOR STAFF. RRB staff performs duties in a high-visibility and potentially explosive environment. Accordingly, it is essential that their conduct is professional at all times. Staff shall treat all restricted personnel fairly and with respect. Harassment, physical abuse, or maltreatment in any form shall not be condoned, nor tolerated. Personal relationships which are unduly familiar between staff and restrictee within an RRB that do not respect differences in grade, rank, or the staff/restrictee relationship are prohibited. Relationships between staff and restrictees which are prejudicial to good order and discipline, violate long-standing traditions of the Naval service, and, as such, are not authorized.
- 3008. JOB QUALIFICATION REQUIREMENTS (JQR). JQRs are designed to ensure RRB personnel are qualified in all duty aspects to assume critical positions in the supervision and orderly administration of restricted personnel. Strict compliance with procedures and other training references are required in the progression of qualifying in each section.
- 1. The CO/OIC/CPOIC of the RRB are the only personnel authorized to qualify an individual upon successful completion of an examination and/or oral board. Personnel authorized to sign off portions of the qualification are strongly discouraged from "giving away" signatures. Ensure the trainee understands the area in which they are seeking qualification and require the trainee to demonstrate a good working knowledge of the subject area. All qualifications must be completed within 15 days upon initial assignment.

- 2. The Executive Officer (XO)/assistant OIC of the RRB shall ensure all personnel are qualified within the required time period and are proficient in each applicable watch station. Completed original qualification requirements shall be contained in the trainee's training record.
- 3. JQR documentation will be developed locally and shall include, but is not restricted to, the following:

### a. Prerequisites;

- (1) Review of Service record.
- (2) Be in pay grade E5-E6.
- (3) Possess a valid state driver's license.

### b. Orientation;

- (1) Demonstrate understanding of RRB objectives.
- (2) Demonstrate understanding of (signature of trainee required) standards of conduct for RRB staff personnel.
- (3) Demonstrate understanding of departmental organizational structure and chain of command.
  - (4) Demonstrate ability to use the required equipment.

### c. RRB Petty Officer Functions/Procedure Bibliography; and

- (1) RRB Standard Operating Procedures (SOP).
- (2) Uniform Code of Military Justice.
- (3) U.S. Navy Regulations (1990).
- (4) U.S. Navy Uniform Regulations.

### d. Qualifications/Administration

(1) Demonstrate understanding of procedures for assigning room and board.

- (2) Demonstrate understanding of procedures for supervision and monitoring.
- (3) Demonstrate understanding of procedures for unusual circumstances or assistance required by a resident.
- (4) Demonstrate understanding of procedures for updating the room status board.
- (5) Demonstrate understanding of procedures for mustering and inspections.
- (6) Demonstrate understanding of procedures for use of and proper completion of required forms or documentation (e.g., assignment to restriction/RILA, special request chit, report chit, walking chit, muster report, inspection reports, voluntary statement, DD 504 Request and Receipt for Health and Comfort Supplies, sea bag inventory, inspection report, deck log, telephonic threat/complaint report).
- (7) Demonstrate understanding of procedures for emergency response (e.g., bomb threat and fire alarm) including notifications, evacuation of personnel, perimeter formations and search procedures.
- (8) Demonstrate understanding of procedures for bed check, personnel inspections, working party, chow line, and search and inspection procedures for residents.
- (9) Demonstrate understanding of procedures for check in/out.
- (10) Demonstrate understanding of procedures for proper safekeeping/storage of resident's personal effects.

### CHAPTER 4

### ADMINISTRATION AND OPERATIONS

4001. <u>SERVICE MEMBERS SERVING RESTRICTION</u>. Members are ordered into restriction by their CO. Upon arrival at an RRB, restrictees shall be issued additional documents to govern behavior and provide rules of conduct for the duration of their restriction (appendix B provides sample documents).

### 4002. SERVICE MEMBERS PLACED IN A RILA STATUS

- 1. If a CO/OIC intends to court-martial a service member, the CO/OIC may opt to place the member on RILA as an alternative to placing them in pretrial confinement.
- 2. Per reference (a), article 13, "No person, while being held for trial, may be subjected to punishment or penalty other than arrest or confinement upon the charges pending against them, nor shall the arrest or confinement imposed upon them be any more rigorous than the circumstances required to ensure their presence, but they may be subjected to minor punishment during that period for infractions of discipline." Once the authority to restrain a person pending trial is exercised (i.e., issued RILA orders), there is a need to set limits to ensure the member is available for trial and to maintain good order and discipline at the command.
- 3. Members placed in RILA shall be assigned to the RRB and shall be berthed, wherever possible, separate from other members assigned to the RRB (i.e., members serving restriction). If a separate area is not feasible, a portion of the disciplinary berthing area shall be set aside for members serving RILA and the area shall be clearly identified and readily distinguishable from the area designed for members serving restriction.
- 4003. RESTRICTION/RILA. Service members in a restricted status at the RRB are either serving restriction awarded as a result of NJP/court-martial or placed in a RILA status by the member's CO/OIC. In either case, it must be recognized that restriction is moral restraint as opposed to confinement, which is the physical restraint of an individual. In administering restriction, the following guidelines are provided:

