



BUPERS-00D
Operational Readiness Inspection (ORI)
ORI Checklist
Navy MCF - Level I

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	1.001	Does local policy state confined service members retain the same rights and privileges as members in a duty status except those expressly or by implication taken away under the provisions of the UCMJ? SECNAV M-1640.1 (1201.2) & (5101.3f)
<input checked="" type="checkbox"/>	1.002	Does local policy state confined service members must not be subject to hazing, harassment, unauthorized exercises, restrictions, deprivations or demeaning treatment by staff? SECNAV M-1640.1 (1202.2)
<input type="checkbox"/>	1.003	Are any waivers authorized by BUPERS-00D? SECNAV M-1640.1 (1302)
<input checked="" type="checkbox"/>	2.001	Are there padded or dark cells? (Prohibited) SECNAV M-1640.1 (2102.1)
<input checked="" type="checkbox"/>	2.002	Is direct supervision required and utilized in open-bay or pod-type berthing spaces? SECNAV M-1640.1 (2102.2)
<input type="checkbox"/>	2.003	Is the MCF authorized to operate? SECNAV M-1640.1 (2201)
<input type="checkbox"/>	2.004	Is PERS 00D approval obtained prior to construction and/or alteration of the MCF? SECNAV M-1640.1 (2201.3)

Critical ORI# INSPECTION ITEM

 2.005 Are gang release systems in place per policy?

SECNAV M-1640.1 (2204.1c(2))

 2.006 Is the key to open the gate leading into the cell block area different from the one that opens the cells?

SECNAV M-1640.1 (2204.1c.(2)(a))

 2.007 Are all cells equipped with a commode, sink and water fountain?

SECNAV M-1640.1 (2204.1c(3))

 2.008 Do prisoners have access to required plumbing utilities?

SECNAV M-1640.1 (2204.1c(3))

 2.009 Do open-bay or single-cell quarters meet established habitability standards?

SECNAV M-1640.1 (2204.2)

 2.010 Are cells painted in light, neutral colors?

SECNAV M-1640.1 (2204.2a)

 2.011 Are berthing areas/cells equipped with night lights?

SECNAV M-1640.1 (2204.2b)

 2.012 Are noise levels within acceptable parameters?

SECNAV M-1640.1 (2204.2d)

 2.013 Are day room spaces for prisoners adequate?

SECNAV M-1640.1 (2204.3b(3))

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	2.014	Are bi-annual ventilation and lighting surveys on file, conducted by Industrial Hygiene personnel? SECNAV M-1640.1 (2204.4)
<input type="checkbox"/>	2.015	Does the control room meet construction standards? SECNAV M-1640.1 (2205.1)
<input type="checkbox"/>	2.016	Are sally port gates controlled with two independently keyed or electrically controlled interlocking grilles or gates, with manual override? SECNAV M-1640.1 (2205.2)
<input type="checkbox"/>	2.017	Are points of ingress and egress to and from the main area of the MCF controlled by a sally port gates? SECNAV M-1640.1 (2205.2) & (4105)
<input type="checkbox"/>	2.018	Are fences at least 12 feet in height and designed to prevent escape over or under it? If laced with concertina or razor wire, do the blades exceed 2 1/2 inches in length? If a double fencing system is utilized, is it designed so that if it is damaged one fence will not lean on the other? SECNAV M-1640.1 (2205.3)
<input type="checkbox"/>	2.019	If gate houses are used, do they meet design standards? SECNAV M-1640.1 (2205.6)
<input checked="" type="checkbox"/>	2.020	Does communications equipment meet requirements? SECNAV M-1640.1 (2205.7)
<input checked="" type="checkbox"/>	2.021	Are duress alarms utilized for a rated capacity in excess of 50? SECNAV M-1640.1 (2205.7a(2))

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	2.022	Are MCF telephones restricted from prisoner access?

SECNAV M-1640.1 (2205.7b)

<input checked="" type="checkbox"/>	2.023	Does fire construction/equipment meet standards?
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SECNAV M-1640.1 (2205.8)

<input checked="" type="checkbox"/>	2.024	Are chemical fire extinguishers closely controlled in areas that prisoners have access?
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SECNAV M-1640.1 (2205.8b(1))

<input checked="" type="checkbox"/>	2.025	Are fire drills being conducted on a regular basis?
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SECNAV M-1640.1 (2205.8b(1)) & (4405.1h)

<input type="checkbox"/>	2.026	Is the MCF posted as a restricted area?
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SECNAV M-1640.1 (2205.9)

<input type="checkbox"/>	2.027	Do classrooms meet construction standards?
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SECNAV M-1640.1 (2206.1)

