

MILPERSMAN 1640-100

WHAT THE MEMBER NEEDS UPON INITIAL TRANSFER TO CONFINEMENT

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References	(a) Manual for Courts-Martial (MCM) (b) NAVSO P-6034, Joint Federal Travel Regulations (JFTR), Volume 1, Uniformed Service Members
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1. **Items upon Transfer.** Ensure the following items accompany the member upon transfer to a confinement facility:

a. Temporary additional duty (TEMADD) or temporary duty (TEMDU) orders (as appropriate).

b. Completed DD 2707 Confinement Order, signed by an officer, a chief petty officer (E-7 - E-9), or a petty officer (E-6) when authorized in writing by their commanding officer (CO); and medical certification of fitness for confinement.

NOTES:

(1) Copy of confinement delegation letter for orders (signed by E-6 - E-9) shall be provided to the confinement facility.

(2) COs shall ensure personnel delegated authority to sign confinement orders are familiar and comply with the requirements for pretrial confinement per reference (a), Rules for Courts-Martial, 305(h) (2) (B).

c. Copy of NAVPERS 1626/7, Report and Disposition of Offense(s), for awardees serving correctional custody.

d. Copy of court-martial order (when available and if applicable).

- e. Report of Result of Trial (if applicable).
- f. Copy of Report of Investigation of Offense (if applicable).
- g. Victim/witness information and documentation, DD 2704 Victim/Witness Certification and Election Concerning Inmate Status (if applicable).
- h. Copy of Pretrial Agreement (if applicable).
- i. Copy of Letter of Deferment (if applicable).
- j. Service, pay, medical, and dental records.
- k. Uniforms:
 - (1) TEMADD - as specified by confinement facility.
 - (2) TEMDU - all military uniforms/as a minimum member must have serviceable items specified by confinement facility.
 - (3) Officers - contact confinement facility for requirements.

NOTE: In those cases in which a member in a pay status does not have required items, the member should be required to purchase the missing items using DD 504 Request and Receipt for Health and Comfort Supplies, which will be charged to the member's pay account.

2. **Personal Effects**. When a member is being transferred for confinement, the member's personal effects shall be handled as indicated below:

- a. **TEMADD** - retain at command.
- b. **TEMDU** - for shipment of household goods and dependent's transportation refer to reference (b), U5317, U5370-D1, and U5370-D8 (see also paras. U5240-D2, item h; para. and U5370-J).