



DEPARTMENT OF THE ARMY
HEADQUARTERS, 2D INFANTRY DIVISION
UNIT #15041
APO AP 96258-5041

EAID-CG

APR 11 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2nd Infantry Division (2ID) Command Policy Letter #13-3, Commanders' Reports of Disciplinary Action

1. This policy supersedes 2ID Policy Letter #49," Commander's Report of Disciplinary Action," dated April 2010 and remains in effect until rescinded or superseded.
2. References: AR 190-45, Law Enforcement Reporting. 30 March 2007.
3. Applicability: This Policy is applicable to all units and personnel under 2ID.
4. Purpose: To require all 2ID unit commanders to report actions taken in response to criminal investigations in order to allow military law enforcement agencies to closeout criminal investigations and ensure that unit disciplinary action is timely and effective.
5. Policy:
 - a. Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MP, civilian detectives employed by the DA, and the PMO/DES. The battalion commander or the first lieutenant colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, and so on) for all USACIDC investigations. The commander will complete the DA Form 4833 within 45 days of receipt.
 - b. If the commander cannot complete the DA Form 4833 within 45 days, a written memorandum is required to explain the circumstances. The delay will have an impact on other reporting requirements (for example, submitting fingerprint cards to the FBI)
 - c. The 2ID Provost Marshal's Office (PMO) will monitor the processing of all DA 4833 forms and issue bi-monthly status reports to the unit commanders and the Office of the Staff Judge Advocate, through the division Chief of Military Justice.

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6. The POC for this memorandum is 2ID PMO Operations at 730-4415



EDWARD C. CARDON
Major General, USA
Commanding

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