



BUPERS-00D
Operational Readiness Inspection (ORI)
Checklist
Regional Restricted Barracks (RRB)

Correctional Program Specialist
(901) 874-4544

ORI# INSPECTION ITEM

1.001 Sailors, assigned as restrictees, were awarded restriction and/or extra duties imposed at NJP, court-martial, or were ordered by their commanding officer as pretrial restraint to include conditions on liberty or Restriction in Lieu of Arrest (RILA).

BUPERSINST 1620.6, chp. 1, par. 3(a)

1.002 Where possible, Are restriction and RILA served under conditions that permit the individual to perform duties related to the individual's career field or general military duties?

BUPERSINST 1620.6, chp. 1, par. 3(b)

1.003 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. Is there an established policy or SOP in effect?

BUPERSINST 1620.6, chp. 1, par. 3(c)

1.004 Are Restricttees' required to wear the working uniform, per Service uniform regulations, and not subject to, wearing or otherwise, features or marks that distinguish them in a restricted or RILA status?

BUPERSINST 1620.6, chp. 1, par. 3(d)

1.005 Is visual accountability of restrictees accomplished by modification of identification (ID) card holders or sleeves? And if so, is the this only way that restrictees visually accountable?

BUPERSINST 1620.6, chp. 1, par. 3(e)

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1.006 Are Navy regional restriction barracks (RRBs) restrictees subject to routine confinement practices?

BUPERSINST 1620.6, chp. 1, par. 4(a)

1.007 Have there been incidents of restrictees being further punished by staff (e.g., Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment)?

BUPERSINST 1620.6, chp. 1, par. 4(b)

1.008 Has the RRB assigned additional liberty restrictions not specified in the NAVPERS 1626/7, Report and Disposition of Offense(s) form or BUPERSINST 1620.6?

BUPERSINST 1620.6, chp. 1, par. 4

1.009 Does the conditions to liberty include orders to muster periodically to a specified place at a specified time, 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)?

BUPERSINST 1620.6, chp. 1, par. 5(b)

1.010 Are restricted persons, unless otherwise directed, performing full military duties while restricted?

BUPERSINST 1620.6, chp. 1, par. 6(b)

1.011 Are Restricttees assigned extra duties that can be constituted as a known safety or health hazard, cruel or unusual punishment, demeaning in grade or position, or which are not sanctioned by customs of the Military Service?

BUPERSINST 1620.6, chp. 1, par. 6(c)

1.012 Does the RRB ensure that the limitations on punishments awarded at NJP and summary court-martial are being met in accordance with the Manual for Courts-Martial (2019), JAGINST 5800.7G, and BUPERSINST 1620.6?

BUPERSINST 1620.6, chp. 1, par. 7(b)

Manual for Courts Martial (2019)

JAGINST 5800.7G

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1.013 Does the RRB track all NJP and SCM appeals submitted by restrictees to ensure that their restriction punishment is adjusted accordingly?

BUPERSINST 1620.6, chp. 1, par. 8(a thru d)

1.014 If restriction was suspended and the suspension was later vacated, did the date that the suspension was vacated become the beginning date of the computation and did it count as a full day of restriction?

BUPERSINST 1620.6, chp. 1, par. 8(b)

1.015 If restriction was deferred, did the date of the termination of the deferment become the beginning date of the computation and did it count as a full day of restriction?

BUPERSINST 1620.6, chp. 1, par. 8(c)

1.015 Does the RRB have separate rules and regulations for male and female restrictees?

BUPERSINST 1620.6, chp. 1, par. 10(a),(1)

1.016 Are the rules and regulations for restriction and RILA applied equally to members of bothsexes?

BUPERSINST 1620.6, chp. 1, par. 10(a),(1)

1.018 Is there total visual and acoustic separation of male and female berthing spaces?

BUPERSINST 1620.6, chp. 1, par. 10(a),(2)

1.019 Are male and female restrictees commingled in berthing areas?

BUPERSINST 1620.6, chp. 1, par. 10(a),(3)

1.020 Is there sufficient staff to supervise both genders in order to avoid creating privacy issues?

BUPERSINST 1620.6, chp. 1, par. 10(a),(4)

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1.021 Are pregnant restrictees precluded from being berthed at the RRB? If no, is there appropriate prenatal care provided and is there a medical treatment facility nearby which can provide for labor, delivery, and management of obstetric emergencies?

