



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

IN REPLY REFER TO

OPNAVINST 1640.8A
N15
26 Jun 06

OPNAV INSTRUCTION 1640.8A

From: Chief of Naval Operations

Subj: MANUAL FOR THE OPERATION AND ADMINISTRATION OF AFLOAT BRIGS

Ref: (a) SECNAVINST 1640.9C
(b) OPNAVINST 6110.1H
(c) NAVSO P-1000, Financial Management Policy Manual
(d) Manual for Courts-Martial (MCM), United States (2005 edition)
(e) BUPERSINST 5800.3A
(f) SECNAVINST 5800.14A
(g) Naval Sea Systems Command Hull Type Drawing 804-5959213

Encl: (1) Manual for the Administration of Afloat Brig

1. Purpose. To provide policy and procedures for the operation and administration of afloat brig. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 1640.8.

3. Applicability. Provisions of this instruction apply to all Navy ships with operational shipboard brig.

4. Discussion. The Commander, U.S. Fleet Forces Command (COMUSFLTFORCOM) and Commander, U.S. Pacific Fleet (COMPACFLT) have responsibility for afloat brig operations. This instruction and references (a) through (g) are applicable to the operation of afloat brig and provide specific guidance unique to their operation. Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-68), on a case-by-case basis, may grant waivers to any provision herein. Such waiver requests must be submitted in writing, identify the provision for which a waiver is sought, specify in detail why the waiver is requested, and provide justification. All waivers shall be submitted via the chain of command to COMNAVPERSCOM (PERS-68). The provisions of this instruction supersede all other guidance except as specified for ships in references (a) through (d). Local

conditions may require minor deviation from the provisions of this instruction; however, any deviations will be reported in annual inspections.

5. Action. Commanding officers (COs) of ships with brigs shall ensure that the provisions of reference (a) and this instruction are strictly followed in the operation of the brig. The strong involvement of the chain of command in the day-to-day operation of ship's brigs is essential. Copies of local regulations for the implementation of the provisions of reference (a) and this instruction shall be forwarded to COMNAVPERSCOM (PERS-68) and to the representative Fleet Corrections Specialist, COMUSFLTFORCOM (N16) or COMPACFLT (N16). Recommendations for improvement to this instruction shall be forwarded via the chain of command to COMNAVPERSCOM (PERS-68).

6. Forms and Reports

a. Following forms may be obtained at <http://www.dtic.mil/whs/directives/infomgt/imd.htm>.

(1) DD 504 (Sep 01), Request and Receipt for Health and Comfort Supplies.

(2) DD 509 (Rev. Jul 70), Inspection Record of Prisoner in Segregation.

(3) DD 510 (Rev. Sep 01), Request for Interview.

(4) DD 2707 (Sep 05), Confinement Order.

(5) DD 2708 (Nov 99), Receipt for Inmate or Detained Person.

(6) DD 2709 (Nov 99), Privacy Act Statement.

(7) DD 2710 (Nov 02), Inmate Background Summary.

(8) DD 2710-1 (Jun 04), Inmate Sentence Information.

(9) DD 2711 (Nov 99), Initial Custody Classification.

(10) DD 2711-2 (Nov 99), Custody Initial/Reclassification Summary Addendum.

(11) DD 2712 (Nov 99), Inmate Work and Training Evaluation.

(12) DD 2713 (Nov 99), Inmate Observation Report.

(13) DD 2714 (Nov 99), Inmate Disciplinary Report.

(14) DD 2715-2 (Nov 99), Inmate Summary Data.

(15) DD 2718 (Nov 99), Inmate's Release Order.

(16) DD 2719 (Nov 99), Continuation Sheet.

(17) DD 2791 (Apr 03), Notice of Release of Military Offender Convicted of Sex Offense.

b. Following forms may be obtained using requisitioning procedures contained in Navy Forms Online at <http://forms.daps.dla.mil/order>.

(1) NAVMED 6550/8 (Rev. 4-74), Medication Administration Record.

(2) NAVPERS 1640/11 (Rev. 10-80), Monthly Report of Prisoners/Correctional Custody Personnel.

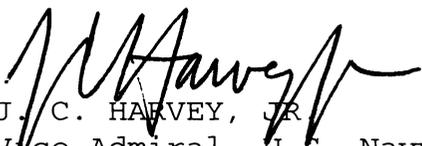
(3) NAVPERS 1640/16 (Rev. 7-78), Prisoner Identification Badge.

(4) NAVPERS 1640/17 (Rev. 4-81), Inventory and Receipt of Valuable, Clothing and Personal Effects.

(5) NAVPERS 1640/18 (Rev. 6-72), Prisoner Escort Identification.

c. The following forms may be ordered through the Federal Bureau of Investigations (FBI), United States Department of Justice, Washington, DC 20537: FD 249 (Rev. 12-94), Fingerprint Card.

d. The reports contained in enclosure (1), paragraph 603, are exempt from reports control per SECNAVM-5214.1.



