



DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL
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From: Director, Corrections and Programs Office (BUPERS-00D)
To: Distribution

Subj: AMPLIFYING GUIDANCE ON CONDUCTING CRIMINAL HISTORY RECORD
BACKGROUND CHECKS ON PRISONERS PRIOR TO RELEASE FROM NAVY
MILITARY CORRECTIONAL FACILITIES

Ref: (a) SECNAV M-1640.1
(b) DoDI 5200.48

1. Purpose. To provide amplifying guidance on the process for conducting National Crime Information Center (NCIC) Criminal History Record (CHR) background checks on prisoners prior to their permanent release or transfer from a Navy military correctional facility (MCF).

2. Background. Article 7304.3i of reference (a) requires Navy MCFs to review each prisoner's CHR via the Federal Bureau of Investigation (FBI) NCIC database prior to permanent release or transfer from confinement to verify that accuracy of confining offense charge(s) or case disposition is listed on the prisoner's CHR file.

3. Procedures

a. Prior to a prisoner's permanent release or transfer from confinement, Navy MCFs will conduct a review of the prisoner's CHR in the NCIC database to verify that the accuracy of the prisoner's confining offense charge(s) or case disposition is listed in their CHR file. When time permits, the pre-release check will be conducted 30 days prior to the prisoner's release date to provide enough time for corrections to be made if error(s) are found. For sentences not permitting a review of the prisoner's CHR 30 days prior, the review will be conducted as early as possible prior to release.

b. The review of the prisoner's CHR will result in either the confirmation of proper entry or the identification of an error(s); i.e., convictions not listed, convictions entered incorrectly, etc. The results will be captured in the 'Alerts' section within the Department of the Navy Corrections Management Information System (CORMIS). Two new selection options have been added to the CORMIS drop down menu under NCIC Pre-Release Check with one option being "*Offenses/Case Disposition Verified Accurate" and the other option being "*Check Identified Offenses Missing/In Error." An asterisk precedes the two selections to help distinguish them from the list and to denote only one of the two selections will be made in the NCIC Pre-Release Check section.

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(1) A review which confirms proper CHR file entry; select the option “*Offenses/Case Disposition Verified Accurate” and enter the date. The NCIC pre-release check is complete and no further action is required.

(2) A review which results in the identification of an error(s) in the CHR file entry; select the option “*Check Identified Offense(s) Missing/In Error” and enter the date. This selection will require additional follow-on actions to alert proper authorities of the missing information/error(s). The following additional actions will be taken:

(a) The MCF’s NCIC terminal operator will prepare a memorandum for record (MFR), properly marked per reference (b), identifying the pre-release NCIC background check resulted in missing information or has error(s). The heading of the MFR will be sent via BUPERS-00D and addressed to the prisoner’s respective Service Corrections HQs, as follows:

- (1) AFSFC/SFC – DAF Confinement and Corrections;
- (2) DAPM – ACC; or,
- (3) HQMC – PSL Corrections.

(b) The body of the MFR will contain the following information:

- (1) Prisoner’s Full Name (including complete middle name);
- (2) Branch of Service;
- (3) Social Security Number;
- (4) Date of Birth;
- (5) Identify the missing information/error(s); and,
- (6) Indicate what information should be listed.

(c) The MCF will send an encrypted email, properly marked per reference (b), to BUPERS-00D with the MFR attached.

(d) Upon receipt, BUPERS-00D will send the email, properly marked per reference (b), with MFR attached, to the prisoner’s Service Corrections HQs to be further forwarded to the Service’s major military criminal investigative agency for action. The BUPERS-00D message will request receipt acknowledgement. BUPERS-00D will include on the distribution list of the email the MCF originating the email and MFR.

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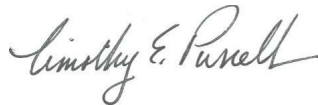
(e) The acknowledgement message and email string sent back to BUPERS-00D by the prisoner's Service Corrections HQs or the Service's major military criminal investigative agency, along with the MFR, will be uploaded by the MCF into the Upload Documents of the "Prisoner Admin" section in CORMIS.

c. MCFs without internal NCIC access will coordinate with installation security for assistance or contact BUPERS-00D.

d. A prisoner's directed release shall not be delayed during this process.

4. Action. MCF Commanding Officers, Officers in Charge, and Chief Petty Officers in Charge shall implement the actions identified in paragraph 3, above. This guidance will be incorporated into the next revision of reference (a).

5. Point of Contact. Mr. Jonathan Godwin, BUPERS-00D, at (901) 874-4569, DSN 882, or e-mail: jonathan.o.godwin.civ@us.navy.mil.



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