- 1. The restrictee shall be provided with a written copy of restriction documents (sample documents in appendix B) which outline the following:
- a. The boundaries of the restriction (e.g., the limits of the station);
- b. Areas of the station that are off-limits during restriction (e.g., clubs, bowling alleys, snack shops, any facility that serves alcohol by the drink, etc.);
  - c. Times for muster;
  - d. Uniform requirements;
- e. Designated area where restriction shall be served and berthing area assigned;
- f. Guidance to the restrictee that failure to make required musters and/or breaching the limits of restriction are offenses punishable under reference (a); and
- g. Guidance to the restrictee that possession of unauthorized items (outline what constitutes unauthorized items; e.g., civilian clothes, alcohol, etc.) is prohibited.
- 2. Restriction documents shall be issued upon arrival at the RRB which shall be signed by the CO/OIC/CPOIC or command duty officer if after normal working hours. Restriction documents shall also be signed by the restrictee and placed in the restrictee file, which acknowledges receipt and that the contents have been explained. If the restricted person refuses to sign the documents, this shall be noted by the RRB staff by preparing and signing (witnessed by a third party staff member) a statement as to time, date, and location where the provisions of the restriction were explained to the restrictee. Attach statement of restrictee's refusal to the restriction documentation and place in the restrictee file.
- 3. Restrictees are required to work and should observe a normal workday. Work should be conducted at the restrictee's parent command when possible.

- 4. When going to appointments (e.g., medical, Personnel Support Activity Detachment (PERSUPPDET), etc.), a normal request chit system should be used. Service members in a restricted status should not normally be escorted to appointments (exceptions may be made for members in RILA status).
- 5. DD 2 Armed Forces of the United States Geneva Conventions Identification Card (Active) shall not be confiscated from service members in a restricted status.

### 4004. CENTRAL PROCESSING

- 1. A central point shall be established at each RRB for personnel checking in and out. This is the focal point for accountability of all restricted personnel assigned to the RRB. The terms "central processing" and "RRB quarterdeck" are synonymous. The central processing desk shall be staffed 24 hours a day.
- 2. As the central processing unit for all arrivals and departures, central processing shall utilize a tracking system to maintain a count of all restrictees assigned and be able to provide an alpha roster immediately when required. RRB staff shall use NAVPERS 1620/2 Regional Restriction Barracks (RRB) Check-In Sheet for personnel checking in. To ensure accountability and to facilitate rapid and efficient processing of personnel, the following procedures are recommended:
- Personnel Reporting for Restriction During Normal Working Hours. Once the individual has checked into central processing and has been added to the running count, the restrictee shall be introduced to their mustering petty officer. All belongings shall be inventoried to verify compliance with Navy uniform requirements (seasonal sea bag) and to ensure no prohibited items enter the facility. Inventory of personal belongings shall be accomplished by two staff members. listing of personal items shall be signed both by staff members and the restrictee and placed in the restrictee file. restrictee shall be assigned a room/dormitory and bunk. department is responsible for room/dormitory/bunk assignments, the department petty officer shall notify central processing as to such assignment. Department petty officers are responsible for advising newly arrived restrictees as to muster, work assignment, and appointment procedures. At the end of each

normal workday, central processing shall compile a roster of all personnel who reported to the unit during the day, with the department assignment annotated. A copy of this roster shall be provided to the CO/OIC/CPOIC, each department mustering petty officer, and the work supervisor to use for muster the next workday.

- b. Personnel Reporting for Restriction After Normal Working Hours. Central processing shall exercise muster responsibility and accountability control for all restrictees reporting after normal working hours until after the morning muster on the next normal workday. All belongings shall be searched for prohibited items. Sea bag inventory may be delayed until the following day. Once muster is completed on the next normal workday, restrictees shall complete the RRB check-in process. Central processing shall maintain a running roster of all transients arriving after normal working hours, for muster purposes, and shall advise such personnel of muster requirements. After muster on the next normal workday, the restrictee's name shall be added to the roster of personnel reporting, and assigned to a department during that day.
- c. Personnel Departing Upon Completing Restriction.
  Personnel completing restriction shall check out with central processing. Except in cases of emergency, personnel shall check out of the RRB during normal working hours. Central processing shall compile a list of all personnel who depart the RRB each day and provide copies to the CO/OIC/CPOIC, all departments, and work supervisors prior to muster on the next normal workday.
- d. Arrival and Departure Verification. All departments shall check the arrival and departure listings provided by central processing daily to ensure their records agree. Any discrepancies should be reported to central processing for immediate resolution.
- 4005. MUSTERS. All restricted personnel assigned to the RRB shall muster daily, at a minimum prior to departure for work, upon return from work, and prior to lights out. Additional mustering requirements should not be punitive nor interfere with normal sleeping hours or restrictees performing a normal workday. Musters shall be conducted in a military manner and all personnel shall wear the prescribed uniform as determined by the CO/OIC/CPOIC (e.g., uniform of the day or working uniform).

At quarters, mustering petty officers shall communicate special announcements, transfers, appointments, and work assignments for the day. A report of the results of department (restriction or RILA) musters shall be provided to CO/OIC/CPOIC by 0800 each work day. Immediate action shall be initiated to verify the location of a restrictee when not present for muster. Restrictees who miss muster and whose location cannot be determined are considered to be on Unauthorized Absence (UA) and will be reported as such to their parent command.

4006. GOOD ORDER AND DISCIPLINE. RRBs shall operate as any other naval organization, in a military environment with all military courtesies, customs, and traditions observed. Restricted personnel shall not be required to perform nonstandard military practices (e.g., salute enlisted personnel). Breaches of good order and discipline shall be brought to the attention of the RRB CO/OIC/CPOIC in a timely manner.