BUPERSINST 1620.6, chp. 1, par. 10(b)

1.022 Does the RRB have waivers to policy? And if so, have they been approved by BUPERS-00D?

BUPERSINST 1620.6, chp. 1, par. 12(a), (b), (c)

1.023 Are waivers involving fire, life, and safety coordinated with the host installation fire and safety departments prior to submission?

BUPERSINST 1620.6, chp. 1, par. 12(b), (c)

1.024 Is the RRBs located in an area which has adequate facilities to support the projected restriction and RILA population (i.e., enlisted dining and medical)?

BUPERSINST 1620.6, chp. 1, par. 13(a)

2.001 Does the RRB have any unauthorized construction or alterations to the facility?

BUPERSINST 1620.6, chp. 2, par. 2.

2.002 Does the RRB meet standards prescribed for unaccompanied enlisted personnel housing? And if so, does the medical department inspect the space and certify in writing that it meets, at least, minimum habitability standards?

BUPERSINST 1620.6, chp. 2, par. 3(a)

2.003 Are all restrictees assigned a bed and a locker for storage of personal effects? If so, are they secured with a combination or key-type lock, provided by the restrictee?

BUPERSINST 1620.6, chp. 2, par. 3(b)

2.004 Are personnel on restriction or RILA being berthed separately?

BUPERSINST 1620.6, chp. 2, par. 3(c)

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2.005 Does the RRB facility 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?

BUPERSINST 1620.6, chp. 2, par. 3(d)

2.006 Are adequate office space and equipment available for staff personnel?

BUPERSINST 1620.6, chp. 2, par. 3(e)

2.007 Does the facility have emergency exits in case of fire or other disaster? And if so, are fire doors not locked but alarmed? And are adequate fire extinguishers, smoke alarms, and any other equipment prescribed by local fire and safety codes installed?

BUPERSINST 1620.6, chp. 2, par. 3(f)

2.008 Is the RRB 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.)?

BUPERSINST 1620.6, chp. 2, par. 4

2.009 Does exit areas used to house personnel in a restricted or RILA status preclude entrance from the outside, but are able to be opened from the inside? And if so, are exits in these areas equipped with an alarm to notify staff when doors are opened?

BUPERSINST 1620.6, chp. 2, par. 4

2.010 Does the RRB have a storage area provided for retention of limited personal property?

BUPERSINST 1620.6, chp. 2, par. 5

3.001 Does the RRB have adequate staffing as determined by the budget submitting office? And if so, is the staffing sufficient to support all RRB roles and functions?

BUPERSINST 1620.6, chp. 3, par. 1

3.002 Is the RRB headed by a CO/OIC/CPOIC or a department or division officer? And if so, are they designated in writing by the RRB Immediate Superior In Command?

BUPERSINST 1620.6, chp. 3, par. 2

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3.003 Supervisory duties associated with restricted personnel requires sufficient authority and experience, are enlisted personnel ordered to duty at the RRB at the grade of petty officer or above?

BUPERSINST 1620.6, chp. 3, par. 3

3.004 RRBs shall have both male and female restricted personnel assigned.

BUPERSINST 1620.6, chp. 3, par. 4

3.005 Are RRB staff roles and functions for leadership, administration, and supervision strictly adhered to?

BUPERSINST 1620.6, chp. 3, par. 5(a), (b), (c)

3.006 Does the RRB have a chaplain and or a staff judge advocate assigned to the RRB? If so, is the assignment on a collateral duty basis and designated in writing?

BUPERSINST 1620.6, chp. 3, par. 6

3.007 Are general rules of conduct for staff strictly adhered to within the RRB?

BUPERSINST 1620.6, chp. 3, par. 7

4.000 Members placed in a RILA status shall be assigned to the RRB and berthed, wherever possible, separate from other members assigned to the RRB (i.e., members serving restriction). Is this being adhered to?

BUPERSINST 1620.6, chp. 4, par. 2.(c)

4.001 Upon arrival at an RRB, are reestrictedees issued additional documents that govern behavior and provided rules of conduct for the duration of their restriction, including the use of NAVPERS 1620/2 to record administrative processing?

BUPERSINST 1620.6, chp. 4, par. 1

4.002 Are RILA reestrictedees pending administrative separation while at the RRB?

BUPERSINST 1620.6, chp. 4, par. 2

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4.003 Are Restricttees being held for trial, subjected to punishment or penalty, other than arrest or confinement?

BUPERSINST 1620.6, chp. 4, par. 2(b)

4.004 Are restricttees required to sign restriction documents upon arrival? If refused to sign, are the documents witnessed by a third party?