J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

Distribution:
Electronic only via Navy Directives Web site
<http://neds.daps.dla.mil/>

OPNAVINST 1640.8A
26 Jun 06

**MANUAL FOR THE
OPERATION AND
ADMINISTRATION OF
AFLOAT BRIGS**

Enclosure (1)

TABLE OF CONTENTS

	<u>Page</u>
CHAPTER 1 - POLICY	
1001. APPLICABILITY.....	1-1
1002. GENERAL.....	1-1
1003. PHILOSOPHY.....	1-2
1004. AUTHORITY TO OPERATE.....	1-3
CHAPTER 2 - PHYSICAL PLANT	
2001. CLASSIFICATION.....	2-1
2002. GENERAL.....	2-1
2003. DISCREPANCIES.....	2-2
2004. PHYSICAL PLANT STANDARDS FOR NEW SHIPS.....	2-3
CHAPTER 3 - STAFF	
3001. BILLET TITLES.....	3-1
3002. SHIPS' BRIGS.....	3-1
3003. OTHER PERSONNEL.....	3-1
3004. TRAINING.....	3-2
3005. CONFLICT OF INTEREST ASSIGNMENTS.....	3-3
3006. OTHER.....	3-3
CHAPTER 4 - OPERATIONS	
4001. GENERAL.....	4-1
4002. SHIP'S BRIG INSTRUCTION.....	4-2
4003. CONFINEMENT, RELEASE, TRANSFER.....	4-3
4004. DETENTION OF PRISONERS OF WAR (POW), CIVILIAN INTERNEES (CI), AND OTHER DETAINED PERSONS (DET) ABOARD NAVAL VESSELS ...	4-5
CHAPTER 5 - CORRECTIONAL PROGRAMS	
5001. GENERAL.....	5-1
5002. WORK.....	5-1
5003. OTHER PROGRAMS.....	5-1

TABLE OF CONTENTS (CONT'D)

	<u>Page</u>
CHAPTER 6 - ADMINISTRATION AND RECORDS	
6001. GENERAL.....	6-1
6002. RECORDS.....	6-1
6003. INCIDENT REPORTS.....	6-3
6004. DISCIPLINE.....	6-4
6005. INSPECTIONS.....	6-4
CHAPTER 7 - SAMPLE BRIG ROUTINE	
MONDAY-FRIDAY BRIG ROUTINE.....	7-1
SATURDAY BRIG ROUTINE.....	7-2
SUNDAY/HOLIDAY BRIG ROUTINE.....	7-3

CHAPTER 1
POLICY

1001. APPLICABILITY. All CVs, CVNs, LHAs, and LHDs shall operate afloat brigs certified for use by COMNAVPERSCOM (PERS-68). Other ships may be specifically designated by Fleet Commanders to operate a brig when deemed necessary. All afloat brigs must conform to this instruction and be certified by COMNAVPERSCOM (PERS-68), via the representative Fleet Corrections Specialist (COMUSFLTFORCOM (N16) or COMPACFLT (N16)), to operate.

1002. GENERAL

1. Mission. The mission of a ship's brig is to:

a. Support good order and discipline, correct disruptive behavior and, when possible, restore personnel confined to constructive duty.

b. Provide for safe and secure confinement of personnel subject to the Uniform Code of Military Justice (UCMJ) who are pending or serving confinement due to disciplinary action. Pretrial confinement on board a ship at sea should continue only until the person can be transferred to an ashore brig. Such transfer should be accomplished at the earliest opportunity permitted by the operational requirements and mission of the ship.

c. Carry out the sentence of a court-martial or UCMJ article 15, non-judicial punishment (NJP), within the procedures established by references (a) and (d). Personnel sentenced by a court-martial to confinement for a period of 31 days or more, or who have been awarded a punitive discharge as a part of the sentence regardless of length of confinement, should be transferred to an ashore brig at the earliest opportunity.

2. Definitions

a. Bread and Water/Diminished Rations (BW/DR) Awardee. BW/DR awardees are naval members confined by imposition (e.g., awarded BW/DR; hence, awardee) of NJP for a period not to exceed 3 consecutive days, on a diet of BW/DR.

b. Confined Personnel. All BW/DR awardees, pretrial detainees, and post-trial prisoners are "confined" in the brig.

c. Confinement. The physical restraint of a person, served in a facility designated specifically for that purpose and in which restraint is affected by use of special security features, including the locking of doors and controlled access to the facility. Navy brigs are established by Secretary of the Navy (SECNAV) to provide facilities for carrying out the mission in paragraph 1002 above.

d. Detainee. Persons legally ordered into confinement per reference (d), Rule 305, pending trial by court-martial or a rehearing. No person shall be confined without probable cause that the member committed an offense against the UCMJ. The officer ordering the individual into confinement shall indicate on the confinement order the article of the UCMJ violated and a brief description of each offense.

e. Prisoner. Persons held in confinement by sentence of court-martial. Unless otherwise indicated, as used in this instruction, the word "prisoner" refers only to "adjudged" and "sentenced" prisoners.

(1) Adjudged Prisoner. Persons confined by a court-martial sentence (neither deferred nor suspended) awaiting action by the convening authority.

(2) Sentenced Prisoner. An adjudged prisoner who remains in confinement to serve their court-martial sentence after the convening authority has acted thereon.

f. Ship's brig. An authorized place of confinement on a naval vessel for personnel attached to or embarked on a ship.

1003. PHILOSOPHY

1. Per their legal status and classification, persons in naval confinement shall be treated uniformly and per the provisions of the UCMJ.

a. Members are sentenced to confinement as punishment; they are not confined for the purpose of punishment by any member of the staff of a brig except as provided for by law and

regulation. Hazing, harassment, unauthorized exercises, unnecessary restrictions, deprivations, and demeaning treatment serve no useful purpose and are prohibited. Such actions may cause friction and create tension between staff and confined personnel and may lead to individual and group acts of aggression, retaliation, and serious disturbances. Confined personnel forced to comply with unreasonable, unnecessary and non-military routines lose respect for the authority imposing the routine.

b. The major purpose of all confinement awarded, whether by court-martial or NJP, is the correction of the member's conduct and restoration of the member to constructive duty as soon as possible. Prisoners not being restored should be transferred to a shore brig as soon as practicable.

c. Confined naval personnel retain all the rights and responsibilities of Service personnel in a duty status except those that are expressly, or by implication, taken away under the provisions of the UCMJ, and such regulations as issued by competent authority.

d. Discipline shall be administered uniformly and on a corrective, rather than a punitive basis, per reference (a).

