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OPNAV INSTRUCTION 1640.10

From: Chief of Naval Operations

Subj: MANUAL FOR THE OPERATION OF A NAVY CORRECTIONAL CUSTODY
UNIT (CCU)

Ref: (a) Manual for Courts-Martial, United States (2005
Edition)
(b) SECNAVINST 1640.9C
(c) Manual of the Judge Advocate General (JAGMAN)
(d) NAVPERS 15560D, Naval Military Personnel Manual
(MILPERSMAN)

Encl: (1) Manual for the Operation of a Navy Correctional
Custody Unit (CCU)

1. Purpose. To publish policies, standards, and procedures for
operation of Navy Correctional Custody Units (CCUs).

2. Cancellation. OPNAVINST 1640.7A.

3. Discussion

a. Reference (a), part V (Non-judicial Punishment
Procedures), promulgates policies governing non-judicial
punishment (NJP) and actions authorized under article 15 of the
Uniform Code of Military Justice (UCMJ). Correctional Custody
(CC) and other punishments authorized under UCMJ, article 15,
are corrective in nature and designed to provide commanding
officers (COs) and officers-in-charge (OICs) with a means of
disposing minor infractions of discipline without having to
resort to the court-martial system. Supplemental instructions
may be issued as necessary for operation of each CCU. Copies of
local instructions shall be provided to major activities and
Chief of Naval Operations (CNO) (N15).

b. While some aspects of reference (b) are applicable to
operation and administration of a CCU (proponent,
administration, reporting systems, staff criteria and
utilization, standards of conduct, training, control and
accountability, boards, discipline, forms, etc.), there is a
fundamental distinction between CC and confinement. Awardees

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are not confined, not considered as prisoners, and not to be subject to routine confinement practices (e.g., receiving and releasing within the brig, strip searches, search of personal mail, eating within the brig galley, escorting, etc.) unless for cause. This is not to preclude awardees from attending classes and such within the brig to maximize use of available resources, but commingling should be avoided to preclude any perception that awardees are subject to routine confinement practices. COs, OICs, and chief petty officers-in-charge (CPOICs) operating CCUs shall ensure CCU staff adheres to this fundamental principle.

c. Exceptions to the provisions of this instruction shall be forwarded, via the chain of command, to CNO (N153) as specified by reference (b), paragraph 1302. Such waiver requests shall provide justification and, where applicable, indicate any measures considered necessary to compensate for the waived requirement(s). The provisions of this instruction and reference (b) supersede prior guidelines concerning the operation of CCU's.

4. Action. COs, OICs, and CPOICs operating CCUs shall ensure CC procedures are in effect within their jurisdictions and comply with references (a) through (d) and this instruction. Recommended changes should be forwarded, via the chain of command, to CNO (N153).

5. Forms and Reports

a. Requisition and availability of forms is provided in appendix A.

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b. Reporting requirements shall be via the Correctional Management Information System and are exempt from reports control per SECNAV M-5210.1.



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and Education)

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OF A NAVY CORRECTIONAL
CUSTODY UNIT (CCU)**

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LOCATOR CROSS-REFERENCE SHEET

Subj: MANUAL FOR THE OPERATION OF A NAVY CORRECTIONAL CUSTODY
UNIT (CCU)

See:

(Recipient enters information as to where this
instruction is maintained.)

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CHAPTER 1
GENERAL POLICY

1001. POLICY

1. Correctional custody (CC) is the physical restraint of a person during duty or non-duty hours, or both, awarded (hence, an "awardee") as a punishment under Uniform Code of Military Justice (UCMJ), article 15. Other disciplinary punishments authorized under article 15 include extra duties, fatigue duties, forfeitures of pay, reduction in grade, and restriction. CC shall be served in a centralized ashore correctional custody unit (CCU), and the program shall provide effective guidance and assistance to offenders in discovering and correcting the cause of their misconduct, as well as planning and preparing for their success upon return to their command. Females shall be assigned to CCUs designated by Chief of Naval Operations (CNO) (N153) for female awardees.

2. CC should be served under conditions that permit the individual to perform duties related to the individual's career field or general military duties, with intensive counseling and guidance both on the job and after working hours. Commanding officers (COs), officers-in-charge (OICs), and chief petty officers-in-charge (CPOICs) responsible for administering CC shall establish procedures that provide effective guidance and assistance to offenders in discovering and correcting the cause of their misconduct as well as planning and preparing for their success upon return to their command. Total resources available to the command or facility must be brought to bear in this effort to counsel and guide the offender towards success in the fleet.

3. When approved by CNO (N153), adjudged prisoners in an installation-custody (IC) status may be commingled with CC awardees at combined brig and CCUs for training evolutions. Such authority does not include housing CCU awardees in brigs, or commingling them with prisoners not in an IC status.

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4. While some aspects of reference (b) are applicable to operation and administration of a CCU (proponent, administration, reporting systems, staff criteria and utilization, standards of conduct, training, control and accountability, boards, discipline, forms, etc.), there is a fundamental distinction between CC and confinement. Awardees are not confined, not considered as prisoners, and are not to be subject to routine confinement practices (e.g., receiving and releasing within the brig, strip searches, search of personal mail, eating within the brig galley, escorting, etc.) unless for cause. This is not to preclude awardees from attending classes and such within the brig to maximize use of available resources, but commingling should be avoided to preclude any perception that awardees are subject to routine confinement practices. COs/OICs/CPOICs operating CCUs shall ensure CCU staff adheres to this fundamental principle. The goal of CCU is to return a more mature and self-disciplined junior Sailor to their command prepared to make better decisions in the future. The purpose of the CCU staff is to model such behavior and teach these junior Sailors more successful ways to survive and thrive in the fleet.

1002. AUTHORITY. Authority to impose the punishment of CC is contained in reference (a), part V, of which authorizes COs and OICs to impose CC on all but commissioned and warrant officers for not more than 7 consecutive days or, if imposed by an officer in the grade of O4 or above, for not more than 30 consecutive days. Reference (c), section 0111b, limits imposition of CC to E3s and below. Reference (c), section 0112a(4), prohibits imposition of CC on Reserve Component personnel on inactive duty training.

1003. SCOPE. This instruction contains guidance that governs the administration and operation of Navy CCUs. It does not take the place of directives set forth by higher authority, but amplifies and interprets those directives.

1004. CC PHILOSOPHY

1. CC is the most serious deprivation of liberty authorized as a punishment under the UCMJ, article 15. UCMJ, article 15 is designed to be a means of disposing of minor infractions of discipline without having to stigmatize a service member with a court-martial conviction.

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2. CC in the Navy will attempt to correct negative attitudes and motivations of junior enlisted personnel through a regimen of hard work, offense-related programming, intensive counseling, and physical training. The CC program, ideally, will emulate a well-run shipboard environment with staff personnel fulfilling leadership roles and acting as positive influences. It is designed to have the greatest positive impact on the first-term Sailor who has not yet fully developed self-discipline, a sense of responsibility, and an understanding of Navy's fundamental standards of acceptable behavior. CC is specifically designed for Sailors returning to duty and will not be used for personnel who are pending administrative separation.

1005. EXCEPTIONS

1. Exceptions to the provisions of this instruction shall be forwarded, via the chain of command, to CNO (N153) with recommendations. Such waiver requests shall provide justification and, where applicable, indicate any measures necessary to compensate for the waived requirement(s).

2. Permanent waivers will not be granted for fire, life, or safety issues; however, a temporary waiver may be granted for a maximum of 18 months under the same procedures as in paragraph 1005.1. Waivers requested for fire, life, or safety issues, shall be coordinated with the installation fire and safety departments prior to submission. If approved after further coordination with cognizant headquarters level fire or safety agencies, CNO (N153) shall provide or approve any operational guidance required to reduce possibilities of injury or loss of life.

3. Requests for extensions of waivers involving fire, life, or safety issues shall be forwarded to DCNO (MPT&E) (N1) with endorsement of each echelon, and shall provide justification for the extension, to include circumstances preventing resolution of the discrepancy during the waiver period. If waivers are not approved, spaces affected shall be closed and not operated until discrepancies are eliminated. Major activities shall determine when the discrepancy has been resolved and shall notify all concerned.

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4. Older facilities are not expected to immediately be in compliance with newly issued requirements, except for fire, life, and safety issues. Needed waivers for physical plant features not easily renovated shall be continuously monitored by major activities, and reviewed during on-site inspections. Inspection reports will note waiver status and plans to resolve related discrepancies.