<input type="checkbox"/>	2.028	Do workshop and industry shops meets construction standards?
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SECNAV M-1640.1 (2206.2)

<input type="checkbox"/>	2.029	Are visitors provided lockers to secure their personal effects?
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SECNAV M-1640.1 (2206.4b)

<input type="checkbox"/>	2.030	Are outdoor recreation spaces for prisoners adequate?
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SECNAV M-1640.1 (2206.5a)

Critical ORI# INSPECTION ITEM

 2.031 Are supplies, which may be dangerous, stored adequately?

SECNAV M-1640.1 (2207.2) & (4306)

 2.032 Is the armory/firearms vault outside the security perimeter?

SECNAV M-1640.1 (2207.4)

 2.033 Is there a sally port arrangement for delivery of supplies and removal of garbage from the galley and scullery?

SECNAV M-1640.1 (2208.2b(3))

 2.034 Are control procedures for medical supplies established?

SECNAV M-1640.1 (2208.3) & (10102)

 2.035 Are prison-type combination locks operable by a key utilized for prisoner lockers?

SECNAV M-1640.1 (2209.10a)

 2.036 Is compound lighting adequate?

SECNAV M-1640.1 (2209.1b)

 2.037 Does the MCF have required emergency lighting equipment?

SECNAV M-1640.1 (2209.1c)

 2.038 Are all electrical wall plates in living quarters security-type?

SECNAV M-1640.1 (2209.1e(2))

 2.039 Are switches that control electrical systems located in secure areas that are accessible to staff only?

SECNAV M-1640.1 (2209.2)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	2.040	Are electric lines in metal conduits with individual and collective switches accessible only by staff? SECNAV M-1640.1 (2209.2b)
<input checked="" type="checkbox"/>	2.041	Are ventilation intakes and outlets in berthing areas a security-type and fastened with spanner or security screws? SECNAV M-1640.1 (2209.3b)
<input checked="" type="checkbox"/>	2.042	Are exterior windows within the security perimeter the security-type? SECNAV M-1640.1 (2209.4a)
<input type="checkbox"/>	2.043	Are shower heads flush-mounted, security-type? SECNAV M-1640.1 (2209.5a(2))
<input checked="" type="checkbox"/>	2.044	Are floor drains secured with spanner or security screws? SECNAV M-1640.1 (2209.5a(4))
<input type="checkbox"/>	2.045	Are operating valves non-removable or push-button types? SECNAV M-1640.1 (2209.5a(4))
<input type="checkbox"/>	2.046	Do open-bay or dorm facilities provide 1 electric water cooler and 1 lavatory per 6 prisoners, 1 commode per 7 prisoners, and 1 shower and urinal per 10 prisoners? SECNAV M-1640.1 (2209.5a(5))
<input checked="" type="checkbox"/>	2.047	Are cut off valves for water and sewage systems installed behind lockable doors or panels only accessible to staff? SECNAV M-1640.1 (2209.5b)
<input checked="" type="checkbox"/>	2.048	Does the MCF maintain blueprints identifying locations of all utility controls that are accessible to designated staff members, but not prisoners? SECNAV M-1640.1 (2209.6)

Critical ORI# INSPECTION ITEM

 2.049 Is signage of uniform configuration and kept to a minimum?

SECNAV M-1640.1 (2209.9)

 2.050 Do damaged security doors, gates, locks, alarms, lighting, and keys receive immediate attention by the NAVFAC or maintenance department?

SECNAV M-1640.1 (2301.2)

 2.051 Are comprehensive inspections or tests being conducted and documented on all security, emergency, and firefighting equipment within required timelines?

SECNAV M-1640.1 (2302)

 2.052 Are safety and operating instructions posted at each machine?

SECNAV M-1640.1 (2303)

 3.001 Do assigned staff meet all selection criteria?

SECNAV M-1640.1 (3102)

 3.002 Are duty personnel assigned to MCFs for normal tours of duty?

SECNAV M-1640.1 (3103.1)

 3.003 Are transient personnel assigned to duty at the MCF?

SECNAV M-1640.1 (3103.1)

 3.004 Does the MCF have a staff performance evaluation program?

SECNAV M-1640.1 (3104)

 3.005 Is the Brig Officer appointed in writing?

SECNAV M-1640.1 (3201.2a)

Critical ORI# INSPECTION ITEM

 3.006 Is the Brig Chaplain appointed in writing?

SECNAV M-1640.1 (3201.2c)

 3.007 If not assigned to the MCF fulltime, is the Medical and Dental Officers assigned in writing by the CO of the medical or dental activity providing service to the MCF?