1004. AUTHORITY TO OPERATE. A ship's brig, included in the original construction or added during an authorized conversion, is an authorized place of confinement aboard a ship. Authority to operate is by approval from the Fleet Commander in conjunction with COMNAVPERSCOM (PERS-68) initial certification at completion of construction, and by inspection by Fleet or Type commanders annually thereafter. Decommissioning of a ship terminates the designation as a naval place of confinement. Permanent closures of this type shall be submitted via the chain of command to COMNAVPERSCOM (PERS-68) via naval message. Requests for closure of ship's brigs for other reasons shall be submitted via the chain of command to COMNAVPERSCOM (PERS-68) via electronic mail or letter. COMNAVPERSCOM (PERS-68) shall then forward the request, along with a recommendation for action, to Chief of Naval Operations (CNO). All requests shall include justification for closure and the date for ceasing operation. If approved for closure, the ship shall notify all concerned of the actual closing date when it occurs.

CHAPTER 2
PHYSICAL PLANT

2001. CLASSIFICATION. Prior to being operated as an authorized naval place of confinement, a ship's brig, included in the original construction or added during an authorized conversion, shall be inspected as required by reference (a) and shall be certified, if it meets criteria therein, by COMNAVPERSCOM (PERS-68). Ships designated to operate brigs shall provide facilities to accommodate all confinements on request. Post-trial prisoner confinement, however, will not normally exceed 30 days.

2002. GENERAL

1. Standards. Cells in ships' brigs are not required to conform to the size specified for cells in shore brigs. Structural standards for ships are contained in reference (a), article 2101.2, and reference (g). Cells shall, however, be a minimum of 3.5 feet wide, 7.5 feet long and 6.5 feet high. All new construction shall conform to hull-type standards.

2. Terminology

a. Life safety items. Refer to items of major importance in protecting staff and confined member lives, if endangered. Examples are:

(1) Emergency breathing devices for each staff member and confined member (to include ample devices to support the rated capacity).

(2) Emergency bills.

(3) Emergency equipment, including keys (three full sets).

(4) Two means of egress spaced reasonably distant from each other.

(5) Alarms/alarm systems.

b. Security items/less serious safety items. Refer to policies, procedures, or equipment needed to operate an orderly

and secure facility and to identify problems, which present a danger to staff or confined personnel that are not immediately life threatening. Examples are:

- (1) Locking devices/doors.
- (2) Valves and switches.
- (3) Electrical control/locking systems.

c. Habitability items. Include areas that are not normally safety or security threats. For example:

- (1) Heat.
- (2) Light.
- (3) Ventilation.
- (4) Plumbing/heads/shower.
- (5) Furniture and lockers.

2003. DISCREPANCIES. Brig physical plant discrepancies shall be resolved as follows:

1. Life safety discrepancies shall be immediately corrected and no waiver or deferral shall be granted except as provided by reference (a). Discrepancies shall be corrected no later than the next scheduled restricted availability (SRA) after Naval Sea Systems Command (COMNAVSEASYS COM) has approved the required alterations.

2. Security and less serious safety discrepancies shall be corrected at the earliest date, and not later than the next scheduled extended availability. Waivers may be granted by COMNAVPERS COM (PERS-68) until the appropriate overhaul period and shall be based on compensatory brig procedures or other effort that reduces the threat to the maximum extent possible. Security issues shall be secondary to life safety issues.

3. Habitability requirements for a ship are those in effect at the time of construction or conversion. Only in cases of major, long-term impact or in cases determined necessary by the Fleet

Commander or medical personnel, will a ship be required to conform to new habitability regulations. Habitability requirements shall be corrected at the earliest possible time as funding and personnel permit.

4. Permanent waivers for other than life safety discrepancies will be granted only by COMNAVPERSCOM (PERS-68) and only where reasonable and warranted. Waivers/exceptions shall be requested via the chain of command, per reference (a), article 1302.

2004. PHYSICAL PLANT STANDARDS FOR NEW SHIPS

1. Afloat brigs shall meet all current life safety criteria in order to operate. Upon approval of revised or new safety requirements, the echelon issuing such requirements shall determine and specify the appropriate period of time in which to accomplish the changes required. If these changes are required to be effective immediately, this shall be so stipulated.

2. New security standards issued in the future will be applicable as determined by COMNAVPERSCOM (PERS-68). Waivers shall be requested where conformance to new regulations is not feasible or practical.

3. Habitability requirements for a ship are those in effect at the time of construction. A ship shall be required to conform to new habitability regulations only in cases of major, long-term impact, or in cases determined necessary by Fleet Commanders or medical personnel.

CHAPTER 3
STAFF

3001. BILLET TITLES. The applicable billet titles depicted in reference (a), chapter 3, shall be utilized for afloat brigs. The use of local titles is prohibited. The CO shall appoint the brig officer in writing. The appointee shall be a naval officer.

