

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBE R</u>	<u>PORTION SIZE</u>
BREAKFAST				
Cream Beef (1)	253	L-30	166	2/3 Cup
Breakfast Steak	213	MR	2174	3 oz
Canadian Bacon	101	L-2-3	919	2 Slices
LUNCH				
Cream of Mushroom Soup	172	PG-1	229	1 Cup
w/Crackers	51		1617	2 Each
Turkey Ala King	330	L-147-2	1063	1 Cup
Corned Beef	213	L-112	285	4 oz
Steamed Rice	153	E-6	1835	
Parsley Buttered Potatoes	169	Q-33	512	3/4 Cup
Hot Mustard Sauce	11	O-6	175	4 Pieces
Simmered Cabbage	38	Q-G-2	1983	2 Tbsp
Simmered Peas	94	Q-G-3	574	4 oz Wedge
Peanut Butter Layer Cake w/ Peanut Butter Cream Frosting	243	Q-G-3	877	3/4 Cup
		G-20-1	1761	1 Slice
		G-14	996	
Peach Shortcake w/ Whipped Topping	344	G-16	120	1 Slice
	45	K-2-1	88	
Oatmeal Cookies	238	H-7	1119	2 Cookies
Coconut Cream Pie	315	I-6-2	1460	1/8 Pie
Ice Cream	293	MR		1 Each
DINNER				
		PG-18	203	1 Cup
Tomato Vegetable Soup	103		1617	2 Each
w/Crackers	103		2157	4 oz
Halibut Steaks	205	L-119	927	1 Steak
Swiss Steak	362	L-16-1	657	1 Cup
Buttered Egg Noodles	234	E-4	491	1/2 Cup
Oven Brown Potatoes	119	Q-50	1417	3/4 Cup
Simmered Broccoli	25	Q-G-3	579	3/4 Cup
Simmered Succotash	114	Q-G-3		3/4 Cup

NOTES:

1. Do not allow Cream Beef to thicken, thin with HOT MILK, if needed.

Enclosure (3)

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
<i>BREAKFAST/BRUNCH</i>				
Cream Beef	253	L-30	166	2/3 Cup
Beef Sausage Links		MR		2 Links
Bacon	94	L-2	130	3 Slices
<i>DINNER/BRUNCH</i>				
Beef Noodle Soup	95	PG-1	219	1 Cup
w/Crackers	51	R/M		2 Each
BBQ Beef Cubes (1)	337	L-18	154	¾ Cup
Honey Glazed Cornish Hens	366	L-142	311	6 oz
Egg Noodles	208	E-4-1	657	1 Cup
Rissole Potatoes	156	Q-52	493	2/3 cup
Chicken Gravy	47	O-16	840	¼ Cup
Harvard Beets	57	Q-8	459	½ Cup
Simmered Peas and Carrots	65	Q-G-3	575	¾ Cup
Hot Dinner Rolls	167	MR	547	2 Rolls
Crisp Drop Cookies	217	H-15	82	2 Cookies
Lemon Frosting	322	G-10-3	668	1 Slice
Apple Pie, Frozen	115	G-22-4	1652	
Cherry Pie, Frozen	391	MR	1930	1/8 Pie
Coconut Cream Pie	408	MR	1929	1/8 Pie
Ice Cream	307	I-6-2	1119	1/8 Pie
	293	MR	1460	1 Each

The following menu will be served for the dinner meal for Officer Candidate School, Marine Corps Recruit Depot, Parris Island, South Carolina.

DINNER

Soup of the Day	183			1 Cup
w/Crackers	25			4 Each
Barbecued Chicken	464			1 Piece
Barbecued Spareribs	611			8 oz
Parsley Buttered Potatoes	157			2/3 Cup
Mashed Potatoes	103			2/3 Cup
Chicken Gravy	46			¼ Cup
Baked Beans	164			½ Cup
Southern Style Greens	21			½ Cup
Hot Cornbread	168			1 Each

NOTES:

1. Slice Diced Beef for proper cooking.

Enclosure (3)

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
<i>BREAKFAST/BRUNCH</i>				
Cream Beef (1)	253	L-30	166	2/3 Cup
Ham Slices	226	L-71-3	1006	2 ½ oz
Sausage Turkey Patties	227	MR	1762	1 Patty
<i>DINNER/BRUNCH</i>				
Onion Soup	107	P-4	195	1 Cup
w/Crackers	51		1617	2 Each
Baked Tuna and Noodles	334	L-133	304	1 Cup
Roast Turkey (3)(4)	221	L-162	327	4 oz
Mashed Potatoes	103	Q-57	498	½ Cup
Filipino Rice	254	E-7-2	661	¾ Cup
Turkey Gravy	46	O-16-2	840	¼ Cup
Bread Dressing	195	O-21	189	1 Square
Hot Dinner Rolls	167	MR	547	2 Rolls
Simmered Collard Greens	18	Q-G-3	570	¾ Cup
Simmered Cauliflower	26	Q-G-3	567	¾ Cup
White Layer Cake w/ Butter Cream Frosting	197 115	G-30-1 G-22	890 1642	1 Slice

The following menu will be served for the dinner meal for Officer Candidate School, Marine Corps Recruit Depot, Parris Island, South Carolina.

DINNER

Soup of the Day	183			1 Cup
w/Crackers	25			4 Each
Baked Meatloaf	373			6 oz
Pork Adobo	278			2/3 Cup
Steamed Rice	153			¾ Cup
Mashed Potatoes	103			½ Cup
Mushroom Gravy	38			¼ Cup
Mexican Style Corn	114			½ Cup
Simmered Peas	127			¾ Cup

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
<i>BREAKFAST</i>				
Cream Beef	253	L-30		2/3 Cup
Bacon	94	L-2	166	3 Slices
Sausage Turkey Links	145	MR	130	3 Links
			1764	
<i>LUNCH</i>				
Tomato Vegetable Soup	103	P-18	203	1 Cup
w/Crackers	51		1617	2 Each
Chili Macaroni (2)	501	L-28-2	939	1 ¼ Cup
Braised Liver and Onions	225	L-107	280	4 oz
Cottage Fried Potatoes	181	Q-46-1	1246	2/3 Cup
Brown Gravy (3)	31	O-16-1	184	¼ Cup
Hot Dinner Rolls	167	MR	547	2 Rolls
Simmered Squash	46	Q-G-3	1552	¾ Cup
Simmered French Green Beans	36	Q-G-3	562	¾ Cup
Blueberry Pie, Frozen	391	MR	1932	1/8 Pie
Apple Pie, Frozen	391	MR	1930	1/8 Pie
Angel Food Cake w/ Whipped Topping	166 45	G-1 K-2-1	1280 120	1 Slice
Lemon Cookies	308	H-21	87	2 Cookies
Ice Cream	293	MR	1460	1 Each
<i>DINNER</i>				
Chicken w/Rice Soup	69	PG-1F	221	1 Cup
w/Crackers	51		1617	2 Each
Southern Fried Catfish	227	L-56	338	4 oz
Yakisoba (Oven Roast)	447	L-62	244	1 ¼ Cup
Baked Egg Noodles and Cheese	436	F-1-1	1803	1 Cup
Simmered Kidney Beans, Dry	171	Q-5	956	2/3 Cup
Simmered Mustard Greens (4)	37	Q-G-3	571	¾ Cup

NOTES:

5. On Christmas Day, 25 December 1999, serve holiday menu in enclosure (4).
Have a Merry Christmas and a Happy New Year from everyone at the Base Food Service Office!
6. Do not overcook the Macaroni, cool down after cooking process.
7. Use HOT WATER to thin gravy, if needed.
8. Mustard Greens require twice the cooking time of other vegetables.

