



DEPARTMENT OF THE NAVY

NAVAL ACADEMY PREPARATORY SCHOOL
440 MEYERKORD AVENUE
NEWPORT, RI 02841-1519

NAPSINST 1626.1B
15 May 14

NAPS INSTRUCTION 1626.1B

From: Commanding Officer, Naval Academy Preparatory School

Subj: CAPTAIN'S MAST

Ref: (a) JAGMAN 0109
(b) JAGMAN Appendix A-1-e
(c) NAPSINST 5451.1C

Encl: (1) NJP Checklist
(2) Captain's Mast Script
(3) Executive Officer's Inquiry Guide
(4) Captain's Mast Guide
(5) Report Chit
(6) Suspect's Rights Acknowledgement/Statement
(7) Acknowledgement of Appeal Rights
(8) NJP Rights Notification
(9) Punishment Limitations

1. Purpose. To provide a standard script for the Commanding Officer to follow during Captain's Mast in accordance with reference (a), (b) and (c) (see enclosures (1) through (9)).

2. Cancellation. NAPSINST 1626.1A

2. Objectives. The primary objective of Captain's Mast is to provide the Commanding Officer with a formal means of addressing issues of misconduct when the NAPS Performance and Conduct Instruction (ref (c)) is not appropriate.

3. Action. When Captain's Mast is called, the enclosed script will be used as a guide.


J. J. CUNHA

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NJP CHECKLIST

- Received report of offense
- Preliminary Investigation Officer (PIO) assigned
- PIO briefed on gathering evidence and 31b rights
- Service record of accused retrieved from admin and reviewed for suspended sentences and frocking status
- Preliminary inquiry received from PIO
- XO consulted to determine initial forum for case (DRB, XO, NJP): _____
- Report chit drafted (NAVPERS 1626/7)
- Charges drafted
 - Name, rank and rate verified
 - Date and location of violation verified
 - Checked against sample specification in MCM
- Package assembled with evidence and preliminary inquiry
- Charges initialed by accused
- Accused and witness signed acknowledgement of right to remain silent on report chit

DRB (if applicable)

- Consult with CMC to determine DRB members, time and place: _____
- Accused and accused's chain of command (COC) notified of DRB
- Package given to DRB
- Room prepared for DRB
- Results of DRB routed to XO for recommendation: _____

XOI (if applicable)

- XOI time and place scheduled: _____
- Accused and accused's COC informed of XOI
- Package routed to XO
- Room prepared and XOI script on hand
- XO made recommendation for disposition and signed report chit

NJP

- NJP time and place scheduled: _____
- Accused's NJP rights drafted (JAGMAN 0109)
- Education assistance reimbursement notification signed (JAGMAN 0109)
- SHORE ONLY - Right to counsel election made and signed by accused and witness
- SHORE ONLY - Right to refuse NJP election made
- SHIP AND SHORE - NJP rights completed and signed by accused and witness
- SHORE ONLY - accused and witness sign NJP acceptance on report chit
- Accused and accused's COC notified of NJP
- Room prepared and NJP script on hand (JAGMAN 0110)
- CO completed and signed report chit

POST NJP

- Accused signed appeal rights form (JAGMAN 0110). Date appeal is due (5 working days): _____
- Accused signed notification of appeal rights on report chit
- Restriction/Extra duty/Confinement on bread & water/EMI orders drafted if applicable
- P13 drafted with results of NJP
- SHORE ONLY - P13 drafted with Booker rights (JAGMAN 0109)
- P13 Counseling/Warning issued if applicable
- P4 drafted to reset good conduct award and document reduction in rate (if applicable)
- P7 drafted if rank reduced or pay taken
- If applicable, complete service record entries for UA and Missing Movement
- NJP results entered in UPB
- Documents entered into service record and report chit initialed
- NJP results provided to ESO and Security Manager for effect on tuition assistance and clearance
- NJP appealed or waived
- If applicable, appeal endorsement drafted and appeal with NJP package forwarded to GCMCA
- Report chit updated to reflect results of appeal or if appeal was waived
- After NJP appeal is waived or denied, POD note provided to Admin
- Report chit is complete
- If punitive letter awarded, forward to PERS
- If Officer NJP, send NJP report to PERS per MPM 1611-010
- Package filed within command

