



**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
5720 INTEGRITY DRIVE  
MILLINGTON, TN 38055-0000

BUPERSINST 1640.25A  
BUPERS-00D  
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BUPERS INSTRUCTION 1640.25A

From: Chief of Naval Personnel

Subj: PRISONER RE-ENTRY PROGRAM

Ref: (a) DoD Instruction 1332.35  
(b) SECNAV M-1640.1  
(c) BUPERSINST 1640.18L

Encl: (1) Re-entry Program Matrix

1. Purpose. To provide a re-entry program to assist prisoners in preparing for release from confinement and successful re-entry into the civilian community, while also complying with references (a) and (b). Major revisions to this instruction include inserting re-entry or pre-release processing for all post-trial prisoners separating from active service upon release from confinement is mandatory and updated the re-entry program matrix (enclosure 1).
2. Cancellation. BUPERSINST 1640.25.
3. Scope and Applicability. This policy applies to Navy military correctional facilities (MCF) authorized to confine military personnel for periods of 1 year and greater per reference (c).
4. Background. All military personnel, including prisoners, separating from the military Services are subject to the provisions of the Department of Defense (DoD) Transition Assistance Program (TAP). While the DoD TAP requirements are a major component of the prisoner re-entry program, additive requirements are necessary for prisoners releasing from an MCF as nearly all prisoners are eventually released back into the civilian community. Successful re-entry as a contributing member of society is a matter of public safety. Offenders face many obstacles upon release from confinement (e.g., unemployment, housing, substance abuse, low self-esteem, anti-social relationships). Obstacles also result from the confinement experience itself. Prisoners have little control over their daily life; they may be overwhelmed by the many choices facing them after confinement and may be unprepared to make good decisions. Further, confinement removes them from the support networks they once had as well as support that might help them make a successful transition into the community. It is a goal that MCFs prepare prisoners to address the immediate and practical needs they will face upon release. Per reference (b), re-entry or pre-release processing is mandatory for all post-trial prisoners separating from active service upon release from confinement.

5. Definitions

a. Re-entry. The sum effort of services and support necessary to enable a prisoner to successfully transition into a productive law-abiding citizen including basic needs assessment that includes, but not limited to: employment and career exploration, housing information and placement, healthcare assistance and referrals, mental health assessment and counseling, transportation, life skills, post-release community referrals, vocational training, educational assessment and services, and veteran's benefits.

b. Pre-Release. The last component of the corrections program that includes a final review of individualized release planning for successful reintegration into society.

6. Mission, Goals, and Objectives

a. The re-entry program mission serves to reduce recidivism, contribute to public safety, and produce productive and law-abiding citizens following a prisoner's release from the confinement process.

b. The goal of the re-entry program is to assist all prisoners with successful transition back to their community or command. This effort entails assisting the prisoners with assessing their re-entry needs, developing their individual transition plan (ITP), and adhering to their program plans that include key facets of their ITP.

c. The objective of this instruction is to identify the minimum (core) corrections-unique foundation of the re-entry program for correctional facilities to build upon, specifying the roles and responsibilities of key staff, components of the program applicable for prisoners of various sentence lengths, topics and issues to be covered, and approved materials and facilitators for each topic or issue. Refer to enclosure (1) for program requirements.

7. Program Management. Commanding Officer, Naval Consolidated Brig (NAVCONBRIG) Miramar is designated as the model manager for the prisoner re-entry program and is tasked with supporting development of policies, facility standard operating procedures (SOP), and pre-service/in-service training. Policy, SOP, and training will be coordinated between applicable MCFs. The Bureau of Naval Personnel (BUPERS) Corrections and Programs Office (BUPERS-00D) provides general guidance and policy for the prisoner re-entry program within the Navy Corrections System. SOPs for the prisoner re-entry program will be reviewed and approved by BUPERS-00D prior to being implemented through a designated re-entry program specialist at each MCF.

8. Roles and Responsibilities

a. Command Career Counselor (CCC). When assigned to a NAVCONBRIG, CCCs are to support DoD TAP requirements per reference (a) for transitioning prisoners, regardless of Service component. Where an applicable level I facility does not have an authorized CCC billet, per its activity manning, provisions must be implemented via local installation resources, contract, or other support means to meet such DoD TAP requirements.

b. Re-entry Program Specialist. The re-entry program specialist implements, manages, and documents the re-entry program at the MCF consistent with the provisions of this instruction and SOP provided by the model manager. The re-entry program specialist also functions as a social services resource manager, exercising skill and independent judgment in the evaluation and delivery of appropriate resources to enhance prisoner reintegration into the community upon release from confinement.

c. Case Manager and Counselor. Assists prisoners with adhering to goals in their program plan and ITP by providing guidance, counseling, and resources. During counseling sessions, the case manager and or counselor will track progress on the prisoner's ITP and program plan, and coordinate with other departments as necessary.

d. Clinical Services. Evaluate individual prisoner medical and mental health needs and recommend clinical-based education, programming, or treatment for inclusion in their program plan. Provide an individualized list of potential aftercare providers during pre-release.

9. Resources. Financial resources must be specifically allocated for prisoner re-entry-program services and activities. Resources will be administered by each MCF to support administration and staff training.

10. Facilities. Housing, education, training, work, and healthcare facilities must be provided in an equitable fashion that respects gender differences and promotes gender-specific needs. Such support need not be identical, but must result in parity.