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
BREAKFAST				
Cream Beef	253	L-30	166	2/3 Cup
Canadian Bacon	101	L-2-3	919	2 Slices
Beefsteak	94	L-2	130	3 Slices
LUNCH				
Manhattan Clam Chowder	86	PG-1	222	1 Cup
w/Crackers	51		1617	2 Each
Fish Portions	153	L-142-2	332	4 oz
Strip Loin Steak	603	L-7	261	1 Steak
Au Gratin Potatoes	248	Q-51-1	1252	2/3 Cup
Brown Gravy 91)	31	O-16-1	184	1/4 Cup
Vegetable Combo	69	Q-81-3	515	1/2 Cup
Simmered Asparagus	20	Q-G-3	559	1/2 Cup
Peach Pie, Frozen	367	MR	1931	1/8 Pie
Cherry Pie, Frozen	408	MR	1929	1/8 Pie
Pecan Pie	488	I-31	67	1/8 Pie
Devil's Food Layer Cake	171	G-12-1	1767	
w/Chocolate Frosting	293	MR	1460	1 Each
DINNER				
Beef Vegetable Soup	89	PG-1	218	1 Cup
w/Crackers	51		1617	2 Each
Spaghetti w/Meat Sauce (2)	541	L-38	644	1 Cup
Baked Turkey Loaf	293	L-35-2	1455	6 oz
Mashed Potatoes	103	Q-57	498	1/2 Cup
Pizza Supreme	382	L-166-1	1084	1 Piece
Garlic Toast	288	D-7	5	2 Slices
Turkey Gravy (1)	46	O-16-2	840	1/4 Cup
Club Spinach	162	Q-60	500	1/2 Cup
Simmered Mixed Vegetables	87	Q-G-3	580	3/4 Cup

NOTES:

1. Don't allow gravy to thicken, then with HOT WATER, if needed.
2. Time management, remember spaghetti sauce requires one hour to simmer, do not boil. Moisture will evaporate during the cooking process.

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
BREAKFAST				
Cream Beef	253	L-30	166	2/3 Cup
Bacon	94	L-2	130	3 Slices
Sausage Turkey Links	145	MR	176	3 Links
LUNCH				
Tomato Vegetable Soup	103	P-18	203	1 Cup
w/Crackers	51		1617	2 Each
Chili Macaroni (2)	501	L-28-2	939	1 ¼ Cup
Braised Liver and Onions	225	L-107	280	4 oz
Cottage Fried Potatoes	181	Q-46-1	1246	2/3 Cup
Brown Gravy (3)	31	O-16-1	184	¼ Cup
Hot Dinner Rolls	167	MR	547	2 Rolls
Simmered Squash	46	Q-G-3	1552	¾ Cup
Simmered French Green Beans	36	Q-G-3	562	¾ Cup
Blueberry Pie, Frozen	391	MR	1932	1/8 Pie
Apple Pie, Frozen	391	MR	1930	1/8 Pie
Angel Food Cake w/ Whipped Topping	166 45	G-1 K-2-1	1280 120	1 Slice
Lemon Cookies	308	H-21	87	2 Cookies
Ice Cream	293	MR	1460	1 Each
DINNER				
		69	PG-1F	221
		51		1617
Chicken w/Rice Soup		227	L-56	338
w/Crackers		447	L-62	244
Southern Fried Catfish		436	F-1-1	1803 ip
Yakisoba (Oven Roast)		171	Q-5	956
Baked Egg Noodles and Cheese		37	Q-G-3	571 p
Simmered Kidney Beans, Dry				
Simmered Mustard Greens (4)				

NOTES:

1. On Christmas Day, 25 December 1999, serve holiday menu in enclosure (4).
Have a Merry Christmas and a Happy New Year from everyone at the Base Food Service Office!
2. Do not overcook the Macaroni, cool down after cooking process.
3. Use HOT WATER to thin gravy, if needed.
4. Mustard Greens require twice the cooking time of other vegetables.

	<u>CALORIES</u> 25	<u>RECIPE</u> <u>NUMBER</u>	<u>MCFMIS</u> <u>NUMBE</u> <u>R</u>	<u>PORTION</u> <u>SIZE</u>
BREAKFAST				
Cream Beef (1)	253	L-30	166	2/3 Cup
Beef Sausage Links		MR		2 Links
Pork Sausage Patties	209	L-89-1	1023	2 Patties
LUNCH				
Chicken Noodle Soup	86	PG-1	220	1 Cup
w/Crackers	51		1617	2 Each
Savory Baked Chicken (2)	513	L-158	324	1 Piece
Knockwurst w/Sauerkraut	314	L-113-1	1036	2 Each
Mashed Potatoes	103	Q-57	498	2/3 Cup
Cottage Fried Potatoes	181	Q-46-1	1246	2/3 Cup
Chicken Gravy	47	O-16	840	¼ Cup
Simmered Wax Beans	36	Q-G-3	561	¾ Cup
Simmered Broccoli	38	Q-G-3	1417	¾ Cup
Blueberry Pie, Frozen	391	MR	1932	1/8 Pie
Apple Pie, Frozen	391	MR	1930	1/8 Pie
Vanilla Cream Pie	260	I-6	895	1/8 Pie
Sugar Cookies	233	H-13-1	725	2 Cookies
Ice Cream	293	MR	1460	1 Each
DINNER				
Minestrone Soup	31	PG-7-1	858	1 Cup
w/Crackers	51		1617	2 Each
BBQ Spareribs	611	L-92	291	8 oz
Yankee Pot Roast	310	L-10-2	924	4 oz
Baked Macaroni & Cheese	415	F-1	692	1 Cup
Mashed Potatoes	103	Q-57	498	½ Cup
Vegetable Gravy (3)	288	D-7	5	2 Slices
Turkey Gravy (1)	45	O-16-8	845	¼ Cup
Simmered Pinto Beans, Dry	139	Q-5	456	2/3 Cup
Simmered Green Beans	36	Q-G-3	560	¾ Cup
Corn Bread	204	D-15	14	1 Square

NOTES:

1. Do not allow Creamed Beef to thicken on line.
2. Use quartered Chicken.
3. Do not allow gravy to thicken, thin with HOT WATER, if needed.