Enclosure (1)

NJP BRIEF SHEET

NAME:	DEPARTMEN T:	DIVISION :
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OFFENSE(S):

FACTS:

CHARGE I: VIOLATION OF THE UCMJ, ARTICLE XX

Specification:

CHARGE II: VIOLATION OF THE UCMJ, ARTICLE XX

Specification:

PREVIOUS OFFENSE(S): None.

EXECUTIVE OFFICER'S COMMENTS:

Recommendation: _____
Date: _____

JUDGE ADVOCATE'S COMMENTS:

Recommendation: _____
Date: _____

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NAPS SENIOR ENLISTED ADVISOR'S COMMENTS: _____

Recommendation: _____

Date: _____

COMPANY OFFICER'S COMMENTS: _____

Recommendation: _____

Date: _____

COMPANY SENIOR ENLISTED LEADER'S COMMENTS: _____

Recommendation: _____

Date: _____

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EXECUTIVE OFFICER'S INQUIRY GUIDE

1. Obtain the report chit, all written statements, and all physical and documentary evidence related to the alleged offense(s) from the SJA or legal officer. (You may want to consult with the SJA or legal officer prior to XOI.)
2. Call in the accused and all reasonably available witnesses who can testify about the alleged offense(s) or extenuating (E), mitigating (M), or aggravating (A) circumstances concerning the alleged offense(s).
3. Inform the accused that the CO is contemplating the imposition of NJP and that this informal hearing (XOI) is part of the NJP process.
4. Describe the specific offense(s) to the accused, including the article of the UCMJ that was allegedly violated.
5. If applicable, advise the accused of the right to refuse NJP.
6. Advise the accused (s)he does not have to make a statement regarding the offense(s) and that any statement made by him/her can be used as evidence against him/her at XOI and NJP.

Note: If it is reasonably foreseeable that the accused's statements during the XOI may be considered for introduction in a later court-martial, an explanation of rights and a waiver - in the format of Appendix A-1-v of the JAG Manual - will have to be obtained from the accused during the hearing, before proceeding further.

7. Ask the accused what happened.

If the accused admits guilt, the accused should be allowed to articulate any E and M.

- Ask the witness(es) to testify on matters of E and M or A.

If the accused denies guilt, (s)he should be asked for his/her version of the facts.

- Ask the witness(es) to testify about the alleged offense(s).
- Inform the accused of any other evidence against him/her concerning the alleged offense(s) (i.e. written statements and/or physical and documentary evidence).
- Allow for rebuttal, as appropriate.
- Ask the witness(es) to testify on matters of E, M or A.

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What should be covered during XOI:

- Accused's version of facts
- Questioning by the XO
- Input from chain of command
- Input from CMC
- Input from DAPA if a drug or alcohol abuse case.
- Input from Chaplain, if applicable

8. Ask the accused if (s)he would like to make a final statement.

9. If the CO has given you the power to dismiss cases and you feel dismissal is warranted, either dismiss the case outright or dismiss it with a warning. (Such action does not preclude later NJP for the same offense.) You may also impose nonpunitive measures. If you feel NJP is warranted, indicate this on the report chit and return all materials to the SJA or legal officer who will take appropriate action.

Script for this case:

XO: RATE NAME, you are suspected of committing the following violations of the Uniform Code of Military Justice:

Article XX

The following must be reviewed with the Accused:

- You've been informed of your rights under Article 31(b). Any questions about those rights?
- You do not have to make any statement at all. If you do, anything you say may be used against you.
- This is not a trial. I'm only here to determine if there is enough evidence to send you to Captain's Mast.

