

Instruction for Preparation of DA Form 4833
(Commander's Report of Disciplinary of Administrative Action)

1. Reference: AR 190-45.
2. In accordance with AR 190-45, paragraph 4-8, the unit commander will complete the DA Form 4833, within 45 days of receipt. Timely replies alleviate additional correspondence and delays in processing case files. In the event that you are unable to take action within 45 days a written memorandum is required to explain the circumstances.
3. When completing DA form 4833 the commander of the subject(s) fills out the results in the proper sections, i.e., (judicial, non-judicial or administrative). **For example, if the punishment imposed against the soldier is an Article 15, it should detail i.e. number of days restriction, number of days extra duty, amount of forfeiture, etc.**
4. DA Form 4833, Commander's Report of Disciplinary or Administrative Action. The DA form 4833 will be returned to Provost Marshal's Office ATTN: Police Services, Fort Bragg, NC 28310, Bldg AT 3275, Butner Road, 28310-5000 on or before the suspense date assigned.
5. In the event the commander takes action against the soldier for an offense other than the one listed, the revised charge or offense will be specified in the **REMARKS** section of the DA Form 4833. If no action has been taken because a service member has been transferred or PCSed, return the entire packet to this office. **The unit will provide a forwarding address.** If the soldier is being discharged from service, annotate in the "remarks" section of DA Form 4833 and return to this office.
6. The commander or their representative should contact Police services (910) 396-4931/9363 (DSN 236). **DO NOT RETURN THE DA FORM 4833 UNTIL ALL ACTION HAS BEEN COMPLETED.** Missed suspense days are a matter of command interest and may be reported to the next higher headquarters for the appropriate action.