3002. SHIPS' BRIGS. Ships with brigs shall be manned with one chief petty officer (CPO) (NEC 2008), brig supervisor; one petty officer first class (PO1) (NEC 9516), correctional counselor (administrative supervisor, and/or mail supervisor); five PO1's (NEC 2008), who may serve in a variety of billets (section leader, mail supervisor, receiving and release supervisor, training supervisor, and/or control center supervisor); and additional ship personnel as required for quarters supervision. Since one CPO (NEC 2008), one collateral duty PO1 (NEC 9516), and two PO1s (NEC 2008) are currently authorized for most ships required to operate brigs, additional requirements can normally be met by utilizing temporary additional duty (TEMADD) staff who have completed the "Afloat Brig Training Course" (Course A-831-0003). At least two staff members shall be on duty at all times when the brig is in operation, one of which shall have the NEC 2008 or 9575. Ship's personnel who have completed the Afloat Brig Training Course may supplement the regular brig staff. The counselor shall be appointed in writing and shall visit each person confined in the brig as soon as possible after confinement and weekly thereafter. The counselor will visit BW/DR awardees daily. In ships with females assigned, at least one brig staff member on duty shall be a female, preferably a senior female (NEC 2008 or 9575). Additional females shall be assigned TEMADD and trained by the Afloat Brig Training Course.

3003. OTHER PERSONNEL

1. Escorts shall be ship's personnel assigned at an approximate ratio of one escort to three confined personnel, based on the average usage of the brig. Qualified escorts shall be issued a NAVPERS 1640/18, Prisoner Escort Identification Card.

2. The assigned brig chaplain shall not carry out brig counselor duties, since religious counseling serves an entirely separate purpose.

3004. TRAINING

1. All personnel assigned permanent change of station (PCS) orders to billets designated to operate the brig shall be provided Corrections Specialist (NEC 2008) training enroute. Personnel assigned on a temporary basis to brig duty shall attend the Afloat Brig Training Course taught by the Naval Technical Training Center (NAVTECHTRACEN), Corrections Academy Division, at each coast. Prisoner escorts, used solely for escort purposes, may be trained by brig supervisors or at a local shore brig. In addition to the above training, all brig staff is highly encouraged to complete the Marine Corps Institute "Corrections" Correspondence Course, MCI 581E, upon initial assignment. Additional information on this course is available at <https://www.mci.usmc.mil/newmci/>.
2. Each brig shall develop and maintain an effective pre-service and in-service training program. At a minimum, the in-service training program shall cover the subjects contained in reference (a), article 3503. All staff members shall be qualified using the Afloat Brig Job Qualification Requirements (JQR) prior to being assigned to a watch station. The JQR training template, sample lesson plans, inspection checklist, and sample ship's instruction are available at the COMNAVPERSCOM (PERS-68) web site at <http://www.npc.navy.mil/CommandSupport/CorrectionsandPrograms/Brigs/Afloat/>. When in a Fleet Concentration Area (FCA), ships should request the shore brig to provide training assistance.
3. All training conducted shall be documented. Documentation shall include at a minimum:
 - a. Date.
 - b. Title of subject matter.
 - c. Name of instructor.
 - d. Location of training.
 - e. Time training commenced.
 - f. Time training concluded.
 - g. Signature of instructor.

h. Printed name and signature of attendees.

3005. CONFLICT OF INTEREST ASSIGNMENTS

1. Due to exigencies of the Service afloat, the brig officer shall be a naval officer, but no other restrictions to this assignment apply. Generally, shore facilities avoid assigning brig duties to officers serving as staff judge advocates, legal service officers, discipline officers, security officers, or any other assignments, which involves the investigation, apprehension, or prosecution of military personnel under the provisions of the UCMJ. This is highly effective, but not always possible for CO's of afloat commands.

2. Personnel assigned as brig staff shall not be employed as ship's master-at-arms (MAA) while the brig is in operation. This restriction does not apply if the brig is not being operated for an extended period while at sea or in homeport.

3006. OTHER

1. All personnel assigned to brigs shall meet the personnel assignment criteria of reference (a).

2. Staff members shall wear standard military uniforms of their Service and maintain high standards of military appearance, physical fitness, and military bearing.

3. In those cases where other Services embarked utilize the brig, they may be tasked to provide trained and qualified staff members in proportion to the number of personnel of that Service confined. These staff members must meet the same qualifications as required for the Navy brig staff. Management of the brig shall be by Navy staff only.

4. A minimum of two staff shall be on duty and present in the brig when the brig is in use. One post shall be in the control center and the other in the cell or quarters area.

26 Jun 06

**CHAPTER 4
OPERATIONS**4001. GENERAL

1. Operational Procedures and Guidance. Routine operational procedures shall be per reference (a). Non-routine operational procedures and interim guidance is available at the COMNAVPERSCOM (PERS-68) Web site at <http://www.npc.navy.mil/CommandSupport/CorrectionsandPrograms/>, or via the representative Fleet Corrections Specialist, COMUSFLTFORCOM (N16) or COMPACFLT (N16).

2. Gender. Persons of either sex may be confined in a ship's brig as long as the conditions of reference (a), article 7103.2, are followed and COMNAVPERSCOM (PERS-68) has authorized certification.

a. Rules and regulations regarding apprehension, arrest, restriction, and confinement shall be equally applicable to members of both sexes.

b. Servicemembers of the opposite sex are not to be confined in the same cell at the same time. They may be confined in adjacent cells provided total visual separation exists. Visual separation includes adequate privacy during use of the toilet, showering, changing clothes, and similar periods of nudity.

c. Trained and qualified supervisors of the same sex as the member confined must be utilized at all times.

d. Confinement criteria as directed by reference (a) must be met.

e. Brigs shall not be used to confine females unless specifically approved and certified by COMNAVPERSCOM (PERS-68) via the representative Fleet Corrections Specialist, COMUSFLTFORCOM (N16) or COMPACFLT (N16).