Enclosure (3)

CAPTAIN'S MAST GUIDE

CO: RATE NAME, you are suspected of committing the following violation(s) of the Uniform Code of Military Justice:

CHARGE I: VIOLATION OF THE UCMJ, ARTICLE XX

CHARGE II: VIOLATION OF THE UCMJ, ARTICLE XX

Specification:

CO: RATE NAME, you do not have to make any statement regarding the offense(s) of which you are accused or suspected, and any statement made by you may be used as evidence against you.

CO: You are advised that a nonjudicial punishment is not a trial and that a determination of misconduct on your part is not a conviction by a court. Further, you are advised that the formal rules of evidence used in trials by courts-martial do not apply at nonjudicial punishment.

CO: I have a statement signed by you acknowledging that you were fully advised of your legal rights pertaining at this hearing.

CO: Do you understand this statement and do you understand the rights explained therein?

ACC: Yes/No, sir/ma'am.

CO: Do you have any questions about them or do you wish to make any requests?

ACC: Yes/No, sir/ma'am.

CO: [To witness] What can you tell me about the accused's involvement in these offenses?

WIT:

CO: If you previously provided a written statement, do you have anything to add or change in your statement?

WIT:

CO: [To accused.] Would you like me to ask any further questions of these witnesses?

ACC:

CO: [After all witnesses are questioned.] I have before me the following documents, including statements, that will be considered by me. Have you been given the opportunity to examine them?

ACC: Yes/No, sir/ma'am. (Note: If the answer is "no," offer the accused the opportunity to examine the evidence.)

CO: Is there anything further that you wish to offer?

ACC: Yes, sir/No, sir. (Note: If the answer is "yes," permit the accused the opportunity to call his/her witness(es), make a personal statement in defense, and present other evidence.)

CO: Are there any other witnesses you would like to call or any other evidence you would like to present?

ACC: Yes, sir/No, sir.

CO: Is there anything that you wish to offer that would lessen the seriousness of these offenses or mitigate them?

ACC:

CO: [To witness.] What can you tell me about RATE NAME's performance of duty?

WIT:

CO: [To accused.] Is there anything else you would like to present?

ACC:

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CO: I find that you have committed the following offense(s):

I impose the following punishment:

You are advised that you have the right to appeal this punishment to (enter appeal authority). Your appeal must be submitted within a reasonable time, which is normally 5 days. Following this hearing, (enter name of who reads appellate rights) will advise you more fully of this right to appeal. Do you understand?

ACC:

CO: You are dismissed.

Enclosure (4)

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REPORT AND DISPOSITION OF OFFENSE(S)

NAVPERS 1626/7

To: Commanding Officer, _____ Date of Report: _____

I hereby report the following named person for the offense(s) noted:

NAME OF ACCUSED	SERIAL NO.	SOCIAL SECURITY NO.	RATE/GRADE	BR. & CLASS	DIV/DEPT

PLACE OF OFFENSE(S)	DATE OF OFFENSE(S)

DETAILS OF OFFENSE(S) (Refer by Article of UCMJ if known. If unauthorized absence, give following info: time and date of commencement, whether over leave or liberty, time and date of apprehension or surrender and arrival on board, loss of ID card and/or liberty card, etc.):

NAME OF WITNESS	RATE/GRADE	DIV/DEPT	NAME OF WITNESS	RATE/GRADE	DIV/DEPT
SEE CMD INVESTIGATION					

(Rate/Grade/Title of person submitting report)

(Signature of Accuser)

I have been informed of the nature of the accusation(s) against me. I understand I do not have to answer any questions or make any statement regarding the offense(s) of which I am accused or suspected. However, I understand any statement made or questions answered by me may be used as evidence against me in event of trial by court-martial (Article 31, UCMJ).

Witness: _____ Acknowledged: _____
(Signature) (Signature of Accused)

PRE-MAST
RESTRAINT

- PRE-TRIAL CONFINEMENT
- NO RESTRICTION

RESTRICTED: You are restricted to the limits of _____ in lieu of arrest by order of the CO. Until your status as a restricted person is terminated by the CO, you may not leave the restricted limits except with the express permission of the CO or XO. You have been informed of the times and places which you are required to muster.

