



**DEPARTMENT OF THE NAVY**  
BUREAU OF NAVAL PERSONNEL  
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BUPERSINST 1640.21D  
BUPERS-00D  
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BUPERS INSTRUCTION 1640.21D

From: Chief of Naval Personnel

Subj: THE MILITARY MODEL OF NAVY CORRECTIONS

Ref: (a) 10 U.S.C. §951  
(b) SECNAVINST 1640.9D  
(c) SECNAV M-1640.1  
(d) Manual for Courts-Martial (2019 Edition)  
(e) DoD Directive 1325.04E of 11 May 2022  
(f) U.S. Navy Regulations 1990  
(g) NAVMED P-5010-2, Manual of Naval Preventive Medicine, Chapter 2 Sanitation of Living Spaces and Related Service Facilities

1. Purpose

a. To identify the philosophy and essential elements of the "military model" approach to administer the Navy Corrections Program at Navy shore military correctional facilities (MCF) and to comply with references (a) through (d). Unless otherwise noted, the term "prisoner" refers to pretrial prisoners, post-trial prisoners, and Service members awarded confinement under 10 U.S.C. Chapter 47, Uniform Code of Military Justice (UCMJ), article 15. Policy regarding the management of discharged prisoners is contained in reference (c), paragraph 7103.2b.

b. The major revision includes the manner of addressing prisoners, internal and external, of the MCF.

2. Cancellation. BUPERSINST 1640.21C.

3. Scope and Applicability. Guidance contained herein is directive in nature and applicable to all Navy shore pretrial and post-trial MCFs.

4. Background

a. The military corrections' mission is defined in reference (a), which directs an MCF to "provide for the education, training, rehabilitation, and welfare of offenders confined" and "provide for the organization and equipping of offenders

selected for training with a view to their honorable restoration to duty or possible reenlistment." Reference (e), paragraph 1.2, implements the provisions of reference (a), and provides Department of Defense (DoD) policy for the operation and administration of MCFs.

b. The administration of a Navy MCF is based on an approach of maintaining the unique societal norms observed by military members. This "military model" approach is a defining characteristic of the Navy Corrections Program and guiding principle for the administration of Navy MCFs.

c. The Navy Corrections Program is directed towards achieving the military corrections mission by releasing prisoners as reformed and retrained individuals who will function productively as law-abiding members of a military or civilian community.

d. In a Navy MCF, the "military model" of corrections serves to:

(1) Reinforce military values, courtesies, and practices suitable as behavioral benchmarks that will serve prisoners well in their return to a military or civilian community;

(2) Teach and emphasize personal responsibility and self-discipline as an integral part of programming and treatment; and

(3) Support an environment where a mature and trained staff set a positive example for prisoners; staff and prisoners are held accountable for their behavior and conduct; and characteristics of integrity, ethical behavior, industry, and positive contributions are encouraged and rewarded.

5. The "Military Model." Guidance contained in this instruction further delineates the Navy Corrections Program to be implemented in Navy MCFs and establishes the foundation for the operation and administration of Navy shore MCFs.

a. Jurisdiction. Reference (d) identifies persons subject to the jurisdiction of the UCMJ, which includes discharged members confined in MCFs.

b. Discipline

(1) In a military environment, individual members are encouraged to work as a unit. The Navy Corrections Program utilizes a system of motivation and correction through reward and

punishment. Desirable behavior is encouraged by incentives, earned reduction in custody levels, and reduction in length of confinement by application of good conduct time and earned time credits. Undesirable behavior results in administrative or disciplinary actions or a loss of incentives. This approach is directed towards helping internalize military discipline. A person with internalized military discipline exhibits characteristics such as personal accountability and integrity; compliance to rules, regulations, and orders; loyalty to the unit; courtesy to others; respect for authority; and proper wearing of the applicable uniform.

(2) Teaching, developing, and maintaining military discipline among personnel is a critical factor for success at all levels of the military, particularly in a military corrections environment to ensure the proper functioning of the chain of command. In a military corrections environment, discipline and order must be maintained with firmness, but with no more control than is required for safe custody and well-ordered community life. In the control of prisoners, staff will seek to influence them through their own example and leadership and to enlist their willing cooperation. The treatment of prisoners must be such as to encourage their self-respect and sense of personal responsibility at all times.

c. Hierarchical Structure

(1) Facility leadership and its trained and qualified staff are key to establishing and maintaining an environment in which prisoners and staff lead a safe, organized, and productive daily life. The goal is to create an environment where the staff simultaneously shares a sense of mission and cares about the retraining and future success of the prisoners, even as they perform a vital correctional security and public safety service to the community.

