

INFORMATION PAPER

IMHW-HRM

27 September 2019

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. Commander's Memorandum for Record (MFR) listing Escort information (E-5 and above along with escorts last four of SSN) and HHG/POV shipment information (information on person receiving HHG and POV (First and Last Name, address, phone number and relationship)
 - b. Correctional Program Specialist (from Pentagon, Washington, DC) Memorandum for Record for transfer of prisoner (approved by the Correctional Program Specialist) along with the confinement procedures checklist
 - c. Statement of Results of Trial
 - d. Confinement Order (DA Form 2707)
 - e. Charge Sheet (DD Form 458)
 - f. Court Martial Plea Trial Agreement (signed by the CG)
 - g. ERB/ORB
 - h. DD Form 4/1 (first page of Enlisted contract)/Initial Active Duty Orders for Officers (to show proof of Soldier's HOR)
 - i. Victim/Witness Certification (DD Form 2704 – if applicable)
4. Responsibility:
 - a. Reassignment Section is required to publish Brig Orders, Format 410. These orders are processed immediately. (Dependents are not added to orders. Early Return of Dependent Orders are generated for Dependent Travel through the Family Travel Office.) Availability date on order is one day before the Soldier's reporting date to confinement location that is given by the Brig Liaison POC.
 - 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 HHGs and POV.

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c. Make and distribute copies of the confinement order to:

(1) In/Out-Processing

(2) i-PERMS

(3) Soldier's Unit

(4) e-MILPO (make copy of entire packet for e-MILPO Section to send to the Personnel Control Facility Office at Fort Sill, Oklahoma)

5. POC: Army Liaison, NCBM Det, Pearl Harbor, Phone: (808) 472-0520

6. References:

a. AR 633-30

b. DODI 1327.6