



# NONRESIDENT TRAINING COURSE



April 1994

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# Master-at-Arms

NAVEDTRA 14137

## NOTICE

Pages 7-14, 7-15, 7-16, 7-17, 7-22, 7-23, 7-24, 7-28, 7-30, 7-31, 7-33, 7-34, 7-35, 7-36, and 7-43 must be printed on a **COLOR** printer.

Although the words “he,” “him,” and “his” are used sparingly in this course to enhance communication, they are not intended to be gender driven or to affront or discriminate against anyone.

## PREFACE

By enrolling in this self-study course, you have demonstrated a desire to improve yourself and the Navy. Remember, however, this self-study course is only one part of the total Navy training program. Practical experience, schools, selected reading, and your desire to succeed are also necessary to successfully round out a fully meaningful training program.

**THE COURSE:** This self-study course is organized into subject matter areas, each containing learning objectives to help you determine what you should learn along with text and illustrations to help you understand the information. The subject matter reflects day-to-day requirements and experiences of personnel in the rating or skill area. It also reflects guidance provided by Enlisted Community Managers (ECMs) and other senior personnel, technical references, instructions, etc., and either the occupational or naval standards, which are listed in the *Manual of Navy Enlisted Manpower Personnel Classifications and Occupational Standards*, NAVPERS 18068.

**THE QUESTIONS:** The questions that appear in this course are designed to help you understand the material in the text.

**VALUE:** In completing this course, you will improve your military and professional knowledge. Importantly, it can also help you study for the Navy-wide advancement in rate examination. If you are studying and discover a reference in the text to another publication for further information, look it up.

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## **Sailor's Creed**

“I am a United States Sailor.

I will support and defend the Constitution of the United States of America and I will obey the orders of those appointed over me.

I represent the fighting spirit of the Navy and those who have gone before me to defend freedom and democracy around the world.

I proudly serve my country's Navy combat team with honor, courage and commitment.

I am committed to excellence and the fair treatment of all.”

# CONTENTS

CHAPTER	Page
1. Rules and Regulations . . . . .	1-1
2. Legal Aspects of Military Law . . . . .	.2-1
3. Search and Seizure . . . . .	3-1
4. Military Law of Evidence . . . . .	4-1
5. Courts-Martial Procedures . . . . .	5-1
6. Nonjudicial Punishment . . . . .	6-1
7. Controlled Substances . . . . .	.7-1
8. Small Arms . . . . .	8-1
9. Crowd Control . . . . .	.9-1
10. Physical Security . . . . .	10-1
11. Military Working Dogs. . . . .	11-1
12. Patrol Procedures . . . . .	.12-1
13. Military Customs Inspections . . . . .	.13-1
14. Shipboard Duties . . . . .	.14-1
15. Investigations . . . . .	15-1
16. Forensics . . . . .	.16-1
17. Evidence Custody . . . . .	17-1
18. Administration . . . . .	.18-1
APPENDIX	
I. Glossary of Terms in Law . . . . .	AI-1
II. Methods of Transmittal for Items of Evidence . . . . .	AII-1
III. Punitive Articles of the UCMJ . . . . .	AIII-1
IV. References Used to Develop the TRAMAN. . . . .	AIV-1
INDEX . . . . .	INDEX-1

# INSTRUCTIONS FOR TAKING THE COURSE

## ASSIGNMENTS

The text pages that you are to study are listed at the beginning of each assignment. Study these pages carefully before attempting to answer the questions. Pay close attention to tables and illustrations and read the learning objectives. The learning objectives state what you should be able to do after studying the material. Answering the questions correctly helps you accomplish the objectives.

## SELECTING YOUR ANSWERS

Read each question carefully, then select the BEST answer. You may refer freely to the text. The answers must be the result of your own work and decisions. You are prohibited from referring to or copying the answers of others and from giving answers to anyone else taking the course.

## SUBMITTING YOUR ASSIGNMENTS

To have your assignments graded, you must be enrolled in the course with the Nonresident Training Course Administration Branch at the Naval Education and Training Professional Development and Technology Center (NETPDTC). Following enrollment, there are two ways of having your assignments graded: (1) use the Internet to submit your assignments as you complete them, or (2) send all the assignments at one time by mail to NETPDTC.

**Grading on the Internet:** Advantages to Internet grading are:

- you may submit your answers as soon as you complete an assignment, and
- you get your results faster; usually by the next working day (approximately 24 hours).

In addition to receiving grade results for each assignment, you will receive course completion confirmation once you have completed all the

assignments. To submit your assignment answers via the Internet, go to:

<http://courses.cnet.navy.mil>

**Grading by Mail:** When you submit answer sheets by mail, send all of your assignments at one time. Do NOT submit individual answer sheets for grading. Mail all of your assignments in an envelope, which you either provide yourself or obtain from your nearest Educational Services Officer (ESO). Submit answer sheets to:

COMMANDING OFFICER  
NETPDTC N331  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

**Answer Sheets:** All courses include one “scannable” answer sheet for each assignment. These answer sheets are preprinted with your SSN, name, assignment number, and course number. Explanations for completing the answer sheets are on the answer sheet.

