



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1620.6 CH-1
BUPERS-00D
15 Jul 2024

BUPERS INSTRUCTION 1620.6 CHANGE TRANSMITTAL 1

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF REGIONAL RESTRICTION
BARRACKS

Encl: (1) Revised enclosure (1), page 1-5.

1. Purpose. To transmit a revised enclosure (1) which updates the periodicity of inspections from annual to biennial.
2. Action. Remove page 1-5 of enclosure (1) and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "M. W. BAZE", is positioned above the printed name.

M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via Bureau of Naval Personnel (BUPERS) Web site, <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.



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BUPERSINST 1620.6
BUPERS-00D
24 May 2022

BUPERS INSTRUCTION 1620.6

From: Chief of Naval Personnel

Subj: MANUAL FOR THE ADMINISTRATION OF REGIONAL RESTRICTION
BARRACKS

Ref: (a) Manual for Courts-Martial, 2019 Edition
(b) JAGINST 5800.7G
(c) DoDM 4165.63, DoD Housing Management of 28 October 2010

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

1. Purpose. To issue standardized policies, procedures, and practices for the administration of regional restriction barracks (RRB).

2. Scope and Applicability. This instruction and references (a) through (c) are applicable to the operation of ashore RRBs and provides specific guidance unique to their operation. This instruction becomes effective upon cancellation of OPNAVINST 1620.3 Manual for the Administration of Regional Restricted Barracks (RRB).

3. Discussion

a. Subject to the limitations of references (a) through (c) 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 region commander, RRBs serve to support commands within a designated geographical area.

b. Provisions of enclosure (1) apply to Navy commands and activities operating RRBs (references (a) through (c) are applicable). Supplemental instructions may be issued for operation of each RRB.

4. Action. Commanding officers, officers in charge, and chief petty officers in charge operating RRBs will ensure restriction and RILA procedures comply with references (a) through (c) and this instruction.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: <http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact the local records manager or the DON/AA DRMD Program office.

6. Review and Effective Date. Per OPNAVINST 5215.17A, the Bureau of Naval Personnel (BUPERS), Corrections and Programs Office (BUPERS-00D) will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

7. Forms

a. DD 504 Request and Receipt for Health and Comfort Supplies is available at: https://www.esd.whs.mil/Directives/forms/dd0500_0999/

b. The following forms are available at: <https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

- (1) NAVPERS 1336/3 Special Request/Authorization
- (2) NAVPERS 1620/2 Regional Restriction Barracks (RRB) Check-In Sheet
- (3) NAVPERS 1626/7 Report and Disposition of Offense(s)
- (4) NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personal Effects
- (5) NAVPERS 1620/8 RRB Walking Chit
- (6) NAVPERS 1620/9 RRB Extra Duty Log
- (7) NAVPERS 1620/10 RRB Seabag Minimum Requirements

24 May 2022

8. Information Management Control. Reporting requirements contained in this instruction are exempt from report control per SECNAV instruction 5214.4.



A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only via BUPERS/NAVPERSCOM Web site: <https://www.mynavyhr.navy.mil/References/Instructions/BUPERS-Instructions/>.

BUPERSINST 1620.6
24 May 2022

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

TABLE OF CONTENTS

CHAPTER 1 - GENERAL POLICY

1. Scope.....	1-1
2. Authority.....	1-1
3. General.....	1-1
4. Philosophy.....	1-1
5. Conditions to Liberty.....	1-2
6. Deprivation of Liberty.....	1-2
7. Limitations on Punishments.....	1-3
8. Effective Dates and Execution of Restriction and Extra Duties.....	1-3
9. Breach of Restriction, RILA, or Conditions on Liberty.....	1-4
10. Restriction of Females.....	1-4
11. Delegation of Authority.....	1-4
12. Exceptions.....	1-5
13. Establishment.....	1-6
14. Disestablishment.....	1-6

CHAPTER 2 - PHYSICAL PLANT AND MAJOR EQUIPMENT

1. Planning Factors.....	2-1
2. Construction and Alteration.....	2-1
3. Configuration.....	2-1
4. Security Features.....	2-2
5. Storage Areas.....	2-2

CHAPTER 3 – STAFFING

1. Policy.....	3-1
2. Leadership.....	3-1
3. Enlisted Personnel.....	3-1
4. Male and Female Staff.....	3-1
5. Staff Roles and Functions.....	3-1
6. Collateral Duty Assignments.....	3-2
7. General Rules of Conduct for Staff.....	3-2

CHAPTER 4 – ADMINISTRATION AND OPERATIONS

1. Service Members Serving Restriction.....	4-1
2. Service Members Placed in a RILA Status.....	4-2
3. Restriction and RILA.....	4-1
4. Central Processing.....	4-2
5. Musters.....	4-3
6. Good Order and Discipline.....	4-4
7. Programs and Services.....	4-4
8. Files, Records, Reports, and Facility Inspections.....	4-5
9. Logs.....	4-7
10. Standard Operating Procedures (SOP).....	4-8
11. Privacy Act (PA).....	4-8
12. Restrictive File.....	4-9
13. Public Information.....	4-10
14. Laundry.....	4-10
15. Barber.....	4-10
16. Personal Property.....	4-10
17. Funds and Valuables.....	4-11
18. Lockers.....	4-11
19. Clothing, Health, and Comfort Items.....	4-11
20. Restrictive Inspections.....	4-11
21. Leave and Liberty.....	4-11
22. Correspondence and Visitation.....	4-12
23. Personal Telephone Calls.....	4-13
24. Acceptance of Restrictives.....	4-13
25. Orders into Restriction.....	4-13
26. NAVPERS 1336/3 Special Request/Authorization	4-14
27. Accountability and Responsibility When In Transit.....	4-14
28. Temporary Absence.....	4-15
29. General Release.....	4-15
30. Permanent Release.....	4-15