1006. INSPECTIONS AND ASSISTANCE

1. CNO (N153) is responsible for conducting on-site visits and providing technical assistance to all Navy commands/echelons operating naval confinement facilities and CCUs.

2. CNO (N153) is responsible for conducting inspections and preparing standardized inspection formats for major activity inspections. Periodic inspections (approximately 18 months) of CCUs are required to ensure adherence with references (a) through (d), this instruction, and that deficiencies are promptly corrected.

3. CNO (N153) is responsible for providing major activities assistance and training in connection with the operation of a CCU and appropriate direction as needed or requested.

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CHAPTER 2
PHYSICAL PLANT AND MAJOR EQUIPMENT

2001. DESIGNATION

1. CNO (N153) designates and authorizes the establishment and disestablishment of CCUs.
2. CC shall be served in a centralized ashore CCU. When approved by CNO (N153), a combined Navy brig/CCU facility or a barracks located at a brig site may be used for persons serving CC. CCU facilities shall be distinct entities outside the secured perimeter of the brig and CC awardees shall not be placed in the general brig prisoner population. Funding and staffing of centralized facilities must be accomplished within local budgets and manpower levels.
3. CCUs are not authorized aboard afloat commands.

2002. CONSTRUCTION AND ALTERATION

1. Functional adequacy and accompanying authority to use a facility for CC is dependent upon an on-site evaluation of the facility for configuration, space utilization, and design by CNO (N153).
2. CC spaces shall have adequate lighting, heating, and ventilation. They must meet standards prescribed by the Surgeon General of the Navy (CNO (N093)) and the NAVFAC P-80, Facility Planning Criteria for Navy and Marine Corps Shore Installations, for unaccompanied enlisted personnel housing. The medical department shall inspect the space and certify in writing that it meets at least minimum habitability standards.
3. Berthing shall be in an open bay where possible. Separate male and female berthing areas (to include separate heads and shower facilities for males and females when applicable) shall allow for a minimum of 72 square feet of space for each awardee, excluding head and shower areas. Each dormitory shall have a drinking fountain and its own head facilities with adequate toilets, washbasins, and showers for personnel assigned. Each awardee shall be assigned a bed and a locker for storage of personal effects. Lockers should be secured with a combination or key-type lock, provided by the awardee.

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4. Each CCU shall have access to a multipurpose room equipped with tables, chairs, and audio visual media, which can be used for classroom lectures, study, visits, and other group functions.

5. There shall be adequate office space for the CO/OIC/CPOIC, leading chief petty officer (LCPO), leading petty officer (LPO), counselor, and administrative personnel.

6. All facilities shall have emergency exits in case of fire or other disaster. Fire doors shall not be locked but may be alarmed so as to notify staff and awardees in event of an emergency or breach of custody. Adequate fire extinguishers, smoke alarms, and any other equipment prescribed by local fire and safety codes shall be installed.

7. All units shall have adequate computers and telephones for conducting normal operations.

2003. ALTERATIONS. Request for alterations to existing physical plants or new construction shall be submitted to CNO (N153) for action.

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CHAPTER 3
ORGANIZATION AND STAFF RELATIONS

3001. ORGANIZATION AND STAFF

1. CO. The CO is normally the CO of the brig or other facility under which the CCU is assigned.

2. Staffing

a. The specialized nature of correctional duties require that the CCU be staffed with carefully selected and supervised personnel trained in techniques of leadership, management, and retraining. Successful operation of the CCU depends upon understanding and actively pursuing the basic objectives of the CCU program and training the policies, procedures, and standards provided in reference (b) and this instruction. Successful CCU staff are individuals who are alert and possess a high degree of initiative, personal integrity, even temperament, and mature judgment. All personnel assigned correctional duties in a CCU shall meet the criteria established by reference (b) and shall have a Navy Enlisted Classification (NEC) 9575. Counselors shall possess NEC 9516.

b. A qualified and trained supervisor shall be assigned whenever the CCU is in use. Since CC is served in spaces lacking special security features, custody is effected by the presence of the supervisor. Selection of mature, well-qualified supervisors is therefore essential. Supervisors shall not be armed but wear a duty belt, or similar indication of their official capacity.

3. The supervisor shall ensure that the daily routine, appendix E, is carried out when any person serving the punishment is within the space. The officer of the day (OOD) or command duty officer (CDO), as appropriate, shall inspect the space without advance notice at least once weekly. Inspections shall be documented in the CCU Log.

3002. MANPOWER. Authorized manning documents detail the billets and functions for each CCU. The key billets and related functions are:

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1. CO. The CO has overall responsibility for operation of the CCU. If a combination brig/CCU is established as an activity, the term "commanding officer" refers to the CO of that activity. Otherwise, the term "commanding officer" refers to the CO of the shore installation where the CCU is located.
2. OIC/CPOIC. The CO of the brig or shore installation under which the CCU operates appoints the CCU OIC in writing. The OIC/CPOIC shall provide for liaison and coordination of staff specialists and non-military personnel who provide support and guidance to the CC program.
3. CC LCPO. The LCPO performs those tasks assigned by the OIC and acts in their absence. The LCPO/LPO is responsible to the OIC for control and accountability of awardees, emergency plans, training of awardees and staff personnel, liaison with the parent command, and all other duties assigned by the OIC.
4. CC LPO. The LPO is the immediate supervisor of all staff assigned CC duties and is responsible to the LCPO for coordination of working parties and physical training evolutions/program.
5. CC Counselor. The counselor (NEC 9516) is responsible to the OIC for counseling and education programs. The counselor's duties shall include, but not be limited to, individual and group counseling, coordination of military subjects instruction, and establishing and maintaining liaison with agencies that can assist in the overall program; such as banks, Fleet and Family Support Centers (FFSC), and chaplains.
6. Watch Stander. Watch standers are responsible for execution of the CCU plan of the day. They are directly responsible to the OIC/CPOIC/LCPO for:
 - a. Supervision of awardees.
 - b. Providing instruction and leading groups in CCU program topics and areas designed to foster professional and personal success.
 - c. Dispatching and supervising work details.
 - d. Conduct of physical training.
 - e. Verification of counts.

- f. Coordination of CCU activities.
- g. Maintaining the CCU Log.

3003. STAFF TRAINING

1. Pre-Service. Pre-service training is conducted locally and precedes assumption of duties at the CCU. In addition to the pre-service classes contained in reference (b), training shall include CCU-unique orientation, on-the-job training (OJT), and job qualification requirement (JQR) certification at the CCU.
2. In-Service. In-service training shall be included as mission-oriented training on the monthly training schedule. Normal brig in-service training conducted, as directed in reference (b), fulfills this requirement.

3004. GENERAL REGULATIONS FOR STAFF. The following regulations govern the conduct of restrained personnel:

1. Awardees shall be treated humanely, as errant junior Sailors in need of improvement. Physical or verbal abuse, any form of corporal punishment, verbal harassment, hazing, and imposition of group punishment is prohibited.
2. A professional, objective, but firm and fair attitude shall be maintained toward awardees at all times. Profane, demeaning, indecent, or insulting language toward or in the presence of an awardee is prohibited.
3. Staff personnel shall not strike or lay hands upon an awardee except in self-defense, to prevent serious damage to property, to prevent serious injury to other persons, to quell a disturbance, or for the purpose of a search. In such cases, only that minimum amount of force necessary shall be exercised. Experience has proven that a "show of force" may prevent an unwanted incident. NAVPERS 1640/28 (09-05), Observation Form, with accompanying statements.
4. Staff personnel shall not bring or permit others to bring contraband into the CCU, nor shall contraband be given or be made accessible to awardees.

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5. Staff personnel shall not fraternize with awardees, accept any personal favors or service, nor use their position to make social contacts with awardees' friends or relatives.
6. Staff personnel shall not give or receive gifts, or in any manner buy, sell, or barter any article with an awardee.
7. Staff personnel shall not extend or promise an awardee special privileges or favors.
8. Rendering of military courtesies by CCU personnel shall be per Service regulations and will be emphasized. Staff personnel shall not impose special restrictions on awardees as a result of restraint.
9. Staff personnel shall maintain a high standard of military bearing and appearance and will exhibit leadership and mature decision making processes.
10. Staff personnel shall not introduce or knowingly permit the introduction of weapons, drugs, or any instrument that might be considered a weapon into the CCU.
11. Information pertaining to an awardee's record book, offense, personal history, or private affairs is for official use only. Staff personnel shall discuss such information only with authorized individuals requiring it in the performance of their duties. Staff personnel shall not furnish awardees with this information except through official channels.
12. Staff personnel shall immediately report to their chain of command (or appropriate authorities) any violation or apparent violation of these standards.