3. In Port. Post-trial personnel attached to or embarked in a ship may be confined in the ship's brig while in port, as long as time limits for such confinement are observed. Pretrial prisoners should be transferred to the nearest shore brig.

4. Daily Schedule. The brig daily program and schedule will vary extensively depending on the resources, needs and schedule of the ship, and the individual needs of the prisoners, detainees, and BW/DR awardees. The schedule shall generally provide for all work and program requirements specified in this instruction. In the case of pretrial prisoners, they should generally be confined in a single cell to avoid commingling issues and the only work assigned shall be routine police, maintenance, or housekeeping functions. Chapter 7 contains a recommended brig schedule.

4002. SHIP'S BRIG INSTRUCTION

1. The brig shall operate under a ship's brig instruction, based on this instruction and reference (a). The ship's brig instruction shall include the following as a minimum:

- a. Emergency bills.
- b. Daily routine.
- c. Security procedures and searches.
- d. Special custody/security problems.
- e. Use of force.
- f. Control and maintenance of keys, tools, and security equipment.
- g. Rules and regulations for confined personnel.
- h. Staff rules and regulations.
- i. Post orders.

2. In port and at sea, emergency bills shall cover, at a minimum:

- a. Fire and disaster.
- b. Riot and disorder.
- c. Collision at sea.

- d. Escape/attempted escape.
- e. General quarters.
- f. Man overboard.
- g. Abandon Ship.

3. Confined personnel rules and regulations shall address, as a minimum:

- a. Rules regarding escape, obedience, safety, and searches.
- b. Appearance, courtesy, and bearing.
- c. Daily schedule.
- d. Emergency bills.
- e. Orientation.
- f. Smoking prohibitions or restrictions.
- g. Work.
- h. Counseling.
- i. Mail, visiting, telephone.
- j. Disciplinary measures.
- k. Other programs.

4003. CONFINEMENT, RELEASE, AND TRANSFER

1. No person may be ordered into pretrial confinement except for probable cause per reference (d), R.C.M. 305. Probable cause to order pretrial confinement exists when there is a reasonable belief that an offense triable by court-martial has been committed; the person confined committed it; and confinement is required under the circumstances.

2. Procedures shall be per reference (a).

3. All confinements shall be documented by DD 2707, Confinement Order, and entered in the brig log.

a. Personnel under the influence of drugs/alcohol shall not be accepted into confinement for safekeeping. The medical officer must certify personnel as physically fit for confinement on the confinement order.

b. Emergency pretrial detention is permitted when there is reason to believe the individual is a danger to ship's personnel or property. The order to confine may be oral or written per UCMJ, article 9. Required procedures will be accomplished immediately thereafter.

c. Medical procedures will provide for physical examination prior to confinement. A physician, physician's assistant, or nurse practitioner may perform confinement physicals. When none of the foregoing is available, the initial confinement physical may be performed by a hospital corpsman if the corpsman is specifically authorized to perform such physicals by the Brig Medical Officer. In instances where a corpsman performs the initial pre-confinement physical, a physician, physician's assistant, or nurse practitioner must conduct a follow-up physical within 24 hours. A physician must perform confinement physicals for BW/DR awardees and complete the additional health certification required in these instances.

4. Temporary release/work details shall be documented utilizing DD 2708, Receipt for Inmate or Detained Person.

5. Permanent release from confinement shall utilize DD 2718, Inmate's Release Order.

6. Transfers between brigs shall be accomplished utilizing DD 2708. The original DD 2707 (with medical certification) and the original current file for the confined personnel shall be provided to the receiving brig upon transfer. The transferring brig may retain copies of key documents from the file to assist in responding to inquiries received following transfer.

4004. DETENTION OF PRISONERS OF WAR (POW), CIVILIAN INTERNEES (CI), AND OTHER DETAINED PERSONS (DET) ABOARD NAVAL VESSELS

1. Background

a. International law requires humane treatment of POWs, CIs, and DETs at all times.

b. International treaty law expressly prohibits "internment" of POWs other than in premises located on land, but does not specifically address temporary stays on board vessels. Customary practice has allowed temporary custody as discussed below. Although internment is not defined, prohibition on internment requires policy carefully limiting detention of POW/CI/DET on board vessels.

2. Policy

a. Detention of POW/CI/DET on board naval vessels will be limited as follows:

(1) POW/CI/DETs picked up at sea may be temporarily held on board as operational needs dictate, pending a reasonable opportunity to transfer them to a shore facility or to another vessel for evacuation to a shore facility.

(2) POW/CI/DETs may be temporarily held on board naval vessels while being transported between land facilities.

(3) POW/CI/DETs may be temporarily held on board naval vessels if such detention would appreciably improve the safety or health prospects for the POW/CI/DETs.

b. Holding of POW/CI/DETs on board vessels must be truly temporary, limited to the minimum period necessary to evacuate the POW/CI/DETs from the combat zone or to avoid the significant harm the POW/CI/DET would face if detained on land.

c. Use of immobilized vessels for temporary holding of POW/CI/DETs is not authorized without national command authority approval.