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
BREAKFAST				
Cream Beef	253	L-30		2/3 Cup
Ham Slices	226	L-71-3		166 1/2 oz
Sausage Turkey Patties (1)	227	MR		1006 Patty 1762
LUNCH				
Chicken w/Rice Soup	69	PG-1	221	1 Cup
w/Crackers	51		1617	2 Each
Fried Rabbit	445	L-118	287	7 oz
Salisbury Steak	356	LR	2120	1-5 oz
Mashed Potatoes	103	Q-57	498	1/2 Cup
Mushroom Gravy	89	O-16-5	843	1/4 Cup
Simmered Lima Beans	162	Q-G-3	563	3/4 Cup
Simmered Carrots	53	Q-G-3	566	3/4 Cup
Hot Dinner Rolls	167	MR	547	2 Rolls
Cherry Pie, Frozen	408	MR	1929	1/6 Pie
Coconut Cream Pie	307	I-6-2	1119	1/6 Pie
Chocolate Layer Cake w/ Butter Cream Frosting	171 115	G-12-1 G-22	672 1642	1 Each
Chocolate Drop Cookies	273	H-12	79	1 Each
Ice Cream	293	MR	1460	
DINNER				
Tomato Soup	96			1 Cup
w/Crackers	51			2 Each
Veal Parmesan	328			1 Steak
Lasagna	466			9 oz
Garlic Bread	375			2 Slices
Oven Brown Potatoes	119			1/2 Cup
Brown Gravy	31			1/4 Cup
Simmered Brussels Sprouts	53			3/4 Cup
Glazed Carrots	72			1/2 Cup

NOTES:

9. If 1.5 oz Patty, then change portion to 2 patties.

225	225	PG-7-1
1617	1617	
1030	1030	L-103
161	161	L-25
5	5	D-7
491	491	Q-50
184	184	O-16
565	565	Q-G-3
1217	1217	Q-17-1

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
<i>BREAKFAST</i>				
Cream Beef	253	L-30	166	2/3 Cup
Bacon	94	L-2	130	3 Slices
Roast Beef Hash	193	L-33-3	944	½ Cup
<i>LUNCH</i>				
Beef Vegetable Soup	89	PG-1	218	1 Cup
w/Crackers	51		1617	2 Each
BBQ Beef Cubes	337	L-18	154	¾ Cup
Baked Fish Fillet	146	L-1 19	288	4 oz
Lyonnais Rice	102	E-5-1	658	¾ Cup
Simmered Corn	108	Q-G-3	569	¾ Cup
Simmered Peas	94	Q-G-3	574	¾ Cup
Apple Pie, Frozen	391	MR	1930	1/8 Pie
Blueberry Pie, Frozen	391	MR	1932	1/8 Pie
Pecan Pie	488	1-31	67	1/8 Pie
White Layer Cake	197	G-30-1	890	1 Slice
w/Maple Frosting		G-22-5	1717	
Ice Cream	293	MR	1460	1 Each
<i>DINNER</i>				
Cream of Mushroom Soup	172	PG-1	229	1 Cup
w/Crackers	51		1617	2 Each
Ham Steaks	261	L-71	1004	3 ¼ oz
Roast Turkey	221	L-162	327	4 oz
Mashed Potatoes	103	Q-57	498	½ Cup
Pineapple Sauce	77	O-9	177	¼ Cup
Turkey Gravy (1)	46	O-16-2	840	¼ Cup
Candied Sweet Potatoes	186	Q-67	505	½ Cup
Cornbread Dressing	112	O-20	188	1 square
Simmered Kidney Beans	171	Q-5	956	2/3 Cup
Southern Fried Okra (2)	157	Q-32	477	1/3 Cup

NOTES:

1. Gravy will thicken on line, use HOT WATER to thin.
2. Thaw Okra to handle properly.

	<u>CALORIES</u>	<u>RECIPE NUMBER</u>	<u>MCFMIS NUMBER</u>	<u>PORTION SIZE</u>
<i>BREAKFAST/BRUNCH</i>				
Cream Beef (1)	253	L-30	166	2/3 Cup
Canadian Bacon	101	L-2-3	919	2 Slices
Sausage Turkey Links	145	MR	1764	3 Links
<i>DINNER/BRUNCH</i>				
Bean w/ Bacon Soup	183	PG-1	1463	1 Cup
w/Crackers	51		1617	2 Each
Baked Chicken	332	L-143	312	1 Piece
Swiss Steak (2)	362	L-1 6-1	927	1 Steak
Steamed Rice	153	E-6	1835	4 Cup
Brown Gravy (3)	76	O-16	184	4 Cup
Simmered Broccoli	38	O-G-3	1417	4 Cup
Simmered Succotash	114	Q-G-3	579	4 Cup
Peach Pie, Frozen	367	MR	1931	1/8 Pie
Vanilla Cream Pie	260	I-6	895	1/8 Pie
Yellow Layer Cake w/ Butter Cream Frosting	204 115	G-32-3 G-22	1920 1642	1 Slice
Shortbread Cookies	248	H-5	74	2 Cookies
Ice Cream	293	MR	1460	1 Each
<i>DINNER</i>				
Soup of the Day		PG-1		1 Cup
w/Crackers		SPEC INST		4 Each
Turkey Lasagna		R/M		1 Square
Salisbury Steaks		PI-LOCAL		1 Each
Mashed Potatoes		L-37		½ Cup
Brown Gravy		Q-57		¼ Cup
Fried Cabbage		O-16		½ Cup
Corn Combo (Note 1)		Q-12		½ Cup
Toasted Garlic Bread		Q-1-6		2 Slices
Parmesan Cheese		D-7		1 T.
1. Gravy will thicken on line, use..		R/M		

NOTES:

2. Do not allow Cream Beef to thicken, use HOT MILK to thin.
3. Swiss Steak has its own gravy, the additional gravy is for the rice.
4. Do not allow gravy to thicken, use HOT WATER if needed.

NOTES: (Personnel in training BNS (OCS, MCRD, Parris Island)

1. The following menu will be served for the dinner meal.

Cream of Mushroom Soup
w/Crackers
Ham Steaks
Roast Turkey
Mashed Potatoes
Pineapple Sauce
Turkey Gravy (1)
Candied Sweet Potatoes
Cornbread Dressing
Simmered Kidney Beans
Southern Fried Okra (2)

HOLIDAY MENUS

Fourth of July

Marine Corps Birthday

New Year's Day

Shrimp Cocktail (127) French Onion Soup (856)

Assorted Crackers (1418) Garlic Croutons (595)

Ribeye Roll (922)

Grilled Strip Loin Steak (261)

(To Order)

Sautéed Mushrooms and Onions (1228)

Baked Potatoes w/ Sour Cream (485)

Buttered Corn on the Cob (568)

Asparagus (559)

Salad Bar w/Assorted Dressings

Vegetable Salad (382) Fruit Salad (367)

Assorted Chilled Fruit

Deviled Eggs (696)

Hot Dinner Rolls w/Butter (29)

Cherry Pie (1929) Devils Food Cake (672)

Peach Pie (1931) Apple Pie (1930)

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages

NOTES:

1. For the Marine Corps Birthday, substitute Marine Corps Birthday Cake and Ice Cream for pastry.
2. New Year's Day only, delete Corn on the Cob and add Simmered Black Eye Peas (1537).
3. Run Devils Food Cake for New Year's Day and Fourth of July.