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**CHAPTER 4
SECURITY**

4001. PHYSICAL PLANT. Restraint within a CCU is effected by the presence of trained staff; therefore, no special security features are required. Security features normally found at a brig (cells, locked rooms, isolation spaces, towers, fences, locked doors, etc.) are not necessary, nor are they authorized in a CC environment.

4002. COUNTS

1. General. A minimum of three scheduled awardee counts shall be made daily (reveille, end of workday, and taps) with results recorded within the CCU Log. The senior watch stander shall supervise all counts. Staff members shall make unscheduled checks of all awardees under their supervision as deemed necessary to ensure accountability. Watch standers shall conduct frequent and unscheduled bed checks between taps and before reveille. Awardees shall not be awakened for this purpose.

2. Procedures

a. An accurate, up-to-date master count record shall be maintained in the CCU Log by the senior watch stander.

b. Individuals responsible for taking count shall record their findings for certification against the master record. A staff member shall personally see and count each awardee.

c. Emergency counts shall be conducted whenever it is suspected that an awardee is missing or when deemed necessary by competent authority.

4003. CONTRABAND. Contraband is any article not authorized to be in the possession of an awardee. Contraband items shall be controlled through close supervision and frequent searches. Unscheduled searches of awardees, bunks, lockers, utility rooms, recreation areas, study areas, heads, and work areas are in the best interest of good order and discipline and shall be regularly conducted.

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4004. SEARCHES. During in-processing, awardees shall be instructed that their persons, quarters, and work areas are subject to search at all times during their restraint. Searches shall be conducted in a professional manner, and as described in reference (b), paragraph 4302. While frisk searches are authorized, strip searches and body cavity searches of awardees are a severe intrusion of privacy and are prohibited unless specifically authorized by the CO for cause. Body cavity searches, when authorized, shall be made only by authorized medical personnel using established medical guidelines.

4005. PREVENTION OF DISTURBANCES

1. Disturbances are a threat to the good order and discipline of the CCU. Some basic causes of disturbances are idleness, unresolved grievances, mistreatment, untrained staff personnel, and failure to identify and resolve awardee problems.
2. When an incident occurs, staff members shall be alert to identify individual awardees involved and report their degree of involvement. Immediate identification and isolation of leaders of incidents can prevent development of a major disturbance.
3. Emergency procedures for handling of disturbances shall be published, and CC staff personnel shall be trained in use of those procedures.

4006. RESTRICTED AREA. CCUs shall be identified as restricted areas, and only persons on official business shall be permitted to enter.

4007. DISCIPLINE

1. Most awardees are young and are in a CCU due to their lack of self-discipline. Discipline is the heart of the CC process. Persons returning to duty after restraint can serve satisfactorily only if they are able to conduct themselves in a disciplined and acceptable military manner.
2. Members of the staff will exhibit high personal standards of discipline. Awardees will observe this behavior and respond in a positive manner. The CC objective is to instill discipline by teaching and demonstrating these high standards of conduct.

4008. DISCIPLINARY PROCEDURES

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1. General

a. Violations of rules shall not be ignored or condoned. Staff members shall deal with minor violations on the spot. Calling an individual aside and explaining why a behavior is unacceptable normally will suffice. Excessive use of NAVPERS 1640/28, reduces their effectiveness. Mass punishment is strictly prohibited.

b. Disciplinary reports shall be reserved for serious offenses or for interrupting a pattern of unacceptable behavior.

c. No inference should be drawn that every minor incident must be put in writing; however, NAVPERS 1640/28, placed in an awardee's file provide an excellent form of evaluation and documentation.

2. Authorized Disciplinary Measures. The CCU OIC may impose administrative punishment on awardees. One or more of the punishments identified below are the only punishments authorized for imposition:

a. Written or oral administrative reprimand or warning.

b. Loss of privileges.

(1) A privilege is defined as any service that is not, by law or policy, considered to be an essential service. Privileges are benefits afforded to awardees over and above minimum statutory requirements. Privileges in CCUs serve as a practical method of reducing awardee tensions and motivating or controlling awardee behavior. Privileges can be removed from an awardee as punishment for a rule violation, but only after a due process hearing (e.g., Discipline and Adjustment (D&A) Board). Privileges often include, but are not limited to: commissary; health and comfort (H&C) visits; personal visits; phone calls; television; radio; movies; recreation; and special events. Privileges are distinctly separate from incentives and shall be identified as such, in writing, to staff and awardees.

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(2) Privileges subject to deprivation by disciplinary action are those established to encourage good conduct; however, attending religious services, receiving visitors and correspondence shall not be restricted unless the misconduct is directly related to the privilege restricted.

c. Extra Duty. Extra duty shall not conflict with regular meals, regular visiting or sleeping hours, attendance at scheduled religious services, or interviews with authorized persons (i.e., chaplain, medical officer, legal counselor, command representative, etc.). Extra duty shall be limited to either 2 hours per day for a maximum of 3 days or 1 hour per day for 6 days. Extra duties shall not be served on Sundays (or awardees' scheduled day of worship) or holidays.

d. Dismissal and return to the parent command for violations of the UCMJ. Awardees may be removed from the program if they are disruptive to the point of interfering with the success of other awardees attending the program.

e. Use of physical exercise/physical training as a punishment is strictly prohibited.

4009. REGULATIONS FOR AWARDEES

1. Awardee rules shall reflect applicable policies of reference (b) and cover essential elements of the CC program. A copy of the CCU rules and regulations shall be given to awardees immediately upon their assignment to the CCU for retention throughout their period of restraint. Each awardee shall receive instructions on awardee rules and regulations during the reception phase.

2. Instructions concerning various awardee routines and responsibilities shall be thoroughly explained during the reception phase. It must be realized that newly arrived awardees are in an unfamiliar environment. Awardees shall be informed of limitations placed on their activities and opportunities available to them for self-improvement. Awardees are expected to comply with CCU rules, and each shall be informed that an attempt to circumvent regulations may be punishable as a breach of discipline.

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3. The daily routine and schedule of special activities shall be prominently displayed in places readily accessible to all awardees.

4. Awardees are subject to the UCMJ.

5. Awardees shall observe military courtesies. They shall not be required to observe or practice military courtesies or other requirements that are unorthodox and not standard military practice. Military courtesies and behavior shall be taught and observed at the CCU as they are practiced at a well-disciplined military unit. The following are examples of prohibited practices:

a. Requiring awardees to salute enlisted personnel or address them as sir/ma'am.

b. Requiring awardees to face the bulkhead at close range when a staff member passes.

c. Requiring awardees to request permission to speak when there is no valid reason for the requirement.

d. Requiring permission to move normally within spaces when not engaged in formal activities.

e. Requiring silence as a routine condition.

6. Awardees shall wear their grade insignia while assigned to the CCU. Awardees shall be addressed in the Service norm (e.g., by their rate/grade and last name). First names, nicknames, numbers, or descriptions shall not be used when referring to or when in contact with awardees.

4010. GROOMING STANDARDS. Awardees shall observe grooming standards contained in the regulations for their Service. Haircuts and shaves shall not be administered for the purpose of harassment or humiliation, but only to ensure acceptable military appearance.

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4011. INCENTIVES

1. Incentives defined. Tangible and intangible opportunities, beyond the scope of privileges, available within the CCU program to encourage and motivate positive awardee attitude, behavior, and accomplishment. Incentives recognize both individual and group attainment. The ultimate goals are to build self-discipline and self-reliance in the individual/group and improve functioning of the CCU. Incentives are not associated with authorized disciplinary actions, but may be applicable or affected as a related management action where implemented within CCU policy and procedures.

2. A system of incentives shall be provided to encourage positive behavior and shall reward both group and individual attainment. Examples are:

- a. First to chow.
- b. Television/movies.
- c. Extended free time or recreation time.
- d. Chaplains Religious Enrichment Development Operation (CREDO) attendance.
- e. Individual recommendations for early release from CCU for outstanding achievement or performance.

CHAPTER 5
CORRECTIONAL CUSTODY PROGRAM

5001. POLICY. The CC program shall include work, a demanding training schedule, learning self-discipline, counseling, life skills programs, staff modeling, and guidance.

