



## DEPARTMENT OF THE NAVY

BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON TN 38055-0000

1640  
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15 Sep 23

From: Deputy Director, Corrections and Programs Office (BUPERS-00D)  
To: Distribution

Subj: SUPPLEMENTAL GUIDANCE TO POLICY FOR SENTENCES TO CONFINEMENT  
OF LESS THAN 30 DAYS, INCLUDING THOSE WITH A PUNITIVE DISCHARGE

Ref: (a) NAVADMIN 244/14  
(b) NAVPERS 15560D  
(c) SECNAV 1640.9D  
(d) SECNAV M-1640.1

1. Purpose. To provide supplemental guidance on the process for requesting orders for Sailors adjudged by a court-martial that includes a sentence to confinement or a punitive discharge.
2. Applicability. Navy commands processing Navy service member's orders after court-martial.
3. Background
  - a. Per reference (a):
    - (1) Permanent change of station (PCS) orders are required for enlisted members and officers adjudged by a court-martial that includes a sentence to confinement in excess of 30 days, or any sentences of confinement that includes a punitive discharge or dismissal, as applicable.
    - (2) Enlisted members or officers adjudged by a court-martial that includes a sentence to confinement of 30 days or less of military confinement and does not include a punitive discharge or dismissal, as applicable, shall be issued temporary duty (TDY) orders.
  - b. Reference (a) has been incorporated into reference (b).
  - c. Per reference (c), Bureau of Naval Personnel, 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 and administration of Navy military correctional facilities and detention facilities.
  - d. Reference (d) has incorporated both references (a) and (b).
  - e. BUPERS-00D coordinates directly with the Commander, Navy Personnel Command, Distribution Policy and Procedures Branch (PERS-451) concerning PCS orders for post-trial prisoners.

Subj: SUPPLEMENTAL GUIDANCE TO POLICY FOR SENTENCES TO CONFINEMENT OF LESS THAN 30 DAYS, INCLUDING THOSE WITH A PUNITIVE DISCHARGE

f. Through practice and the evolution of current policy, BUPERS-00D and PERS-451 have determined executing PCS orders for a court-martial that includes no confinement or a sentence to confinement of 30 days or less and includes a punitive discharge or dismissal is neither an effective practice nor efficient use of Navy time and resources.

4. Supplemental Guidance

a. PCS orders are required for Navy enlisted members and officers adjudged by a court-martial that includes a sentence of confinement in excess of 30 days after sentence computation and the sentence length is adjusted by application of reduction credits to include administrative, judicial, and good conduct time. In these instances, Navy prisoners will be issued PCS orders to the Navy post-trial prisoner unit identification code (UIC) 4110E and placed in accounting category code (ACC) 391.

b. TDY orders are required for Navy enlisted members or officers adjudged by a court-martial that includes confinement for 30 days or less after sentence computation and the sentence length is adjusted by application of reduction credits to include administrative, judicial, and good conduct time. In these instances, the prisoner will be issued TDY orders, placed into ACC 391 and remains the responsibility of the parent command.

c. Any discharge awarded as a result of a court-martial does not effect this guidance.

5. This supplemental guidance will be incorporated in the next revision of reference (b) and (d).

6. Point of contact is Mr. Jesse Holmes, PERS-00D, at COMM (901) 874-4529, DSN 882-4529, or email: [jesse.j.holmes2.civ@us.navy.mil](mailto:jesse.j.holmes2.civ@us.navy.mil).



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