CHRISTMAS DAY MENU

Tomato Juice Cocktail (126) Cream of Mushroom Soup (229)

Assorted Crackers (1418) Garlic Croutons (595)

Shrimp Cocktail (127)

Steamship Round (920)

Roast Young Tom Turkey (326)

Baked Ham (251)

Natural Pan Gravy (Au Jus) (186) Savory Bread Dressing (189)

Giblet Gravy (842) Mashed Potatoes (489)

Pineapple Sauce (116) Glazed Sweet Potatoes (1264)

Whole Kernel Corn (530) Peas w/Mushrooms (1238)

Salad Bar w/Assorted Dressings Tossed Vegetable Salad (381)

Waldorf Salad (383)

Chilled Cranberry Sauce

Assorted Chilled Fresh Fruit

Deviled Eggs (696)

Hot Dinner Rolls w/Butter (29)

Assorted Candies and Mixed Nuts

*Fruit Cake (765) *Mincemeat Pie (1934)

*Pumpkin Pie w/Topping (1933) Apple Pie (1930)

Hot Coffee (123) Egg Nog (1468) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages Assorted Ice Cream

NOTES:

1. Order whole roast Tom Turkey for decoration only.
2. Order turkey, boneless frozen, raw to be served for the meal.
3. Pastry with asterisks will be a commercial product.
4. Order seventy-five percent pumpkin pies and twenty-five percent mincemeat pie.

Enclosure (4)

FRENCH MENU

French Onion Soup (856)

Assorted Crackers (1418) Croutons (15)

Savory Baked Chicken (324)

Breaded Veal Steaks w/Cream Gravy (277)

Rissole Potatoes (493)

Lyonnais Green Beans (458)

Carrots Amandine (47)

Salad Bar w/Assorted Dressings

Assorted Breads

Hot Dinner Rolls

Assorted Chilled Fresh Fruit

Marble Cake w/French Cream Frosting (903) (Note 1)

Assorted Ice Cream

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages

NOTES:

1. Additional pastry commensurate with the Master Menu will be offered

GERMAN MENU

Navy Bean Soup (199)

Assorted Crackers (1418) Croutons (15)

Stuffed Cabbage (934)

Roast Fresh Ham(271)

Sauebraten (248)

Brown Gravy (184)

Mashed Potatoes (489)

Buttered Cauliflower (1565)

Salad Bar w/Assorted Dressings

German Style Tomato Salad (385)

Assorted Breads

Assorted Chilled Fresh Fruits

German Chocolate Cake (1579)

Fruited Jello (1140)

Assorted Ice Cream

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages

NOTES:

1. Choice of two meats will be offered.
2. Pastry will be commensurate with the Master Menu.

Enclosure (5)

ITALIAN MENU

Minestrone Soup (858)

Assorted Crackers (1418) Croutons (15)

Spaghetti w/Meat Sauce (644) (Note 1)

Ravioli (1963) (Note 1)

Lasagna (936) (Note 1)

Chicken Cacciatore (317) (Note 1)

Assorted Pizza (330)

Parmesan Cheese

Simmered Cauliflower (567)

Broccoli Parmesan (471)

Toasted Garlic Bread (5)

Salad Bar w/Assorted Salad Dressings

Assorted Chilled Fresh Fruit

Assorted Ice Cream (1460)

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Devils Food Cake (672)

Peach Pie (1931) Blueberry Pie (1932)

Chocolate Chip Cookies (1410)

Assorted Beverages

NOTES:

1. Patron's choice includes any two meat items.

Enclosure (5)

MEXICAN MENU

Spanish Soup (202)

Assorted Crackers (1418) Croutons (15)

Chili Con Carne (164) (Note 1)

Hot Tamales w/Chili Gravy (957) (Note 1)

Burritos (783) (Note 1)

Mexican Pork Chops (267) (Note 1)

Spanish Rice (38)

Refried Beans (1682)

Mexican Corn (1224)

Salad Bar w/Assorted Dressings

Assorted Breads

Assorted Chilled Fresh Fruits

Fruited Jello (96)

Assorted Ice Cream

Blueberry Pie (1932) Apple Pie (1930)

Vanilla Cream Pie (895) Lemon Cookies (87)

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages

NOTES:

1. Patron's choice includes any two meat items.

Enclosure (5)

ORIENTAL MENU

Egg Drop Soup (200)

Assorted Crackers (1418) Croutons (15)

Sukiyaki (133) (Note 1)

Sweet and Sour Pork (258) (Note 1)

Teriyaki Steak (262) (Note 1)

Pork Chop Suey (263) (Note 1)

Steamed Rice (36) Pork Fried Rice (1795)

Egg Rolls (1935) Egg Foo Young (697)

Buttered Broccoli (1417) Chow Mein Noodles (1522)

Salad Bar w/Assorted Dressings

Assorted Breads

Assorted Chilled Fresh Fruits

Assorted Ice Cream

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Pastry

Assorted Beverages

NOTES:

1. Patron's choice includes any two meat items.
2. Pastry will be commensurate with the Master Menu.

Enclosure (5)

POLYNESIAN MENU

Egg Drop Soup (200)

Assorted Crackers (1418) Croutons (15)

Barbecue Pork Roast (1686)

Teriyaki Steak (262)

Sweet and Sour Greens (1227)

Pork Fried Rice (1795)

Candied Sweet Potatoes (505)

Buttered Corn on the Cob (568)

Salad Bar w/Assorted Dressings

Shrimp Salad (308)

Nut Muffins (628)

Assorted B reads

Assorted Chilled Fresh Fruit

Pineapple Chiffon Pie (2039)

Coconut Cream Pie (1119)

Assorted Ice Cream (1460)

Hot Coffee (123) Hot Tea (145)

Chilled White Milk (1281) Chilled Chocolate Milk (2015)

Assorted Beverages

NOTES:

1. Choice of two meats will be offered.

Enclosure (5)

ATTACHMENT I

ADDENDUM TO

REGIONAL MASTER MENU

FEMALE RECRUIT REDUCED CALORIE

MASTER MENU

In order to view the document(s) cited above in electronic format follow the instructions below to access the documents on the Headquarters, Marine Corps website. You will also need to have Acrobat Reader software on your machine in order to open the files on the website.

Click on the site below. When you reach the screen that says "Welcome to Management and Oversight Branch" click on "Other Documents" Tab located above those words. If the Tab bar is not immediately visible on the screen place the pointer above the "Welcome" and hold down the left mouse button and drag it downward. This should bring up the tab bar. Once you see the tab bar double click the "Other Documents" tab. This should bring up the list of hyperlinked documents. Select "Attachment I-MENU-EC-Links". This will bring up the icons for each document.