SECNAV M-1640.1 (3201.2e)

 3.008 Is the funds/valuables custodian appointed in writing?

SECNAV M-1640.1 (3201.2g)

 3.009 Are mail supervisor(s) appointed in writing?

SECNAV M-1640.1 (3201.2h)

 3.010 Are correctional counselor's case loads managed not to exceed 40-prisoner caseload and evenly distributed per case manager or counselor?

SECNAV M-1640.1 (3201.2j)

 3.011 Does the training supervisor or officer maintain training records with required content?

SECNAV M-1640.1 (3201.2k), (4206.2e), & (4309.3a)

 3.012 Is food served to prisoners identical to that served on the mess deck or station dining facilities?

SECNAV M-1640.1 (3201.2v)

 3.013 Are personnel assigned to outside watch bills or collateral assignments that involve law enforcement or legal functions or any other duties that may cause a conflict of interest?

SECNAV M-1640.1 (3203)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	3.014	Does MCF training meet minimum ACA Adult Correctional Institutions standards (pre-service and in-service), Prisoner Rape Elimination Act standards, and Restricted Housing guiding principles? SECNAV M-1640.1 (3501)
<input type="checkbox"/>	3.015	Does the MCF have a staff library to support professional development of staff members; with ready access to current literature in the corrections field? SECNAV M-1640.1 (3507)
<input checked="" type="checkbox"/>	4.001	Does the control center direct, control and account for all prisoner movement? SECNAV M-1640.1 (4101)
<input checked="" type="checkbox"/>	4.002	Are control center accountability records being maintained and updated in a timely manner? SECNAV M-1640.1 (4102)
<input checked="" type="checkbox"/>	4.003	Is a minimum of three well organized counts being conducted daily? SECNAV M-1640.1 (4103)
<input checked="" type="checkbox"/>	4.004	Are periodic bed checks of all prisoners being conducted at night? SECNAV M-1640.1 (4103.1)
<input checked="" type="checkbox"/>	4.005	Does the control center verify prisoner accountability, by telephone, the presence of all overnight temporary absences during regularly scheduled counts? SECNAV M-1640.1 (4103.5)
<input type="checkbox"/>	4.006	Are prisoner passes or electronic prisoner tracking systems (e.g., biometric) used in the MCF to control unescorted prisoner movements? SECNAV M-1640.1 (4104.2)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.015	Does only a medical officer, psychiatrist, doctoral-level clinical psychologist, or doctoral-level clinical social worker with clinical practice determine when a prisoner is not suicidal prior to removing from suicide risk. SECNAV M-1640.1 (4205.2b(1)(c)6))
<input checked="" type="checkbox"/>	4.016	Is assignment to the restricted housing unit used as a punishment? SECNAV M-1640.1 (4205.3a) BUPERSINST 1640.24
<input checked="" type="checkbox"/>	4.017	Are prisoners in the Restricted Housing Unit sighted at least once every 15 minutes by a staff member and visited daily by members of the programs staff and the brig officer or designee? SECNAV M-1640.1 (4205.3c)
<input checked="" type="checkbox"/>	4.018	Are DD Form 509's maintained on prisoners in the restricted housing unit? SECNAV M-1640.1 (4205.3c)
<input type="checkbox"/>	4.019	Is a review of segregated prisoners in place? SECNAV M-1640.1 (4205.4) BUPERSINST 1640.24
<input type="checkbox"/>	4.020	Is a review of the status for prisoners in Disciplinary Segregation for more than 30 days reviewed and approved by the MCF CO? SECNAV M-1640.1 (4205.4c(2))
<input checked="" type="checkbox"/>	4.021	Is management of mixed-gender prisoners and staff supervision of opposite prisoners per policy? SECNAV M-1640.1 (4207)
<input checked="" type="checkbox"/>	4.022	Are personnel of the opposite sex assigned in areas where nudity routinely occurs? SECNAV M-1640.1 (4207.4a)
<input checked="" type="checkbox"/>	4.023	Are searches of prisoners conducted by staff members of the same gender? SECNAV M-1640.1 (4207.4f)

Critical ORI# INSPECTION ITEM

 4.024 Are prisoners being strip-searched with same gender staff and witnesses?

SECNAV M-1640.1 (4207.4g)

 4.025 Are visitors required to wear a visitor badges?

SECNAV M-1640.1 (4301.5)

 4.026 Are items brought into the MCF, such as staff brief cases, purses, and carrying bags searched?

SECNAV M-1640.1 (4302.1a(2))

 4.027 Do local regulations specify what articles are allowed to be in the possession of prisoners?

SECNAV M-1640.1 (4302.1a)