### 4007. PROGRAMS/SERVICES

- 1. <u>Indoctrination Program</u>. Either the CO/OIC/CPOIC or appropriate subordinate shall make a presentation (in person or via video tape) during the indoctrination program and the indoctrination program itself shall cover the following topics:
  - a. RRB mission;
  - b. RRB chain of command;
  - c. Military bearing/RRB rules and regulations;
  - d. Leave and liberty policy;
  - e. Work requirements;
  - f. Daily routine;
  - g. Mailing address;
- h. Services available (recreational, medical, legal, dental, religious, etc.);
  - i. Unauthorized items;

- j. Training (general military, special, physical, etc.);
- k. Inspections (personnel and zone);
- 1. Activities in the area that restrictees may attend;
- m. Activities and areas to be avoided (e.g., off-limit areas, etc.) where applicable; and
  - n. Counseling services.
- 2. Work Program. All restrictees shall be assigned to work.
- 3. Physical Training Program. A formal, command-sponsored Physical Readiness Program (PRP) is not required for restricted personnel; however, if the RRB offers a PRP, PRP time may be built into the daily schedule prior to the beginning of the work day. Any PRP for restrictees shall include active staff participation.
- 4. Training Program. General Military Training (GMT) is not required for restrictees. Individuals expected to remain at the RRB for extended periods of time (greater than 30 days) shall participate in GMT with RRB staff if feasible.
- 5. <u>Regional Services</u>. Restrictees shall be advised of procedures to access services at the region or station (e.g., religious, legal, counseling, career counseling, and drug and alcohol counseling).

### 4008. <u>FILES/RECORDS/REPORTS/FACILITY INSPECTIONS</u>

### 1. Files

a. Files are maintained to quickly provide accurate and current information on restrictees assigned to the RRB. All restrictee files are private and contain personally identifiable information, and only those personnel with a "need to know" in the performance of their official duties may have access. This limitation, however, is not intended to impede the flow of information to staff involved in supervision, training, or evaluation of restrictees. Restrictees shall not be assigned to functions where they have access to information about RRB staff or other restrictees.

- b. Original restrictee files may be maintained electronically or in locked filing cabinets in the RRB administrative area. These files may be checked out and returned during normal duty hours of the same day as needed. Individuals and sections shall ensure that files are returned to the administrative office and locked in the cabinet when they are not in use. While files are checked out they shall be afforded the same level of protection as outlined above.
- 2. Records. Personnel records for all restricted personnel assigned to the RRB shall be maintained by the servicing PERSUPPDET. Medical and dental records shall be maintained by medical/dental personnel as locally directed per reference (e).
- 3. Reports. At a minimum, the following are required:
- a. Restriction and RILA Personnel List (alpha rosters). A list, updated daily, of restricted personnel assigned to the RRB. The report shall identify each restrictee's name, command, status (restriction or RILA), and in cases of restriction, the length of restriction to include beginning and ending dates.
- b. Daily Report of Restrictees Received and Released. Made available to the ISIC as directed.
- c. Special RRB Population Report. Whenever restricted personnel population levels reach 90 percent of full capacity or conditions are such that it is anticipated that full capacity at the RRB shall occur, a notice (e-mail/message) shall be submitted to the Navy region, OPNAV (N135E), and CNIC (N141). Specific requests for assistance (e.g., notification of user commands to consider alternate means of restriction or deferment in the event the RRB reaches maximum capacity) should be included in this report.
- d. <u>Incident Reports</u>. Complete incident reports per reference (f). Include NAVPERSCOM (PERS-00D1) as an information addressee.
- e. <u>Mishap Reports</u>. Complete mishap investigations and reports per reference (g). Mishap reports are filed in addition to Operations Report-3/situation reports and investigations.

- 4. <u>Facility Inspections</u>. Records of inspections may be maintained electronically.
- a. <u>Daily Sanitation Inspections</u>. A written report of inspection results and actions taken to correct noted discrepancies shall be kept on file for two cycles of the quarterly sanitation inspection (log entries acceptable).
- b. <u>Weekly Safety/Security Inspections</u>. A written report of inspection results and actions taken to correct noted discrepancies shall be kept on file until completion of the monthly zone inspection.
- c. Monthly Zone Inspections. A written report of inspection results and actions taken to correct noted discrepancies shall be kept on file at the RRB for 2 years.
- d. Quarterly Sanitation Inspection. A written report of inspection results and actions taken to correct noted discrepancies shall be kept on file at the RRB for 2 years.

### 4009. LOGS

- 1. All logs maintained at the RRB shall be of the bound, consecutively numbered variety or an OPNAV (N135E) approved system electronically maintained on a computer. Entries shall be maintained in chronological order and be neat, legible, and in ink. The following logs shall be maintained:
- a.  $\underline{\mathsf{RRB}\ \mathsf{Log}}$ . This log is a permanent record of the operation of the RRB. At a minimum, this log shall include the following entries:
- (1) Name and rate, of all restrictees reporting to or released from the RRB. Larger RRBs may maintain a separate log for this information;
- (2) Results of musters (in/out counts) to include the name, rate, of any service member reported as an unauthorized absentee;
- (3) Date and times of all emergencies or emergency drills with any noteworthy actions (e.g., disorders, unusual events, breaches of peace, etc.) associated with the event;