CHAPTER 5
CORRECTIONAL PROGRAMS

5001. GENERAL. Programs will vary in number and type according to each ship's status, size, and situation. Program levels cannot be as extensive as those at shore brigs; however, the small size of a ship's brig does enable the staff to focus on and address the problems and needs of confined personnel with a unique combination of teamwork and individual attention.

5002. WORK

1. Post-trial prisoners shall perform productive work, except that BW/DR awardees shall remain in their cells and perform only housekeeping functions in the cell.

2. It is preferred that confined personnel work in groups where possible. Detainees shall not work with post-trial prisoners, except on routine housekeeping. Separately, however, both categories may perform work assignments that are beneficial to the ship (e.g., productive work), even if the work is similar.

3. As a general guideline, work inside the brig and its assigned spaces is a routine maintenance or housekeeping function and may be performed by any prisoner or detainee, individually or in mixed work legal status. As a goal, all detainees and prisoners, except BW/DR awardees, should work no less than an average Navy workweek. Sunday will be a workday when it is a workday for the ship. Chapter 7 provides a sample schedule. Work may be anywhere in the ship's spaces, and must be productive and useful, but prohibitions in reference (a) regarding access to weapons, drugs, or administrative areas shall be observed.

4. All confined members shall wear a NAVPERS 1640/16, Prisoner Identification Badge. No other visual form of identification is permitted except when specifically authorized by COMNAVPERSCOM (PERS-68). Display of the full social security number (SSN) is not authorized.

5003. OTHER PROGRAMS. Programs are generally geared for post-trial prisoners and are not normally utilized by BW/DR awardees or pretrial detainees except as noted below. General military training (GMT) is provided for detainees, but rehabilitative

programs, if available, are not appropriate for pretrial personnel.

1. Religious. The chaplain or lay leader, where appropriate, shall visit each confined person as soon as possible after confinement and at a minimum weekly thereafter. BW/DR awardees shall be visited daily. Visits shall provide a supportive moral atmosphere that encourages responsible actions and self-evaluation by those confined.

2. Training. The brig supervisor shall avail at least 45 minutes daily for GMT and rate training study, except for BW/DR awardees.

3. Physical Training. Physical training, per reference (b), is required of all prisoners and detainees, but not for BW/DR awardees. Requirements for physical training shall normally be 45 minutes daily but governed by common sense, climate, and ship facilities. Care should be taken to ensure detainees and prisoners are not required to exercise on dangerous surfaces or under conditions that could produce physical harm to individuals. All physical fitness training will be conducted per reference (b) to ensure compliance with current Navy policy.

4. Counseling and Motivational Training. Counseling of all confined members is required. Initial interviews and counseling sessions shall be accomplished within 24 hours of confinement. Upon completion of the interview/counseling session, the counselor shall complete a DD 2710, Inmate Background Summary, a DD 2715-2, Inmate Summary Data Sheet, with both documents filed in the confined member's brig file. Counseling contact with each person will be for at least 2 hours weekly thereafter. The minimum counseling shall be 1 hour of individual counseling and 1 hour of group motivational counseling weekly if the ship has a large enough population to support a group. Since they usually do not, additional individual counseling may be offered. A summary of each counseling session shall be recorded on a DD 2719, Continuation Sheet, and filed in the confined member's brig file. Motivational training will be based on Navy military training curriculum available through Naval Technical Training Center (NAVTECHTRACEN), Lackland AFB, TX or mobile training team (MTT). Motivational training will be on a 15-day cycle and post-trial prisoners will enter the program upon confinement. Since this program is educational, pretrial detainees may

participate on a voluntary basis in the same groups as prisoners but will not discuss any of their alleged offenses as part of this program.

5. Library. Library selections shall be available to prisoners and detainees routinely, but not to BW/DR awardees. Selections will be chosen by the brig supervisor and shall be representative of a wide range of literature available from the ship's supply. Confined personnel shall be allowed to retain limited amounts of literature for reading in their spaces. The brig shall not have unduly restrictive rules regarding frequency or difficulty of access to library materials, but materials will only be read during recreation or free time periods.

6. Division/Department Visits. Each prisoner or detainee shall be visited at least weekly by his or her division/department head/leading chief petty officer. Visits to BW/DR awardees are at the discretion of the awardees' division officer or department head and are to be positive in nature (as should visits to all confined members).

7. General Visits. General visiting of confined personnel is authorized, subject to restrictions of reference (a) and limitations related to the ship's security.

8. Recreation. A recreation time period shall be scheduled for 1 hour daily for confined personnel not in a disciplinary segregation or BW/DR status. Pretrial detainees shall be denied recreation only in the most unusual instances and only when specifically directed by the brig officer.

CHAPTER 6
ADMINISTRATION AND RECORDS

6001. GENERAL. Extensive administrative report procedures levied on shore brigs are considered inappropriate for a ship, in that it would result in a significant resource drain and result in operational interference. The following requirements are considered the minimum to provide necessary information and legal safeguards. Substitution of local forms is not authorized.

6002. RECORDS

1. Brig. The following records, forms, and documents are applicable when a brig is authorized to operate by the Fleet commander:

a. Brig log. The brig log in most ships' brigs is sufficient to account for the movement of confined personnel. The brig log is a permanent daily record of the operation of the brig and is kept in chronological order. The brig log shall include, but is not limited to, the following:

- (1) Results of confinement counts.
- (2) Confinement and release of all confined members.
- (3) Departure and return of confined member details and appointments.
- (4) Change of watch.
- (5) Emergency bills.
- (6) Disorders and action taken.
- (7) Inspections.
- (8) Record of official visitors and purpose of visits.
- (9) Any unusual occurrences.
- (10) Medical log entries per reference (a), article

8105.

