



DEPARTMENT OF THE NAVY

COMMANDING OFFICER
HELTRARON TWENTY EIGHT
7180 USS LONG ISLAND STREET SUITE 320
MILTON FL 32570-6101

IN REPLY REFER TO:

HT-28INST 1610.2A
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15 Jul 13

HELTRARON TWENTY-EIGHT INSTRUCTION 1610.2A

Subj: REPORT AND INVESTIGATION OF OFFENSES OF THE UNIFORM CODE
OF MILITARY JUSTICE

Ref: (a) U.S. Navy Regulations, 1990
(b) Uniform Code of Military Justice

1. Purpose. This instruction establishes procedures for reporting offenses committed by military personnel attached to this Squadron and subsequent handling of the Reports and Disposition of Offense(s).

2. Cancellation. HT-28INST 1610.2.

3. Discussion. Article 1139 of reference (a) directs all persons in the Naval service to report to the proper authority all observed offenses committed by persons in the Naval service. It has long been recognized that the prompt and effective disposition of disciplinary problems is necessary and is in the best interests of the naval service and the individual concerned. This is a basic right of the individual which was recognized by the drafters of reference (b). The procedures set forth in this instruction are intended to expedite disciplinary matters and eliminate delay in the disposition of individual cases. Upon commission of an offense punishable under the UCMJ, the individual's immediate supervisor may choose to handle the matter at his/her level (if cognizant) or a report chit may be written. If the infraction is handled at the divisional level without a chit, it will not be registered in the legal files and a record must be kept at the divisional level for future reference. It is the duty of all officers and enlisted supervisory personnel to be familiar with their responsibilities regarding discipline and aggressively carry out those duties.

4. Action. The following procedures shall be used by any person having knowledge of an offense committed by a person subject to the Uniform Code of Military Justice:

a. A Report and Disposition of Offenses Form NAVPERS 1626/7 (Report Chit), shall be filled out, original only. Care should be taken to complete the form in full and forward it to the Legal Officer within 48 hours of the date of offense.

b. Report of Offense Forms initiated outside the offender's chain of command shall be routed through the offender's department head and then forwarded to the Legal Officer.

c. The Legal Officer shall review the Report Chit for validity and prepare a formal NJP package. Additionally, the Legal Officer shall ensure that the accused is read his/her Article 31B and Booker Rights and informed of the charges made against him/her.

d. The Commanding Officer shall assign a Preliminary Inquiry Officer (PIO) to gather facts and data concerning the accuser's situation. The PIO shall ensure all facts have been obtained and that the NJP package is fully completed and returned to the Legal Officer within 48 hours of receipt.

e. Upon return of the NJP package, the Legal Officer shall route the package through the accuser's chain of command in order to give them the opportunity to indicate in the package any appropriate comments and recommendations concerning the individual's situation, past and present work performance, and attitude.

f. Upon return of the NJP package, the Legal Officer shall brief the Executive Officer on the case, schedule Executive Officer's Inquiry (XOI) screening, and notify all parties concerned as to the time, place, and uniform required.

g. Upon completion of XOI, the case shall be processed as follows:

(1) If referred to NJP, continue to subparagraph (4h).

(2) If dismissed, the case shall be appropriately logged by the Legal Officer and filed in the Squadron Unit Punishment Book (UPB).

h. If referred to NJP, the Legal Officer shall advise the offender/accused of his/her rights associated with NJP, schedule the NJP, and notify all parties concerned as to the time, place, and uniform required.

i. Upon completion of NJP, the case shall be processed as follows:

(1) If a finding of guilty was rendered, continue to subparagraph (4j).

(2) If dismissed, the case shall be appropriately logged by the Legal Officer and filed in the squadron UPB.

j. If a finding of guilty was rendered, the Legal Officer shall advise the accused of his/her appellate rights. The Legal Officer shall prepare a memorandum to the Personnel Support Detachment directing the appropriate service record entries to be made and shall ensure the memorandum is properly endorsed and filed with the NJP package upon completion of the service record entries. Finally, if directed by the Commanding Officer, the Legal Officer shall prepare a memo to the department head directing a special evaluation be drafted to document the NJP. In all cases, however, if a special evaluation is not prepared, the NJP shall be mentioned in the member's next periodic evaluation report.

5. Forms. Report Chit forms are available from the Squadron Duty Office and the Legal Office.



C. L. PESILE

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