APPENDIX A - SAMPLE - FORMATS (EDITABLE SAMPLES ARE AVAILABLE AT:
<http://www.npc.navy.mil/commandsupport/correctionsandprograms>)

RRB Imposition of Restriction or Restriction in Lieu of Arrest Orders.....	A-1
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APPENDIX B – SAMPLE JOB QUALIFICATION REQUIREMENTS

Regional Restriction Barracks (RRB) Job Qualification Requirements (JQR).....	B-1
Restriction Barracks Petty Officer.....	B-2

CHAPTER 1 GENERAL POLICY

1. 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.
2. Authority. 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 article 15 of reference (a), non-judicial 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. However, lawful deprivation of normal liberty 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.
3. General
 - a. As used within this instruction, the term “restrictee” refers to members awarded restriction imposed under reference (a) or as the result of the sentence of a court-martial or pretrial restraint, to include conditions on liberty or restriction in lieu of arrest (RILA).
 - b. 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.
 - c. Commanding officers (CO), officers in charge (OIC), and chief petty officers-in-charge (CPOIC) responsible for administering restriction and RILA must establish procedures that provide effective guidance and assistance to restrictees.
 - d. Restrictees must 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.
 - e. Visual accountability of restrictees may be accomplished only by modification of identification (ID) card holders or sleeves.
4. Philosophy
 - a. Restrictees are not under arrest nor confined, not considered as pretrial or post-trial prisoners, and not to be subject to routine confinement practices (e.g., frisk and strip searches, search of personal mail, escorting, shakedown, restraints, etc.). COs, OICs, and CPOICs operating RRBs will 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 or illegal confinement.

b. Restricttees 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.

5. Conditions to Liberty

a. Per reference (a), 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.

b. 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). Conditions to liberty must not hinder pretrial preparation.

6. Deprivation of Liberty

a. Restriction

(1) Per reference (a), Part V, 5.c.(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.

(2) Restriction imposed by either NJP (reference (a), Part V, 5.c.(2)) or court-martial (R.C.M. 1003.(b)(5)) is governed by limitations per R.C.M. 304.(a)(2).

b. RILA. Per reference (a), 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 must, unless otherwise directed, perform full military duties while restricted.

c. Extra Duty

(1) Per reference (a), Part V, 5.c.(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 on Service members which constitutes a known safety or health hazard, cruel or unusual punishment, or is not sanctioned by customs of the Military Service.

(2) Extra duties assigned should not be of a kind which demeans their grades or positions.

7. Limitations on Punishments

a. NJP. Authorized limits for the length of restriction assigned by NJP are contained in reference (a) article 15, and reference (b).

b. Summary Court-Martial. Subject to reference (a), R.C.M. 1003, summary courts-martial may adjudge restriction to specified limits for not more than 2 months or 60 days.

8. Effective Dates and Execution of Restriction and Extra Duties

a. Per reference (b), 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. If an appeal is filed, see paragraph 7 of Part V, reference (a).

b. 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.

c. 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.

d. Interruption by Absence or Later Punishment. Per reference (b), 0113b(2), if subsequent to the imposition and prior to the execution of restriction and extra duties an accused absents him or herself without authority, the period of absence will 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.

e. NAVPERS 1620/9 RRB Extra Duty Log must be used in each instance for RRB staff to record the time, date, duration, and description/scope of the assigned extra duty imposed upon the restrictee. Upon completion of the extra duties, the extra duty log must be included within the restrictee file.

9. Breach of Restriction, RILA, or Conditions on Liberty

a. Breach of restriction, RILA, or violation of conditions on liberty are offenses under reference (a). See applicable punitive articles under R.C.M.s, Part IV.

b. When such an offense occurs, it may warrant appropriate action such as NJP or court-martial (see reference (a), R.C.M. 306). The parent command will determine any changes under 10 U.S.C. chapter 47, Uniform Code of Military Justice (UCMJ) charges and if the individual will continue in RILA status or if they are to be placed in pretrial confinement.

10. Restriction of Females

a. RRBs must offer both male and female restriction capability, and must be certified by the Bureau of Naval Personnel (BUPERS), Corrections and Programs Office (BUPERS-00D). RRBs must meet the following criteria to obtain approval:

(1) Rules and regulations for restriction and RILA must apply equally to members of both sexes,

(2) Total visual and acoustic separation of male and female berthing spaces,

(3) Male and female restrictees may be commingled in common areas under supervision. Commingling in berthing areas is not authorized, and

(4) Staff must be sufficient to supervise both genders to avoid creating privacy issues.

b. 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.

11. Delegation of Authority. BUPERS-00D exercises primary and final responsibility for developing and issuing RRB policy and procedures within the Navy. Responsibilities will include, but not be limited to:

a. Maintaining cognizance over this instruction;

- b. Maintaining cognizance over related or supplemental instructions and coordinating content of instructions issued by other naval activities which impact upon restriction and RILA;
- c. Preparing standardized inspection formats for command/activity inspections and conducting biennial inspections of RRBs to ensure this instruction is implemented and actions are taken to correct deficiencies;
- d. Conducting on-site visits and providing technical assistance to all Navy echelons/commands operating RRBs;
- e. Providing echelons/commands assistance and training in connection with operation of RRBs and appropriate direction (as needed); and
- f. 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 the Commander, Navy Installations Command (CNIC) Total Force Manpower (N1).