5002. GOALS. The goals of the CC program are:

1. To identify and correct problems which inhibit an awardee from being a fully productive member of the naval service.
2. To develop positive Navy attitudes and motivate awardees to perform in an effective and professional manner during the remainder of their military service.
3. To make awardees aware that society/Navy will not tolerate unacceptable behavior or misconduct, and lead them to accepting responsibility for their actions and future decisions/behavior.

5003. PROGRAM SCHEDULING. The CCU's program begins immediately upon arrival and continues until the member is released. It consists of all activities (work, military training, counseling, offense-related programming, etc.) designed to return the individual to duty as a more productive member of the command. The OIC shall establish a daily schedule that includes time for all activities and which mirrors, as closely as possible, the schedule herein at appendix E. The ordering of extra field days, physical exercise, instruction, or drill beyond that which appears in the published daily routine, or omission of regularly scheduled activities is prohibited unless specific prior approval has been granted by the OIC.

5004. PARTICIPATION. Awardees shall take an active part in all phases of the CC program or risk return to their command having failed to complete the program.

5005. PHASES IN CORRECTIONAL CUSTODY. For purposes of awardee adjustment and efficient administration, the restraint period shall be divided into three phases: reception, performance, and pre-release.

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1. Reception Phase

a. Each CCU shall establish a formal reception program that is clearly defined and explained in Standard Operating Procedures (SOP). At a minimum, each awardee shall receive a guidebook containing CCU rules and regulations and shall be assigned an individual counselor within 24 hours. During the reception phase, new awardees shall be berthed as closely as possible to the duty watch standers workspace to the greatest extent possible. The awardee reception phase shall last no longer than 72 hours regardless of whether the 72 hours includes Saturday, Sunday, or holiday periods. The normal reception phase will vary by location, but should be similar to the following:

(1) Within 24 hours: Read the Awardee Guidebook and Awardee Rules and Regulations, properly stencil and clean all health and comfort items, uniforms, and all loose items.

(2) Within 48 hours: Know the chain of command, CCU and 11 general orders to a sentry.

(3) Within 72 hours: Perform a bunk layout for inspection per an Awardee Fold and Stowage Guide, properly stencil, wash and fold all items, complete a 300-word essay on "What motivates you" and "A plan for success over the next 30 days and the next 6 months".

b. Awardees shall be provided factual information and honest feedback about their behavior while in the CCU. Awardees are most impressionable when they first arrive and are apt to be emotionally upset and concerned about their future. They are very susceptible at this point and the attitude they adopt toward their situation depends largely on their initial impression and the attitude of the staff members toward them. Hostility by staff members generates hostility from awardees. Reception phase interviews shall include:

(1) Initial Evaluation. An effective program is based on knowledge of awardees and their needs. Accumulation of data for this purpose is initiated during the reception phase. A NAVPERS 1640/32 (09-05), Background Summary, shall be prepared by each new awardee during the first day of reception and

submitted to the counselor. Emergency-type problems shall be brought to the attention of the senior watch stander who shall

initiate appropriate action for their resolution.

(2) Admission Interview. This interview is used to gather factual information concerning the individual. Their home background, education, service adjustment, attitude, prior military and civil offenses, physical profile, and other pertinent information shall be reviewed from the NAVPERS 1640/32, updated as necessary, and shall be made a part of the awardee's file. Normally, interviews shall be conducted within 24 hours of arrival.

c. A period of instruction shall be established to ensure proper orientation, within 24 hours of arrival, of each new awardee. Awardees shall be told exactly what is expected of them and privileges they may earn. Minimum indoctrination subjects include:

- (1) Purpose of the CC program.
- (2) CCU chain of command.
- (3) Inspections.
- (4) Work and training requirements.
- (5) Military courtesy and conduct.
- (6) Contraband.
- (7) Consequences of absences (breach of restraint) and attempted absence.
- (8) Interviews and request forms.
- (9) Explanation of restraint, to include possible early release.
- (10) Mail, visiting, and telephone procedures.
- (11) Daily routine.
- (12) Fire and disaster bills.
- (13) Religious services.

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(14) Authorized purchases (H&C supplies and uniform clothing).

(15) Sick call.

(16) Disciplinary action.

(17) Incentive system.

2. Performance Phase

a. Counseling. Counseling is a vital part of the CC program. Correctional counselors shall be assigned on a full-time basis and be intricately involved in each phase of the CC Program.

b. Counselor's Role

(1) An important factor in operation of the CCU is the development or improvement of successful communications between junior Sailors and senior members of the Navy, most notably their immediate command staff. Awardees rely on their counselors to obtain authoritative information, thereby relieving tension and dispelling uncertainty and confusion. Counselors, through their availability, are able to dispel rumors, help eliminate sources of misinformation and unrest, and serve as a mentor and facilitator of sound logical decisions by the awardee.

(2) Counselors establish a relationship in which awardees are accepted without excusing their offenses. This allows awardees to develop confidence in their counselor. Awardees are given support for their efforts to identify their problems and find their own solutions within Navy parameters of accepted behavior.

c. Duties of the Counselor. A counselor's responsibilities include:

(1) Make daily collections of NAVPERS 1640/31 (09-05), Interview Request, and make appropriate and timely distribution to appropriate staff personnel.

(2) Conduct initial and follow-up interviews, counseling

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(individual/group), and follow up on professional development plans.

(3) Assist in awardee evaluation. Make recommendations concerning individual programming and CO's clemency to the OIC. Make interview results available for review by the CCU Disposition Board.

(4) Keep the OIC informed of awardees' problems that need professional attention, as well as those which may be alleviated by administrative action.

d. Programs. As a minimum, awardees shall be gainfully employed at least 7 hours each day, to include Sundays and holidays. A suitable work assignment shall be selected for each awardee. This may be the awardee's normal duty or a temporary assignment. Programs may consist of work, training, or military duty, but never as a regular watch stander. The following work assignments are prohibited:

(1) Duties that place one awardee in authority over another awardee, except for training, and then only when directly supervised by a staff member.

(2) Duties that are for exclusive benefit of a private individual or private organization, including individual staff members of the CCU.

(3) Work that is inherently dangerous or hazardous to the awardee, except in emergency situations.

(4) Work that produces access to medications, funds, or personnel records.

e. Physical Training. The physical fitness program shall be designed so all awardees attain minimum standards of physical fitness established by current Service directives. The program

shall resemble those programs conducted at local commands and should be combined with recreation-type physical development activities.

f. Classroom Instruction

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(1) Instruction shall be continually evaluated to ensure that courses being taught meet the objectives of the CC program. Subject matter shall be directed towards motivating awardees to return to their unit and honorably serve out the remaining term of their enlistment.

(2) Each Sailor, regardless of rating, is required to demonstrate proficiency of specified military skills through the Navy Military Training (NMT) Program and the General Military Training (GMT) program. Classroom instruction shall include the maximum amount of GMT consistent with capabilities of the CCU. Computer based training may be used where available.

g. Close Order Drill. Close order drill is useful for teaching or re-teaching individuals virtues of discipline, military bearing, and instant response to commands. Additionally, it serves the practical purpose of moving a formation in an orderly, military fashion.

h. Training Records. Training entries shall be made in the awardees training records reflecting results of NMT/GMT participation, inspections, physical fitness testing, and any other measurable training evolution. A copy of the training record shall be forwarded to the awardee's command upon release and will also be available during command visits.

i. Religious Services. Awardees who desire to attend their denominational religious services shall be allowed to do so at the local Base Chapel. When more than one awardee attends the same religious service they shall be seated together. Awardees shall wear the prescribed CCU uniform of the day to religious services.

3. Pre-Release Phase. The pre-release phase is devoted to administrative matters to include checkout, release counseling, and a review of the awardees developmental plan.

5006. REQUIRED TRAINING. The scope of training provided during restraint shall be as extensive as available staff and facilities permit. The primary purpose of all training is to help the awardee learn acceptable performance, communication skills, and good working relationships with others. Resources, guidelines, and time needed for required topics are discussed in appendix C.

