



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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MILLINGTON, TN 38055-0000

BUPERSINST 1640.31
BUPERS-00D
25 Jan 2024

BUPERS INSTRUCTION 1640.31

From: Chief of Naval Personnel

Subj: ACCEPTANCE AND USE OF VOLUNTARY SERVICES IN NAVY CORRECTIONS

Ref: (a) DoD Instruction 1100.21 of 27 March 2019
(b) OPNAVINST 5380.1D
(c) American Correctional Association (ACA) Core Jail Standards, 1st Edition (NOTAL)
(d) SECNAVINST 1640.9D
(e) SECNAV M-1640.1 of 15 May 2019
(f) American Correctional Association (ACA) Performance-Based Standards and Expected Practices for Adult Correctional Institutions, 5th Edition (NOTAL)
(g) BUMEDINST 7050.3A
(h) JAG/CNLSCINST 1150.1E
(i) BUMEDINST 6010.30
(j) 28 CFR Part 115

1. Purpose. To implement acceptance and use of voluntary services at Navy shore military correctional facilities (MCF) per references (a) and (b).
2. Scope and Applicability. Guidance contained herein is directive in nature and applicable to all Navy shore pretrial and post-trial MCFs.
3. Background
 - a. Volunteers contribute valuable services to Navy MCFs and are integral to augmented support for education, training, rehabilitation, and welfare of offenders. Voluntary services may be solicited by Navy MCFs from the military and civilian community per references (a) and (b), and this instruction.
 - b. MCF commanding officers (CO) and officers in charge (OIC) will carefully review this instruction and further implement applicable national correctional standards, per references (c) and (d), relating to voluntary services.
 - c. MCF COs and OICs may also find installation-centric procedures and policies which implement and impact voluntary services aboard local installations where MCFs are located.

4. Responsibilities

a. Director, Bureau of Naval Personnel (BUPERS) Corrections and Programs Office (BUPERS-00D) is responsible for policy and oversight of the Navy Corrections Program and provides technical assistance to all Navy commands operating shore MCFs per reference (d) and (e). Requirements of voluntary services administered at Navy MCFs will be incorporated into standardized inspection formats for MCF inspections.

b. MCF CO's and OIC's accepting volunteers must establish and maintain local policy and procedures governing voluntary services and monitor compliance per references (a) through (c), (f), and this instruction.

c. Chief, Bureau of Medicine and Surgery (BUMED) is responsible for procedures and regulations for volunteers in the areas of medical, dental, nursing, or other healthcare-related services per reference (b). Reference (g) refers and provides procedural requirements for negotiating and establishing training affiliation agreements (TAA).

d. Navy Judge Advocate General must implement procedures and regulations for volunteers providing legal services per reference (b). Reference (h) refers and provides policies and procedures for recruiting-related activities such as participation in the Judge Advocate General Corps (JAGC) Internship/Externship Program and the structured interview process.

5. Definitions. Definitions associated with voluntary services are provided in the glossary of reference (a). For the purposes of this instruction and subject topic, the following supplemental definitions are provided:

a. Accepting Official. The MCF CO or OIC acts in the capacity as accepting official of voluntary services at a Navy shore MCF. Volunteer certification by the accepting official is documented on DD 2793 Volunteer Agreement for Appropriated Fund Activities & Non Appropriated Fund Instrumentalities, block 13.a.

b. Credentialing. The process of obtaining, verifying, and assessing the qualifications of privileged and non-privileged providers to deliver safe patient care services. Health care credentialing activities are a key element of the Department of the Navy (DON) Clinical Quality Management Program (CQMP) per reference (i).

c. Intern. A student or trainee who volunteers to work at an MCF without financial payment with the purpose of gaining education and work experience.

d. Licensed Professional. A person authorized by the state or otherwise authorized by law to engage in the practice for which the person is qualified.

e. Privileging. The process of authorizing a healthcare practitioner's specific scope of patient care services. Volunteer students will not be granted clinical privileges. Health care privileging activities are a key element of the (DON CQMP) per reference (i).

f. Supervisor. Supervisory authority for each individual volunteer is determined by the MCF CO or OIC and documented on DD 2793, block 17.a. Supervisory authority is through designation letter by the MCF CO or OIC outlining duties and responsibilities for the voluntary services.

g. Volunteer. An individual who donates time and effort on a recurring basis to enhance the activities and programs of MCF.

(1) Statutory volunteers who donate their services per 10 U.S.C., section 1588 to Department of Defense (DoD) components, including non-appropriated fund instrumentalities operated pursuant to DoD Instruction 1015.10 Military Morale, Welfare, and Recreation (MWR) Programs.

(2) Eligible students providing voluntary service to DoD Components as part of an educational program per 5 U.S.C., section 3111.

h. Volunteer Coordinator. Staff member appointed in writing by the MCF CO or OIC who is responsible for the coordination, administration, and oversight of the training, acceptance, and use of voluntary services at a Navy shore MCF. The designation letter will outline the duties and responsibilities of the MCF Voluntary Services Program. Documentation of the volunteer agreement, evaluation of training agreement, and approved TAA (if applicable) will be maintained by the volunteer coordinator.

6. Status of Volunteers. Per reference (e), article 3102.1.a and reference (j), “staff” includes MCF military Service members, Government service employees, volunteers, contractors, and other governmental employees assigned or attached to the MCF. While providing services pursuant to this instruction, a volunteer is considered a specialized MCF staff member with limited and specified capabilities only when acting within the scope of and providing their accepted services.

7. General

a. Minimum requirements for effective management of volunteers are provided in reference (a), paragraph 3.1.

b. Criminal history background checks for volunteers, as staff, are required per references (e) and (j).

c. General standards for acceptance and use of voluntary services are found in reference (a), section 4 and reference (b), paragraph 6.

d. Reference (a), paragraph 4.2 provides an authorized list of acceptable supporting programs which MCF COs and OICs may recruit and accept services.

(1) Volunteer-related TAA requests for medical, dental, nursing, or other healthcare-related services will be forwarded to BUMED Office of General Counsel (N00L) via BUPERS-00D, per reference (g), and may not be locally approved.

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(2) Volunteer-related requests for legal-related services will be forwarded to the Office of the Judge Advocate General (OJAG) Military Personnel Division (Code 61) per reference (h), and may not be locally approved.

8. 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/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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

9. 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, 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 as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

10. Form. DD 2793 Volunteer Agreement for Appropriated Fund Activities or Non Appropriated Fund Instrumentalities is available at: https://www.esd.whs.mil/Directives/forms/dd2500_2999/.



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Deputy Chief of Naval Personnel

Releasability and Distribution:

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