11. Manpower. The re-entry program, to be viable, must draw upon multiple manpower resources including military, civilian, and volunteer staff. Such staff must be carefully selected to ensure they have both, the interest and the expertise, needed to support and promote positive re-entry outcomes for prisoners in confinement. For full-time allocated re-entry program specialists, it is encouraged that the minimum requirements include:

a. A bachelor's degree in social science;

b. At least 2 years of experience in the social services field and or experience with re-entry services; and

c. Possession of knowledge, skills, and abilities contained within the current re-entry program specialist position description.

12. Information. Access to accurate and up-to-date information must be provided to prisoners to complete their personalized ITP. Secured kiosk systems installed at MCFs may exist for prisoners to use; thus, prisoners should be allowed to actively participate in researching approved sites available towards this end. Any kiosk system must be approved by appropriate-level agencies; for Navy, BUPERS Information Assurance Division (BUPERS-073) and BUPERS-00D must be contacted prior to installation and usage. Kiosk systems can complement the re-entry program in a variety of options (e.g., word processing, e-mail, video visitation, reading materials, job searches).

13. Program Plans. Programs must be delivered within the context of a program plan in a multi-disciplinary team environment specifically related to the prisoner's offense and individual needs. Following completion of the re-entry program needs assessment, key aspects of the ITP will be added to the prisoner's program plan. The case manager and or counselor must be closely involved in assessment, case planning, advocacy, service coordination, and on-going monitoring. The prisoner will retain a copy of the ITP and update this document throughout confinement, while reconciling such changes with their counselor during counseling sessions. Changes to the program plan are coordinated with case managers.

14. Program Components. Program components and associated content are contained within enclosure (1). Applicable forms are identified in paragraph 18 of this instruction.

15. Action

a. BUPERS-00D will

(1) Ensure the provisions of this instruction are met within all applicable MCFs; and

(2) Provide technical assistance and oversight of re-entry program policies to all applicable MCFs.

b. MCFs will implement the provisions of this instruction.

16. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Recordsand-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.


b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

17. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00D will review this instruction annually on the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, Department of Defense, Secretary of the Navy and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation following the guidance in OPNAV Manual 5215.1 of May 2016.

18. Forms

a. DD 2648 Service Member Pre-Separation/Transition Counseling and Career Readiness Standards for Service Members Eform for Service Members Separating, Retiring, Released from Active Duty (REFRAD) is available at: . [https://www.esd.whs.mil/Directives/forms/dd2500\\_2999/](https://www.esd.whs.mil/Directives/forms/dd2500_2999/).

b. VA 28-8832 Personalized Career Planning and Guidance is available at: <https://www.va.gov/find-forms/about-form-28-8832/>.



M. W. BAZE  
Deputy Chief of Naval Personnel

**Releasability and distribution:**

This instruction is cleared for public release and is available electronically only via BUPERS Web site at: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

RE-ENTRY PROGRAM MATRIX

Component	Topics/Tasks	Approved Options for Materials	Approved Roles	Less Than 3 Months Remaining	3-6 Months Remaining	More Than 6 Months Remaining
Orientation	Re-entry Assessment	TAP/RASIC Test (note 1)	Counseling Services	Core	Core	Core
	Vocational Assessment	Occupational Information Network (O*NET) and or Kuder (note 2)	Vocational-Technical/Re-entry/ Pre-release	Core	Core	Core
	Individual Transition Plan (ITP)	ITP (note 3)	Re-entry	Core	Core	Core
	Goal Setting	One-on-One Counseling	Counseling Services	Optional	Optional	Optional
Case Managers & Counselors	Incorporating Key Facets of ITP Within Program Plan	ITP/Program Plan; Corrections Information Management System (CORMIS)	Counseling Services	Core	Core	Core
Re-entry	Re-entry Resource Center	Varying re-entry related materials; One-on-One Assistance	Re-entry	Core	Core	Core
	ITP Monitoring	ITP; individual counseling	Re-entry and Counseling Services	N/A	N/A	Core (every 6-12 months)
	Healthy Relationships/Relationship Building	World-class Marriage; Crossroads/Thinking for a Change (TC4)	Counseling Services	Optional	Optional	Optional
	Career Counseling/ Resumes/VMET/CCAF/JST	O*NET; Resume Worksheet; What Color is Your Parachute	Counseling Services	Optional	Optional	Optional
	Parenting	24/7 Dads; Inside Out Dads	Counseling Services	Optional	Optional	Optional
	Financial Literacy	Budgeting; Credit, Insurance; Investing; Small Business; Crossroads/TC4	Counseling Services	Optional	Optional	Optional
Pre-release	Department of Defense Transition Assistance Program (DoD TAP)	DOL Veterans' Employment and Training Service (VETS)	Career Counselor	Optional (Command or Transient Personnel Unit (TPU))	Core	Core
	Department of Labor (DOL) Employment Workshop (DOL EW)	DOL EW	DOL Contractor	Optional (Command or TPU)	Core	Core
	Understanding Criminal Record	National Law Enforcement Telecommunications System/National Crime Information Center/ Department of Justice (DOJ)	Re-entry	Optional	Optional	Optional
	Re-entry Myth-busters	DOJ	Re-entry	Optional	Optional	Optional
	Goal Setting	Crossroads/T4C/LIFE	Re-entry and Counseling Services	Optional	Optional	Optional

Note 1: <https://www.hawaiipublicschools.org/DOE%20Forms/CTE/RIASEC.pdf>

Note 2: Kuder; [www.kuder.com](http://www.kuder.com); (877) 773-8444 (sales)

Note 3: ITPs can be found at <https://dodtap.mil/index.html> or each branch of Service