

INFORMATION PAPER

IMHW-HRM

30 JANUARY 2015

SUBJECT: Information Paper Naval Brig

1. Purpose: This SOP establishes general procedures for processing of orders relating to Soldiers being reassigned from the Naval Brig at Ford Island for further confinement in CONUS.

2. Facts: Soldiers being reassigned from the Naval Brig to a confinement facility in CONUS

3. Procedures for Processing Brig Orders: The Naval Brig is required to submit the following documents to the Reassignment Section:

- a. Confinement orders
- b. Memorandums from the following:
 - (1) HRC Memorandum for transfer of Prisoner
 - (2) Company Commander/Battalion Commander- Include E5 or above Escort
First and last name and last four of SSN
- c. Confinement Order (DD Form 2707)
- d. Results of Trial (DA Form 2707-1)
- e. Charge Sheet (DD Form 458)
- f. Enlisted Record Brief (ERB)
- g. Plea findings-Signed by two stag general, the accused, and Trial defense
- h. ** If applicable** DD Form 2704 (Victim/Witness Certification)

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4. Responsibility:

a. Reassignment section is required to publish Brig Orders, Format 410. These orders are processed immediately

b. Escort will coordinate with In/Out-Processing Office to out-process the Soldier. Soldier will have to depart Hawaii on approved date given from the Brig. The Commander will appoint an NCO as an escort to clear and ship his/her HHG's and POV.

c. Make distribution of the entire packet and file .

(1) Request for Confinement Orders checklist.

(2) Confinement Order (DD Form 2707)

(3) Results of Trial (DA Form 4430)

(4) Charge Sheet (DD Form 458)

(5) HRC Memorandum (from the Naval Brig)

(6) Memorandum for Record from the following:

(a) Signed by the Battalion or the Brigade Commander

(b) E5 or above Escort name and last SSN

(7) Information of person receiving HHG and POV (first & last name, POC, phone number and home address

(8) Power of Attorney (POA)

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