(11) Disciplinary log entries per reference (a), article 8108.

(12) Visitor log entries per reference (a), article 8106.

(13) Privileged correspondence log entries per reference (a), article 8107.

b. Key log.

c. NAVPERS 1640/11, Monthly Report of Prisoners/Correctional Custody Personnel, if the Corrections Management Information System (CORMIS) is not available.

2. Prisoner/Detainee/BW/DR Awardee File. An asterisk (*) denotes applicable requirements for BW/DR awardees.

*a. DD 2707, Confinement Order.

b. Court-Martial Order.

c. Report of Results of Trial, with copy of pretrial agreement (PTA) (if applicable).

d. DD 2708, Receipt for Inmate or Detained Person.

*e. DD 2718, Inmate's Release Order.

*f. DD 2710, Inmate Background Summary.

*g. DD 2715-2, Inmate Summary Data Sheet

h. DD 2712, Inmate Work and Training Evaluation (filled out as required by local circumstances, usually weekly).

i. DD 2719, Continuation Sheet.

*j. DD 2714, Inmate Disciplinary Report.

k. NAVPERS 1640/8, Conduct Record.

*l. NAVPERS 1640/17, Inventory and Receipt of Valuables, Clothing and Personal Effects.

*m. DD 509, Inspection Record of Prisoner in Segregation, as necessary.

n. DD 504, Request and Receipt for Health and Comfort Supplies, as necessary.

*o. Prisoner/Detainee/Awardee picture.

*p. NAVPERS 1640/16, Prisoner Identification Badge or electronic equivalent.

3. Funds and Valuables. Confined personnel funds and valuables shall be deposited with the disbursing officer. The disbursing officer shall be designated, in writing, as the Brig's Funds and Valuables Custodian. Procedures for such action shall be specified in the brig standard operating procedures.

4. Personal Property. The individual's division officer shall secure the personal property of personnel confined until they are released from confinement.

6003. INCIDENT REPORTS. These reports are intended to keep higher authority informed of events in Navy brigs that could result in embarrassment to the naval service or focus attention on the brig in question. These reports shall be submitted as follows:

1. Reports shall be submitted as Unit Situation Reports (UNIT SITREP) or OPREP-3 Navy Blue Reports, whichever is appropriate per OPNAVINST 3100.6H (NOTAL).

2. The following type incidents or alleged incidents shall be reported:

- a. Escape.
- b. Death of confined person.
- c. Suicide, or attempt, by confined person.
- d. Mass strike or disruptive action.
- e. Incidents with racial overtones.

26 Jun 06

f. Incidents of maltreatment or abuse of confined persons.

g. Other incidents that could result in embarrassment to, or focus public attention on, the brig or the United States Navy.

6004. DISCIPLINE. The brig officer, when authorized in writing by the CO, may impose administrative reprimand, or warning, deprivation of privileges, and/or extra duty as outlined in reference (a).

6005. INSPECTIONS. COMUSFLTFORCOM and COMPACFLT have responsibility for afloat brig operations. The Fleet Commanders' representative Corrections Specialist (COMUSFLTFORCOM (N16) or COMPACFLT (N16), as applicable) is responsible for conducting brig inspections on their ships. Fleet commanders shall ensure regular inspections of ship's brigs (every 12 to 18 months) and provide guidance and assistance in their operations. Inspection reports shall be submitted by the representative Fleet Corrections Specialist (COMUSFLTFORCOM (N16) or COMPACFLT (N16)) to the major activity and once reviewed and signed submitted to the CO of the ship inspected. Copies will be provided to the Ship's Type Commander, COMUSFLTFORCOM (N16), and COMNAVPERSCOM (PERS-68). An overall evaluation shall be made of the operation and administration of the brig ensuring compliance with applicable corrections policy. All ships brigs will be specifically certified in relation to gender confinement capability and assigned a rated capacity. Each functional area shall be evaluated and a brief discussion shall highlight discrepancies, problem areas, and proposed corrective action. Particular attention should be paid to noteworthy items for which the facility could be commended or whose procedures or policies could be of value throughout the Navy corrections system. Inspections shall also be requested from COMUSFLTFORCOM/COMPACFLT during the refit phase of the deployment cycle, but not later than 6 months prior to a scheduled deployment. Ships requiring certification inspections may make a request to COMUSFLTFORCOM/COMPACFLT once prepared to be inspected. Assist visits by the representative Fleet Corrections Specialist (COMUSFLTFORCOM (N16) or COMPACFLT (N16)) may be requested at any time in order to assist in the assurance that afloat facilities meet established criteria. The inspection guide for brig inspections is available from the COMNAVPERSCOM (PERS-68) web site.

CHAPTER 7
MONDAY-FRIDAY BRIG ROUTINE

This is a suggested routine that may be altered to meet local at-sea conditions and applies primarily to in-port operations.