<http://www.hqmc.usmc.mil/LBWeb.nsf/MainB?OpenFrameset>

YOU CAN ALSO CLICK ON THE ICONS BELOW TO VIEW DOCUMENTS:

Female Recruit Daily Menu:



"AT I-EC Female
Menu-PI Daily.xl

Female Recruit Menu Frequency Chart:



"AT I-EC-Female Mst
Menu-PI Feq chart.xls

MENU DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	TOTAL		
VEGETABLES																															
LUNCH/DINNER	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	
MENU ITEM																															
PEAS & CARROTS						X													X					X						1	2
STEAMED BROCCOLI	X				X					X		X	X										X	X	X		X	X		6	4
SIMMERED SUCCOTASH	X															X					X									1	3
GREEN BEAN COMBO		X				X				X		X		X					X			X		X				X		3	8
SIMMERED CARROTS		X																												1	0
PEAS & MUSHROOMS		X			X						X																			2	1
LIMA BEANS						X							X																	1	1
CORN ON THE COB									X				X																	2	1
BLACK EYE PEAS							X				X				X	X						X				X				2	4
SIMMERED MIXED VEGETABLES								X			X					X				X										2	3
GLAZED CARROTS			X							X			X				X							X						1	0
GREEN BEANS & MUSHROOMS		X																												2	5
SIMMERED SPINACH			X		X	X	X					X		X			X	X	X			X					X			3	7
STEAMED CAULIFLOWER		X	X		X			X				X		X		X	X	X						X						3	7
PEAS			X																											2	1
ASPARAGUS									X								X				X									2	1
FRIED CABBAGE				X					X															X						1	1
VEGETABLE STIR FRY				X				X																						1	1
COLLARD GREENS											X														X			X		1	2
BRUSSEL SPROUTS										X		X						X	X									X	X	1	2
SIMMERED CORN				X					X			X					X				X	X						X	X	4	5
PINTO BEANS															X															1	0
PEAS & ONIONS						X											X													1	0
WAX BEANS																														1	0
FRIED EGGPLANT PARMESAN																							X							1	0
MUSTARD GREENS																						X								1	0
	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	L	D	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			

MENU DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	TOTAL
EGGS																													
OMELETS																													28
SCRAMBLED EGGS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	28
HARD COOKED EGGS	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	28
FRIED EGGS TO ORDER																													28
MEAT ENTREES																													
GRILLED MINUTE STEAK				X			X				X			X				X				X			X		X	X	
BAKED SAUSAGE LINKS	X	X		X		X		X	X		X		X		X	X		X		X		X		X		X		X	28
BACON (OVEN OR GRILLED)	X	X			X				X			X			X				X		X			X					28
TURKEY BACON				X			X	X		X		X		X	X		X		X		X	X			X		X		28
GRILLED HAM SLICES			X			X				X			X				X		X		X			X		X	X		28
BEEF SAUSAGE LINKS					X																					X	X		28
STARCHES																													
HASH BROWN POTATOES	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	28
STEAMED RICE	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	14
FRIED RICE				X																								X	14
HOT CEREALS																													
HOT OATMEAL			X		X		X		X		X		X		X		X		X		X		X		X		X	X	28
FARINA		X		X		X		X		X		X		X		X		X		X		X		X		X		X	28
BREADS AND SWEET DOUGH																													
FRENCH TOAST	X			X				X			X				X			X			X	X				X		X	28
PANCAKES		X			X		X		X			X		X		X			X				X			X		X	28
WAFFLES			X			X				X			X				X			X				X			X	X	28
MENU DAY	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 1 - THURSDAYS

FY-99 / 1 APR, 29 APR, 27 MAY, 24 JUN, 22 JUL, 19 AUG, 16 SEP

FY-00 / 14 OCT, 11 NOV, 9 DEC, 6 JAN, 3 FEB, 2 MAR, 30 MAR, 27 APR, 25 MAY, 22 JUN, 20 JUL, 17 AUG, 14 SEP

FY-01 / 12 OCT, 9 NOV, 7 DEC, 4 JAN, 1 FEB, 1 MAR, 29 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-86	2106	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	1856	FRENCH TOAST (PERFORMED)	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-35-4	1675	CAJUN MEAT LOAF	4 oz	20 lb	345	17.7	25.4	730
	L-133	304	BAKED TUNA AND NOODLES	1 cup	15.50 lb	334	27.5	11.9	1023
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-1	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-143-2	1694	HERBED BAKED CHICKEN (Note 1)	4 oz	9 lb	25 lb			
	E-5-2	659	TOSSED GREEN RICE	3/4 cup	6 lb	9 lb	3.1	1.8	223
	QG-3-9	569	SIMMERED CORN	3/4 cup	27 lb	140	3.7	4.6	111
	QG-3-12	574	SIMMERED PEAS	3/4 cup	27 lb	127	6.4	4.1	245
	MCRD-52	547	HOT DINNER ROLLS	2 ea	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use boneless, skinless, chicken breast.

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 2 - FRIDAYS

FY-99 / 2 APR, 30 APR, 28 MAY, 25 JUN, 23 JUL, 20 AUG, 17 SEP

FY-00 / 15 OCT, 12 NOV, 10 DEC, 7 JAN, 4 FEB, 3 MAR, 31 MAR, 28 APR, 26 MAY, 23 JUN, 21 JUL, 18 AUG, 15 SEP

FY-01 / 13 OCT, 10 NOV, 8 DEC, 5 JAN, 2 FEB, 2 MAR, 30 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES	1 each	100 ea	73	4.1	12.2	197
LUNCH	L-13	150	BEEF PEPPER STEAK	3/4 cup	30 lb				
	L-136	1275	CREOLE SHRIMP	1 cup	20 lb	202	21.1	5.9	822
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	163
	QG-3-4	1417	SIMMERED BROCCOLI	2 to 3 pc	30 lb	68	3.9	4.1	140
	QG-3-16	579	CORN ON THE COB	1 ear	100 ears	120	4	1	0
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	MCRD-56	1314	APPLESAUCE	1/2 cup	4 cn	93	0.2	0.2	4
	L-119-3	1042	LEMON BAKED FISH	4 oz	30 lb	241	33	4.9	391
	L-96	264	ROAST PORK	4 oz	45 lb	282	42.9	10.9	141
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-47	488	HOME FRIED POTATOES	2/3 cup	35 lb	201	3.8	9	259
	QG-1-S	538	SIMMERED CREAM STYLE CORN	3/4 cup	6# 10 cn	130	3.1	0.7	514
	QG-3-J	561	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 3 - SATURDAYS

FY-99 / 3 APR, 1 MAY, 29 MAY, 26 JUN, 24 JUL, 21 AUG, 18 SEP

FY-00 / 16 OCT, 13 NOV, 11 DEC, 8 JAN, 5 FEB, 4 MAR, 1 APR, 29 APR, 27 MAY, 24 JUN, 22 JUL, 19 AUG, 16 SEP

FY-01 / 14 OCT, 11 NOV, 9 DEC, 6 JAN, 3 FEB, 3 MAR, 31 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD	2117	BAKED HAM SLICE	2 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLE	1 each	100 ea	100	2.5	3	220
LUNCH			BBQ TURKEY SANDWICH	1/2 cup+bun					
	N-21-4	1941	CHICKEN FILLET SANDWICH (Note 1)	1 sandwich	18.75 lb	239	23.9	20.3	78
	MCRD-22	1059	BAKED TATOR TOTS	3/4 cup	37.5 lb	210	3	13.5	800
	Q-2	453	BAKED BEANS	1/2 cup	27.50 lb	164	7.1	2	640
	QG-3-8	568	SIMMERED MIXED VEGETABLES	3/4 cup	27 lb	119	4.1	4.3	163
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	G1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	1/2 Tbsp	2 3/4 cup	33	0	0.75	14
	MFR	2017	FROZEN LOWFAT YOGURT						
	DINNER	MFR	2456	CHICKEN PRIMAVERA (Note 2)	6 oz				
MCRD 16		1182	SALISBURY STEAK	1 each	43.75 lb	196	20	8.5	992
Q-57		498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
E-8		37	RICE PILAF	1/2 cup	7.5 lb	156	4	5	184
QG-3-5		565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	4.2	121
Q-G-17-3		580	SIMMERED CORN	3/4 cup	27 lb	119	4.1	4.3	165
O-16		184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
MCRD-52		547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
J-7-2		1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
G1		1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
D-46		1637	VANILLA GLAZE	1/2 Tbsp	2 3/4 cup	33	0	0.75	14
MFR		2017	FROZEN LOWFAT YOGURT						

NOTE: 1. Use boneless, skinless, chicken breast.