12. Exceptions

- a. Exceptions to the provisions of this instruction will be forwarded, via the chain of command, to BUPERS-00D with recommendations. Such waiver requests must provide justification and (where applicable) indicate any measures necessary to compensate for the waived requirement(s).
- b. Permanent waivers will 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 12a. Waivers requested for fire, life, or safety issues must be coordinated with the host installation fire and safety departments prior to submission. If approved by headquarters level fire or safety agencies, BUPERS-00D will provide or approve any operational guidance required to mitigate potential injury or loss of life.
- c. Requests for extensions of waivers involving fire, life, or safety issues will be forwarded to BUPERS-00D with endorsement of each echelon, and will provide justification for the extension, to include circumstances preventing resolution of the discrepancy during the waiver period. If waivers are not approved, spaces affected must be closed and not operated until discrepancies are eliminated. CNIC, Military Personnel Services (N14) will determine when the discrepancy has been resolved and will notify all concerned.

13. Establishment

a. Requests for designation of an ashore facility as an authorized RRB must be submitted via the chain of command to BUPERS-00D. Requests will include full justification, a description of the space that meets the requirements of reference (c), physical plant and safety features to be used, manning plans, and commands to be supported. Copies of all correspondence will be provided to BUPERS-00D. Approval will be granted by CNIC N1 based on region commander recommendation, contingent on the ability to meet criteria referenced within this instruction and an on-site visit by BUPERS-00D.

b. When certified by BUPERS-00D, 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.

14. Disestablishment. A request for permanent closure of an RRB will be submitted via the chain of command to BUPERS-00D. All requests must include full justification for closure, tentative date for ceasing operation, and contain endorsements from all echelons of the chain of command. If closure is approved, the CO, OIC, or CPOIC operating the facility will transmit the actual closing date by message to BUPERS-00D. Copies of all correspondence must be provided to BUPERS-00D.

CHAPTER 2 PHYSICAL PLANT AND MAJOR EQUIPMENT

1. Planning Factors. Regional restriction barracks (RRB) should be located in areas which have adequate facilities to support the projected restriction and restriction in lieu of arrest (RILA) population (i.e., enlisted dining and medical).
2. Construction and Alteration. Region commanders will approve design, configuration, and space utilization for any proposed facility. Any alterations or change in utilization of RRB spaces must be approved by the region commander and copies provided to CNIC N14 and BUPERS-00D prior to alterations or changes being made.
3. Configuration
 - a. RRBs will meet standards prescribed for unaccompanied enlisted personnel housing. The medical department must inspect the space and certify in writing that it meets, at least, minimum habitability standards.
 - b. Berthing space will be considered “transient quarters” and meet minimum standards of acceptable space and privacy. Each restrictee will be assigned a bed and locker for storage of personal effects. Lockers should be secured with a combination or key-type lock, provided by the restrictee.
 - c. Personnel on restriction or RILA must be berthed separately. Berthing may be in the same building, but the separation between restricted or RILA statuses must be readily discernible.
 - d. Each RRB will have access to a multipurpose room equipped with tables, chairs, and audio-visual media which may be used for classroom lectures, study, visits, recreation, and other group functions.
 - e. There must be adequate office space and equipment for staff personnel.
 - f. Facilities must have emergency exits in case of fire or other disaster. Fire doors will not be locked, but must be alarmed. Adequate fire extinguishers, smoke alarms, and any other equipment prescribed by local fire and safety codes must be installed.

4. Security Features. Since restriction is not a physical restraint, RRBs must 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 must preclude entrance from the outside, but will be able to be opened from the inside. Exits in these areas must be equipped with an alarm to notify staff when doors are opened.

5. Storage Areas. A secure storage area must be provided for retention of limited personal property of restrictees.

CHAPTER 3 STAFFING

1. Policy. Regional restriction barracks (RRB) must be staffed as determined by the budget submitting office. RRBs may be organized as departments or divisions of existing commands or established as separate organizations (unit identification code (UIC)). 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.
2. Leadership. Each RRB must be headed by a commanding officer (CO), officer in charge (OIC), or chief petty officer in charge (CPOIC) or a department or division officer (designated in writing) by the RRB immediate superior in command. The CO, OIC, or CPOIC department or division of the RRB is responsible for the overall administration and management of the unit.
3. Enlisted Personnel. Management of Service members in a restricted or restriction in lieu of arrest (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 must be in the grade of petty officer or above; supervisory duties associated with restricted personnel requires sufficient authority and experience.
4. Male and Female Staff. RRBs must have both male and female restricted personnel assigned. Care will be exercised to ensure that staff personnel are not assigned duties in areas where routine nudity of the opposite sex could be anticipated.
5. Staff Roles and Functions
 - a. Leadership. 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).
 - b. Administration. Provide command administrative support services (e.g., RRB personnel, files, reports, correspondence, plan-of-the-day (POD), training, supply, health, comfort, and restrictee billeting and work assignments).
 - c. Supervision. Exercise command authority, oversee 24/7 central control, conduct roving watch, provide individual development planning, and interface with user command interface. Develop and administer muster and accountability, dormitory supervision, law enforcement/physical security, daily good order and discipline, inspections, investigations, urinalysis, and staff security training.

6. Collateral Duty Assignments. A chaplain and a staff judge advocate must be assigned to the RRB on a collateral duty basis and designated in writing.

7. General Rules of Conduct for Staff. RRB staff performs duties in a high visibility and potentially confrontational environment. Accordingly, it is essential that their conduct is professional at all times. Staff must treat all restricted personnel fairly and with respect. Harassment, physical abuse, or maltreatment, in any form, must not be condoned nor tolerated. The relationship between staff and restrictees must be similar to the relationship between an instructor and students and, as such, fraternization rules must apply.

