



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1640
Ser 00D/046
29 Jan 16

From: Commander, Navy Personnel Command (PERS-00D)
To: Distribution

Subj: CONSOLIDATED OVERSIGHT OF PRISONER TRANSFERS AND TRANSPORTS BY
THE NAVY ABSENTEE COLLECTION AND INFORMATION CENTER (NACIC)

Ref: (a) SECNAVINST 1640.9C of 3 Jan 06 (Subj: Department of the
Navy Corrections Manual)
(b) BUPERSINST 1640.20A of 13 May 13 (Subj: Establishment,
Administration, and Deployment of Armed Escort Teams)
(c) NPC Memorandum 1640 Ser 00D/295 of 2 Oct 15 (Subj:
Supplemental Guidance on Policy for the Administration and
Deployment of Armed Escort Teams)

1. Purpose. To consolidate oversight of prisoner transfers and transports under the Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D), Navy Absentee Collection and Information Center (NACIC), Deserter Information Point (DIP). For the purpose of this guidance letter, the term "prisoner" includes both legally confined military prisoners and members under custody to include deserters and parole violators returning to military control.

2. Applicability. All NAVPERSCOM Naval Consolidated Brig (NAVCONBRIGs) and their Detachments (DETs), where applicable.

3. Background

a. Per article 1201.5b(7) of reference (a), a responsibility of NAVPERSCOM (PERS-00D) is to develop and manage a system governing the transfer and transport of prisoners between military and/or civilian confinement facilities.

b. With a regionalized Department of Defense (DoD) corrections system, on nearly any given day, NAVPERSCOM NAVCONBRIGs are conducting prisoner transfers and transports by commercial air and ground transportation. In all commercial air movements armed escort teams (AET) are dispatched per references (b) and (c); when deemed necessary by the applicable NAVCONBRIG Commanding Officer (CO), an AET may also be employed for ground movements.

c. What is not in place, however, is consolidated oversight at NAVPERSCOM (PERS-00D) with real-time status of on-going prisoner transfer and transport activities. PERS-00D (NACIC), with its continuously manned DIP watch, can provide this consolidated oversight function.

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d. PERS-00D (NACIC DIP) Point of Contact Information

(1) Toll free number: (877) 633-6772

(2) Fax Number: (901) 874-2061

(3) Organizational Email Account: NACIC-OPS@navy.mil

4. Action

a. NAVCONBRIG Commanding Officers. Effective upon signature of this guidance letter, all NAVCONBRIGs shall forward prisoner transfer and transport Operational Plans (OPLANs) to PERS-00D (NACIC DIP), via the organizational email account (primary) or by FAX (alternate), no less than 24 hours in advance of mission commencement. Escort teams shall telephonically check-in and out with their respective NAVCONBRIG Control Center. Telephonic checks will be conducted, at a minimum, upon mission commencement and completion, with interim status updates if feasible given availability of time. Without delay, the NAVCONBRIG Control Center will relay necessary information to the PERS-00D (NACIC DIP), as well as annotate an entry within the Control Center log. Any changes to the OPLAN or difficulties encountered will also be relayed to PERS-00D (NACIC DIP) via the NAVCONBRIG Control Center. Until a ground movement OPLAN is formalized, the NAVPERSCOM 1640/033 (Armed Escort Team (AET) Mission Report) shall be used with applicable changes to accommodate both air and ground movement differences. Within the remarks block (#8), at a minimum, the cell phone numbers of the associated escorts shall be identified. The NAVPERSCOM 1640/033 is available at: http://www.public.navy.mil/bupers-npc/reference/forms/NAVPERSCOM/NAVPERSCOM_1640-33_Rev10-05.pdf.

b. PERS-00D (NACIC DIP). Maintain active OPLANs and a continuously running NAVPERSCOM Prisoner Transfers and Transports Log that provides an accounting of all prisoner transfers and transports. At a minimum, the log entry will identify: the applicable NAVCONBRIG from which the mission is dispensed; destination of the prisoner; whether the mission is an air or ground transfer or transport mission; armed or unarmed team member(s); escort names and associated cell phone numbers; prisoner name(s); mission commenced (date and time); mission completed (date and time); any remarks; escort team check-ins; and a running count of active missions. Problems passed by escort teams or significant issues shall be brought to the immediate attention of the Director and Deputy Director, PERS-00D. Escort teams shall also inform their chain of command per local standard operating procedures.

c. NAVCONBRIG Charleston CO. Provide NAVPERSCOM (PERS-00D) with an amended NAVPERSCOM 1640/33 for use by NAVCONBRIGs in both air and ground prisoner transfers and transports.

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5. Point of Contact. LT Steven Whatley, PERS-00D (NACIC), at (901)
874-2465, steven.whatley@navy.mil.



T. E. PURCELL
By direction

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