- (4) Date and times of the start and completion of all inspections. Since written reports of all weekly and quarterly inspections are required to be kept on file at the RRB, the results of these inspections need not be included in the log. Daily sanitation inspection results may be recorded in the RRB log;
  - (5) Official visits:
- (6) Restrictees or staff departing on and returning from leave;
- (7) Change of watches, assumption and relief times, dates, and accountable items (e.g., keys, flashlights, duty belts, etc.); and
- (8) Commencement and termination of events scheduled in the POD (i.e., work calls, physical training, visitor's call, and training).
- b. Pass Down Log. A separate pass down log may be maintained for the RRB. The pass down log records information of interest to RRB staff coming on duty and is usually information of a temporary nature; and
- c. <u>Visitors Log</u>. A record of each visit to a restrictee shall be made in the visitors log to include date of visit, time in and time out, printed name and signature of visitor, restrictee visited, and name or initials of staff member who identified, admitted, and released the visitor. A visitor's signature shall be required at entry and departure.
- 2. <u>Disposition of Logs</u>. Logs shall be maintained for a period of 2 years of last entry, then destroyed per reference (e).

### 4010. STANDARD OPERATING PROCEDURES (SOP)

1. Each RRB shall publish an SOP for operation of the RRB. The SOP will outline the mission of the RRB, establish the chain of command within the unit and for the unit itself, provide rules of conduct for staff and restrictees, promulgate emergency bills, post orders, and special instructions as required by the CO/OIC/CPOIC. The SOP should be unit specific and should not be just a reiteration of the contents of this manual.

2. Appendices A and B provide an array of RRB administrative and operational samples to consider when developing an SOP.

### 4011. PRIVACY ACT (PA)/FREEDOM OF INFORMATION ACT (FOIA)

- 1. All RRB staff shall be familiar with the provisions of current directives pertaining to the PA and FOIA per references (h) and (i). A DD 2709 Privacy Act Statement is not required for every personal/telephone interview but only for those in which the individual is asked to furnish personal information to be included in a system of records. For the purpose of determining whether a Privacy Act Statement (PAS) is required, "personal information" is defined as information about an individual that is intimate or private to the individual (e.g., date of birth, home address, etc.) as distinguished from information related solely to the individual's official function (e.g., rank, rate, duty station, etc.).
- 2. Restrictees are not required to reveal PA information, even if requested for counseling or programming.
- 3. Individual's rights, as stated in title 5 United States Code, section 552a, are to be protected. A PAS shall be provided to new restrictees upon initial processing on which they are asked to provide personal information. The form shall be filed in their restrictee file. Reference (e) shall be followed.
- 4. Request for Information. A PAS shall be required before soliciting personal information from a restrictee for release. References (h) and (i) provide requirements pertaining to PA and FOIA programs, respectively.

### 4012. RESTRICTEE FILE

1. <u>File Format</u>. Individual files shall be established for restrictees. Files shall be assembled and documents placed in the file as follows:

### a. Section One (Legal);

(1) Temporary Additional Duty/Temporary Duty Orders (TEMADD/TEMDU).

- (2) Imposition of restriction/RILA orders.
- (3) Extra duty orders (if applicable).
- (4) Military protective orders (if applicable).
- (5) Any other legal-related documents.

### b. Section Two (Administrative);

- (1) Signed copy of the Rules of Conduct.
- (2) Any other administrative-related documents.
- c. Section Three (Personal Effects); and
- (1) Signed copy of any inventory of personal belongings kept in storage (as required).
  - (2) Sea bag inspection.
  - (3) Any other personal effects-related documents.

### d. Section Four (Performance)

- (1) Daily record of behavior (when used).
- (2) Work and training reports (when used).
- (3) Any other performance-related documents.
- 2. <u>Disposition of Files</u>. Upon release from restriction or RILA, contents of a restrictee's file shall be safeguarded and placed in an inactive file by month and year of release. Inactive files shall be retained for 2 years beyond release date and then destroyed.
- 4013. <u>PUBLIC INFORMATION</u>. Release of information to the media concerning RRB programs, operations, and restrictees is not authorized unless specifically approved by the CO/OIC/CPOIC. All requests shall be referred via the CO/OIC/CPOIC to the public affairs officer.

- 4014. LAUNDRY. Adequate laundry facilities shall be provided.
- 4015. <u>BARBER</u>. Access to barber services (Navy or commercial) shall be provided for all restricted personnel.

### 4016. PERSONAL PROPERTY

- 1. Personal Property Custodian. The personal property custodian(s) shall be appointed in writing by the CO/OIC/CPOIC. The personal property custodian(s) shall be the only member(s) with access to the storage area where personal property may be stowed. Additionally, all property shall be stored and sealed (in a sea bag, if available) with box-car type seals with the seal number or similar device recorded on the NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personal Effects. The personal property custodian shall maintain a log recording all box-car seal numbers (consecutively) and records, to whom and when, issued and destroyed.
- 2. Storage of Personal Property. If it becomes necessary for RRB staff to confiscate or accept personal items from restrictees, all items shall be inventoried by two RRB staff using NAVPERS 1640/17, completed in the presence of the restrictee, and shall be signed and dated by the restrictee and the two RRB staff members. A signed copy of the NAVPERS 1640/17 shall be given to the restrictee, one copy shall be kept with the personal property stored, and the original kept in the restrictee file.
- 3. If a restrictee departs restriction on UA, inventory all personal property and return it to the parent command with documenting paperwork after 24 hours of UA.
- 4017. <u>FUNDS AND VALUABLES</u>. Under normal circumstances, the RRB shall not accept funds or other valuables from restricted personnel. All restricted personnel are to be provided with lockers in which they can maintain their own personal effects. If a restrictee has a large sum of money, they should be advised to open a bank account or obtain traveler's checks, etc.
- 4018. <u>LOCKERS</u>. Each restrictee assigned a room/bunk at the RRB shall be assigned a locker. The restrictee is responsible for providing a lock for the locker. Lockers shall be kept locked at all times when members are not in the immediate vicinity.