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1. Crossroads. "Misdemeanor Offenses" (10 hours per month). Staff certified Crossroads facilitators shall administer the National Curriculum and Training Institute (NCTI) curriculum. Certification to facilitate Misdemeanor Crossroads, as well as obtaining curriculum materials, is a routine part of the formal Navy Correctional Counselor Course (NEC 9516).
2. Life Skills. Adequate life skills are the greatest deficiency of most young Sailors and are the core of the CCU program. Life skills address personal and professional relationship issues. Topics include: stress management, self-control, goal setting, alcohol and drug education, making good choices, building trust, accepting responsibility, values clarification, financial management, professional development (career/education), healthy lifestyles, responsible living/relationships, accepting authority, managing conflict, and domestic violence awareness/prevention. The ultimate goal is for the awardee to be successful by developing effective life skills.
3. Optional/additional resources are listed in appendix D.
4. NMT materials are available at:
https://www.cnet.navy.mil/cnet/nmt_new/nmt_cur.html. Project Metamorphosis training materials are available for download at <http://www.doe.state.la.us/slrc/resources/pubs.htm> or http://www.doe.state.la.us/slrc/proj_meta/index.html. Project Metamorphosis materials are flexible by design, allowing modules to be utilized in stand-alone or complete program formats and to be self-directed, group facilitated, or as homework. Facilitation is not required although a facilitator should, at minimum, assist with processing of materials already worked on individually.
5. Personal Responsibility and Values Education and Training (PREVENT) is an optional course for meeting the primary requirement for drug and alcohol education, and can also substitute for communication, responsible living, and relationships life skill requirements. Fleet and Family Support Centers might also be good sources of these types of evolutions in absence of PREVENT instructors. For drug and alcohol related

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training evolutions the local medical department provides prevention and awareness training.

6. Group Counseling. Group counseling should include not only Crossroads but also small group training or classes conducted by training staff, CCU supervisors, etc.

7. Individual Counseling (1 time per week). Each awardee shall be assigned a counselor during the reception phase. The assigned counselor shall conduct the initial interview within the first 24 hours. This period may be extended to take into account Saturday, Sunday, and holiday periods. Each weekly individual counseling session shall have no time restrictions due to the significant number of contacts awardees have with various staff. Goal setting should be a part of all counseling sessions and at a minimum result in short and long-term goals written as a professional development plan and to be taken back to the command/division.

8. NMT/GMT (1 hour per month). GMT for awardees shall be offered in conjunction with the staff's monthly GMT training. The awardees ability to attend GMT could be impacted by their arrival and departure dates from CCU. Training materials are available for download from Navy Knowledge Online at <http://www.nko.navy.mil/> as detailed in the annual GMT NAVADMIN.

9. Basic Military Training Topics/Basic Military Requirements (BMR) (1 hour per weekday). Rate training shall be provided as appropriate and available. The following topics, at minimum, are required to be presented:

- a. BMR.
- b. Chain of Command.
- c. Career Counseling.
- d. Pay and Benefits.
- e. Uniform Regulations.
- f. Rate/Rank Regulations.

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- g. Base Services (MWR/legal/Counseling).
- h. Advancement (Bearings).
- i. Legal Services.
- j. Mentoring.
- k. Blue Jacket's Manual Study.

10. Drill or Marching in Formation. Routine formation movement, such as colors or marching in formation to and from group activities, may apply to the requirement for drill. Drill is required if awardees do not regularly (at least 30 minutes per week) march in formation to/from local facilities or activities.

11. Inspections (personnel, locker, bunk). Inspections are an important component of a CCU program and shall be conducted daily. Weekly formal inspections of various uniforms should be conducted as well.

12. Religious Services. Awardees shall be provided access to worship and to the chaplain as needed. Awardees appropriate for CREDO can be referred to the chaplain and attendance at CREDO programs or retreats during the CCU period is authorized at the discretion of the CO/OIC/CPOIC.

5007. PERFORMANCE AND EVALUATION

1. Performance Rating

a. All supervisors are responsible for evaluating awardees and submitting a NAVPERS 1640/30 (09-05), Work and Training Evaluation. Once completed awardees should be informed of the contents of the evaluation. Outstanding behavior should be pointed out and unsatisfactory behavior should be explained and alternative satisfactory behavioral suggestions made.

b. The NAVPERS 1640/30 shall reflect the awardee's attitude, how well they get along with others, improvement in work performance, and any problems they cause their work supervisors. Outstanding and unsatisfactory marks shall be justified in the remarks section.

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c. Staff shall submit immediate supplementary reports when an awardee demonstrates a change in behavior, either good or bad.

2. Awardee Evaluation

a. Method. To ensure an objective evaluation, factual information concerning the awardee obtained during the receiving phase and follow-up counselor interviews shall be made a part of the awardee's file, utilizing DD 2719 (11-99), Continuation Sheet, and shall provide the foundation for the evaluation process. Standard evaluation methods shall be used.

b. Disposition Board

(1) The CCU Disposition Board shall be established to review and evaluate awardee progress and make clemency recommendations to an awardee's CO, when appropriate. The board shall include, as a minimum, the OIC, LCPO, LPO, and a counselor or senior watch stander.

(2) If recommended for early release, a letter recommending clemency shall be prepared and forwarded to an awardee's CO. The letter shall be signed by the OIC.

5008. INSPECTIONS

1. Daily Inspections. To ensure maintenance of appropriate military appearance and living area standards the CCU staff shall conduct personnel and berthing space inspections daily.

2. Visiting Inspectors. Each week a representative from an outside command shall be invited to conduct a personnel inspection. Command involvement is an important aspect of the overall program, and inspections conducted by visiting commanders provide them opportunity to observe awardee progress.

CHAPTER 6
ADMINISTRATION

6001. RESTRAINT

1. Navy CCUs shall accept offenders from tenant or other area commands and vessels home-ported in that area. Upon departure of a home-ported vessel for other than local operations, individuals serving CC shall be returned to their ship. Persons awaiting mast, office hours, administrative separation, or trial by courts-martial shall not be housed in spaces designated for CC. When an offender is serving CC in a unit outside the command to which assigned, the CO or OIC imposing CC, or a designated representative, shall visit the individual at least weekly to counsel and maintain contact with the individual.

2. No awardee shall be refused assignment to a CCU except for cause and then only when specifically approved by the CCU CO/OIC/CPOIC. Reasons for refusing to accept an awardee are that the CCU is at rated capacity, or an awardee is not medically fit for restraint as determined by medical authority. The CCU is not a confinement facility, therefore, it shall not be used for personnel pending disciplinary or administrative action or those serving sentence awarded by courts-martial.

3. Individuals who have been previously awarded CC or sentenced by courts-martial should not be reassigned to CC. To receive the maximum benefit from the program, awardees should be assigned to CC for 30 days (i.e., field grade punishment). The CO/OIC/CPOIC of the CCU should explain this policy to local commanders. This paragraph in no way restricts, precludes, or negates authority of a CO in UCMJ, article 15, proceedings. It should be noted that the training cycle for CCU is built on a 30-day schedule/cycle.

4. Transfer procedures of a Sailor to a CCU are outlined in reference (d), article 1600-110.

6002. ORDERS INTO RESTRAINT. COs and OICs may, when adequate facilities are not available or when exigencies of the service require, defer execution of CC for a reasonable period of time, not to exceed 15 days after imposition. COs and OICs may, if the awardee is found to be not medically fit for CC, grant

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deferment until the awardee is determined to be medically fit to serve the punishment. A medical deferment shall not exceed 15 days.

1. If punishment was deferred, the date deferred and date deferment was terminated shall be indicated on the Temporary Additional Duty (TEMADD) Orders and a separate letter from the CO.
2. The NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s), shall serve as the document to order an awardee into restraint. When an individual is restrained as a result of a revocation proceeding for a previously suspended restraint, the NAVPERS 1626/7 shall list a chronological sequence of events. The following shall be indicated on the reverse side of the NAVPERS 1626/7 or on separate correspondence:
 - a. Date of NJP and restraint awarded.
 - b. List UCMJ article(s) and specification(s) for which convicted in the appropriate space.
 - c. If restraint was deferred or suspended, the date action was taken.
 - d. On the reverse side, indicate any period of restraint that was served prior to suspension of the punishment. Inclusive dates shall be included.
3. The hour and date CC was directed shall be annotated. Show name, grade, and title of the officer who awarded punishment.
4. Awardees shall be examined by qualified medical personnel and certified "fit for restraint" prior to acceptance at a CCU. The member's medical record, when available, shall be provided to examining medical personnel at the time of the pre-restraint physical. Additional information pertaining to physical requirements is contained in reference (b).
5. A copy of the NAVPERS 1626/7 needs to accompany the TEMDU Orders.

6003. GENERAL RELEASE. A CO/OIC cannot arbitrarily release a

restrained awardee without remitting, mitigating, setting aside, or suspending the restraint. The CO/OIC/CPOIC of the CCU is normally the proper authority to order release from restraint. COs requesting release of their awardee shall submit a letter documenting a remittance of remaining portion of the punishment/restraint to the CO/OIC/CPOIC. Signed documents setting aside, remitting, or suspending the restraint shall accompany a request for release of an awardee if release date is before the end of the period of restraint. A copy of the signed document shall become a part of the awardee's file.