**Do not use answer sheet reproductions:** Use only the original answer sheets that we provide—reproductions will not work with our scanning equipment and cannot be processed.

Follow the instructions for marking your answers on the answer sheet. Be sure that blocks 1, 2, and 3 are filled in correctly. This information is necessary for your course to be properly processed and for you to receive credit for your work.

## COMPLETION TIME

Courses must be completed within 12 months from the date of enrollment. This includes time required to resubmit failed assignments.

## **PASS/FAIL ASSIGNMENT PROCEDURES**

If your overall course score is 3.2 or higher, you will pass the course and will not be required to resubmit assignments. Once your assignments have been graded you will receive course completion confirmation.

If you receive less than a 3.2 on any assignment and your overall course score is below 3.2, you will be given the opportunity to resubmit failed assignments. **You may resubmit failed assignments only once.** Internet students will receive notification when they have failed an assignment--they may then resubmit failed assignments on the web site. Internet students may view and print results for failed assignments from the web site. Students who submit by mail will receive a failing result letter and a new answer sheet for resubmission of each failed assignment.

## **COMPLETION CONFIRMATION**

After successfully completing this course, you will receive a letter of completion.

## **ERRATA**

Errata are used to correct minor errors or delete obsolete information in a course. Errata may also be used to provide instructions to the student. If a course has an errata, it will be included as the first page(s) after the front cover. Errata for all courses can be accessed and viewed/downloaded at:

<http://www.advancement.cnet.navy.mil>

## **STUDENT FEEDBACK QUESTIONS**

We value your suggestions, questions, and criticisms on our courses. If you would like to communicate with us regarding this course, we encourage you, if possible, to use e-mail. If you write or fax, please use a copy of the Student Comment form that follows this page.

## **For subject matter questions:**

E-mail: n313.products@cnet.navy.mil  
Phone: Comm: (850) 452-1001, Ext. 2167  
DSN: 922-1001, Ext. 2167  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODE N313)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32509-5237

## **For enrollment, shipping, grading, or completion letter questions**

E-mail: fleetservices@cnet.navy.mil  
Phone: Toll Free: 877-264-8583  
Comm: (850) 452-1511/1181/1859  
DSN: 922-1511/1181/1859  
FAX: (850) 452-1370  
(Do not fax answer sheets.)  
Address: COMMANDING OFFICER  
NETPDTC (CODE N331)  
6490 SAUFLEY FIELD ROAD  
PENSACOLA FL 32559-5000

## **NAVAL RESERVE RETIREMENT CREDIT**

If you are a member of the Naval Reserve, you will receive retirement points if you are authorized to receive them under current directives governing retirement of Naval Reserve personnel. For Naval Reserve retirement, this course is evaluated at 29 points. This points will be credited as follows: 12 points for the satisfactory completion of assignments 1 through 8, 12 points for the satisfactory completion of assignments 9 through 16, 5 points for the satisfactory completion of assignments 17 through 19. (Refer to *Administrative Procedures for Naval Reservists on Inactive Duty*, BUPERSINST 1001.39, for more information about retirement points.)

## **COURSE OBJECTIVES**

The objective of this course is to provide Masters-at-Arms with occupational information in the following areas: rules and regulations, legal aspects of military law, search and seizure,

military law of evidence, courts-martial procedures, nonjudicial punishment, controlled substances, small arms, crowd control, physical security, military working dogs, patrol procedures, military customs inspections, shipboard duties, investigations, forensics, evidence custody, and administration.



## Student Comments

**Course Title:** Master-at-Arms

**NAVEDTRA:** 14137 **Date:** \_\_\_\_\_

**We need some information about you:**

Rate/Rank and Name: \_\_\_\_\_ SSN: \_\_\_\_\_ Command/Unit \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State/FPO: \_\_\_\_\_ Zip \_\_\_\_\_

**Your comments, suggestions, etc.:**

<p><b>Privacy Act Statement:</b> Under authority of Title 5, USC 301, information regarding your military status is requested in processing your comments and in preparing a reply. This information will not be divulged without written authorization to anyone other than those within DOD for official use in determining performance.</p>
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NETPDTC 1550/41 (Rev 4-00)

# CHAPTER 1

## RULES AND REGULATIONS

Masters-at-Arms (MAs) afloat and ashore normally are tasked with enforcing the rules and regulations on ships and shore installations. This chapter acquaints you with those rules and regulations you will be required to enforce.

Your responsibilities are not limited to the regulations in this chapter; you must have a good working knowledge of all the rules that you may be required to enforce including regulations at your own command.

You must also remember that in today's Navy changes are taking place rapidly and those changes may affect the existing rules and regulations. It is your responsibility to keep abreast of the times and to respond to necessary changes.