CHAPTER 4 ADMINISTRATION AND OPERATIONS

1. Service Members Serving Restriction. Service members are ordered into restriction by their commanding officer (CO). Upon arrival at a regional restriction barracks (RRB), restrictees will be issued additional documents to govern behavior and provide rules of conduct for the duration of their restriction (appendix A provides sample documents). NAVPERS 1620/2 Regional Restriction Barracks (RRB) Check-In Sheet must be initiated by RRB staff to record the administrative admission process.

2. Service Members Placed in RILA Status

a. If a CO or OIC intends to court-martial a Service member, the CO or officer in charge (OIC) may opt to place the member on RILA as an alternative to placing them in pretrial confinement.

b. 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 him, nor will the arrest or confinement imposed upon him be any more rigorous than the circumstances required to ensure his presence, but he 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.

c. Service members placed in RILA will be assigned to the RRB and must 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 must be set aside for members serving RILA and the area must be clearly identified and readily distinguishable from the area designed for members serving restriction.

3. Restriction and RILA

a. Service members in a restricted status at the RRB are either serving restriction awarded as a result of Nonjudicial punishment (NJP) or court-martial, or placed in a RILA status by the member's CO or 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.

b. In administering restriction, guidelines must be provided. The restrictee must be provided a written copy of restriction documents (sample documents in appendix A) which outline:

(1) The boundaries of the restriction (e.g., the limits of the station),

(2) 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.),

(3) Times for muster,

(4) Uniform requirements,

(5) Designated area where restriction will be served and berthing area assigned,

(6) Guidance to the restrictee explaining failure to make required musters and or breaching the limits of restriction are offenses punishable under the Uniform Code of Military Justice (UCMJ), and

(7) Guidance to the restrictee that possession of unauthorized items (outline what constitutes unauthorized items; e.g., civilian clothes, alcohol, etc.) is prohibited.

c. Restriction documents must be issued upon arrival at the RRB, which will be signed by the CO, OIC, or chief petty officer in charge (CPOIC), or command duty officer if after normal working hours. Restriction documents must 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 must 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.

d. Restricttees are required to work and should observe a normal workday. Work should be conducted at the restrictee's parent command when possible.

e. When going to appointments (e.g., medical, personal support detachment (PSD), legal, 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.

f. Department of Defense (DoD) identification cards must not be confiscated from Service members in a restricted status.

4. Central Processing

a. A central point must be established at each RRB for personnel checking in and checking 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 must be staffed 24 hours a day.

b. As the central processing unit for all arrivals and departures, central processing must utilize a tracking system to maintain a running count of all restrictees assigned and be able to provide an

alpha roster immediately when required. RRB staff must use an efficient check-in sheet (sample in appendix A) for personnel checking in. To ensure accountability and to facilitate rapid and efficient processing of personnel, the following procedures are recommended:

(1) 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 will be introduced to his or her mustering petty officer. All belongings must be inventoried to verify compliance with Navy uniform requirements (seasonal seabag) and to ensure no prohibited items enter the RRB. Inventory of personal belongings must be accomplished by two staff. The listing of personal items will be signed both by staff members and the restrictee, then placed in the restrictee's file. The restrictee must be assigned a room/dormitory and bunk. If the department is responsible for room/dormitory and bunk assignments, the department petty officer will 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 must compile a roster of all personnel who reported to the unit during the day, with the department assignment annotated. A copy of this roster must be provided to the CO, OIC, or CPOIC; each department mustering petty officer; and the work supervisor to use for muster the next workday.

(2) Personnel Reporting for Restriction After Normal Working Hours. Central processing must 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 will be searched for prohibited items. Seabag inventory, using NAVPERS 1620/10 RRB Seabag Minimum Requirements, may be delayed until the following day. Once muster has been completed on the next normal workday, restrictees must complete the RRB check-in process. Central processing must maintain a running roster of all transients arriving after normal working hours for muster purposes, and must advise such personnel of muster requirements. After muster on the next normal workday, the restrictee's name must be added to the roster of personnel reporting, and assigned to a department during that day;

(3) Personnel Departing Upon Completing Restriction. Personnel completing restriction must check out with central processing. Except in cases of emergency, personnel must check out of the RRB during normal working hours. Central processing must compile a list of all personnel who depart the RRB each day and provide copies to the CO, OIC, or CPOIC, all departments, and work supervisors prior to muster on the next normal workday.

(4) Arrival and Departure Verification. All departments must 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.

5. Musters. All restricted personnel assigned to the RRB must 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 will be conducted in a military manner and all personnel must wear the prescribed uniform as determined by the CO, OIC, or CPOIC (e.g., uniform of the day or working uniform). At quarters, mustering petty officers must communicate special announcements, transfers, appointments, and work assignments for the day. A report of the results of department (restriction or RILA) musters must be provided to CO, OIC, or CPOIC by 0800 each work day. Immediate action must be initiated to verify the location of a restrictee when not present for muster. Restricttees who miss muster or whose location cannot be determined are considered to be on unauthorized absence (UA) and will be reported, as such, to their parent command.

6. Good Order and Discipline. RRBs must operate as any other naval organization; in a military environment with all military courtesies, customs, and traditions observed. Restricted personnel must not be required to perform non-standard military practices (e.g., salute enlisted personnel). Breaches of good order and discipline must be brought to the attention of the RRB CO, OIC, or CPOIC in a timely manner.