Unassigned lockers at the RRB shall be secured. It is recommended that box-car type seals be used for this purpose. Keeping the unassigned lockers sealed discourages stowage of prohibited items.

4019. CLOTHING AND HEALTH AND COMFORT (H&C) ITEMS. The restrictee's CO/OIC/CPOIC shall be responsible for ensuring the restrictee has all required clothing and personal items prior to reporting (see appendix B). Restrictees shall wear the working uniform while in a restricted or RILA status at an RRB.

### 4020. RESTRICTEE INSPECTIONS

- 1. A daily personnel inspection of restrictees shall be conducted at quarters.
- 2. The RRB staff shall conduct periodic inspections of lockers to ensure that proper sanitation and health standards are maintained. The RRB staff shall ask the restrictee to open any secured locker or make visible any item(s) that are obscured from normal view (the right to request this resides with the RRB staff, they need not exercise this right). It is the restrictee's right to decline access to their personal belongings. Declination shall be documented.
- 4021. <u>LEAVE AND LIBERTY</u>. Restrictees shall not normally be granted annual leave. Granting of emergency leave is outlined in reference (j). The restrictee's parent command may grant emergency leave when warranted. The restriction continues to run while a restrictee is on emergency leave.
- 4022. CORRESPONDENCE AND VISITATION. Correspondence and visitation are authorized components of the RRB program and are to be included within the POD. Restrictees shall be permitted to write and receive as many letters as personal time and resources allow.

### 1. Correspondence

a. <u>Outgoing Mail Procedures</u>. A locked collection box or authorized postal mailbox shall be accessible to restrictees. Mail shall bear no indications that the sender is a restrictee. Mail shall be collected and delivered to the postal service at least once each workday.

b. <u>Incoming Mail Procedures</u>. Mail call shall be conducted only by designated mail petty officers appointed in writing by the CO/OIC/CPOIC. Restrictions on newspapers, periodicals, and magazines authorized at the RRB shall be no more stringent than those imposed on personnel of the command.

### 2. Visitation

a. Official Visitation. Command involvement is an important aspect of the overall process, and local commands shall maintain close contact with their restrictees. Remote commands shall maintain contact with their restrictees, at a minimum, with weekly phone contact. Restrictees shall be informed of coordinated/scheduled official visits.

### b. General Visitation

(1) Policy. Restrictees shall be allowed to retain contact with their family and to conduct personal affairs to the greatest extent possible, not inconsistent with this and other governmental prohibitions. The OIC or Leading Chief Petty Officer (LCPO) shall authorize special visits for family and friends on a case-by-case basis. All other visits shall be conducted during regularly scheduled visitors call.

### (2) Procedures

- (a) Denying family and friends visiting privileges for arbitrary reasons is not allowed.
- (b) Visiting periods shall be established and included in the POD at the RRB on all non-working days such as Sundays and holidays. Where conditions permit, restrictees shall be permitted to receive visitors for at least 2 hours on each visiting day. Reasonable exceptions as to time and length of visits shall be made for visitors who may have traveled a long distance or for some reason cannot visit on regular days or during regular visiting hours. No limitations shall be imposed as to the number of persons who may visit with a restrictee, except due to space restrictions or to maintain security, control, or to exclude persons disapproved by the CO/OIC/CPOIC, or designee, for cause. Any limitations shall be applied evenly

and fairly. Reasons for disapproval shall be recorded in letter format and placed in the restrictee's file.

(3) <u>Visiting Facilities</u>. Each RRB shall have a furnished room or area for visiting. Informal or lounge-type furnishings are most desirable. Mess hall, offices, or other areas may be used when a more suitable place cannot be provided.

### (4) Authorized Visitors

- (a) Visits by persons under the age of 18 who are not the legal spouse of the restrictee shall not be permitted unless they are accompanied by their parent(s) or legal guardian unless authorized by the CO/OIC/CPOIC.
- (b) CO/OIC/CPOIC may deny visitation for cause (e.g., civilian or military protective orders, good order and discipline, security of the facility, etc.).
- 4023. PERSONAL TELEPHONE CALLS. Where pay phones are available at an RRB their use shall be limited to after working hours and be may be limited to no more than 10 minutes (extended by the RRB staff provided this does not restrict phone use by other personnel in a restricted status). Messages of incoming official calls shall be taken by RRB staff and relayed to the restricted personnel. Restriction barracks phones may be used only with permission from the RRB staff and only for official calls. Incoming calls are not authorized on RRB pay phones. Cell phones provided by visitors may be used during visitation. Additionally, personal cell phone use will be guided by local SOP.

### 4024. ACCEPTANCE OF RESTRICTEES INTO THE RRB

- 1. Navy RRBs may accept restrictees from tenant or other area commands on a case-by-case basis.
- 2. Restrictees may be refused assignment to an RRB for cause, capacity, or when a restrictee is not of the area command. Refusal shall be authorized by the RRB CO/OIC/CPOIC.
- 4025. ORDERS INTO RESTRICTION. In most cases, punishments involving restriction and extra duties, if unsuspended, take effect when imposed (regardless of the hour of commitment).