### U.S. NAVY REGULATIONS

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*LEARNING OBJECTIVES: State the purpose of Navy Regulations. Explain the rights and responsibilities of Navy personnel according to U.S. Navy Regulations.*

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The United States (Continental) Navy came into being early in the Revolutionary War, On 13 October 1775 the Continental Congress voted to outfit two swift vessels and formed a legislative committee to oversee naval matters. On the committee was John Adams, a firm believer in having a strong naval force. Foreseeing the need for guidelines in discipline and administration, the committee presented to Congress a set of rules for governing the Navy. These rules were largely the work of Adams who based them on British Navy Regulations with some original articles of his own. Titled "Rules for the Regulation of the Navy of the United Colonies of North America," the 44 articles were approved by Congress in November 1775. Many of the articles, in modernized form, are part of today's Navy Regulations.

### PURPOSE

*United States Navy Regulations, 1990, is the principal regulatory document of the Department of*

the Navy, endowed with the sanction of law as to duty, responsibility, authority, officials, and individuals. No other regulations that conflict with, alter, or amend any provision of *Navy Regulations* are to be issued within the Department of the Navy.

### RESPONSIBILITY

The Chief of Naval Operations (CNO) is responsible for making sure *Navy Regulations* conform to the current needs of the Department of the Navy. When any person in the Department of the Navy deems it advisable that a correction, change, or addition be made to *Navy Regulations*, a draft of the proposed correction, change, or addition will be forwarded, with a statement of the reasons therefore, to the CNO via the chain of command.

### RIGHTS AND RESPONSIBILITIES

All members of the naval service should acquaint themselves with, obey, and within their authority, enforce the laws, rules, and regulations pertaining to the Department of the Navy. The following regulations, from United States Navy Regulations, 1990, are of particular interest to you as an MA. Not all regulations are quoted in their entirety.

### Conduct

Requirements of exemplary conduct are explained as follows.

**ARTICLE 1131.**— "All commanding officers and others in authority in the naval service are required to show in themselves a good example of virtue, honor, patriotism, and subordination; to be vigilant in inspecting the conduct of all persons who are placed under their command; to guard against and suppress all dissolute and immoral practices, and to correct, according to the laws and regulations of the Navy, all persons who are guilty of them; and to take all necessary and proper measures, under the laws, regulations, and customs of the naval service, to promote and safeguard the morale, the physical well-being and the general welfare of the officers and enlisted persons under their command or charge."

**ARTICLE 1110.**— “All Department of the Navy personnel are expected to conduct themselves in accordance with the highest standards of personal and professional integrity and ethics. At a minimum, all personnel shall comply with directives issued by the Secretary of Defense and the Secretary of the Navy regarding the Standards of Conduct and Government Ethics.”

### **Sexual Harassment and Fraternization**

Navy Regulations clearly prohibit sexual harassment and fraternization within the naval service. The following two articles apply.

**ARTICLE 1166.**— Sexual Harassment. Sexual harassment is prohibited. No individual in the Department of the Navy should:

- Commit sexual harassment
- Take reprisal action against a person who provides information on an incident of alleged sexual harassment
- Knowingly make a false accusation of sexual harassment; or
- While in a supervisory or command position, condone or ignore sexual harassment of which he or she has knowledge or has reason to have knowledge

**ARTICLE 1165.**— Fraternization. Personal relationships between officer and enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Such relationships are prejudicial to good order and discipline and violate long-standing traditions of the naval service.

When prejudicial to good order and discipline or of a nature to bring discredit on the naval service, personal relationships between officer members or between enlisted members that are unduly familiar and that do not respect differences in grade or rank are prohibited. Prejudice to good order and discipline or discredit to the naval service may result from, but are not limited to circumstances which:

- Call into a question a senior’s objectivity
- Result in actual or apparent preferential treatment
- Undermine the authority of a senior; or
- Compromise the chain of command

### **Accusations, Replies, and Countercharges**

Whenever an accusation is made against another person in the naval service, either by report or by endorsement upon a communication, a copy of the report or endorsement should be furnished the accused at the time the accusation is submitted.

Any reports or complaints, and statements submitted in reply to or explanation of written accusations, should be written in temperate language and should be confined to pertinent facts. Opinions should not be expressed nor the motives of others discredited.

Persons to whom reports or complaints are submitted for statement should not reply by making countercharges.

Persons in the naval service who consider themselves wronged by an act, omission, decision, or order of a person who is superior in rank should be respectful toward that superior, but may report the alleged wrong to the proper authority for redress in the manner described in Article 1150, *United States Navy Regulations*, 1990. The report should clearly identify the superior against whom the accusation is made, the wrong complained of, and the redress desired. The person submitting the report or complaint may be held accountable by the senior who is responsible for the resolution of the report if the report is found to be frivolous or false.

### **Making of Gifts or Presents**

No person in the Department of the Navy should at any time solicit contributions from other persons in the naval service or from other officers, clerks, or employees in the government service for a gift or present to persons in superior official positions; nor should any persons in such superior official positions receive any gift or present offered or presented them as a contribution from persons in government employ (including persons in the naval service) receiving a less rate of pay than themselves, nor should any person make any donation as a gift or present to any such official superiors. However, regulations do not prohibit a voluntary gift of nominal value or donation in nominal amount made on a special occasion such as marriage, illness, or retirement.

No person in the Department of the Navy should solicit subscriptions for the purpose of making a gift