6004. PERMANENT RELEASE. The CCU OIC shall affect permanent release of an awardee upon expiration of restraint, in the event of an instance of unauthorized absence, or when an awardee is no longer physically or administratively qualified.

6005. EMERGENCY LEAVE. Granting of emergency leave is outlined in reference (d), article 1050-130. The awardee's CO may authorize emergency leave. The restraint continues to run while an awardee is on emergency leave.

6006. TEMPORARY ABSENCE. The awardee's CO, executive officer (XO), or legal officer should normally sign temporary absence requests. Any CC staff member may initiate a request for temporary absence to the awardee's command.

6007. RECORDS AND REPORTS

1. Purpose. Records are maintained to quickly provide accurate and current information on awardees and on the CC program. Instructions for completing standardized forms and reports are provided in reference (b).

2. Files. All awardees' files are private, and only those personnel with a need to know in performance of their official duties may have access. This action shall not impede the flow of information to staff members involved in supervision, training, or evaluation of awardees. Awardees shall not be assigned to functions where they have access to information about other awardees.

3. Records. Original awardees' records are maintained in

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locked filing cabinets in the CCU administrative area. These records may be checked out on a day-to-day basis as needed. Individuals and sections shall ensure that records are returned to the administrative office and locked in the cabinet when they are not in use.

6008. PRIVACY ACT

1. All staff personnel shall be familiar with provisions of current directives pertaining to the Privacy Act (PA), SECNAVINST 5211.5E, and Freedom of Information Act (FOIA), SECNAVINST 5720.42F. A DD 2709 (11-99), Privacy Act Statement, is not required for every form or personal/telephone interview but only for those in which the individual is asked to furnish personal information to be included in a system of records. For the purpose of determining whether a Privacy Act Statement is required, "personal information" is defined as information about an individual that is intimate or private to the individual, as distinguished from information related solely to the individual's official function.

2. Awardees shall not be coerced into revealing information about their personal lives, even if needed for counseling or programming.

3. Individual's rights as stated in 5 U.S.C., section 552a, are to be protected. A Privacy Act Statement shall be provided to new awardees as they enter the reception phase and are asked to provide personal information. The form shall be filed in their awardee record. SECNAV M5210.1 shall be followed and information maintained on awardees shall conform to requirements set forth in PA Systems Notice NO1640-1 (appendix B).

4. Request for Information. A Privacy Act Statement shall be requested before soliciting information for the NAVPERS 1640/32. In addition, a PA statement must accompany a request for clemency or waiver of restoration. SECNAVINST 5211.5E, SECNAVINST 5720.42F, and appendix B provide requirements pertaining to release of information.

6009. AWARDEE FILES

1. File Format. Individual files shall be established for each awardee. Files shall be assembled and documents placed in the file as follows:

Section 1.

- TEMDU Orders
- NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s)
- Early Release Letter
- Deferment Letter
- DD 2709 (11-99), Privacy Act Statement

Section 2.

- NAVPERS 1640/28 (09-05), Observation Form

Section 3.

- NAVPERS 1640/31 (09-05), Interview Request
- Command Visit Interview Sheets

Section 4.

- DD 2719 (11-99), Continuation Sheet
- CCU Disposition Board Letter
- NAVPERS 1640/32, Background Summary

Section 5.

- NAVPERS 1640/30 (09-05), Work and Training Evaluation
- Certificates, training documentation, written assignments, etc.

Section 6.

- NAVPERS 1640/29 (09-05), Receipt for Awardee
- Valuables and Personal Effects Inventory
- NAVPERS 1640/17 (Rev. 04-81), Inventory and Receipt of Valuables, Clothing and Personal Effects

Note: All documents should be placed in the file, as read, from top to bottom.

2. Disposition of Records. Upon release from restraint, contents of an awardee's file shall be placed in an inactive file by month and year of release. Inactive files shall be retained for 2 years beyond release date and then destroyed per SECNAV M-5210.1.

6010. LOGS. All logs maintained by the CCU shall be bound ledgers with preprinted consecutively numbered pages.

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1. CCU Log. The CCU Log is a chronological permanent record maintained on the CCU operation by the senior watch stander. The CCU Log shall include, but is not limited to the following:

- a. Commitments and returns to duty.
- b. Result of awardee counts.
- c. Commencement and termination of events scheduled in the plan of the day; i.e., work calls, physical training, visitor's call, and training.
- d. Change of duty section, assumption and relief.
- e. Inspections.
- f. Disorders and actions taken.
- g. Unusual events; i.e., drills and breaches of peace.
- h. After hours official visitors and the purpose for visits (VIPs, civilian visitors, command duty officer ashore and aboard).

2. Medical Log. The Medical Log is a permanent record with entries made in chronological order. Entries should reflect printed name and signature of awardee, time and date that awardee received medical care, the name of the medical treatment facility and treatment provider, a brief description of the treatment and disposition, and any medication issued.

3. Visitors Log. A record of each visit to an awardee shall be made in the Visitors Log. The entry shall show the date of visit, time in and time out, printed name and signature of visitor, name of the awardee visited, and name or initials of staff member who identified, admitted, and released the visitor. A visitor's signature shall be required at entry and departure.

4. Disposition of Logs. Logs shall be maintained for a period of 2 years then destroyed as provided for in SECNAVM-5210.1.

6011. REPORTS

1. Daily Report of Awardees Restrained and Released. The OIC shall maintain a daily report of individuals restrained and released per local requirements. Restraints and releases from Friday until the next normal working day shall be consolidated and submitted on that working day and made available to higher headquarters as requested.

2. Weekly reports on awardees in CC shall be included in the weekly status report and submitted to the CO.

3. CNO (N153) reporting requirements shall be via CORMIS.

6012. PUBLIC INFORMATION. Release of information to the media concerning CC programs, operations, and awardees is not authorized unless specifically approved by the OIC or the CO. All requests shall be referred via the OIC to the CO/public affairs officer (PAO).

6013. CORRESPONDENCE AND VISITATION. Correspondence and visitation are vital facets of the CC program. The interest of family and friends are of value in encouraging awardees to improve their behavior and return to duty. Contact with interested persons decreases the awardees feeling of isolation and anxiety, making them more amenable to corrective techniques. Awardees should be encouraged to correspond frequently with family and friends. They shall be permitted to receive as many letters as they wish.

1. Visitation

a. The OIC or LCPO shall authorize special visits for family and friends on a case-by-case basis. All other visits shall be conducted during regularly scheduled visitors call.

b. Official visits are for the purpose of conducting official government business. Awardees shall be made available for coordinated/scheduled official visits. Commands are encouraged to visit their Awardees, as command involvement is an important aspect of the overall process.

2. Correspondence

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a. Outgoing Mail Procedures

(1) A locked collection box or authorized postal mailbox shall be accessible to all awardees for deposit of outgoing mail. Mail shall be collected and delivered to the postal service at least once each workday.

(2) Outgoing mail shall bear no external indication that sender is an awardee.

b. Incoming Mail Procedures

(1) Mail call shall be conducted only by mail petty officers assigned to the CCU.

(2) Mail petty officers shall be appointed in writing by the CO/OIC/CPOIC.

c. Contraband or Unauthorized Material. Mail may be inspected only when there is probable cause to believe it contains contraband. Items not authorized to be in the possession of awardees found in the mail shall be confiscated. Awardees shall dispose of unauthorized items by either destroying the items or by mailing them back to the sender. In all cases, inventories shall be completed and custody receipts prepared showing final disposition of the contraband. Items which threaten security and safety of the unit, or possession of which are illegal, shall be confiscated, attached to a chain of custody receipt, and given to the OIC for disposition.

d. Newspapers, Periodicals, and other Mailed Material. Awardees shall be permitted to purchase, receive, and read newspapers, periodicals, and magazines. As a rule, restrictions on newspapers, periodicals, and magazines authorized for awardees shall be no more stringent than those imposed on personnel of the command. The receipt or possession of pornographic materials is not permitted at Navy CCU's.

e. Postage. Awardees shall be provided opportunity to purchase postage.

6014. VALUABLES AND OTHER PERSONAL PROPERTY. Awardees shall retain their own personal property and ensure it is properly secured in their lockers. Property retained will primarily be items listed in paragraphs 6015 along with money, wedding ring, and small religious medal.

