DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON, TN 38055-0000

BUPERSINST 1640.22
PERS-00D
29 Mar 2011

BUPERS INSTRUCTION 1640.22

From: Chief of Naval Personnel

Subj: NAVAL CORRECTIONS MANUAL

Ref: (a) SECNAVINST 1640.9C

Encl: (1) Naval Corrections Manual

1. Purpose. To implement the provisions of reference (a) and issue supplemental policy governing the operation and administration of naval shore brigs.

2. Background

a. Per reference (a), article 1201.5a, Navy Personnel Command (NAVPERSCOM), Corrections and Programs (PERS-00D) and Commandant of the Marine Corps (CMC) (PSL Corrections) are designated to administer naval shore brigs per 10 U.S.C., Department of Defense Directives and Instructions, Navy Regulations, and reference (a).

b. NAVPERSCOM (PERS-00D) exercises primary and final responsibility for developing and issuing corrections policy and procedures within the naval service in all matters not endemic to the Marine Corps. Matters endemic to the Marine Corps corrections program shall be published by CMC (PSL Corrections) via separate Marine Corps Order. Changes to this instruction shall be administered by NAVPERSCOM (PERS-00D) after coordination with CMC (PSL Corrections).

3. Scope. This instruction is applicable to all Navy and Marine Corps shore brigs. As used within this instruction, the term "brig" refers to Navy and Marine Corps shore confinement facilities, both pre-trial and post-trial, designated by the Secretary of the Navy as an authorized naval place of confinement. Unless otherwise noted, the term "prisoner" refers to both pre-trial and post-trial prisoners and Service members awarded confinement to bread and water or diminished rations under the Uniform Code of Military Justice (UCMJ), article 15.

APPELLATE EXHIBIT 441 b
PAGE REFERENCED: ____
PAGE ___ OF ___ PAGES

NAVAL CORRECTIONS MANUAL

ARTICLE 1640-140

FORMS

Responsible Office	NAVPERSCOM (PERS-00D1)	Phone: DSN COM FAX	882-4444 (901) 874-4444 882-2626

1. In naval brigs, some forms have been replaced by reports generated by the Corrections Management Information System (CORMIS) and provide information electronically via the Defense Data Network.

2. Following forms are available via the following Web sites: http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm

~~DD 504~~	Request and Receipt for Health and Comfort Supplies
DD 509 NOT AVAILABLE ON LINE	Inspection Record of Prisoner in Segregation
~~DD 510~~	Request for Interview
~~DD 512~~	Installation Parolee/Minimum Custody Agreement

3. The following forms are available at http://web1.whs.osd.mil/ICDHOME/NICDHOME.HTM:

DD 1569 CANCELLED 20030801	Incident/Complaint Report
~~DD 2704~~	Victim/Witness Certification and Election Concerning Inmate Status
~~DD 2705~~	Victim/Witness Notification of Inmate Status
~~DD 2707~~	Confinement Order
~~DD 2708~~	Receipt for Inmate or Detained Person

~~DD 2709~~	Privacy Act Statement
~~DD 2710~~	Inmate Background Summary
~~DD 2710-1~~	Prisoner Sentence Computation
~~DD 2711~~	Initial Custody Classification
~~DD 2711-1~~	Custody Reclassification
DD 2711-2 CANCELLED 2011621	Custody Initial/Reclassification Summary Addendum
~~DD 2712~~	Inmate Work and Training Evaluation
~~DD 2713~~	Inmate Observation Report
~~DD 2714~~	Inmate Disciplinary Report
~~DD 2715~~	Clemency/Parole Submission
~~DD 2715-1~~	Disposition Board Recommendation
~~DD 2715-2~~	Inmate Summary Data
~~DD 2715-3~~	Inmate Restoration/Return to Duty, Clemency and Parole Statement
~~DD 2716~~	Parole Acknowledgement Letter
~~DD 2716-1~~	Department of Defense Certificate of Parole
~~DD 2718~~	Inmate's Release Order
~~DD 2719~~ (Nov-99)	Continuation Sheet
~~DD 2791~~	Notice of Release/Acknowledge of Convicted Sex Offender Registration Requirements

4. The following forms are available from the Navy Supply System:

NAVMED 6550/8	Medication Administration Record S/N 0105-LF-216-5581

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