



**DEPARTMENT OF THE NAVY**  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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CNICINST 1300.3  
N1  
30 June 2015

CNIC INSTRUCTION 1300.3

From: Commander, Navy Installations Command

Subj: SHORE CORRECTIONS FACILITY REPORTS

Ref: (a) SECNAVINST 1640.9C  
(b) OPNAVINST 1640.9A  
(c) BUPERSINST 1640.22  
(d) SECNAV-M 5210.1 of Jan 12

Encl: (1) Shore Corrections Facility Weekly Report Template

1. Purpose. To establish standardized procedures for data tracking and reporting for Shore Corrections facilities within the Commander, Navy Installations Command (CNIC) enterprise. Shore Corrections Facilities include Pre-trial Confinement Facilities (PCFs) and Detention Facilities (DETFACs).

2. Background. References (a) through (c) provide guidance on management of Shore Corrections facilities. This instruction standardizes, aligns, and synchronizes data collection and reporting requirements for all Shore Corrections facilities within the CNIC enterprise.

3. Policy

a. CNIC is committed to ensuring Shore Corrections facilities provide professional places of confinement for any personnel assigned for pre-trial activities or post-trial sentencing.

b. In accordance with reference (a), Shore Corrections facilities serve as holding facilities for pre-trial and post-trial personnel.

c. Consistent reporting processes allow enterprise-wide data analysis, feedback, and the ultimate actions necessary to facilitate processing and procedural improvements. Standardized data collection and weekly reporting templates are required to enable enterprise-wide reporting capability.

d. CNIC is employing automated reporting tools, and as more critical management data becomes available through these automated tools, manual reporting requirements will be reduced or eliminated as appropriate. This guidance is applicable until all sites are fully automated or whenever there are outages of automated reporting systems.

#### 4. Responsibilities

a. CNIC Commander is responsible for providing short-term correctional facilities for the Navy's shore infrastructure.

b. CNIC HQ Shore Corrections Program Manager (N142) is responsible for:

(1) Providing guidance on the implementation of this instruction.

(2) Maintaining the CNIC G2 Shore Corrections Teamsite with current report templates and guidance, metrics, points of contact information, historical data and other pertinent information.

(3) Monitoring the Shore Corrections program throughout and processing times using Shore Corrections Weekly Reports as shown in the template on the G2 Shore Corrections Teamsite at: <https://g2.cnic.navy.mil/TSCNICHQ/N1/N14/N142/N142%20Documents/Forms/AllItems.aspx>. A copy of the current version of the template is also provided in enclosure (1).

(4) Providing the CNIC Commander a verbal and written brief or report of Shore Corrections utilization and any areas of concern.

c. Region Commanders (REGCOMs)/Installation Commanding Officers (COs) are responsible for:

(1) Assisting subordinate Shore Corrections facilities as necessary in the implementation of this policy.

(2) Monitoring weekly metrics reports.

d. Shore Corrections facility Commanding Officer (CO), Officer in Charge (OIC), or Chief Petty Officer in Charge

(CPOIC) is responsible for continually monitoring and assessing daily operations of the facility.

5. Actions

a. CNIC HQ Shore Corrections Program Manager (N142) shall:

(1) Provide the CNIC Commander with monthly status reports on the Shore Corrections utilization throughout the CNIC enterprise no later than the 15th of each month.

(2) Develop metrics and collect data on CNIC Shore Corrections facilities throughout the enterprise. Utilizing data from available sources, analyze data and conduct trend analysis for use in Commander briefings, required reports, enterprise-wide training sessions and CNIC program changes.

(3) Conduct an annual review of Shore Corrections utilization each calendar year and provide a summary of areas of concern to the Commander by 31 January.

b. REGCOMs/Installation COs shall:

(1) Ensure Shore Corrections Facility Weekly Reports are submitted by subordinate Shore Corrections Facilities no later than Monday of each week via CNIC G2. The Shore Corrections Report template on the G2 Shore Corrections Teamsite shows the type of input that will be made on G2, as well as the type of elements that the Shore Corrections Facility Weekly Report is expected to contain.

(2) Provide the Commander with verbal and written brief or report on areas of concern.

(3) Provide guidance as necessary to Shore Corrections leadership and coordinate with region and local area supported commands to address any areas of concern.

c. Shore Corrections CO, OIC, or CPOIC shall:

(1) Submit Shore Corrections Facility Weekly Report input to REGCOM/Installation CO and CNIC Program Manager no later than Monday each week via CNIC G2. The Shore Corrections Report template on the G2 Shore Corrections Teamsite shows the type of input that will be made on G2, as well as the type of

elements that the Shore Corrections Facility Weekly Report is expected to contain.

(2) Submit additional reports as required by emerging trends.

(3) Provide the REGCOM/Installation CO and CNIC Program Manager with verbal and written brief or report on areas of concern.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed in accordance with SECNAV Manual 5210.1 of January 2012.

  
G. D. LUDOVICI  
Deputy Commander

Distribution:

Electronic only, via CNIC Gateway 2.0:

<https://g2.cnic.navy.mil/CNICHQ/Pages/Default.aspx>

PCF/DETAC Location: \_\_\_\_\_

Number of Billets Authorized (Funded)	Number of Personnel Assigned	Capacity of Unit (Number of Cells)	Number of Personnel Currently In Detention

Unique Identifier of Service Member in Confinement (No Names)	How Long Each Detainee Onboard/Confined (Days)