7. Programs and Services

a. Indoctrination Program. Either the CO, OIC, or CPOIC or appropriate subordinate will make a presentation (in person or via video tape) during the indoctrination program and the indoctrination program itself must cover the following topics:

- (1) RRB mission
- (2) RRB chain of command
- (3) Military bearing and RRB rules and regulations
- (4) Leave and liberty policy
- (5) Work requirements
- (6) Daily routine
- (7) Mailing address
- (8) Services available (recreational, medical, legal, dental, religious, etc.)
- (9) Unauthorized items
- (10) Training (general military, special, physical, etc.)
- (11) Inspections (personnel and zone)

- (12) Activities in the area that restrictees may attend
- (13) Activities and areas to be avoided (e.g., off-limit areas, etc.) where applicable
- (14) Legal services
- (15) Counseling services

b. Work Program. All restrictees must be assigned to work.

c. Physical Training (PT) Program. A formal, command-sponsored PT program is not required for restricted personnel; however, if the RRB offers a physical readiness test (PRT) program, PRT time may be built into the daily schedule prior to the beginning of the work day. Any PT program for restrictees must include active staff participation.

d. Training Program. General military training (GMT) is not required for restrictees. Individuals expected to remain at the RRB for extended periods of time (i.e., greater than 30 days) must participate in GMT with RRB staff, if feasible.

e. Regional Services. Restrictes will be advised of procedures to access services at the region or station (e.g., religious, legal, counseling, career counseling, and drug and alcohol counseling).

8. Files, Records, Reports, and Facility Inspections

a. Files

(1) 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 (PII) and only those personnel with a need to know in 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. Restrictes must not be assigned to functions where they have access to information about RRB staff or other restrictees.

(2) 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 must 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 must be afforded the same level of protection as outlined in paragraph 8a(1) above.

b. Records. The service and pay records (if applicable) for all restricted personnel assigned

to the RRB must be maintained by the servicing PSD. Medical and dental records must be maintained by medical or dental personnel as locally directed.

c. Reports. At a minimum, the following are required:

(1) Restriction and RILA Personnel List (alpha rosters). A list, updated daily, of restricted personnel assigned to the RRB. The report must 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;

Note: BUPERS Information Management Control Officer (IMCO): The reporting requirements contained in OPNAVINST 5102.1D are exempt per SECNAV M-5214.1, part IV, subparagraph 7(j). [Personnel Actions]

(2) Daily Report of Restricttees Received and Released. Made available to the immediate superior in command, as directed;

Note: BUPERS IMCO: The reporting requirements contained in OPNAVINST 5102.1D are exempt per SECNAV M-5214.1, part IV, subparagraph 7(j). [Personnel Actions]

(3) 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 will occur, a notice (e-mail/message) must be submitted to the Navy region, Chief of Naval Operations (CHNAVPERS), BUPERS-00D, and CNIC. 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;

Note: BUPERS IMCO: The reporting requirements contained in OPNAVINST 5102.1D are exempt per SECNAV M-5214.1, part IV, subparagraph 7(g) and 7(j). [Special Incidents & Personnel Actions]

(4) Incident Reports. Complete incident reports per OPNAVINST F3100.6J Special Incident Reporting (OPREP-3 (operations report), PINNACLE (message), OPREP-3 NAVY BLUE, and OPREP-3 NAVY UNIT SITREP (situation report)) procedures; and

Note: BUPERS IMCO: The reporting requirements contained in OPNAVINST F3100.6J are exempt per SECNAV M-5214.1, part IV, subparagraph 7(g). [Special Incidents]

(5) Mishap Reports. Complete mishap investigations and reports per OPNAVINST 5102.1D Navy and Marine Corps Mishap and Safety Investigation, Reporting, and Record Keeping Manual. Mishap reports are filed in addition to OPREP-3 Reports/SITREPs and investigations.

Note: BUPERS IMCO: The reporting requirements contained in OPNAVINST 5102.1D are

exempt per SECNAV M-5214.1, part IV, subparagraph 7(g) and 7(j). [Special Incidents & Reports of Inspections]

d. Facility Inspections. Records of inspections may be maintained electronically.

(1) Daily Sanitation Inspections. A written report of inspection results and actions taken to correct noted discrepancies must be kept on file for two cycles of the quarterly sanitation inspection (log entries acceptable).

(2) Weekly Safety/Security Inspections. A written report of inspection results and actions taken to correct noted discrepancies must be kept on file until completion of the monthly zone inspection.

(3) Monthly Zone Inspections. A written report of inspection results and actions taken to correct noted discrepancies must be kept on file at the RRB for 2 years.

(4) Quarterly Sanitation Inspection. A written report of inspection results and actions taken to correct noted discrepancies must be kept on file at the RRB for 2 years.

9. Logs

a. All logs maintained at the RRB will be of the bound, consecutively numbered variety, or a BUPERS-00D-approved system electronically maintained on a computer. Entries must be maintained in chronological order, neat, legible, and in ink. The following logs must be maintained:

(1) RRB Log. This log is a permanent record of the operation of the RRB. At a minimum, this log must include the following entries:

(a) Name, rate, and DoD ID number of all restrictees reporting to or released from the RRB. Larger RRBs may maintain a separate log for this information,

(b) Results of musters (in and out counts) to include the name, rate, and DoD ID number of any Service member reported as an unauthorized absentee,

(c) 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,

(d) 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,

- (e) Official visits,
- (f) Restricttees or staff departing on and returning from leave,
- (g) Change of watches, assumption and relief times, dates, and accountable items (e.g., keys, flashlights, duty belts, etc.), and
- (h) Commencement and termination of events scheduled in the plan of the day (POD) (i.e., work calls, physical training, visitor's call, and training).

(2) 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

(3) Visitors Log. A record of each visit to a restricttee must be made in the visitors log to include date of visit, time in and time out, printed name and signature of visitor, restricttee visited, and name or initials of staff member who identified, admitted, and released the visitor. A visitor's signature must be required at entry and departure.

b. Disposition of Logs. Logs must be maintained for a period of 2 years of last entry, then destroyed per the SECNAV M-5210.1 Department of the Navy Records Management Program of 23 September 2019.

