



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

1640  
Ser 00D/352  
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From: Commander, Navy Personnel Command (PERS 00D)  
To: Commanding Officer, Naval Consolidated Brig Charleston  
Commanding Officer, Naval Consolidated Brig Chesapeake  
Commanding Officer, Naval Consolidated Brig Miramar  
Officer in Charge, Naval Consolidated Brig Miramar, Detachment Pearl Harbor

Subj: REPORTS OF INVESTIGATION

Ref: (a) SECNAV M-1640.1  
(b) DoDI 5525.16 of 29 August 2013  
(c) DoDI 5525.18 of 18 October 2013  
(d) DoDI 1325.07 of 11 March 2013

1. Purpose. To provide guidance to Navy military correctional facilities (MCF) on requesting summarized reports of investigation (ROI) from Service investigative or other agencies and management upon receipt.

2. Background. Per references (a) through (d), the Corrections and Programs Office (PERS 00D) has an inherent responsibility to request, disseminate and dispose of ROIs.

3. Guidance

a. Requirement. Summarized ROIs are required for confinement related needs (e.g.; offense-related treatment programs or groups, sexual offender notification coordination activities, prisoner transfers to the Federal Bureau of Prisons or the United States Disciplinary Barracks, law enforcement agencies upon release to supervision, etc.).

b. Confidentiality

(1) The ROI is exempt from release under the Freedom of Information Act.

(2) ROIs will be secured in a prisoner's individual confinement record.

(3) Prisoners are prohibited from having access to prisoner records or from being assigned to anything requiring handling of prisoner records or files.

(4) Dissemination and use of ROIs within MCFs will be on a case-by-case basis and only provided to personnel with a need-to-know in the performance of their official duties (e.g.;

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clinical provider, victim witness coordinator, parole and release coordinator, sex offender program manager, etc.).

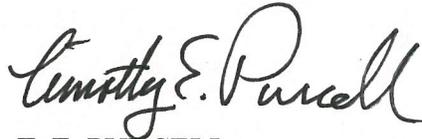
c. Requests for ROIs

(1) All MCFs requiring a summarized ROI for a prisoner will request the ROI through PERS 00D. PERS 00D will route the request to the appropriate investigation agency.

(2) If a MCF receives any requests for an available ROI from agencies outside the facility, the facility will direct the requestor to the appropriate Service investigative agency.

d. Disposition. The ROI will be removed from the prisoner's individual confinement record and disposed of by shredding when a prisoner is released from confinement.

4. Point of contact is Mr. Jesse Holmes, PERS 00D, at (901) 874-4529, DSN 882-4529, or e-mail: [jesse.j.holmes@navy.mil](mailto:jesse.j.holmes@navy.mil).



T. E. PURCELL

Director

Corrections and Programs Office (PERS 00D)