- 1. The NAVPERS 1626/7 Report and Disposition of Offense(s) shall serve as the document to order a service member into restriction. If required, TEMADD/TEMDU orders will be provided by parent command. When an individual is restricted as a result of a revocation proceeding for a previously suspended period of restriction, the NAVPERS 1626/7 shall list a chronological sequence of events. The following shall be indicated on the reverse side of the NAVPERS 1626/7 or on separate attachment:
  - a. Date of NJP and restriction and extra duties awarded;
- b. List article(s) and specification(s) per reference (a) for which restricted in the appropriate space;
- c. If restriction was deferred or suspended, the date action was taken; and
- d. Indication of any period of restriction that was served prior to suspension of the punishment (inclusive dates shall be documented).
- 2. The hour and date restriction was directed shall be annotated. Show name, grade, and title of the person who ordered restriction.
- 4026. NAVPERS 1336/3 SPECIAL REQUEST/AUTHORIZATION. All restrictees have the right to submit special request chits. Member rights and command requirements as directed by U.S. Navy Regulations, 1990, apply. Request chits shall be filled out neatly and correctly. Special request chits filled out incorrectly shall be returned to the individual for correction and resubmission. Chits shall normally be processed when received but no later than 1 working day. Chits being processed outside the division may require more time. Therefore, final approval might take up to 3 working days. If this is the case, the service member shall be notified of the delay. No special request chit shall be walked through by the individual. All request chits shall be submitted to the mustering petty officer at morning quarters.

### 4027. ACCOUNTABILITY/RESPONSIBILITY WHEN IN TRANSIT

- 1. Walking chits shall be issued to members in RILA status any time they leave the RRB, without escorts, with the exception of going to and returning from daily work assignments.
- 2. Restrictees not in a RILA status shall not normally be required to have a walking chit to leave the RRB.
- 3. When away from the RRB, restricted personnel may wear the working uniform if transiting to or from a work detail. If, however, they are going to or from an appointment, the uniform of the day shall be worn. At the discretion of the RRB CO/OIC/CPOIC, appointments off base may require an escort.
- 4. Restricted personnel are generally permitted to visit the following activities: galley, medical, dental, legal, chapel, family services center, and assigned work detail. Without RRB CO/OIC/CPOIC authorization, restrictees are not permitted to use the Navy Exchange or any off base activity. They are also not permitted to enter any establishment that sells alcohol (e.g., mini-mart, enlisted club, etc.).
- 5. Walking chits shall include the following information:
  - a. Restrictee's name;
  - b. Current date:
  - c. Name of releasing RRB staff member;
  - d. Time of release; and
- e. List in chronological order, places the restrictee is authorized to go.
- 6. The restrictee should be instructed during indoctrination they are not to deviate from the walking chit, and they are to obtain the time and initials of an E5 or above, or equivalent civilian, when they arrive and then depart from their destination. If circumstances arise which require deviation from their walking chit, they are to call the RRB in advance for further direction.

OPNAVINST 1620.3 20 Jul 09

- 4028. TEMPORARY ABSENCE. The restrictee's CO, XO, or legal officer should normally sign temporary absence requests. As specified within RRB SOP, RRB staff may initiate a request for temporary absence to the restrictee's command.
- 4029. GENERAL RELEASE. A command CO/OIC/CPOIC cannot arbitrarily release a restrictee from punitive restriction without remitting, mitigating, setting aside, or suspending the restriction. COs/OICs/CPOICs requesting release of their restrictee shall submit a letter documenting a remittance of remaining portion of the restriction to the RRB CO/OIC/CPOIC. Signed documents setting aside, remitting, or suspending the restriction shall accompany a request for release of a restrictee if the release date is before the end of the period of restriction. A copy of the signed document shall become part of the restrictee's file.
- 4030. <u>PERMANENT RELEASE</u>. The RRB CO/OIC/CPOIC shall effect permanent release of a restrictee upon expiration of restriction or lawful release of restriction by the member's CO/OIC/CPOIC.

### APPENDIX A

### REGIONAL RESTRICTION BARRACKS (RRB) FORMS

1.	The	following	form is	available	at:	
htt	p://	www.dtic.m	il/whs/	directives	/infomgt/forms	/formsprogram.htm.

DD 504 (09-01)	Request and Supplies	Receipt	for	Health	and	Comfort
DD 2709 (11-99)	Privacy Act	Statemer	nt			

## 2. The following forms are available at: https://navalforms.daps.dla.mil/web/public/forms

NAVPERS 1336/3 (08-05)	Special Request/Authorization S/N 0106-LF-130-0400
NAVPERS 1626/7 (Rev. 12-88)	Report and Disposition of Offense(s) S/N 0106-LF-005-2700
NAVPERS 1620/2 (06-09)	Regional Restriction Barracks (RRB) Check-In Sheet
NAVPERS 1640/17 (Rev. 04-81)	Inventory and Receipt of Valuables, Clothing and Personal Effects S/N 0106-LF-016-4085