10. Standard Operating Procedures (SOP)

a. Each RRB must 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 restricttees, promulgate emergency bills, post orders, and special instructions as required by the CO, OIC, or CPOIC. The SOP must be unit specific and will not be just a reiteration of the contents of this manual.

b. Appendixes A and B provide an array of RRB administrative and operational samples to consider when developing SOPs.

11. Privacy Act (PA)

a. All RRB staff must be familiar with DoD 5400.11-R 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. When an individual is requested to furnish personal information about himself or herself for inclusion in a system of records, a Privacy Act Statement is required, regardless of the medium used to collect the information (paper or electronic forms, personal interviews, telephonic interviews, or other methods), and regardless of the method chosen to furnish the initial

advisement, the individual must be provided a written copy of the Privacy Act statement upon request. For the purpose of determining whether a Privacy Act Statement is required, "personal information" is defined as information about an individual that identifies, links, relates, or is unique to, or describes him or her (e.g., a social security number; age; military rank; civilian grade; marital status; race; salary; home/office phone numbers; other demographic, biometric, personnel, medical, and financial information, etc.). Such information is also known as personally identifiable information (i.e., information which can be used to distinguish or trace an individual's identity, such as their name, social security number, date and place of birth, mother's maiden name, biometric records, and including any other personal information which is linked or linkable to a specified individual).

b. Restricttees are not required to reveal privacy act information, even if requested for counseling or programming.

c. The personal information collected must be filed and safeguarded in their restricttee file and the provisions of SECNAV M-5210.1 DON Records Management Program for life-cycle management (creation, maintenance, use and disposition) for DON records must be followed.

12. Restricttee File

a. File Format. Individual files must be established for restricttees. Files must be assembled and documents placed in the file as follows:

(1) Section One - Legal;

(a) Temporary additional duty (TAD)/temporary duty orders,

(b) Imposition of restriction/RILA orders,

(c) Extra duty orders (if applicable),

(d) Military protective orders (if applicable), and

(e) Any other legal-related documents,

(2) Section Two - Administrative;

(a) Signed copy of the Rules of Conduct, and

(b) Any other administrative-related documents,

(3) Section Three - Personal Effects;

(a) Signed copy of the personal belongings on NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personnel Effects (as required),

(b) Seabag inspection sheet using NAVPERS 1620/10, and

(c) Any other personal effects-related documents,

(4) Section Four - Performance;

(a) Daily record of behavior (when used),

(b) Work and training reports (when used), and

(c) Any other performance-related documents.

b. Disposition of Files. Upon release from restriction or RILA, contents of a restrictee's file must be safeguarded and placed in an inactive file by month and year of release. Inactive files will be retained for 2 years beyond release date and then destroyed.

13. Public Information. Release of information to the media concerning RRB programs, operations, and restrictees is not authorized, unless specifically approved by the CO, OIC, or CPOIC. All requests must be referred via the CO, OIC, or CPOIC to the public affairs officer (PAO). Release of a restrictees file or any privacy information therein without the restrictees consent will be processed per the Privacy Act and or Freedom of Information Act, and meet the requirements of 5 U.S.C. 552a Records Maintained on Individuals; DoD Directive 5400.11 DoD Privacy Program, DoD 5400.11-R, Department of Defense Privacy Program, or SECNAVINST 5211.5F, Department of the navy Privacy Program.

14. Laundry. Adequate laundry facilities must be provided.

15. Barber. Access to barber services (Navy or commercial) must be provided for all restricted personnel.

16. Personal Property

a. Personal Property Custodian. The personal property custodian(s) must be appointed in writing by the CO, OIC, or CPOIC. The personal property custodian(s) must be the only member(s) with access to the storage area where personal property may be stowed. Additionally, all property must be stored and sealed in a seabag (if available) with box-car type seals with the seal number or similar device recorded on NAVPERS 1640/17. The personal property custodian must maintain a log recording all box-car seal numbers (consecutively) and records, to whom and when, issued and destroyed.

b. **Storage of Personal Property.** If it becomes necessary for RRB staff to confiscate or accept personal items from restrictees, all items must be inventoried by two RRB staff using NAVPERS 1640/17, completed in the presence of the restrictee, and must be signed and dated by the restrictee and the two RRB staff members. A signed copy of NAVPERS 1640/17 will be given to the restrictee; one copy must be kept with the personal property stored and the original kept in the restrictee file.

c. If a restrictee departs restriction on UA, inventory all personal property and return it to the parent command with documenting paperwork after 24 hours UA.

17. **Funds and Valuables.** Under normal circumstances, the RRB must 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, he or she must be advised to open a bank account or obtain traveler's checks, etc.

18. **Lockers.** Each restrictee assigned a room and bunk at the RRB, must be assigned a locker. The restrictee is responsible for providing a lock for the locker. Lockers must be secured at all times when members are not in the immediate vicinity. Unassigned lockers at the RRB must 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.

19. **Clothing, Health, and Comfort Items.** The restrictee's CO, OIC, or CPOIC will be responsible for ensuring the restrictee has all required clothing and personal items prior to reporting (see appendix A), including physical fitness attire. Restrictes must wear the working uniform while in a restricted or RILA status at an RRB.

20. Restrictee Inspections

a. A daily personnel inspection of restrictees must be conducted at quarters.

b. The RRB staff must conduct periodic inspections of lockers to ensure that proper sanitation and health standards are maintained. The RRB staff will 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, he or she need not exercise this right). It is the restrictee's right to decline access to his or her personal belongings. Declination will be documented.