(2) Billet titles and functions unique to Navy corrections are addressed in reference (c), paragraph 3201.

d. Military Customs and Courtesies

(1) Traditional military courtesies and discipline must be emphasized and required of prisoners in a Navy MCF in the same way they are practiced in a regular military unit or aboard a ship or station. Courtesy reflects attitude and adjustment. All normal rules of military courtesy apply. Prisoners will observe military courtesies per Service customs and traditions as appropriate. They will not be required to observe or practice military courtesies or other requirements that are unorthodox and not standard military practices,. Examples consistent with references (c), (d), and (f) follow:

(a) Prisoners must show deference to staff at all times by recognizing their presence and by employing a courteous and respectful bearing and mode of speech toward them.

(b) When speaking to staff personnel and to support a uniform method of address, prisoners will address military staff by their military grade and civilian staff by "Mr." or "Ms." and last name.

(c) When an officer approaches, pretrial and post-trial prisoners will give the appropriate greeting. Prisoners at work or engaged in games will provide a greeting only when addressed by an officer. Prisoners do not salute unless wearing a military Service uniform during official appearances.

(d) When speaking to an officer in formal settings, prisoners will assume the position of attention and address him or her appropriately.

(e) In the following scenarios, prisoners will stand at attention unless seated at a mess or when circumstances make such action impracticable or inappropriate:

1. When addressed by an officer; or

2. When an officer of flag rank, the commanding officer (CO), officer in charge (OIC), an officer senior to the CO in the chain of command, or an officer making an official inspection enters the room, compartment, or deck space where the staff or prisoners may be.

(f) When at the position of attention, prisoners will adhere to their Service customs and courtesies per applicable regulations.

(g) If a prisoner is seated at a meal and an officer or staff member speaks to him or her, the prisoner may continue to sit unless directed to do otherwise.

(2) The above customs and courtesies are not only consistent with military bearing and protocol, but also have legitimate security interest by demonstrating compliance with military practices and preservation of good order and discipline of the command.

e. Staff and Prisoner Interaction. Professional staff-prisoner relationships are the basis for the orderly operation of any MCF. Staff members who are consistent in their application of MCF rules and regulations and are viewed as being firm, fair, impartial, and having a positive, encouraging attitude are the best possible correctional agents.

(1) Staff. MCF staff members are prohibited from fraternizing with prisoners. This restriction will not prohibit all contact such as simple conversation between prisoners and staff members. Staff members are expected to treat prisoners as members of the military Service in a subordinate position within the organization.

(2) Prisoners. Prisoners are not free persons, even in an environment designed to prepare them for a future life free of criminal behavior there are basic security requirements all are required to acknowledge and follow. Prisoners will not exercise any command or supervisory authority over other prisoners or staff while confined. Further, the following three basic rules are required of prisoners:

- (a) Do not escape, attempt to escape, or aid another to escape;
- (b) Do not have contraband in your possession; and
- (c) Do not engage in disruptive behavior.

(3) Each prisoner is expected to comply with the MCF rules and regulations and must be informed that any attempt to circumvent the rules and regulations will be administratively punishable as a breach of discipline. The CO, OIC, or chief petty officer in charge (CPOIC) of the MCF will ensure each prisoner is provided a rule book. This rule book will identify the rules of conduct and procedures, as well as set forth incentives for compliance and consequences for violations.

f. Plan of the Day (POD). Structure and organization are key factors in the successful management of an MCF and are critical elements of the military model. The POD, which includes correctional programming and the schedule of activities, must be published and prominently displayed in places readily accessible to prisoners.

g. Prisoner Program Plan

(1) Military corrections require programming in the areas of work, military training, offense-specific education and or treatment, self-improvement, recreation, and religion. Programming details are further identified in reference (c).

(2) Personal responsibility requires addressing convictions to reduce the likelihood of recurrence. Offense-specific educational programming on topics such as drugs, alcohol, violence, sex, and victim impact (where offered) will be mandatory for prisoners whose offenses involve such issues. Offense-specific treatment programming for violent offenders and child sexual offenders (where offered) will be considered a mandatory component of the program plan for prisoners with qualifying offenses.

(3) A program plan will be developed between the unit team and the prisoner based upon the needs of each prisoner. Resources will be assessed from those available at the facility to provide maximum benefit to the prisoner and community (military or civilian). The program plan includes the major programming components in work, offense-related, education, self-improvement and personal growth, and release planning.

(4) A case management approach to prisoner programming will be used in developing program plans. Case management is a process aimed at delivering consistent care (e.g., services, treatment, programming, and follow-up) that is targeted at a set of needs identified to be of high priority and in need of change. The case management approach will ensure all eligible prisoners are assessed by themselves and working with staff to determine their risks and needs. The prisoners assist in the development of an individualized written program plan that addresses their needs within the capabilities of the facility.