(Signature and title of person imposing restraint)

(Signature of Accused)

INFORMATION CONCERNING ACCUSED

CURRENT ENL. DATE	EXPIRATION CURRENT ENL. DATE	TOTAL ACTIVE NAVAL SERVICE	TOTAL SERVICE ON BOARD	EDUCATION	GCT	AGE
MARITAL STATUS	NO. DEPENDENTS	CONTRIBUTION TO FAMILY OR QTRS. ALLOWANCE <small>(Amount required by law)</small>		PAY PER MONTH <small>(including sea or foreign duty pay, if any)</small>		

RECORD OF PREVIOUS OFFENSE(S) (Date, type, action taken, etc. Nonjudicial punishment incidents are to be included).

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PRELIMINARY INQUIRY REPORT

From: Commanding Officer, Naval Academy Preparatory School Date: _____

To: _____

1. Transmitted herewith for preliminary inquiry and report by you, including, if appropriate in the interest of justice and discipline, the preferring of such charges as appeal to you to be sustained by expected evidence.

REMARKS OF DIVISION OFFICER (Performance of duty, etc.)

NAME OF WITNESS	RATE/GRADE	DIV/DEPT	NAME OF WITNESS	RATE/GRADE	DIV/DEPT

RECOMMENDATION AS TO DISPOSITION

DISPOSE OF CASE AT MAST
 REFER TO COURT-MARTIAL FOR TRIAL OF ATTACHED CHARGES (Complete Charge Sheet (DD Form 458) through Page 2)
 NO PUNITIVE ACTION NECESSARY OR DESIRABLE
 OTHER

COMMENT (Include data regarding availability of witnesses, summary of expected evidence, conflicts in evidence, if expected. Attach statements of witnesses, documentary evidence such as service record entries in UA cases, items of real evidence, etc.)

(Signature of Investigating Officer)

ACTION OF EXECUTIVE OFFICER

DISMISSED
 REFER TO CAPTAIN'S MAST

SIGNATURE OF EXECUTIVE OFFICER _____

RIGHT TO DEMAND TRIAL BY COURT-MARTIAL

(Not applicable to persons attached to or embarked in a vessel)

I understand that nonjudicial punishment may not be imposed on me if, before the imposition of such punishment, I demand in lieu thereof trial by court-martial. I therefore (do) (do not) demand trial by court-martial.

WITNESS _____

SIGNATURE OF ACCUSED _____

ACTION OF COMMANDING OFFICER

DISMISSED
 DISMISSED WITH WARNING (Not considered NJP)
 ADMONITION: ORAL/IN WRITING
 REPRIMAND: ORAL/IN WRITING
 REST. TO _____ FOR _____ DAYS
 REST. TO _____ FOR _____ DAYS WITH SUSP. FROM DUTY
 FORFEITURE: TO FORFEIT \$ _____ PAY PER MO. FOR _____ MO(S)

CONF. ON _____ 1, 2, OR 3 DAYS
 CORRECTIONAL CUSTODY FOR _____ DAYS
 REDUCTION TO NEXT INFERIOR PAY GRADE
 REDUCTION TO PAY GRADE OF _____
 EXTRA DUTIES FOR _____ DAYS
 PUNISHMENT SUSPENDED FOR _____
 REFER TO ART. 32 INVESTIGATION
 RECOMMENDED FOR TRIAL BY GCM

DETENTION: TO HAVE \$ _____ PAY PER MO. FOR (1, 2, 3) MO(S) DETAINED FOR _____ MO(S)

AWARDED SPCM
 AWARDED SCM

DATE OF MAST _____

DATE ACCUSED INFORMED OF ABOVE ACTION _____

SIGNATURE OF COMMANDING OFFICER _____

It has been explained to me and I understand that if I feel this imposition of nonjudicial punishment to be unjust or disproportionate to the offenses charged against me, I have the right to immediately appeal my conviction to the next higher authority within 5 days.

SIGNATURE OF ACCUSED _____

DATE _____

I have explained the above rights of appeal to the accused.