BUPERSINST 1620.6, chp. 4, par. 3.(c)

4.005 Wherever feasible, Service members placed in RILA and assigned to the RRB, must be berthed separate from other members assigned to the RRB (i.e., members serving restriction). If a separate area is not feasible, is a portion of the disciplinary berthing area set aside for members serving RILA? And is the area clearly identified and readily distinguishable from the area designed for members serving restriction?

BUPERSINST 1620.6, chp. 4, par. 2.(c)

4.006 Does RRB staff advise Restricttees of restriction boundaries and provide them with a written copy of restriction documents?

BUPERSINST 1620.6, chp. 4, par. 3 (b) (1 thru 7)

4.007 Does the RRB prepare and maintain copies of written restriction orders/documents for each restricttee?

BUPERSINST 1620.6, chp. 4, par. 3 (b)

4.008 Does the RRB require restricttees to work after normal work hours or on weekends?

BUPERSINST 1620.6, chp. 4, par. 3 (d)

4.009 Is a normal request chit system being utilized for restricttee appointments?

BUPERSINST 1620.6, chp. 4, par. 3.(e)

4.010 Are ID cards being confiscated from Service members in a restricted status?

BUPERSINST 1620.6, chp. 4, par. 3 (f)

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4.011 Is a central point established at the RRB for personnel checking in and out? And if so, is this desk staffed 24 hours a day?

BUPERSINST 1620.6, chp. 4, par. 4 (a)

4.012 Does the RRB utilizes an efficient check-in sheet or NAVPERS 1620/2 Regional Restriction Barrack (RRB) Check-in Sheet to ensure accountability and to facilitate rapid and efficient processing of personnel?

BUPERSINST 1620.6, chp. 4, par. 4(b)

4.013 Are restrictee arrivals and departures provided by Central Processing checked/reviewed by all RRB/TPD departments daily to ensure discrepancies are reported to central processing for immediate resolution?

BUPERSINST 1620.6, chp. 4, par. 4(b), (4)

4.014 Are all restricted personnel assigned to the RRB mustered daily; at a minimum, prior to departure for work, upon return from work, and prior to lights out?

BUPERSINST 1620.6, chp. 4, par. 5

4.015 Is the commanding officer notified of restrictees when they have missed muster, their location cannot be determined, or when they are being reported as UA?

BUPERSINST 1620.6, chp. 4, par. 5

4.016 Does RRB culture support good order and discipline? And support proper military courtesies, customs, and traditions?

BUPERSINST 1620.6, chp. 4, par. 6

4.017 Is the CO/OIC/CPOIC or appropriate subordinate making a presentation (in person or via video tape) during the indoctrination program? And does the indoctrination program cover all required topics?

BUPERSINST 1620.6, chp. 4, par 7 (a), (1 thru 15)

4.018 Are all restrictees assigned to work?

BUPERSINST 1620.6, chp. 4, par. 7(b)

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4.019 Is general military training conducted for individuals expected to remain at the RRB for extended periods of time (greater than 30 days)?

BUPERSINST 1620.6, chp. 4, par. 7(d)

4.020 Are restrictees advised of procedures to access services at the region or station (e.g., religious, legal, counseling, career counseling, and drug and alcohol counseling)?

BUPERSINST 1620.6, chp. 4, par. 7 (e)

4.021 Are restrictees assigned to functions where they have access to information about RRB staff or other restrictees?

BUPERSINST 1620.6, chp. 4, par. 8(a), (1)

4.022 Are restrictees' case folders/files are properly assembled, maintained and handled, either electronically or in a locked filing cabinet, in the Administrative Section/Department?

BUPERSINST 1620.6, chp. 4, par. 8(a), 2

4.023 Are service and pay records (if applicable) for restricted personnel being maintained by the servicing TSC?

BUPERSINST 1620.6, chp. 4, par. 8 (b)

4.024 Does the RRB, at a minimum prepare the following reports; Restriction and RILA Personnel List (alpha roster), Daily Report of Restrictes Received and Released, Special RRB Population Report (if required), Incident Reports (if required), Mishap Reports (if required), and Facility Inspections?

BUPERSINST 1620.6, chp. 4 , par. 8 (c)

4.025 Are daily reports of Restrictes received and released made available to immediate superior in command?

BUPERSINST 1620.6, chp. 4, par. 8(c), 1

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4.026 Does the RRB submits a Special RRB Population Report, via email/message, to Navy region, Chief of Naval Operations (CHNAVPERS), BUPERS-00D, and CNIC when the restricted personnel population levels reach 90% of full capacity or when conditions are such that it is anticipated that full capacity will occur?