(5) A critical element of this process is the prisoners are responsible for their program plan and for what is expected of them. The program plan will be openly negotiated with the prisoner. The prisoners must be able to speak freely and to indicate which components of their program plan they choose to do or not to do. Prisoners must be informed that failure to commit to an identified program plan component addressing the underlying issues of the confining offenses will result in consequences, which include, but are not limited to impact on earned-time abatement, ability to earn incentives, custody classification, and recommendations on clemency, parole, or supervised release. Case managers and unit team members must ensure prisoners understand the various components of the program plan, reasons for their inclusion, and the prisoner has the responsibility for their achievement.

#### h. Tracking Program Plans

(1) Program plans will be initiated by the assigned counselor or case manager and accepted by the classification and assignment board or unit team only when the board is convinced the goals of the plan accurately address the prisoner's problems and needs.

(2) Staff will conduct regular reviews of prisoners at planned intervals, upon cause and when requested by staff or prisoner, or where noncompliance to the program plan is noted.

#### i. Prisoner Personal Appearance

(1) Uniform Standards. A neat and presentable personal appearance is a strong component of a military environment. Per reference (e), paragraph 1.2e(2), "Prisoners confined in an MCF are subject to the rules and regulations of the confining facility regardless of the Service affiliation of the prisoner." The standardized prisoner uniform will be worn and properly maintained as specified by the Navy Personnel Command (NAVPERSCOM), Corrections and Programs Office (PERS-00D). Pretrial prisoners must also maintain a complete Service dress uniform in their stored personal effects for legal appearances.

(2) Grooming Standards. Within Navy corrections, pretrial prisoners will wear their hair per current grooming regulations of the prisoner's Service, regardless of gender, per reference (c), paragraph 10205. Grooming standards for post-trial prisoners confined within Navy MCFs will be provided by PERS-00D via separate policy.

j. **Physical Environment.** Per reference (c), paragraph 2302 and reference (g), a high standard of sanitation and an attractive environment must be maintained at all times. Prisoners must participate in carrying out the POD to keep the facility clean and neat. This is important not only for good appearance, but also for the health and safety of staff and prisoners.

k. **Inspections.** Inspections (e.g., physical plant, security, safety, sanitation, personnel, property, and searches) are crucial to operation, management, and administration. All prisoners, including discharged prisoners, will participate in personnel and property inspections to include urinalysis testing in a manner that emulates normal military routines.

l. **Orderly Movement and Formations.** The MCF has a legitimate penological interest in facilitating control and orderly movement when prisoners traverse the MCF. Movement executed in a military manner enhances security and emphasizes the military model. Conversation during movement will be limited to that necessary to complete the movement. Prisoners will travel on the right-hand side of passageways and or sidewalks. Prisoners moving in groups of two or more will move in a single-file line whenever possible. Marching or moving in cadence is not required, but order and military bearing is the goal. When waiting in line at the dining facility or other place without a seated waiting area, prisoners will face the front in a single-file line or military formation as directed by staff. Conversations while waiting in line will be limited to those necessary to accomplish the task at hand (e.g., obtaining chow, exchange services, or medical care, etc.).

m. **Core Programs.** All MCFs must provide core programs. Core programs include recreation, individual and group counseling, work, incentives, life skills, and religious programs per reference (c), paragraph 6202.1.

n. **Title of Address for Prisoners.** The term ‘prisoner’ is a legal status and not a military title of rate/rank within a military organization. In the majority of cases, but not all, a reduction in grade is adjudged or applicable within the contents of a pretrial agreement concerning the sentence to confinement. Prisoners have no authority over another prisoner or MCF staff. For this reason, prisoners within an MCF are addressed as “prisoner (last name).” However, within external correspondence, confined Service members who are not discharged will be addressed by their rate/rank or grade, name, and branch of Service.

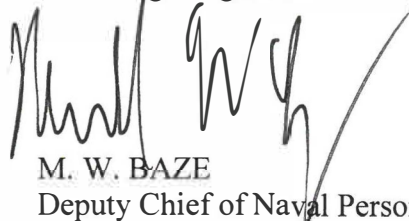
6. **Action.** Navy MCF COs, OICs, and CPOICs must ensure management and execution of their corrections programs are in compliance with references (b), (c), and (d); incorporate the philosophy and elements of the military model contained within this instruction and follow traditional protocols as practiced in a regular military unit aboard a ship or station.

7. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained for the standard subject identification codes 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: [http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information/Manauement/Approved%20Record%20Schedules/Forms/ Allitems.aspx](http://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-information/Manauement/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 the local records manager or the DON/ AA DRMD Program office.

8. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00D will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency and consistency with Federal, DoD, 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 .17 A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.



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Releasability and Distribution:

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