SIGNATURE OF WITNESS _____

DATE: _____

FINAL ADMINISTRATIVE ACTION

APPEAL SUBMITTED BY ACCUSED

FINAL RESULT OF APPEAL:

DATED: _____

FORWARDED FOR DECISION ON: _____

APPROPRIATE ENTRIES MADE IN SERVICE RECORD AND PAY ACCOUNT ADJUSTED WERE REQUIRED

FILED IN UNIT PUNISHMENT BOOK:

DATE: _____

(Initials)

DATE: _____

(Initials)

SUSPECT'S RIGHTS ACKNOWLEDGEMENT/STATEMENT

FULL NAME (ACCUSED/SUSPECT)	SSN	RATE/RANK	SERVICE (BRANCH)
ACTIVITY/UNIT			DATE OF BIRTH
NAME (INTERVIEWER)	SSN	RATE/RANK	SERVICE (BRANCH)
ORGANIZATION		BILLET	
LOCATION OF INTERVIEW		TIME	DATE

RIGHTS

I certify and acknowledge by my signature and initials set forth below that, before the interviewer requested a statement from me, he warned me that:

(1) I am suspected of having committed the following offense(s): _____

(2) I have the right to remain silent; - - - - -

(3) Any statement I do make may be used as evidence against me in trial by court-martial, - - - - -

(4) I have the right to consult with lawyer counsel prior to any questioning. This lawyer counsel may be a civilian lawyer retained by me at my own expense, a military lawyer appointed to act as my counsel without cost to me, or both; - - - - -

(5) I have the right to have such retained civilian lawyer and/or appointed military lawyer present during this interview; and - - - - -

(6) If I decide to answer questions now without a lawyer present, I will have the right to stop this interview at any time. - - - - -

WAIVER OF RIGHTS

I further certify and acknowledge that I have read the above statement of my rights and fully understand them, and that, - - - - -

(1) I expressly desire to waive my right to remain silent. - - - - -

(2) I expressly desire to make a statement. - - - - -

(3) I expressly do not desire to consult with either a civilian lawyer retained by me or a

military lawyer appointed as my counsel without cost to me prior to any questioning; -----

(4) I expressly do not desire to have such lawyer present with me during this interview; and ---

(5) This acknowledgment and waiver of rights is made freely and voluntarily by me, and without any promises or threats having been made to me or pressure or coercion of any kind having been used against me.-----

(6) I further understand that, even though I initially waived my rights to counsel and to remain silent, I may, during the interview, assert my right to counsel or to remain silent. -----

SIGNATURE (ACCUSED/SUSPECT)	TIME	DATE
SIGNATURE (INTERVIEWER)	TIME	DATE
SIGNATURE (WITNESS)	TIME	DATE

The statement which appears on this page (and the following ____ page(s), all of which are signed by me), is made freely and voluntarily by me, and without any promises or threats having been made to me or pressure or coercion of any kind having been used against me.

SIGNATURE (ACCUSED/SUSPECT)

CAPTAIN'S MAST ACCUSED'S
ACKNOWLEDGEMENT OF APPEAL RIGHTS

I, _____, SSN XXX-XX-####, assigned or attached to Naval Academy Preparatory School (NAPS), have been informed of the following facts concerning my rights to appeal as a result of Captain's Mast held on DATE.

- a. I have the right to appeal to Superintendent, United States Naval Academy.
- b. My appeal must be submitted within a reasonable time. Five days after the punishment is imposed is normally considered a reasonable time, in the absence of unusual circumstances. Any appeal submitted thereafter may be rejected as not timely. If there are unusual circumstances which I believe will make it extremely difficult or not practical to submit an appeal within the 5-day period, I should immediately advise the officer imposing punishment of such circumstances, and request an appropriate extension of time in which to file an appeal.
- c. The appeal must be in writing.
- d. There are only two grounds for appeal; that is:
 - (1) The punishment was unjust, or
 - (2) The punishment was disproportionate to the offense(s) for which it was imposed.
- e. If the punishment imposed included reduction from the pay grade of E-4 or above, or was in excess of: arrest in quarters for 7 days, correctional custody for 7 days, forfeiture of 7 days' pay, extra duties for 14 days, restriction for 14 days, or detention of 14 days' pay, then the appeal must be referred to a military lawyer for consideration and advice before action is taken on my appeal.

