



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
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WASHINGTON DC 20350-1000

SECNAVINST 1640.9D  
ASN (M&RA)  
15 May 2019

SECNAV INSTRUCTION 1640.9D

From: Secretary of the Navy

Subj: DEPARTMENT OF THE NAVY CORRECTIONS PROGRAM

Ref: (a) SECNAV M-1640.1  
(b) SECNAVINST 5215.1E  
(c) SECNAVINST 5200.35F  
(d) SECNAV M-5214.1

1. Purpose

a. To establish standardized policies and procedures for the operation of Navy and Marine Corps confinement facilities. The procedural guidance is provided in reference (a).

b. Major revision includes the creation of an instruction to establish policy for operating confinement facilities and a separate manual to implement those policies and procedures. This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 1640.9C.

3. Applicability. Provisions of this instruction apply to Navy and Marine Corps confinement facilities (ashore and afloat), Correctional Custody Units (CCU), and detention facilities. References listed in the enclosure are applicable. Supplemental instructions may be issued, as necessary, for operation of each confinement and detention facility.

4. Policy

a. Discipline is to be administered on a corrective rather than a punitive basis, and naval confinement facilities are to be administered on a uniform basis. Persons under sentence of courts-martial or military tribunal are to be accorded uniform

treatment in furtherance of equality and justice within the Department of the Navy (DON).

b. All applicable DON commands and organizations are responsible for the administration of the DON Corrections Program per this instruction and reference (a). Recommended changes should be forwarded, via the chain of command, to the Assistant Secretary of the Navy (Manpower and Reserve Affairs) (ASN (M&RA)).

## 5. Responsibilities

a. ASN (M&RA) is responsible for oversight of this policy, consistent with federal law and Department of Defense (DoD) directives.

(1) Administer military correctional facilities established under the enclosure of this instruction;

(2) Provide for the education, training, rehabilitation, and welfare of offenders confined in DON correctional facilities; and

(3) Provide for the organization and equipping of offenders selected for training, with a view to their honorable restoration to duty or possible reenlistment.

b. The Chief of Navy Personnel and Commandant of the Marine Corps are designated to administer naval confinement facilities, detention facilities, and CCUs per this instruction, reference (a); Navy Regulations; DoD directives and instructions; and Title 10, United States Code.

c. Bureau of Naval Personnel, Director, Corrections and Programs Office (BUPERS-00D) will exercise primary and final responsibility for developing and issuing corrections and correctional custody policy and procedures within the naval service in all matters not endemic to the United States Marine Corps and is responsible for the operation of naval confinement facilities and detention facilities.

d. Deputy Commandant, Plans, Policies, and Operations (DC PP&O) will support BUPERS-00D in developing and issuing corrections and detention facility policy and procedures and

manage operations of all Marine Corps confinement facilities, detention facilities, and CCUs.

6. Action

a. BUPERS-00D and DC PP&O will issue instructions and procedures to ensure uniform application of this manual within their service.

b. Commanding Officers may issue local directives to implement policy set forth in this instruction and procedures contained in reference (a). Copies of local instructions must be provided to BUPERS-00D or PSL Corrections, as appropriate.

7. Review and Effective Date. Per reference (b), BUPERS-00D will review this instruction every two years on the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority. After six years this SECNAVINST and Manual shall be revised. Extensions beyond the six-year anniversary date may be requested through the Department of the Navy/Assistant for Administration and approved by SECNAV.

8. Internal Controls. In accordance with reference (c), the establishment and use of internal controls and accounting procedures are mandated to ensure: effectiveness and efficiency of operations; reliability of financial reporting; and compliance with applicable laws and regulations. Additionally, as part of the annual Manager's Internal Control Program report, the Navy and Marine Corps will provide the ASN (M&RA) with copies of the sections of their reports that are relevant to this program.

9. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

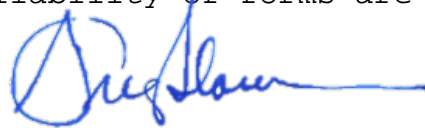
b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

10. Reports

a. The reporting requirement contained in reference (a), chapter 8, section 8110 is assigned reports control symbol BUPERS 1640-1 and is required, unless the Correctional Management Information System is used.

b. All other reporting requirements contained in this instruction and reference (a) are exempt from information collections control, per reference (d), Part IV, paragraphs 7n and 7p.

11. Forms. Requisition and availability of forms are provided in reference (a), appendix A.



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Distribution:

Electronic only, via Department of the Navy Issuances Web site,  
<https://www.secnave.navy.mil/doni>