



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

EAID-CG

23 SEP. 2013.

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 2d Infantry Division (2ID) Command Policy Letter #13-3, Commander's Reports of Disciplinary or Administrative Action (DA Form 4833)

1. This policy supersedes 2ID Policy Letter 13-3," Commander's Reports of Disciplinary Action," dated 11 April 2012 and remains in effect until rescinded or superseded.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 2ID units and personnel.
4. Purpose: To require 2ID unit commanders to report actions taken, if any, in response to criminal investigations. The DA Form 4833 records actions taken against identified offenders or reports the disposition of offenses investigated by civilian law enforcement agencies. The DA Form 4833 is also used to annotate actions taken, if any, when conducting local background checks on personnel.
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 military police (MP), civilian detectives employed by the Department of the Army (DA), and the Provost Marshal Office (PMO)/Directorate of Emergency Services (DES). The battalion commander or the first lieutenant colonel in the chain of command is responsible and accountable for completing DA Form 4833 with supporting documentation (to include copies of Article 15s, court-martial orders, reprimands, if applicable) 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 requesting an extension and explaining the circumstances. The delay will have an impact on other reporting requirements, such as, submitting fingerprint cards to the FBI.
  - c. The PMO where the offense is reported generates the DA Form 4833 even if the subject is assigned to another installation. Commanders are responsible for contacting the appropriate

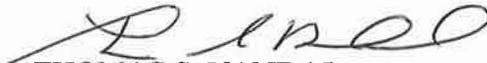
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PMO to help ensure proper routing of the DA Form 4833. Unit commanders can contact their local PMO for assistance.

d. The originating PMO will monitor the processing of all DA 4833 forms and issue reports to the unit commanders or designated personnel and the appropriate Office of the Staff Judge Advocate through the division Chief of Military Justice.

6. The point of contact for this memorandum is 2ID PMO Operations at 730-4412.



THOMAS S. VANDAL  
Major General, US Army  
Commanding

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