#### APPENDIX B

### SAMPLE FORMATS

## REGIONAL RESTRICTION BARRACKS (RRB) IMPOSITION OF RESTRICTION OR RESTRICTION IN LIEU OF ARREST ORDERS

From:	Commanding Officer/Officer in Charge/Chief Petty Officer in Charge, Regional Restriction Barracks
To:	Restrictee's Name (Last, First, MI) Rate
	Restrictee 5 Name (Hast, First, Mr) Nate
,	IMPOSITION OF RESTRICTION OR RESTRICTION IN LIEU OF ARREST
restric remain until ( limits locker	have been awarded (number of days) (restriction or tion in lieu of arrest) by (CO/OIC Activity). You shall in a restricted or restriction in lieu of arrest status date) You are hereby restricted to the of (specify activity) and you are assigned bunk and number in barracks  shall be governed by the following rules/regulations
while i	n a restricted or restricted in lieu of arrest status:

- a. You shall continue to perform full military duties and any other duties assigned. Failure to perform such duties may result in the initiation of disciplinary action.
- b. You shall wear a complete clean working uniform during the performance of duties unless you are directed to wear the uniform of the day.
- c. You are required to muster on all weekdays at (prescribe where, e.g., the foot of your assigned bunk, RRB staff office, RRB quarterdeck) in a clean working uniform at the following times: (specify times). You are required to be in your bunk between taps and reveille and regular bunk checks shall be made between taps and reveille at unspecified times. Personnel missing muster or bunk checks may be charged with unauthorized absence or missing from appointed place of duty. Laying or sitting on bunks during working hours is prohibited. Bunks and lockers shall be properly stowed and tagged.

- d. You are not permitted to leave your assigned berthing area without signing out with the RRB staff. All appointments during duty hours to see or visit other personnel or offices, such as the Chaplain, Law Center, Counseling and Assistance Center, Personnel Support Activity Detachment, Navy Exchange (NEX), etc., shall be made for you by the RRB staff. Such appointments shall not be disapproved unless it is determined they are being intentionally utilized to unreasonably interfere with the performance of your normally assigned duties. You shall proceed directly to and from the site of your appointment.
- e. You shall not enter the NEX cafeteria, base clubs, package liquor store, bowling alley, or BEQs other than the RRB. On (specify day(s) and time(s)) you may visit the NEX retail store, NEX barber shop, NEX laundry and tailor shop, clothing and small stores, bank, Federal Credit Union, and post office. Failure to comply with the above limitations shall constitute a breach of restriction and is grounds for disciplinary action. Additionally, your free hour privileges may be suspended.
- f. Use of office phones without prior approval of an RRB staff member is prohibited. Personal telephone calls may be restricted to no more than 10 minutes duration. If a pay phone is located in the RRB berthing area it may be used for personal phone calls (after working hours only). Official incoming messages may be left with the RRB staff at (give phone number) for delivery to you. The duration of phone calls may be extended by the RRB staff provided this does not restrict phone use by other personnel in a restricted status.
- g. Your personal possessions shall be inventoried and items not required or authorized shall be placed in your assigned locker or in property storage and shall not be returned until you are released from a restricted status. Any items the possession of which is prohibited by law shall be confiscated as unauthorized items and you are subject to further disciplinary action for such possession. You are not authorized to wear civilian clothing while in a restricted status.

- (1) A minimum sea bag as specified in U.S Navy Uniform Regulations shall normally be maintained. If you do not have a minimum outfit, you shall be required to buy all missing items. All items of military clothing must be stenciled or embroidered with proper names so that ownership can be determined. Personnel awaiting court-martial must have a complete Service dress uniform (appropriate for the season) in good condition.
- (2) The following is a list of personal possessions which are authorized to be in your possession while in a restricted status: (Items not appearing on this list and not otherwise authorized by applicable regulations shall be inventoried, and held in storage until the period of restriction has terminated, then returned.):
- (a) Toiletry and personal hygiene items (e.g., soap, toothpaste, shampoo, deodorant, etc.);
- (b) Reading material of a quantity that can be properly stored in your locker; and
- (c) Wedding band, school rings, wristwatch, and religious medals that can be worn inside the shirt.
- (3) Possession (or, where appropriate, consumption or creation) of the following items are prohibited:
- (a) Food, drink, or mess gear in the restriction barracks;
- (b) Weapons of any kind or any objects readily usable as a dangerous weapon;
- (c) Materials or electronic devices specifically restricted by the parent command restriction order (NAVPERS 1626/7); and

- (d) Alcoholic beverages (including beer).
- h. Reveille shall be held at (<u>specify time</u>) and taps shall be held at (<u>specify time</u>). Quiet shall be maintained after taps until reveille.
- i. Smoking is authorized in designated areas only and is prohibited in the berthing area.
  - j. Gambling in any form is prohibited.
- k. Operation of any government or privately owned motor vehicle while in a restricted status without express prior authorization is prohibited. Additionally, restricted personnel shall not enter nor be transported in a privately owned vehicle without the express prior written permission of the RRB staff.
- 1. Only current medications as prescribed and documented in the military medical record shall be authorized.
- m. The outside of personal lockers shall not display any picture, poster, painting, or other printed material.
- n. Personnel using the lounge must be properly dressed in a complete uniform. Restricted personnel may watch TV during the hours of (specify times), Monday through Friday. Hours for weekends and holidays shall be upon completion of working/clean up assignments.
- o. Restricted personnel occupying the RRB during normal working hours shall not engage in any unapproved activity (e.g., sleeping, watching TV, writing letters, playing cards, shining shoes, reading, etc.).
- p. Civilian clothes are not authorized at any time for restricted personnel and must be inventoried and stored with personal belongings.
- q. Personnel shall not enter or allow others to enter opposite sex berthing areas.

r. The restriction barracks windows shall not be used for entry or exit purposes.