 4.028 Is contraband reported properly?

SECNAV M-1640.1 (4302.1b)

 4.029 Are prisoners being instructed that their persons, quarters and work area are subject to search?

SECNAV M-1640.1 (4302.2)

 4.030 Are body cavity searches limited to medical personnel?

SECNAV M-1640.1 (4302.2a(3))

 4.031 Are unscheduled searches of the MCF conducted?

SECNAV M-1640.1 (4302.2b)

 4.032 Are visiting areas searched after all visits?

SECNAV M-1640.1 (4302.2b)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.033	Does the key control system identify each key or ring of keys and give its location at all times? SECNAV M-1640.1 (4303.1)
<input checked="" type="checkbox"/>	4.034	Does the MCF have three identical sets of keys? SECNAV M-1640.1 (4303.2)
<input checked="" type="checkbox"/>	4.035	Are emergency keys readily identifiable and stored in such a way that provides accessibility in case of emergencies? SECNAV M-1640.1 (4303.2a)
<input checked="" type="checkbox"/>	4.036	Is a third set of keys maintained outside the MCF? SECNAV M-1640.1 (4303.2c)
<input checked="" type="checkbox"/>	4.037	Are key sets regularly rotated and documentation maintained? SECNAV M-1640.1 (4303.3)
<input type="checkbox"/>	4.038	Is a key custodian and an alternate key custodian appointed in writing by the brig officer to administer the key control program? SECNAV M-1640.1 (4303.7)
<input checked="" type="checkbox"/>	4.039	Does the MCF have a formal tool control plan that includes culinary, barber, and medical and dental instruments and supplies? SECNAV M-1640.1 (4304)
<input checked="" type="checkbox"/>	4.040	Are restricted and hazardous tools easily identifiable, used only under supervision and secured in a double-locked environment? SECNAV M-1640.1 (4304.1)
<input checked="" type="checkbox"/>	4.041	Are broken, damaged, or worn tools returned to the responsible supervisor for disposal and are all pieces and parts of a broken tool accounted for prior to disposal? SECNAV M-1640.1 (4304.2j)

Critical ORI# INSPECTION ITEM

 4.042 Are reporting procedures for missing or lost tools established?

SECNAV M-1640.1 (4304.2k)

 4.043 Are vehicles entering and leaving the MCF checked?

SECNAV M-1640.1 (4305.1)

 4.044 Are arms lockers provided outside the security perimeter for armed visitors?

SECNAV M-1640.1 (4307.5)

 4.045 Are procedures for the use of chemical agents established?

SECNAV M-1640.1 (4308)

 4.046 Are local restraints used per policy?

SECNAV M-1640.1 (4309)

 4.047 Does the MCF use only authorized restraints?

SECNAV M-1640.1 (4309.1b)

 4.048 Is the use of therapeutic restraints only authorized by a medical officer?

SECNAV M-1640.1 (4309.1f)

 4.049 Does the MCF have required emergency bills?

SECNAV M-1640.1 (4405)

 5.001 Are prisoners given a copy of the rules governing prisoner conduct?

SECNAV M-1640.1 (5101.4d)

Critical ORI# INSPECTION ITEM

 5.002 Has a daily routine and schedule of special activities been published and made accessible to prisoners?

SECNAV M-1640.1 (5101.4f)

 5.003 When an alleged rules violation is reported, is an appropriate and independent investigation initiated within 24 hours of the time the violation is reported, and completed without reasonable delay?

SECNAV M-1640.1 (5102.3c)

 5.004 Is due process followed for disciplinary reports?

SECNAV M-1640.1 (5102.3e)

 5.005 Does the disciplinary log contain the required information?

SECNAV M-1640.1 (5102.3e(11)(b))

 5.006 Are D&A board members appointed in writing by the MCF commanding officer (CO) and composed of a chairperson (a senior MCF staff member holding the rank of at least E-6 or a federal civilian employee at level GS-7 or higher) and at least two other members without direct personal interest in a given incident?

SECNAV M-1640.1 (5102.3e(8)(a))

 5.007 For Loss of privileges, are privileges subject to disciplinary action those related to the offense committed (e.g.; visits (if related to the violation), phone calls, television, computer, radio, movies, recreation, voluntary activities and programs, and special events)?