21. **Leave and Liberty.** Restrictes must not be granted annual leave. Granting of emergency leave is outlined in the NAVPERS 15560D, MILPERSMAN 1050-130 Emergency Leave. The restrictee's parent command may grant emergency leave when warranted. The restriction continues to run while a restrictee is on emergency leave.

22. Correspondence and Visitation. Correspondence and visitation are authorized components of the RRB program and are to be included within the POD. Restrictees will be permitted to write and receive as many letters as personal time and resources allow.

a. Correspondence

(1) **Outgoing Mail Procedures.** A locked collection box or authorized postal mailbox will be accessible to restrictees. Mail will bear no indications that the sender is a restrictee. Mail will be collected and delivered to the postal service at least once each workday.

(2) **Incoming Mail Procedures.** Mail call will be conducted only by designated mail petty officers appointed in writing by the CO, OIC, or CPOIC. Restrictions on newspapers, periodicals, and magazines authorized at the RRB will be no more stringent than those imposed on personnel of the command.

b. Visitation

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

(2) **General Visitation**

(a) **Policy.** Restrictees will 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 LCPO must authorize special visits for family and friends on a case-by-case basis. All other visits will be conducted during regularly scheduled visitors call.

(b) **Procedures**

1. Denying family and friends visiting privileges for arbitrary reasons is not allowed.

2. Visiting periods must be established and included in the POD at the RRB on all nonworking days such as Sundays and holidays. Where conditions permit, restrictees will be permitted to receive visitors for at least 2 hours on each visiting day. Reasonable exceptions as to time and length of visits will 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 will 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,

or CPOIC, or designee, for cause. Any limitations will be applied evenly and fairly. Reasons for disapproval must be recorded in letter format and placed in the restrictee's file.

(3) Visiting Facilities. Each RRB must 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, must not be permitted, unless accompanied by their parent(s) or legal guardian, unless authorized by the CO, OIC, or CPOIC.

(b) CO, OIC, or CPOIC may deny visitation for cause (e.g., civilian or military protective orders, good order and discipline, security of the facility, etc.).

23. Personal Telephone Calls. Personal telephone calls will be made from a pay phone after working hours. Use of telephones may be limited to no more than 10 minutes. 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. Messages of incoming official calls will 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.

24. Acceptance of Restrictees

a. Navy RRBs may accept restrictees from tenant or other area commands on a case-by-case basis.

b. Restrictees may be refused assignment to an RRB for cause, capacity, or when a restrictee is not of the area command. Refusal must be authorized by the RRB CO.

25. Orders into Restriction. In most cases, punishments involving restriction and extra duties, if unsuspended, take effect when imposed (regardless of the hour of commitment).

a. NAVPERS 1626/7 Report and Disposition of Offense(s), will serve as the legal document to order a Service member into restriction. If required, TAD or temporary duty 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, NAVPERS 1626/7 must list a chronological sequence of events. The following information must be indicated on the reverse side of NAVPERS 1626/7 or on separate attachment:

- (1) Date of NJP and restriction, and extra duties awarded;
- (2) List UCMJ article(s) and specification(s) for which restricted (in the appropriate space);
- (3) The date action was taken (if restriction was deferred or suspended); and
- (4) Indication of any period of restriction that was served prior to suspension of the punishment (inclusive dates must be documented).

b. The hour and date restriction was directed must be annotated. Show name, grade, and title of the officer who ordered restriction.

26. NAVPERS 1336/3 Special Request/Authorization. All restrictees have the right to submit special requests/authorizations (chits). Members' rights and command requirements apply per U.S. Navy Regulations 1990. Special request chits must be filled out neatly and correctly. Those filled out incorrectly will be returned to the individual for correction and resubmission. Chits will normally be processed when received, but no later than, one 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 must be notified of the delay. No special request chit will be walked through by the individual. All request chits must be submitted to the mustering petty officer at morning quarters.

27. Accountability and Responsibility When in Transit

a. NAVPERS 1620/8 RRB Walking Chit will 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.

b. Restricttees not in a RILA status will not normally be required to have a walking chit to leave the RRB.

c. 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 must be worn. At the discretion of the RRB CO, OIC, or CPOIC, appointments off base may require an escort.

d. Restricted personnel are generally permitted to visit the following activities: galley, medical, dental, legal, chapel, family service center, and assigned work detail. Without RRB CO, OIC, or 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.).

e. Walking chits must include the following information:

- (1) Restrictivee's name,
- (2) DoD ID number,
- (3) Current date,
- (4) Name of releasing RRB staff member,
- (5) Time of release, and
- (6) List in chronological order, places the restrictivee is authorized to go.

f. Restrictivees should be instructed during indoctrination that they are not to deviate from the walking chit, and that they are to obtain the time and initials of an E-5 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.

28. Temporary Absence. The restrictivee's CO, executive officer (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 restrictivee's command.

29. General Release. A command CO or OIC may not arbitrarily release a restrictivee from punitive restriction without remitting, mitigating, setting aside, or suspending the restriction. COs or OICs requesting release of their restrictivee must submit a letter documenting a remittance of remaining portion of the restriction to the RRB CO, OIC, or CPOIC. Signed documents setting aside, remitting, or suspending the restriction must accompany a request for release of a restrictivee if the release date is before the end of the period of restriction. A copy of the signed document must become part of the restrictivee's file.

30. Permanent Release. The RRB CO, OIC, or CPOIC must effect permanent release of a restrictivee upon expiration of restriction or lawful release of restriction by the member's CO or OIC.