2. Use Lean Cuisine.

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 4 - SUNDAYS

FY-99 / 4 APR, 2 MAY, 30 MAY, 27 JUN, 25 JUL, 22 AUG, 19 SEP

FY-00 / 17 OCT, 14 NOV, 12 DEC, 9 JAN, 6 FEB, 5 MAR, 2 APR, 30 APR, 28 MAY, 25 JUN, 23 JUL, 20 AUG, 17 SEP

FY-01 / 15 OCT, 12 NOV, 10 DEC, 7 JAN, 4 FEB, 4 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2012	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	2229	FRENCH TOAST	1 slice	100 ea	90	3.3	2.6	153
LUNCH			SPAGHETTI W/MEAT SAUCE (Note 1)						
	L-72	254	BAKED HAM, MACARONI, & TOM	1 cup	10lb/4.50lb	315	18.7	16.7	319
	QG-31	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-07	567	SIMMERED CAULIFLOWER	5 to 6 pc	30 lb	65	2.8	4	140
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-15	151	STEAK SMOTHERED W/ONIONS	1 + 1/3 cup	37.50 lb	565	33.6	43.5	269
	L-162	327	ROAST TURKEY	3 oz	38 lb	168	28.1	5.3	90
	Q-44	485	BAKED POTATOES	1 potato	55 lb	185	5.5	0.2	17
	R/M		NONFAT SOUR CREAM	1 pkt	100 each	10	1	0	30
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-09	569	SIMMERED CORN	3/4 cup	27 lb	140	3.7	4.6	111
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	O-16-2	840	TURKEY GRAVY	1/4 cup	6.25 qt	25	1	1	370
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						

NOTE 1. Use ground turkey.

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 6 - MONDAYS

FY-99 / 5 APR, 3 MAY, 31 MAY, 28 JUN, 26 JUL, 23 AUG, 20 SEP

FY-00 / 18 OCT, 15 NOV, 13 DEC, 10 JAN, 7 FEB, 6 MAR, 3 APR, 1 MAY, 29 MAY, 26 JUN, 24 JUL, 21 AUG, 18 SEP

FY-01 / 16 OCT, 13 NOV, 11 DEC, 8 JAN, 5 FEB, 5 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES (PERFORMED)	1 each	100 ea	73	2	1.2	197
LUNCH	L-107	280	BRAISED LIVER W/ONIONS	4 oz	25 lb	225	22	8.6	500
	L-167	333	CHUCK WAGON STEW	1 cup	12 lb	383	19.76	16.64	1002
	Q-46-1	2178	COTTAGE FRIED POTATOES W/GARLIC	2/3 cup	31 lb	170	3.4	7	278
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	163
	QG-3	1956	SIMMERED SPINACH	3/4 cup	27 lb	62	3.6	4.1	198
	Q-1-6	518	CORN COMBO	1/2 cup	7.5/7.5/5 lb	83	1.9	4.1	53
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOWCAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	R/M	951	STUFFED BELL PEPPERS (Note 1)	1 each	100 ea	365	31.8	21.5	476
	MCRD-12	2117	BAKED HAM	3 oz	20 lb	178	22.6	9	1500
	Q-66	504	BAKED SWEET POTATOES	1 each	40 lb	132	1.7	0.2	9
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-5	565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	4.2	121
	QG-3-16	2177	SIMMERED SQUASH	3/4 cup	20 lb	51	0.8	3.8	112
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	200 each	167	4.5	3.1	283
	J-7-2	1436	ORANGE GELATIN	2/3 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
MFR	2017	FROZEN LOWFAT YOGURT							

NOTE: 1. Use Lean Cuisine.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 6 - TUESDAYS

FY-99 / 6 APR, 4 MAY, 1 JUN, 29 JUN, 27 JUL, 24 AUG, 21 SEP

FY-00 / 19 OCT, 16 NOV, 14 DEC, 11 JAN, 8 FEB, 7 MAR, 4 APR, 2 MAY, 30 MAY, 27 JUN, 25 JUL, 22 AUG, 19 SEP

FY-01 / 17 OCT, 14 NOV, 12 DEC, 9 JAN, 6 FEB, 6 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-12	2117	BAKED HAM SLICE	3 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLES	1 each	100 ea	100	2.5	3	220
LUNCH	L-046	246	CREOLE MACARONI (Note 1)	1 cup					
	L-158	2404	SAVORY BAKED CHICKEN (Note 2)	4 oz	25 lb	321	14.6	12	733
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	QG-3-1	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	O-16-2	840	CHICKEN GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOWCAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-5	132	ROAST BEEF	4 oz	40 lb	287	42	12	82
	MCRD-90		SALISBURY STEAK	4-1/2 oz	28 lb	233	24.3	11.2	628
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	E-5-1	658	LYONNAISE RICE	3/4 cup	9 lb	168	3.1	1.8	223
	QG-3-16	579	SIMMERED SUCCOTASH	3/4 cup	27 lb	146	5.3	4.8	163
	Q-29-1	1226	SOUTHERN STYLE GREENS	1/2 cup	20 lb	21	2.3	0.3	27
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
MFR	2017	FROZEN LOWFAT YOGURT							

NOTE: 1. Use ground turkey.