BUPERSINST 1620.6, chp. 4, par. 8(c), 3

4.027 Are Daily Sanitation Inspections being conducted and documented?

BUPERSINST 1620.6, chp. 4, par. 8(d), 1

4.028 Are Weekly Safety/Security Inspections being conducted and documented?

BUPERSINST 1620.6, chp. 4, par. 8(d), 2

4.029 Are Monthly Zone Inspections being conducted and documented?

BUPERSINST 1620.6, chp. 4, par. 8(d), 3

4.030 Are Quarterly Sanitation Inspections being conducted and documented?

BUPERSINST 1620.6, chp, 4, par. 8(d), 4

4.031 Are all logs maintained at the RRB will be of the bound, consecutively numbered, or a BUPERS-00D approved system electronically maintained on a computer? And are entries entered appropriately, maintained in chronological order, neat, legible, and in ink?

BUPERSINST 1620.6, chp. 4, par. 9(a)

4.032 Does the RRB maintain a separate pass down log for the RRB?

BUPERSINST 1620.6, chp. 4, par. 9(2)

4.033 Does the RRB maintain a restrictee visitor log?

BUPERSINST 1620.6, chp. 4, par. 9(2)

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4.034 Are restrictee visitor logs maintained for two (2) years after the last entry then destroyed per the SECNAV M-5210.1 Department of the Navy Records Management Program of 23 September 2019?

BUPERSINST 1620.6, chp. 4, par. 9(a), (3), (b)

4.035 Does the RRB has a published restriction barracks SOP?

BUPERSINST 1620.6, chp. 4, par. 10

4.036 Are all RRB staff trained to be familiar with Privacy Act policies and procedures according to DoD 5400.11 Department of Defense Privacy Program of 14 May 2007, SECNAVINST 5211.5F Department of the Navy Privacy Program, and SECNAVINST 5720.42G Department of the Navy Freedom of Information Act Program?

BUPERSINST 1620.6, chp. 4, par. 11

4.037 Are files established for each restrictee and assembled in accordance with the sections outlined in BUPERSINST 1620.6?

BUPERSINST 1620.6, chp. 4, par 12

4.038 Upon release from restriction or RILA, does the RRB place the restrictees' case folders/files in an inactive file, retained for 2 years beyond release date and then destroyed?

BUPERSINST 1620.6, chp. 4, par. 12(b)

4.039 Does the RRB follow requirements for the release any information to the media concerning RRB programs?

BUPERSINST 1620.6, chp. 4, par. 13

4.040 Are adequate laundry facilities provided for restrictees?

BUPERSINST 1620.6, chp. 4, par. 14

4.041 Are restrictees provided access to (Navy or commercial) barber services?

BUPERSINST 1620.6, chp. 4, par. 15

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4.042 Does RRB have a personal property custodian(s) appointed in writing by the CO, OIC, or CPOIC?

BUPERSINST 1620.6, chp. 4, par. 16(a)

4.043 Are restrictees provided storage for personal property? And, is the staff utilizing NAVPERS 1640/17?

BUPERSINST 1620.6, chp, 4. par 16(b)

4.044 Does RRB staff inventory all personal property and return it to the parent command with documenting paperwork when restrictees are reported UA for more than 24 hours?

BUPERSINST 1620.6, chp. 4, par. 16©

4.045 Does the RRB accept funds or other valuables from restricted personnel?

BUPERSINST 1620.6. chp. 4, par. 17

4.046 Are all unassigned lockers secured with recommended box car type seals to prevent the stowage of prohibited items?

BUPERSINST 1620.6, chp. 4, par. 18

4.047 Do all restrictees possess the required health and comfort items prior to arriving at the RRB?

BUPERSINST 1620.6, chp. 4, par. 19

4.048 Are daily inspections of restrictees conducted at quarters?

BUPERSINST 1620.6, chp. 4, par. 20(a)

4.049 Are periodic inspections conducted of restrictees lockers ensuring that sanitation and health standards are maintained?

BUPERSINST 1620.6, chp. 4, par. 20(b)

4.050 Are restrictees being authorized annual leave?

BUPERSINST 1620.6, chp. 4, par. 21

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4.051 Are restrictees permitted to write and receive as many letters as personal time and resources allow?

BUPERSINST 1620.6, chp. 4, par. 22

4.052 Does RRB provide an accessible locked collection box or an authorized postal mailbox that bears no indication that the senders of mail are restrictees?