**APPENDIX A
SAMPLE FORMATS**

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

From: Commanding Officer/Officer in Charge, RRB

To: _____
(Restrictivee's Name (Last, First, MI) Rate DoD ID #)

Subj: IMPOSITION OF RESTRICTION OR RESTRICTION IN LIEU OF ARREST

1. You have been awarded (number of days) (restriction or restriction in lieu of arrest) by (CO/OIC Activity). You must remain in a restricted or restriction in lieu of arrest status until (date) _____. You are hereby restricted to the limits of (specify activity) and you are assigned bunk and locker number _____ in barracks _____.

2. You will be governed by the following rules/regulations while in a restricted or restricted in lieu of arrest status:

a. You must 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 must 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 rack between taps and reveille, and regular bunk checks will 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 must 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 (e.g., chaplain, law center, counseling and assistance center, PSD, Navy Exchange, etc.) will be made for you by the RRB staff. Such appointments must not be disapproved, unless it is determined that they are being intentionally utilized to unreasonably interfere with the performance of your normally assigned duties. You must proceed directly to and from the site of your appointment.

e. You must not enter the Navy Exchange cafeteria, base clubs, package liquor store, bowling alley, or bachelor enlisted quarters, other than the RRB. On (specify day(s) and time(s)) you may visit the Navy Exchange (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 will 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. A pay phone located in the RRB berthing area must be used for personal phone calls. 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 will be inventoried. Items not required or authorized must be placed in your assigned locker or in property storage, and will not be returned until you are released from a restricted status. Any items, the possession of which is prohibited by law, must 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 seabag, using NAVPERS 1620/10, must normally be maintained. If you do not have a minimum outfit, you will be required to buy all missing items. All items of military clothing must be stenciled or embroidered with proper names so that ownership may 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 will 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 may be properly stored in your locker; and

(c) Wedding band, school rings, wristwatch, and religious medals that may 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); or
 - (d) Alcoholic beverages (including beer).
- h. Reveille will be held at (specify time) and taps will be held at (specify time). Quiet will 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 must not enter, nor be transported in a privately-owned vehicle without the express prior written permission of the RRB staff.
 - l. Only current medications, as prescribed and documented in the military medical record, will be authorized.
 - m. The outside of personal lockers must 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 will be upon completion of working/clean-up assignments.
 - o. Restricted personnel occupying the RRB during normal working hours must 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 must not enter or allow others to enter opposite sex berthing areas.
 - r. The restriction barracks windows must 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 must 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, must not be permitted unless he or she is accompanied by either his or her 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 (UCMJ).

Signature: _____ Time/Date: _____
(CO/OIC imposing restriction)

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

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.

Signature: _____ Time/Date: _____
(Restrictree)

Signature: _____ Time/Date: _____
(Witness)

EXAMPLE TO BE MODIFIED AS NECESSARY

APPENDIX B
REGIONAL RESTRICTION BARRACKS (RRB)
SAMPLE JOB QUALIFICATION REQUIREMENTS (JQR)

1. The following sample regional restriction barracks (RRB) job qualification requirements (JQR) are offered for command to build upon in the training of RRB petty officers. JQR requirements must be 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 RRB procedures and other training references are required in the progression of duties.
2. The CO, OIC, or CPOIC 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 he or she is 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.
3. The executive officer (XO) or assistant OIC (AOIC) RRB must ensure all personnel are qualified within the required time period and are proficient in each applicable watch station. Completed original qualification requirements must be obtained in the trainee's training record.

RESTRICTION BARRACKS PETTY OFFICER

PREREQUISITES

1. Review of Service Record Book
2. Be in pay grade E-5 through E-6

ORIENTATION

1. Understand objectives of the RRB
2. Understand and sign Standards of Conduct for RRB Staff Personnel
3. Receive copy of Departmental Organizational Structure and Chain of Command
4. Possess a valid state driver's license
5. Issued Required Equipment and Identification

RRB PETTY OFFICER FUNCTIONS/PROCEDURES

1. Read and be familiar with the following:
 - a. RRB SOP
 - b. Uniform Code of Military Justice
 - c. U.S. Navy Regulations (1990)
 - d. U.S. Navy Uniform Regulations
2. Demonstrate knowledge of providing the following services to residents:
 - a. Room and board
 - b. Supervision and monitoring
 - c. Unusual circumstances or assistance required by a resident
3. Be familiar with the room status board and how to keep it up to date
4. Demonstrate working knowledge of mustering procedures and inspections
5. Demonstrate working knowledge of the various forms of restriction (i.e., restriction and restriction in lieu of arrest)

6. Understand procedures for bomb threats, including notifications, evacuation of personnel, perimeter formations and search procedures
7. Understand procedures for fire alarm response, including notifications, evacuation of personnel, perimeter formation, and search procedures
8. Demonstrate working knowledge of bed check procedures, personnel inspections, working party procedures, and chow procedures
9. Demonstrate familiarization with all restricted spaces and check in/out procedures

ADMINISTRATION. Know how to complete the following forms and administrative matters:

1. Special Request Chits
2. Report Chits
3. Muster Report
4. Inspection Report
5. Voluntary Statement Form
6. DD Form 504 (Health and Comfort)
7. NAVPERS 1620/10
8. Deck Log
9. NAVPERS 1620/8
10. Telephonic Threat Complaint

GENERAL

1. Understand and demonstrate proper search and inspection procedures for residents
2. Understand and demonstrate proper safekeeping/storage procedures for resident's personal effects, etc.

FINAL QUALIFICATIONS AND ORAL INTERVIEW

1. RRB Chief Petty Officer's recommendations and comments
2. Training Coordinator's recommendations and comments
3. AOIC RRB recommend approval/disapproval
4. Oral interview with CO, OIC, or CPOIC RRB
 - a. Qualified/Not Qualified (circle one)
 - b. Additional Comments