2. Use Boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 7 - WEDNESDAYS

FY-99 / 7 APR, 5 MAY, 2 JUN, 30 JUN, 28 JUL, 25 AUG, 22 SEP

FY-00 / 20 OCT, 17 NOV, 15 DEC, 12 JAN, 9 FEB, 8 MAR, 5 APR, 3 MAY, 31 MAY, 28 JUN, 26 JUL, 23 AUG, 20 SEP

FY-01 / 18 OCT, 15 NOV, 13 DEC, 10 JAN, 7 FEB, 7 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-2	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-5	2228	PANCAKES	1 each	100 ea	73	2	1.2	197
LUNCH	L-22	158	BEEF STEW	1 1/4 cup	30 lb	350	31.4	15.2	994
			CHICKEN LASAGNA (Note 1)	8 oz	50 lb	320	12.5	17.8	752
	E-4	657	SIMMEREDE EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	Q-1-1	513	BROCCOLI COMBO	1/2 cup	8 lb	82	2.3	4.1	54
	QG-3-J	561	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-10	147	BEEF POT ROAST	4 oz	40 lb	258	35.9	10.9	388
	L-99	273	PORK ADOBO	2/3 cup	32 lb	278	28.4	14.6	712
	Q-33	512	PARSLEY BUTTERED POTATOES	4 pieces	35 lb	157	3.9	3.9	627
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	163
	QG-3-13	575	SIMMERED PEAS AND CARROTS	3/4 cup	27 lb	97	4.2	4.2	205
	Q-25	2436	VEGETABLE STIR FRY	1/2 cup	4.5 lb	54	0.9	3.6	109
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	2	20	140
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
MFR	2017	FROZEN LOWFAT YOGURT							

NOTE: 1. Use Lean Cuisine.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 8 - THURSDAYS

FY-99 / 8 APR, 6 MAY, 3 JUN, 1 JUL, 29 JUL, 26 AUG, 23 SEP

FY-00 / 21 OCT, 18 NOV, 16 DEC, 13 JAN, 10 FEB, 9 MAR, 6 APR, 4 MAY, 1 JUN, 29 JUN, 27 JUL, 24 AUG, 21 SEP

FY-01 / 19 OCT, 16 NOV, 14 DEC, 11 JAN, 8 FEB, 8 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-86	2106	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	1856	FRENCH TOAST (PREFORMED)	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-28-3	164	CHILI CON CARNE (Note 1)	1 cup					
	L-86-2		BAKED BREADED PORK CHOPS	4 oz					
	E-5	2225	STEAMED RICE	1/2 cup	6 lb				
	Q-50	491	OVEN BROWNED POTATOES	1/2 cup	24 lb	119	2.3	3.8	236
	Q-27-2	473	MEXICAN CORN	1/2 cup	4.5#10 cn	114	3.4	1.2	483
	QG-3-K	562	FRENCH STYLE GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOWFAT	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-119-3	1042	LEMON BAKED FISH	4 oz	30 lb	241	20.6	10.8	718
			BBQ CHICKEN (Note 2)	4 oz	25 lb	270	15.3	12.3	1114
	E-5-2	659	TOSSED GREEN RICE	3/4 cup	9 lb	166	3.1	1.8	223
	Q-46-1	1246	COTTAGE FRIED POTATOES	2/3 cup	31 lb	170	3.4	7	278
	Q-27	173	CALICO CORN	1/2 cup	20 lb	131	3.5	5.9	175
	QG-3-05	565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	4.2	121
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						

NOTE: 1. Use ground turkey.

2. Use boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 9 - FRIDAYS

FY-99 / 9 APR, 7 MAY, 4 JUN, 2 JUL, 30 JUL, 27 AUG, 24 SEP

FY-00 / 22 OCT, 19 NOV, 17 DEC, 14 JAN, 11 FEB, 10 MAR, 7 APR, 5 MAY, 2 JUN, 30 JUN, 28 JUL, 25 AUG, 22 SEP

FY-01 / 20 OCT, 17 NOV, 15 DEC, 12 JAN, 9 FEB, 9 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES	1 each	100 ea	73	4.1	12.2	197
LUNCH	L-62-1	2338	YAKISOBA	1 cup	25 lb				
	L-129	300	BAKED SALMON LOAF	4 oz	19 lb 6 oz	132	20.6	4.8	71
	Q-33	512	PARSLEY BUTTERED POTATOES	4 pieces	35 lb	157	3.9	3.9	627
	Q-64-1	1706	SAVORY SUMMER SQUASH	1/2 cup	24 lb	36	1	0.9	6
	QG-3-4	1417	SIMMERED BROCCOLI	2 to 3 pc	30 lb	68	3.9	4.1	140
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-119-7	1691	CAJUN BAKED FISH	4 oz	30 lb	194	33	5.8	400
	L-10-1	923	GINGER POT ROAST	4 oz	40 lb	293	38.1	13.3	573
	E-10	39	RED BEANS AND RICE	1/2c +1/2c	4#10cn/6lb	286	12.7	7.5	789
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-63	522	TANGY SPINACH	1/2 cup	18 lb	36	2.5	1.7	171
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	D-15	14	CORN BREAD	1 piece	11.25 lb	198	3.3	5.8	525
	J-7-2	1439	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 10 - SATURDAYS

FY-99 / 10 APR, 8 MAY, 5 JUN, 3 JUL, 31 JUL, 28 AUG, 25 SEP

FY-00 / 23 OCT, 20 NOV, 18 DEC, 15 JAN, 12 FEB, 11 MAR, 8 APR, 6 MAY, 3 JUN, 1 JUL, 29 JUL, 26 AUG, 23 SEP

FY-01 / 21 OCT, 18 NOV, 16 DEC, 13 JAN, 10 FEB, 10 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-12	2117	BAKED HAM	3 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLE	1 each	100 ea	100	2.5	3	220
LUNCH	N-022	1698	CANNONBALL SANDWICH (Note 1)	1 sandwich					
	L-114	2432	TERIYAKI CHICKEN (Note 2)	6 oz	37.5 lb	211	34.5	1352	
	E-7-1	1795	PORK FRIED RICE	1/2 cup	7.75 lb	195	7.8	419	
	Q-3	454	BOSTON BAKED BEANS	1/2 cup	8#10 cn	198	10	2.8	249
	QG-3-17	580	SIMMERED MIXED VEGETABLES	3/4 cup	27 lb	119	4.1	4.3	165
	J-7-2	1439	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	G-1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	1/2 tbsp	2 3/4 cups	33	0	0.75	14
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-65	247	HUNGARIAN GOULASH	3/4c + 3/4c					228
	L-162	327	ROAST TURKEY	4 oz	38 lb	224	37.5	7.1	121
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-1	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-7	567	SIMMERED CAULIFLOWER	5 to 6 pc	30 lb	65	2.8	4	140
	O-16-2	840	TURKEY GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	G-1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	1/2 tbsp	2 3/4 cups	33	0	0.75	14
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use ground turkey meatballs.

2. Use boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 11 - SUNDAYS

FY-99 / 11 APR, 9 MAY, 6 JUN, 4 JUL, 1 AUG, 29 AUG, 26 SEP

FY-00 / 24 OCT, 21 NOV, 19 DEC, 16 JAN, 13 FEB, 12 MAR, 9 APR, 7 MAY, 4 JUN, 2 JUL, 30 JUL, 27 AUG, 24 SEP

FY-01 / 22 OCT, 19 NOV, 17 DEC, 14 JAN, 11 FEB, 11 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-2	685	ROLLED OATS	1/2 cup	8.66 lb	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2012	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	2229	FRENCH TOAST	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-6	133	SUKIYAKI	3/4 cup	25 lb	414	29.3	22.2	619
	L-44	233	TURKEY CURRY	3/4 cup	15 lb 10 oz	247	17.3	9.2	717
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	Q-12	463	FRIED CABBAGE	1/2 cup	20 lb	46	1.1	2.9	204
	QG-3-12	574	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOWCAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-38		SPAGHETTI W/MEAT SAUCE (Note 1)						
	L-5	132	ROAST BEEF	4 oz	40 lb	287	42	12	82
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-1-6	518	CORN COMBO	1/2 cup	7.50 lb	83	1.9	4.1	53
	QG-3-12	574	SIMMERED PEAS	3/4 cup	27 lb	127	6.4	4.1	245
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOWCAL	1/2 cup	4# 10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use ground turkey.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 12 - MONDAYS