0430 REVEILLE
0445 COMPLETE HEAVE OUT AND TRICE UP
0500 HEAD COUNT/FALL IN FOR MORNING PT
0545 COMPLETE PT/COMMENCE PERSONAL HYGIENE
0555 COMPLETE PERSONAL HYGIENE/PREPARE FOR BREAKFAST
0600 BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0715 STAND BY FOR BERTHING/BUNK/LOCKER INSPECTION
0735 FALL IN AT QUARTERS FOR PERSONNEL INSPECTION
0800 COLORS
0805 REPORT TO WORK ASSIGNMENTS, TURN TO/SICK
CALL/MUSTER
1115 KNOCK OFF WORK, PREPARE FOR LUNCH
1130 LUNCH
1200 REPORT TO WORK ASSIGNMENTS, TURN TO
1600 KNOCK OFF WORK, PREPARE FOR HEAD COUNT
1605 HEAD COUNT AND RECREATION CALL
1650 SECURE RECREATION CALL, COMMENCE PERSONAL HYGIENE
1715 SHIFT INTO A CLEAN WORKING UNIFORM
1725 SUPPER
*1800 ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE
1900 GROUP COUNSELING/PROFESSIONAL
1945 PREPARE FOR SELF STUDY
2000 COMMENCE DIRECTED SELF STUDY
2045 PERSONAL TIME (LETTER WRITING, PHONE CALLS,
UNIFORM PREP, ETC.)
2130 HEAD COUNT AND TAPS

* If daily news/coverage not available, training films or motivational training may be substituted.

CHAPTER 7 (CONT'D)
SATURDAY BRIG ROUTINE

This is a suggested routine that may be altered to meet local at-sea conditions and applies primarily to in-port operations.

0430	REVEILLE
0445	COMPLETE HEAVE OUT AND TRICE UP
0455	HEAD COUNT/FALL IN FOR MORNING PT
0500	COMPLETE PT/COMMENCE PERSONAL HYGIENE
0555	COMPLETE PERSONAL HYGIENE/PREPARE FOR BREAKFAST
0600	BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0715	PREPARE FOR PERSONNEL INSPECTION (UNIFORM OF THE DAY)
0745	FALL IN AT QUARTERS IN PREPARATION FOR OBSERVING COLORS
0800	COLORS
0805	STAND BY FOR PERSONNEL INSPECTION
0900	SECURE FROM PERSONNEL INSPECTION, SHIFT INTO WORKING UNIFORM/SICK CALL/MUSTER RECEPTION PHASE PRISONERS/DETAINEES
0915	COMMENCE FIELD DAY OF ALL SPACES THROUGHOUT THE COMPOUND INCLUDING PROPER MAINTENANCE
1115	KNOCK OFF WORK, PREPARE FOR LUNCH
1130	LUNCH
1200	PREPARE FOR GMT
1215	COMMENCE GMT (1 ST PERIOD)
1300	GENERAL VISITING AND VISUAL RECREATION
1500	SECURE GENERAL VISITING AND VISUAL RECREATION
1515	COMMENCE GMT (2 ND PERIOD)
1600	SECURE GMT
1605	HEAD COUNT AND ORGANIZED TEAM COMPETITION
1650	SECURE RECREATION CALL COMMENCE PERSONAL HYGIENE
1715	SHIFT INTO A CLEAN WORKING UNIFORM
1725	SUPPER
*1800	ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE
1900	COMMENCE SELF STUDY
**2000	PERSONAL TIME (LETTER WRITING, PHONE CALLS, UNIFORM PREP, ETC.)
2130	HEAD COUNT AND TAPS

* If daily news coverage not available, training films or motivational training may be substituted.

** Entertainment television may be allowed for deserving prisoners.

26 Jun 06

CHAPTER 7 (CONT'D)
SUNDAY/HOLIDAY BRIG ROUTINE

This is a suggested routine that may be altered to meet local at-sea conditions and applies primarily to in-port operations.

0500	REVEILLE
0515	COMPLETE HEAVE OUT AND TRICE UP
0525	HEAD COUNT
0530	FALL IN FOR MORNING PT
0610	COMPLETE PT/COMMENCE PERSONAL HYGIENE
0625	PREPARE FOR BREAKFAST
0630	BREAKFAST/TITIVATE BERTHING AND HEAD FACILITIES
0745	FALL IN AT QUARTERS IN PREPARATION FOR OBSERVING COLORS
0800	COLORS
0805	STAND BY PERSONNEL INSPECTION
0845	SECURE FROM PERSONNEL INSPECTION, PREPARE FOR CHURCH CALL (THOSE NOT IN ATTENDANCE AT CHURCH SERVICES WILL ATTEND MOTIVATIONAL TRAINING)
1115	SECURE CHURCH CALL AND MOTIVATIONAL TRAINING, PREPARE FOR LUNCH
1130	LUNCH
1200	PERSONAL TIME/RECREATION CALL
1300	GENERAL VISITING
1500	SECURE GENERAL VISITING/PERSONAL TIME/RECREATION CALL
1505	COMMENCE GMT/CLOSE ORDER DRILL
1530	MILITARY CUSTOMS, COURTESIES, AND TRADITIONS TRAINING (GMT)
1600	SECURE GMT
1605	HEAD COUNT AND ORGANIZED COMPETITION
1650	SECURE RECREATION CALL, COMMENCE PERSONAL HYGIENE
1715	SHIFT INTO A CLEAN WORKING UNIFORM
1725	SUPPER
1755	SECURE SUPPER
*1800	ASSEMBLE FOR DAILY TELEVISION NEWS COVERAGE
1900	COMMENCE SELF STUDY
**2000	PERSONAL TIME (LETTER WRITING, PHONE CALLS, UNIFORM PREP, ETC.)
2130	HEAD COUNT AND TAPS

* If daily news coverage not available, training films may be substituted.

** Entertainment television or a movie may be allowed for deserving prisoners.