### 3. Visitation

- a. Visiting hours in the restriction dorm are from (specify times) on Saturdays, Sundays, and holidays and shall be conducted in the RRB lounge area. In the event of a restricted member's parents, spouse, or close relative traveling a long distance that would not coincide with the above times, or for some other reason not being able to visit during regular visitor's hours, an exception may be made by the senior RRB staff on watch. Official visitors may be authorized as requested.
- b. Visits by anyone under the age of 18 years, not a relative of the person restricted, shall not be permitted unless they are accompanied by either their parent or person authorized by the RRB staff.
- c. Visiting may be terminated or denied at any time for reasonable cause.
  - d. All visitors must log in with the RRB staff.
- 4. Failure to comply with the rules outlined above may constitute a violation of the Uniform Code of Military Justice.

Signature:			Time/Date:		
	(CO/OIC	imposina	restriction)		

If signed by anyone else, it must be "By direction of the CO/OIC/CPOIC."

I certify that I have read and fully understand the above rules and regulations. I further understand that disregard of these rules and regulations is a violation that may result in new disciplinary action.

OPNAVINST 1620.3 20 Jul 09

Subj: ARREST	IMPO	SITION	OF	RESTRICTION	OR	RESTRIC	CTION	IN	LIEU	OF	
Signatu	re:	(Restr	 Lcte	ee)			Time/	'Dat	:e:		
Signatu	re:	(Witnes	 ss)	<u> </u>	_		Time/	'Dat	ce: _		

EXAMPLE TO BE MODIFIED AS NECESSARY

# REGIONAL RESTRICTION BARRACKS (RRB) DAILY ROUTINE WEEKDAYS (MONDAY-FRIDAY)

*TIME	*EVENT				
0530	REVEILLE/COMMENCE SHOWER CALL				
0600	BREAKFAST				
0630	SECURE FROM BREAKFAST				
0645	COMMENCE CLEAN-UP				
0700	MUSTER/PERSONNEL INSPECTION (MONDAY)				
0730	TURN TO/COMMENCE WORK ASSIGNMENTS				
1100	MUSTER/LUNCH				
1130	SECURE FROM LUNCH				
1230	MUSTER/TURN TO/CONTINUE WORK ASSIGNMENTS				
1600	MUSTER/SUPPER				
1630	SECURE SUPPER				
1730	MUSTER/COMMENCE EXTRA DUTY ASSIGNMENTS/COMMENCE				
	PERSONAL TIME/PT				
1930	MUSTER/SECURE FROM EXTRA DUTY/SECURE PERSONAL TIME/				
	COMMENCE GMT				
2000	SECURE FROM GMT/COMMENCE PERSONAL TIME				
2100	MUSTER/SECURE FROM PERSONAL TIME/SWEEPERS				
2200	TAPS/LIGHTS OUT				

\*TIME/\*EVENT - EXAMPLE TO BE MODIFIED AS NECESSARY

# REGIONAL RESTRICTION BARRACKS (RRB) DAILY ROUTINE SATURDAY

*TIME	*EVENT
0530	REVEILLE/COMMENCE SHOWER CALL
0600	BREAKFAST
0630	SECURE FROM BREAKFAST
0645	COMMENCE CLEAN-UP
0700	MUSTER
0730	TURN TO/COMMENCE WORK ASSIGNMENTS
1100	MUSTER/LUNCH
1130	SECURE FROM LUNCH
1230	MUSTER/COMMENCE VISITING HOURS/COMMENCE PERSONAL TIME
1600	MUSTER/SECURE FROM VISITING HOURS/PERSONAL TIME/ SUPPER
1630	SECURE FROM SUPPER
1730	MUSTER/COMMENCE EXTRA DUTY/COMMENCE PERSONAL TIME
1930	MUSTER/SECURE FROM EXTRA DUTY/SECURE PERSONAL TIME/COMMENCE GMT
2000	SECURE GMT/COMMENCE PERSONAL TIME
2100	MUSTER/SECURE FROM PERSONAL TIME/SWEEPERS
2200	TAPS/LIGHTS OUT

\*TIME/\*EVENT - EXAMPLE TO BE MODIFIED AS NECESSARY

# REGIONAL RESTRICTION BARRACKS (RRB) DAILY ROUTINE SUNDAYS AND HOLIDAYS

*TIME	*EVENT
0530	REVEILLE
0600	BREAKFAST
0645	SECURE FROM BREAKFAST
0700	MUSTER/FIELD DAY
0900	COMMENCE HOLIDAY ROUTINE
1100	MUSTER/LUNCH
1130	SECURE FROM LUNCH
1230	MUSTER/COMMENCE VISITING HOURS/COMMENCE PERSONAL TIME
1600	MUSTER/SECURE VISITING HOURS/SECURE PERSONAL TIME/
	SUPPER
1630	SECURE FROM SUPPER
1730	MUSTER/COMMENCE PERSONAL TIME
1930	MUSTER/COMMENCE GMT
2000	SECURE GMT/COMMENCE PERSONAL TIME
2100	MUSTER/SECURE PERSONAL TIME/SWEEPERS
2200	TAPS/LIGHTS OUT

\*TIME/\*EVENT - EXAMPLE TO BE MODIFIED AS NECESSARY

B-9