6015. CLOTHING. The awardee's CO shall be responsible for ensuring the awardee has all required clothing, money, and H&C items prior to restraint. Awardees shall have the required clothing and H&C items contained below. Awardees shall wear the working uniform of the individual's service while restrained at a CCU.

1. Required Clothing:

- a. Seasonal Uniform of the Day, complete, 1 each.
- b. Socks, White 4 pair.
- c. Socks, Black 4 pair.
- d. Jacket, Dungaree, Utility, Men or Women 1 each.
- e. Undershirts, Cotton, White 6 each.
- f. Drawers, Cotton (Men) or Underpants (Women) 6 each.
- g. Shoes, Dress, Black 1 pair.
- h. Boots, 1 pair.
- i. Bag, Duffle 1 each.
- j. Cover, Utility, 1 each.
- k. Shirt, Dungaree, Utility, 4 each.
- l. Sweat Pants, 1 each.
- m. Sweat Shirt, 1 each.
- n. Running shoes, 1 each.
- o. Eye glasses.
- p. Lock, 1 each.
- q. Bras, 3 each (regular and/or sports bra).

Note: In addition to the above, women shall have sufficient undergarments to ensure proper fit and appearance of the uniform. Bras, pajamas, and bathrobes are required items.

2. Required H&C Items.

- a. Soap, Bars, 2 each and dish, 1 each.
- b. Razor w/Blades, 1 each.
- c. Toothpaste, Tube, 1 each.
- d. Towels, 2 each.
- e. Cloth, Face, 2 each.
- f. Bag, Laundry, 1 each.
- g. Shoe Polish, Can, Black, 1 each.
- h. Toothbrush and holder, 1 each.
- i. Comb and Brush, 1 each.
- j. Box, Sanitary Items (female), 2 boxes.
- k. Shower Shoes, 1 pair.
- l. Deodorant, 1 each.
- m. Shaving Cream, 1 each.
- n. Shampoo, 1 bottle.
- o. Nail Clippers, 1 each.
- p. Writing Paper/Pad, 2 each.
- q. Embossed Envelopes, 30 each.
- r. Ink Pens, 2 each.

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s. Religious Book of Worship, 1 each.

Note: Pen, envelopes, stationery are optional items. Item j applies to all women awardees only.

CHAPTER 7
RESTRAINT COMPUTATION

7001. POLICY. It is imperative that the rights of individuals be protected by ensuring that they are not held in CC beyond their proper release date. Accordingly, the OIC shall exercise close and continuous supervision over personnel responsible for restraint computation.

7002. DEFINITIONS

1. Inoperative Time. Any period of time during which an awardee is not credited with serving CC.
2. Release Date. The date of release from CC.
3. Expiration Table. CORMIS provides an automated system for computation of restraint.

7003. RESTRAINT COMPUTATION. The punishment of CC, if unsuspended, takes effect when imposed and is executed whether or not the person is physically located at the CC. Any period for which punishment of CC is suspended, deferred, or stayed shall be excluded when computing the period of restraint. The day of restraint and day of release are both considered full days of CC for computation purposes, regardless of hour of restraint or release.

7004. GOOD CONDUCT TIME ALLOWANCES. There is no good conduct time, or abatement, credit for punishment awarded under UCMJ, article 15.

7005. COMPUTING COMPLETION DATE. DOD 1325.7-M of July 2004 contains examples and tables used in sentence computation and should be referred to for detailed information.

7006. COMPLETION DATE. An awardée whose completion date falls on a Saturday, Sunday, or a national holiday, shall be released on that day.

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NAVPERS 1640/31
(09-05)

Interview Request
S/N 0106-LF-132-5000

NAVPERS 1640/32
(09-05)

Background Summary
S/N 0106-LF-132-6200

NAVMC 11130
(06-83)

Statement of Force/Use of Detention Space
S/N 0109-LF-065-4600

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APPENDIX B
NAVY PA SYSTEMS OF RECORDS NOTICE N01640-1
INDIVIDUAL CORRECTIONAL RECORDS

Go to <http://privacy.navy.mil/noticenumber/N01640-1.pdf> for a copy of this system notice.

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**APPENDIX C
LIFE SKILLS
REQUIRED TOPICS AND RESOURCES**

LIFE SKILLS TOPICS	RESOURCES		MINIMUM HOURS
	Primary Resource	Secondary Resource	Total (55)
Goal Setting	Crossroads (1 hr)	Bearings "Vision" (1.5 hrs)	2.5 hours
Making Good Choices	Crossroads (1 hr)	Bearings "Choices" (1.5 hrs)	2.5 hours
Building Trust	Crossroads (1 hr)	Bearings "Trust" (2 hr)	3 hours
Accepting Responsibility	Crossroads (1 hr)		1 hour
Financial Management	Bearings (3 hrs)	NMT (8-1 Intro to Personal Finance Mgmt) (2 hrs)	5 hours
Interpersonal Communication	Bearings (2.5 hrs)		2.5 hours
Alcohol and Drug Education	Bearings (4 hrs)	PREVENT (4 hrs)	8 hours
Managing Conflict	Bearings (2.5 hrs)		2.5 hours
Domestic Violence Prevention	Navy Domestic Violence GMT		2 hours
Stress Management	Crossroads (1 hr)	Bearings (2.5 hrs)	2 hours
Defining Wants vs. Needs	Crossroads (1 hr)		1 hour
Staying in Control	Crossroads (1 hr)		1 hour
Values Clarification	Crossroads (1 hr)	Bearings (2 hrs)	3 hours
Team Building	NMT (2-1 Team Building) (1 hr)		1 hour
Professional Development (Career/Education)	NMT (2 hrs)	Bearings "Navy Enlisted Advancement" (1.5 hrs)	3.5 hours
Healthy Lifestyles (physical readiness, stress management)	NMT (9-1 Healthy Lifestyles/Nutrition) (2 hrs)	Bearings "Fitness" (1.5 hrs)	3.5 hours
Anger Management	Bearings (1.5 hrs)		1.5 hours
Problem Solving Skills	Bearings (2 hrs)		2 hours
Responsible Living/Relationships	Bearings (2 hrs)		2 hours
Team Building	NMT (1 hr)	Unit 2-1	1 hour
Self Awareness	Project Metamorphosis (Vol 1, Number 2A "Your Style: Not Just Clothes Anymore" (2 hrs)		2 hours
Motivation	Bearings (2.5 hrs)		2.5 hours

APPENDIX D
SUPPLEMENTAL RESOURCES

LIFE SKILLS	RESOURCE	SUGGESTED MODULE(S)
Leadership/Motivation	Movies/videos	As deemed appropriate
Relationship Issues (spiritual basis)	CREDO	
Relationship Skills (Communication, Anger Management)	Project Metamorphosis	Vol 3 "Keys to Loving Relationships" (1A, 2A, 3A, 4A, 4B, 5A)
Self Awareness	Project Metamorphosis	Vol 1 "Your Style: Not Just Clothes Anymore" (2B)
Decision Making/Problem Solving	Project Metamorphosis	Vol 4 "Decision Making" (1A/B, 3A/B, 5A/B, 6A/B)
Team Building	LOW ROPES (4 hrs X 2)	As deemed appropriate

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APPENDIX E
SAMPLE CCU DAILY ROUTINE
MONDAY, TUESDAY, WEDNESDAY, AND FRIDAY

0430 REVELLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER/COUNT
0445 PREPARE FOR PT
0450 COMMENCE PT
0600 SECURE PT/SHOWER CALL/SHIFT INTO WORKING UNIFORM
0615 MARCH TO GALLEY
0630 BREAKFAST
0650 SECURE BREAKFAST/MARCH TO CCU
0705 CLAMP DOWN BERTHING AREAS AND HEAD
0730 SICK CALL/MEDICATION CALL
0750 FALL OUT FOR COLORS
0755 FIRST CALL TO COLORS
0800 COLORS
0805 PREPARE FOR PERSONNEL/LOCKER INSPECTION (WORKING UNIFORM)
0815 PERSONNEL/LOCKER INSPECTION (BDO/CCU SUPERVISOR)
0845 COMMENCE GMT
0935 SECURE GMT
0945 PREPARE FOR WORKING PARTY
0950 DEPART CCU/MARCH TO WORK
1200 LUNCH/MEDICATION CALL/RADIO MUSTER (CCU SUPERVISOR)
1220 SECURE LUNCH
1230 POLICE AREA/RESUME WORKING PARTY
1550 SECURE WORKING PARTIES/MARCH TO CCU/SHIFT TO CLEAN WORKING
UNIFORM/MUSTER/COUNT/SHOWER CALL
1615 MEDICATION CALL
1625 MARCH TO GALLEY
1640 DINNER
1700 SECURE DINNER/RETURN TO CCU
1720 COMMENCE MOTIVATIONAL TRAINING/NEWS CALL
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL; COMMENCE COUNSELOR TIME
FOR INDIVIDUAL INTERVIEW. THOSE NOT BEING INTERVIEWED CLEAN UP
DORM/HEAD AREAS OR DO IN-RATE TRAINING
2000 SECURE COUNSELOR TIME/COMMENCE DIRECTED SELF-STUDY/IN-RATE TRAINING
2030 SECURE DIRECTED SELF-STUDY
2040 COMMENCE PERSONAL TIME (UNIFORM PREPARATION/READING/LETTER
WRITING/SHOWER CALL (LIBRARY CALL/INCENTIVE)
2125 SECURE PERSONAL TIME/MUSTER/COUNT/PREPARE FOR TAPS
2130 TAPS