SECNAV M-1640.1 (5202.2)

 5.008 Have extra duty hours been established?

SECNAV M-1640.1 (5202.3)

 5.009 Are prisoners on disciplinary segregation permitted to receive mail and write letters?

SECNAV M-1640.1 (5202.5c)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.020	Is a pre-release program in effect to aid prisoners in reintegrating back into the community? SECNAV M-1640.1 (6502) BUPERSINST 1640.25
<input type="checkbox"/>	7.001	Are reports of officer confinement forwarded to BUPERS-00D? SECNAV M-1640.1 (7103.2a(1))
<input checked="" type="checkbox"/>	7.002	Is each pretrial prisoner provided a rights advisement upon initial confinement? SECNAV M-1640.1 (7202.1)
<input checked="" type="checkbox"/>	7.003	Is a DD 2329 Record of Trial by Summary Court-Martial, DD 2707-1 DoD Report of Result of Trial, or a Statement of Trial Results (SOTR) on file for each post-trial prisoner? SECNAV M-1640.1 (7203.2)
<input checked="" type="checkbox"/>	7.004	Are prisoners examined by medical personnel prior to their confinement? SECNAV M-1640.1 (7204)
<input checked="" type="checkbox"/>	7.005	If there is a break in confinement is a new confinement physical being conducted? SECNAV M-1640.1 (7204.4)
<input checked="" type="checkbox"/>	7.006	Does the MCF provide timely notification to Initial Review Officers and facilitate IRO hearings? SECNAV M-1640.1 (7206) MCM (2019 Edition) RCM 305
<input type="checkbox"/>	7.007	Are procedures for command visits established? SECNAV M-1640.1 (7207)
<input type="checkbox"/>	7.008	Are chaplains restricted from serving as the command visit representative? SECNAV M-1640.1 (7207.2)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.004	Does the visitor log contain the required information? SECNAV M-1640.1 (8104.3)
<input checked="" type="checkbox"/>	8.005	Are inspections of privileged correspondence documented in the privileged correspondence log? SECNAV M-1640.1 (8104.4)
<input checked="" type="checkbox"/>	8.006	Is a properly completed Confinement Order (DD Form 2707) for each prisoner on file? SECNAV M-1640.1 (8105.2)
<input type="checkbox"/>	8.007	Are prisoners required to wear prisoner identification badges (locally produced)? SECNAV M-1640.1 (8106.1)
<input checked="" type="checkbox"/>	8.008	Is the Corrections Management Information system (CORMIS) fully utilized by the MCF? SECNAV M-1640.1 (8108)
<input checked="" type="checkbox"/>	8.009	Are serious incident reports used to notify the command and PERS OOD? SECNAV M-1640.1 (8111)
<input type="checkbox"/>	8.010	Are prisoners restricted from having their armed forces ID card in their possession? SECNAV M-1640.1 (8201.1)
<input checked="" type="checkbox"/>	8.011	Are procedures in place for the proper accounting of prisoner funds and valuables? SECNAV M-1640.1 (8202)
<input checked="" type="checkbox"/>	8.012	Are funds and valuables and personal property of prisoners being inventoried/ transferred properly? SECNAV M-1640.1 (8202) (8203) & (7401.3d(2)(a))

Critical ORI# INSPECTION ITEM

 8.013 Is personal property stored and labeled properly?

SECNAV M-1640.1 (8203.3)

 8.014 Are prisoners in a non-pay status provided health and comfort supplies as a gratuitous issue?

SECNAV M-1640.1 (8206.2c)

 8.015 Are prisoners restricted from possessing glass or aerosol containers?

SECNAV M-1640.1 (8207.2)

 8.016 Are clothing items required by prisoners published?

SECNAV M-1640.1 (8210)

 8.017 Is loaned clothing properly cleaned and sterilized prior to reissue?

SECNAV M-1640.1 (8210.4)

 8.018 Is the disapproval of visitors properly recorded and filed?

SECNAV M-1640.1 (8301.15b)

 8.019 Are visiting rules posted at the entrance of the visiting area?

SECNAV M-1640.1 (8301.16a)

 8.020 Are prisoners allowed to write and receive letters without numeric limits?

SECNAV M-1640.1 (8301.2b)

 8.021 Have visiting periods been established and included in the plan-of-the-day?

SECNAV M-1640.1 (8301.2e)

Critical ORI# INSPECTION ITEM

 10.003 Are prisoner barbers trained or certified by qualified barbers?

SECNAV M-1640.1 (10204)

 10.004 Are post-trial prisoners confined in the MCF subject the rules and regulations, to include standardized uniform, grooming, and hygiene standards of the MCF regardless of service affiliation?

SECNAV M-1640.1 (10205)

 10.005 Are pretrial prisoners required to wear their hair in accordance with their service regulations?

SECNAV M-1640.1 (10205)

 10.006 Are library services available to the prisoners?

SECNAV M-1640.1 (10206)

Total Standards: 202

Policy Standards: 120

Critical Standards: 105

FAI Standards: 47

Program Adequacy Standards: 35