

16 OCT 18

MEMORANDUM

From: MIDN 1/C Reitsma, Battalion Executive Officer
To: MIDN 1/C Buccholz, Battalion Commanding Officer

Subj: Performance Review Board Standard Operating Procedures

1. The purpose of this memo is to outline the standard operating procedures a midshipman must follow when sentenced to a performance review board. In addition to SOPs, this memo may be used as a guideline to prepare midshipmen for either a Battalion staff or Unit staff PRB.

2. Once a midshipman has accumulated six (6) demerits, they will receive notification from their superior officer that they are being recommended for a Battalion PRB. The notification should be followed up with a letter, in Navy memo format, stating the following information:

- a. The voting and non-voting members of the board.
- b. The purpose the board is convening (committed offense(s)).
- c. The date of the PRB.

3. Shortly before the hearing, the midshipman will also receive a document containing their rights regarding the board. The midshipman should review their rights, prior to making the choice to waive or not waive any of them. A few of the rights that this document will discuss are:

- a. Submitting a written statement to the board.
- b. Bringing an attorney.
- c. Bringing a witness.

4. The uniform is Service Dress Blues (SDBs) unless otherwise specified. It is recommended to show up **AT LEAST** 15 minutes prior to the scheduled time of the hearing. Class advisors may request an earlier arrival time to check the midshipman for proper uniform attire and personal hygiene. Upon arrival, the midshipman should report to their advisor (battalion staff superior officer for a battalion staff PRB). Ten (10) minutes before the hearing, the midshipman must stand in parade rest outside of the room that the PRB is being held. The midshipman is only allowed to give the greeting of the day, and otherwise must maintain their bearing until called upon by their advisor to enter the PRB room.

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5. To properly report, the midshipman must knock on the door, give the greeting of the day, state their name, and request permission to enter. After entering, the midshipman will report to the board by standing in front of them and stating "(Greeting of the day), MIDN (Name) reporting as ordered." The midshipman will stand in position of attention, unless the senior member of the board allows otherwise.

6. The opportunity for an opening statement is offered to the midshipman, which is usually a chance for them to explain their case. Then, each board member is given a chance to ask questions and make statements to the midshipman. When speaking to the board, the midshipman may look at the board members they are speaking to. Otherwise, the midshipman should be facing straight ahead. When being questioned, midshipman may look only at the person speaking or straight-ahead.

7. After all questions are asked, the midshipman is offered the opportunity to give a closing statement. Then, they must leave and wait outside the PRB room standing at parade rest. When the board reaches a decision, the midshipman will be called to return and must report again as stated earlier.

8. Once the midshipman enters the second time, they will receive the board's decision, and the hearing will be adjourned. Their advisor may choose to speak with them directly afterwards to answer any questions. Shortly after the hearing, the Battalion CO or Unit CO (depending on the type of PRB) will schedule a meeting with the midshipman. During this meeting, the CO will inform the midshipman of the final decision of what the outcome will be. If the midshipman feels the CO's decision was unjust, they may submit a written statement rebutting the decision. This statement must be made within five (5) business days after receiving the CO's response and will be sent up to the Commanding Officer's boss.

9. Both a Battalion PRB and a Unit Staff PRB should follow the same procedures discussed. The only differences are the members involved in the board and the reasons for which a midshipman receives a Unit Staff PRB. Some incidents that may require a midshipman to attend a Unit Staff PRB are:

- a. Consecutive PRT failures
- b. Twelve (12) demerits
- c. Integrity violations

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d. Academic probation/failures

e. Reoccurring offenses

10. Failure to follow the procedures outlined in this memo could result in additional disciplinary actions or negative PRB results.

Very Respectfully,

B. J. Reitsma
MIDN 1/C USNR