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APPENDIX E
SAMPLE CCU DAILY ROUTINE
THURSDAY

0430 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER/COUNT
0445 PREPARE FOR PT
0450 COMMENCE PT
0600 SECURE PT/SHOWER CALL/SHIFT INTO WORKING UNIFORM
0615 MARCH TO GALLEY
0630 BREAKFAST
0650 SECURE BREAKFAST/MARCH TO CCU
0705 CLAMP DOWN BERTHING AREAS AND HEAD
0730 SICK CALL/MEDICATION CALL
0750 FALL OUT FOR COLORS
0755 FIRST CALL TO COLORS
0800 COLORS
0805 COMMENCE GMT
0855 SECURE GMT/COMMENCE HAIRCUT CALL
0945 FIELD DAY CCU SPACES AND ADJACENT AREAS
1145 SECURE FIELD DAY/MARCH TO GALLEY
1200 LUNCH
1220 SECURE LUNCH/MARCH TO CCU
1230 MEDICATION CALL/MUSTER
1245 PREPARE FOR OIC'S PERSONNEL/LOCKER INSPECTION (DRESS UNIFORM)
1300 OIC'S INSPECTION
1330 COMMAND VISITS
1435 COMMENCE CHAPLAIN'S CALL
1510 SECURE CHAPLAIN'S CALL/COMMAND VISITS
1530 TEAM SPORTS (VOLLEYBALL/BASKETBALL)
1625 SHOWER CALL/CHANGE INTO CLEAN WORKING UNIFORM/MUSTER/COUNT/MEDICATION
CALL
1635 MARCH TO GALLEY
1650 DINNER
1710 SECURE DINNER/RETURN TO CCU
1730 COMMENCE MOTIVATIONAL TRAINING/NEWS CALL
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL; COMMENCE COUNSELOR TIME
FOR INDIVIDUAL INTERVIEW. THOSE NOT BEING INTERVIEWED CLEAN UP
DORM/HEAD AREAS OR DO IN-RATE TRAINING
2000 SECURE COUNSELOR TIME/COMMENCE SELF-STUDY/IN-RATE TRAINING
2030 SECURE DIRECTED SELF-STUDY
2040 COMMENCE PERSONAL TIME (UNIFORM PREP/READING/LETTER
WRITING/SHOWER CALL/(LIBRARY CALL/INCENTIVE)
2125 SECURE PERSONAL TIME/MUSTER/COUNT/PREPARE FOR TAPS
2130 TAPS

APPENDIX E
SAMPLE DAILY CCU ROUTINE
SATURDAY

0430 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/MUSTER/COUNT
0445 PREPARE FOR PT
0450 COMMENCE PT
0600 SECURE PT/SHOWER CALL/SHIFT INTO WORKING UNIFORM
0615 MARCH TO GALLEY
0630 BREAKFAST
0650 SECURE BREAKFAST/MARCH TO CCU
0705 CLAMP DOWN BERTHING AREAS AND HEAD
0730 SICK CALL/MEDICATION CALL
0750 FALL OUT FOR COLORS
0755 FIRST CALL TO COLORS
0800 COLORS
0805 PREPARE FOR FULL SEABAG LAYOUT INSPECTION
0830 SEABAG INSPECTION (CCU SUPERVISOR)
0900 SECURE SEABAG INSPECTION/COMMENCE GMT
0945 SECURE GMT
0955 PREPARE FOR WORKING PARTY
1000 DEPART CCU/MARCH TO WORK
1200 LUNCH/RADIO COUNT (CCU SUPERVISOR)
1220 SECURE LUNCH
1230 POLICE AREA/RESUME WORKING PARTY
1550 SECURE WORKING PARTIES/MARCH TO CCU/SHIFT TO CLEAN WORKING
UNIFORM/MUSTER/COUNT/SHOWER CALL
1615 MEDICATION CALL
1625 MARCH TO GALLEY
1640 DINNER
1700 SECURE DINNER/RETURN TO CCU
1720 COMMENCE MOTIVATIONAL TRAINING/NEWS CALL
1900 SECURE MOTIVATIONAL TRAINING/NEWS CALL/COMMENCE ORGANIZED SPORTS
(VOLLEYBALL/BASKETBALL)
2000 SECURE SPORTS
2015 COMMENCE DIRECTED SELF-STUDY/IN-RATE TRAINING
2045 SECURE DIRECTED SELF-STUDY
2050 COMMENCE PERSONAL TIME (UNIFORM PREP/READING/LETTER
WRITING/SHOWER CALL (LIBRARY CALL/INCENTIVE)
2125 SECURE PERSONAL TIME/MUSTER/COUNT/PREPARE FOR TAPS
2130 TAPS

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APPENDIX E
SAMPLE CCU DAILY ROUTINE
SUNDAY/HOLIDAYS

0500 REVEILLE/HEAVE OUT/STOW GEAR/MAKE RACKS/COUNT
0515 PREPARE FOR PT
0525 COMMENCE PT
0600 SECURE PT/SHOWER CALL/SHIFT INTO WORKING UNIFORM
0630 CLAMP DOWN BERTHING AREAS AND HEAD
0650 MARCH TO GALLEY
0705 BREAKFAST
0725 SECURE BREAKFAST/MARCH TO CCU
0740 SICK CALL/MEDICATION CALL
0750 FALL OUT FOR COLORS
0755 FIRST CALL TO COLORS
0800 COLORS
0805 PERSONAL GOAL SETTING (SELF-REFLECTION/WRITE GOALS)
0845 SECURE FROM PERSONAL GOAL SETTING/PREPARE FOR CHURCH CALL. THOSE NOT
ATTENDING CHURCH CONTINUE PERSONAL GOAL SETTING
0900 CATHOLIC CHURCH CALL/DRESS UNIFORM/MARCH TO CHAPEL
0915 CATHOLIC MASS
1015 SECURE MASS/MARCH TO CCU
1015 PROTESTANT CHURCH CALL/DRESS UNIFORM/MARCH TO CHAPEL
1030 PROTESTANT DIVINE SERVICES
1130 SECURE PROTESTANT SERVICES/MARCH TO CCU
1145 MEDICATION CALL
1200 MARCH TO GALLEY
1215 LUNCH
1235 SECURE LUNCH/MARCH TO CCU
1300 VISITORS CALL/ORGANIZED SPORTS FOR THOSE NOT
RECEIVING VISITORS
1500 SECURE VISITORS CALL
1505 CLOSE ORDER DRILL
1530 SECURE CLOSE ORDER DRILL/COMMENCE MOTIVATIONAL TRAINING
1625 MEDICATION CALL
1630 SECURE MOTIVATIONAL TRAINING/MARCH TO GALLEY
1645 DINNER
1705 SECURE DINNER/MARCH TO CCU/COUNT
1720 COMMENCE GMT/NEWS CALL
1900 SECURE GMT/NEWS CALL/COMMENCE COUNSELORS CALL/DIRECTED SELF-STUDY/
IN-RATE TRAINING/THOSE EARNING PRIVILEGES MAY HAVE RECREATION CALL
2000 SECURE COUNSELOR TIME
2030 SECURE DIRECTED SELF-STUDY/IN-RATE TRAINING/RECREATION CALL
2040 COMMENCE PERSONAL TIME (READING/LETTER WRITING/UNIFORM
PREPARATION)/SHOWER CALL
2125 SECURE PERSONAL TIME/PREPARE FOR TAPS/COUNT
2130 TAPS