Signature of Accused and Date

Signature of Witness and Date

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(CAPTAIN'S MAST)
ACCUSED'S NOTIFICATION AND ELECTION OF RIGHTS
ACCUSED NOT ATTACHED TO OR EMBARKED IN A VESSEL
RECORD MAY BE USED IN AGGRAVATION IN EVENT OF LATER COURT-
MARTIAL
(See JAGMAN 0109)

Notification and election of rights concerning the contemplated imposition of nonjudicial punishment in the case of RATE NAME, SSN XXX-XX-#### assigned or attached to Naval Academy Preparatory School (NAPS) Newport, Rhode Island.

NOTIFICATION

1. In accordance with the requirements of paragraph 4 of Part V, MCM, (2012 Ed.), you are hereby notified that the commanding officer is considering imposing nonjudicial punishment on you because of the following alleged offenses:

Violation of UCMJ, ARTICLE XX

2. The allegations against you are based on the following information:

Preliminary Inquiry Report of
Statement made by: [witness]

3. You have the right to refuse imposition of nonjudicial punishment. If you refuse nonjudicial punishment, charges could be referred for trial by court-martial by summary, special, or general court-martial. If charges are referred to trial by summary court-martial, you may be not be tried by summary court-martial over your objection. If charges are referred to a special or general court-martial you will have the right to be represented by counsel. The maximum punishment that could be imposed if you accept nonjudicial punishment is:

- ** 60 days restriction or, if combined with extra duties, 45 days restriction;
- ** 45 days extra duties;
- ** forfeiture of one-half pay per month for two months;
- ** reduction to the next inferior pay grade; and
- ** reprimand (orally or in writing)

4. If you decide to accept nonjudicial punishment, you may request a personal appearance before the commanding officer or you may waive this right.

a. Personal appearance waived. If you waive your right to appear personally before the commanding officer, you will have the right to submit any written matters you desire for the commanding officer's consideration in determining whether or not you committed the offenses alleged, and, if so, in determining an appropriate punishment. You are hereby informed that you have the right to remain silent and that anything you do submit for consideration may be used against you in a trial court-martial.

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b. Personal appearance requested. If you exercise your right to appear personally before the commanding officer, you shall be entitled to the following rights at the proceeding:

- (1) To be informed of your rights under Article 31(b), UCMJ;
- (2) To be informed of the information against you relating to the offenses alleged;
- (3) To be accompanied by a spokesperson provided or arranged for by you. A spokesperson is not entitled to travel or similar expenses, and the proceedings will not be delayed to permit the presence of a spokesperson. The spokesperson may speak on your behalf, but may not question witnesses except as the commanding officer may permit as a matter of discretion. The spokesperson need not be a lawyer;
- (4) To be permitted to examine documents or physical objects against you that the commanding officer has examined in the case and on which the commanding officer intends to rely in deciding whether and how much nonjudicial punishment to impose;
- (5) To present matters in defense, extenuation, and mitigation orally, in writing, or both;
- (6) To have witnesses attend the proceeding, including those that may be against you, if their statements will be relevant and they are reasonably available. A witness is not reasonably available if the witness requires reimbursement by the United States for any cost incurred in appearing, cannot appear without unduly delaying the proceedings, or if a military witness, cannot be excused from other important duties; and
- (7) To have the proceedings open to the public unless the commanding officer determines that the proceedings should be closed for good cause. However, this does not require that special arrangements be made to facilitate access to the proceeding.

5. In order to help you decide whether or not to demand trial by court-martial or to exercise any of the rights explained above should you decide to accept nonjudicial punishment, you may obtain the advice of a lawyer prior to any decision. If you wish to talk to a lawyer, a military lawyer will be made available to you, either in person or by telephone, free of charge, or you may obtain advice from a civilian lawyer at your own expense.