BUPERSINST 1620.6, chp. 4, par. 22(a), 1

4.053 Are local commands maintaining contact with restrictees as required? And, are remote commands maintaining contact with their restrictees, at a minimum, with weekly phone contact?

BUPERSINST 1620.6, chp. 4, par. 22(b)

4.054 Are all restrictees allowed to retain contact with and visit with their families?

BUPERSINST 1620.6, chp. 4, par. 22(b), 2(a)

4.055 Are visitation hours for restrictees at least two (2) hours in length each visiting day?

BUPERSINST 1620.6, chp. 4, par. 22(b), 2(b), 2

4.056 Are Visitation Disapproval Letters placed in the restrictee' s case folder/file when their visitation privileges have been disapproved by the RRB or the command CO?

BUPERSINST 1620.6, chp. 4, par. 22(b), 2(b), 2

4.057 Does the RRB have a furnished room or area for visitation?

BUPERSINST 1620.6, chp. 4, par. 22(b), 2(b), 3

4.058 Does the RRB staff monitor restrictee phone calls ensuring calls are no longer than 10 minutes?

BUPERSINST 1620.6, chp, 4. par 23

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4.059 When restrictees are refused assignment to the RRB, is the refusal authorized by the CO?

BUPERSINST 1620.6, chp. 4, par. 24(b)

4.060 Are NAVPERS 1626/7, Report and Disposition of Offense(s) form utilized and filed in all restrictees' case folders/files and serves as the RRB's source document for ordering the service member into restriction?

BUPERSINST 1620.6, chp. 4, par. 25(a)

4.061 Does RRB afford restrictees the opportunity to file a NAVPERS 1336/3, Special Request/Authorization? and if so, are chits normally processed when received, but no later than, one working day? And If not approved within three working days, are restrictees notified of the delay?

BUPERSINST 1620.6, chp. 4, par. 26

4.062 Are restrictees assigned NAVPERS 1620/8, RRB Walking Chits when they are required to travel away from the RRB?

BUPERSINST 1620.6, chp. 4, par. 27(a)

4.063 While away from the RRB, are restrictees required to be in uniform?

BUPERSINST 1620.6, chp. 4, par. 27.(c)

4.064 What areas are Restricted Personnel not generally permitted to visit?

BUPERSINST 1620.6, chp. 4, par. 27(d)

4.065 Are walking chits being dated, timed and initialed by an E-5 or above or equivalent civilian, when restrictees arrive and then depart from their destinations?

BUPERSINST 1620.6, chp. 4, par. 27(f)

4.066 Are temporary absence requests being signed by CO, XO or legal officer?

BUPERSINST 1620.6, chp. 4, par. 28

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4.067 Does the RRB receive and properly maintain signed copies of signed release letters/documents?

BUPERSINST 1620.6, chp. 4, par. 29

4.068 Is the RRB CO, OIC, or CPO IC effecting permanent releases of a restrictee upon expiration of restriction or lawful release of restriction by the member's CO or OIC?

BUPERSINST 1620.6, chp. 4, par. 30

4.069 Are strict compliance with procedures and other training references being adhered to in complying with policy requirements in each section.

BUPERSINST 1620.6, Appendix B, par. 1

4.070 Are training requirements strictly adhered to by the CO/OIC/CPOIC and completed within policy guidelines?

BUPERSINST 1620.6, Appendix B, par. 2

4.071 Does the Executive Officer (XO)/assistant OIC of the RRB ensure all personnel are qualified within the required time period and are proficient in each applicable watch station?

BUPERSINST 1620.6, Appendix B, par. 3

4.072 Is JQR documentation developed locally including, prerequisites, orientation, RRB Petty Officer Functions/Procedure Bibliography, and Qualifications/Administration?

BUPERSINST 1620.6, Appendix B, par. 1

4.073 Are smoke detectors in good working order?

Local Policy

4.074 Are any egress areas blocked?

Local Policy

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4.075 Is emergency lighting located in strategic places within the facility?

Local Policy

4.076 Does the facility have required emergency lighting equipment?

Local Policy

4.077 Are windows, doors, and locks in good working order?

Local Policy

4.078 Are comprehensive inspections or tests being conducted and documented on all security, emergency, and firefighting equipment within required timelines and ensure serviceability?

Local Policy

4.079 Are all ceiling lights working?

Local Policy

4.080 Are all chemicals properly stored, maintained, and inventoried?

OSHA 29 CFR

4.081 Are Safety Data Sheets SDS in place for all chemicals?

OSHA 29 CFR

4.082 Are all chemicals in containers with correct labels?

OSHA 29 CFR

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Total Standards: 124