ELECTION OF RIGHTS

6. Knowing and understanding all of my rights as set forth in paragraph 1 through 5 above, my desires as follows:

a. Lawyer. (Check one or more, applicable)

I wish to talk to a military lawyer before completing the remainder of this form.

I wish to talk to a civilian lawyer before completing the remainder of this form.

I hereby voluntarily, knowingly, and intelligently give up my right to talk to a lawyer.

(Signature of witness)

(Signature of accused)

(Date)

(Note: If the accused wishes to talk to a lawyer, the remainder of this form shall not be completed until the accused has been given a reasonable opportunity to do so.)

I talked to _____
a lawyer, on _____

(Signature of witness)

(Signature of accused)

(Date)

b. Right to refuse nonjudicial punishment. (Check one)

I refuse nonjudicial punishment.

I accept nonjudicial punishment. I understand that acceptance of nonjudicial punishment does not preclude further administrative action against me. This may include being processed for an administrative discharge which could result in an other than honorable discharge.

(Note: If the accused does not accept nonjudicial punishment, the matter should be submitted to the commanding officer for disposition.)

c. Personal appearance. (Check one)

I request a personal appearance before the commanding officer.

I waive a personal appearance. (Check one)

I do not desire to submit any written matters for consideration.

Written matters are attached.

(Note: The accused's waiver of personal appearance does not preclude the commanding officer from notifying the accused, in person, of the punishment imposed.)

d. Elections at personal appearance. (Check one or more)

I request that the following witnesses be present at my nonjudicial punishment proceeding:

I request that my nonjudicial punishment proceeding be open to the public.

(Signature of witness/date)

(Signature of accused/date)

(Name of witness)

(Name of accused)

ARTICLE 15 PUNISHMENT LIMITATIONS

Imposed By	Imposed On	Bread & Water or DIMRIATS (1)	Correctional Custody (2)	Arrest in Quarters (3)	Forfeitures (4&5)	Reduction (4&6)	Extra Duties (7)	Restriction (7)	Reprimand or Admonition (4)
Rags/Generals in Command	Officers	No	No	30 Days	1/2 of 1 Mo. For 2 Mos.	No	No	60 Days	Yes
	E-4 to E-9	No	No	No	1/2 of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
	E-1 to E-3	3 Days	30 Days	No	1/2 of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
O-4 to O-6	Officers	No	No	No	No	No	No	30 Days	Yes
	E-4 to E-9	No	No	No	1/2 of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
	E-1 to E-3	3 Days	30 Days	No	1/2 of 1 Mo. For 2 Mos.	1 Grade	45 Days	60 Days	Yes
O-3 / Below & OICs (8)	Officers	No	No	No	No	No	No	15 Days	Yes
	E-4 to E-9	No	No	No	7 Days	1 Grade	14 Days	14 Days	Yes
	E-1 to E-3	3 Days	7 Days	No	7 Days	1 Grade	14 Days	14 Days	Yes

- (1) May be awarded only if attached to or embarked in a vessel and may not be combined with other restraint punishment or extra duties.
- (2) May not be combined with restriction or extra duties.
- (3) May not be combined with restriction.
- (4) May be imposed in addition to or in lieu of all other punishments.
- (5) Shall be expressed in whole dollar amounts only.
- (6) Navy CPOs (E-7 to E-9) may not be reduced at NJP; Marine Corps NCOs (E-6 to E-9) may not be reduced at NJP (Check directives relating to promotion).
- (7) Restriction and extra duties may be combined to run concurrently, but the combination may not exceed the maximum possible for extra duties.
- (8) OICs regardless of rank have NJP authority over enlisted personnel only. OIC's and Marine CC may only reduce personnel within their promotion authority.
- (9) Restriction imposed upon commissioned and warrant officers may not exceed 15 days when imposed by a CO below the grade of MAJ or LCDR (JAGMAN 0111a)