FY-99 / 12 APR, 10 MAY, 7 JUN, 5 JUL, 2 AUG, 30 AUG, 27 SEP

FY-00 / 25 OCT, 22 NOV, 20 DEC, 17 JAN, 14 FEB, 13 MAR, 10 APR, 8 MAY, 5 JUN, 3 JUL, 31 JUL, 28 AUG, 25 SEP

FY-01 / 23 OCT, 20 NOV, 18 DEC, 15 JAN, 12 FEB, 12 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES (PERFORMED)	1 each	100 ea	73	2	1.2	197
LUNCH	L-28-3	164	CHILI CON CARNE (Note 1)	1 cup	24 lb	466	25.6	30.1	887
	L-003	1789	CHICKEN ENCHANADAS (Note 2)	2 each	29.75 lb	218	9.6	12.8	447
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	E-9	2472	SPANISH RICE	1/2 cup	4 lb	122	2.4	3.5	198
	Q-27-2	1224	MEXICAN CORN	1/2 cup	29.81 lb	114	3.4	1.2	483
	Q-38-2	1272	REFRIED BEANS	1/2 cup	24.06 lb	256	11.6	13.7	607
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
	DINNER	L-112	285	SIMMERED CORNED BEEF	43 lb 8 oz	4 oz	284	20.5	21.4
O-6		175	HOT MUSTARD SAUCE	2 tbsp	6.25 lb	20	0.2	0.7	207
L-143-2		1694	HERBED BAKED CHICKEN (Note 3)	6 oz	37.5 lb	197	14.1	12.5	630
Q-50		491	OVEN BROWNED POTATOES	1/2 cup	24 lb	119	2.3	3.8	236
E-8		37	RICE PILAF	1/2 cup	6 lb	156	4	5	184
QG-3		1593	SIMMERED CABBAGE	1/2 cup	30 lb	10	1.3	0.1	29
Q65		524	HERBED BROCCOLI	1/2 cup	20 lb	28	2.9	0.3	16
MCRD-52		547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
J-7-2		1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
R/M		2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
MFR		2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use ground turkey.

2. Use Lean Cuisine.

3. Use boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 13 - TUESDAYS

FY-99 / 13 APR, 11 MAY, 8 JUN, 6 JUL, 3 AUG, 31 AUG, 28 SEP

FY-00 / 26 OCT, 23 NOV, 21 DEC, 18 JAN, 15 FEB, 14 MAR, 11 APR, 9 MAY, 6 JUN, 4 JUL, 1 AUG, 29 AUG, 26 SEP

FY-01 / 24 OCT, 21 NOV, 19 DEC, 16 JAN, 13 FEB, 13 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-2	685	ROLLED OATS	1/2 cup	8.66 lb	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2117	BAKED HAM SLICE	2 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLES	1 each	100 ea	100	2.5	3	220
LUNCH	MCRD-56	1314	APPLESAUCE	1/2 cup	4 #10 cn	93	0.2	0.2	4
	L-133	304	BAKED TUNA & NOODLES	1 cup	15.50 lb	334	27.5	11.9	1023
	L-96	264	ROAST PORK	4 oz	45 lb	445	32.8	33.6	79
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3J	561	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-16	579	SIMMERED SUCCOTASH	3/4 cup	27 lb	146	5.3	4.8	163
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	J-7-2	1436	ORANGE GELATIN	2/3 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-26	162	SYRIAN BEEF STEW	1 1/4 cup	30 lb	270	29.9	10.7	947
	L-142-2	1692	HERB BAKED ROCK CORNISH HENS	6 oz	78.13 lb	366	34.4	17.1	106
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	QG-3	559	SIMMERED ASPARAGUS	18 lb	4 to 5 ea	52	2.7	3.9	114
	QG-3-13	575	SIMMERED PEAS AND CARROTS	3/4 cup	27 lb	97	4.2	4.2	205
	O-16-2	840	CHICKEN GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 14 - WEDNESDAYS

FY-99 / 14 APR, 12 MAY, 9 JUN, 7 JUL, 4 AUG, 1 SEP, 29 SEP

FY-00 / 27 OCT, 24 NOV, 22 DEC, 19 JAN, 16 FEB, 15 MAR, 12 APR, 10 MAY, 7 JUN, 5 JUL, 2 AUG, 30 AUG, 27 SEP

FY-01 / 25 OCT, 22 NOV, 20 DEC, 17 JAN, 14 FEB, 14 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS	
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	3	0	
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160	
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54	
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296	
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390	
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210	
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147	
	D-25-5	2228	PANCAKES	1 each	100 ea	73	2	1.2	197	
	LUNCH	L-35-4	1675	CAJUN MEAT LOAF	4 oz					
L-147-2		1063	TURKEY ALA KING	1 cup	50 lb	303	28.5	14.9	782	
Q-57		498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166	
E-4-1		657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216	
QG-3-09		569	SIMMERED WHOLE KERNEL CORN	3/4 cup	27 lb	140	3.7	4.6	111	
QG-31		560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111	
O-19		187	TOMATO GRAVY	1/4 cup	6.25 qt	49	0.8	3.3	230	
J-7-2		1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105	
R/M		2453	CHOCOLATE PUDDING, LOWCAL	1/2 cup	4#10 cn	90	5	3	160	
MFR		2017	LOWFAT FROZEN YOGURT							
DINNER		L-10-2	924	YANKEE POT ROAST	4 oz	40 lb	300	38.3	13.6	476
		L-152	1779	CHICKEN TETRAZZINI	1 cup	18.13lb/5lb	354	25.1	16.3	1728
		Q-33	512	PARSLEY BUTTERED POTATOES	4 pieces	35 lb	157	3.9	3.9	627
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166	
	QG-3-07	567	SIMMERED CAULIFLOWER	5 to 6 pc	30 lb	65	2.8	4	140	
	QG-3-04	1417	SIMMERED BROCCOLI	2 to 3 pc	30 lb	68	3.9	4.1	140	
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253	
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105	
	R/M	2453	CHOCOLATE PUDDING, LOWCAL	1/2 cup	4#10 cn	90	5	3	160	
	MFR	2017	LOWFAT FROZEN YOGURT							

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 15 - THURSDAYS

FY-99 / 15 APR, 13 MAY, 10 JUN, 8 JUL, 5 AUG, 2 SEP, 30 SEP

FY-00 / 28 OCT, 25 NOV, 23 DEC, 20 JAN, 17 FEB, 16 MAR, 13 APR, 11 MAY, 8 JUN, 6 JUL, 3 AUG, 31 AUG, 28 SEP

FY-01 / 26 OCT, 23 NOV, 21 DEC, 18 JAN, 15 FEB, 15 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-86	2106	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	1856	FRENCH TOAST (PERFORMED)	1 slice	100 ea	90	3.3	2.6	153
LUNCH	MCRD-81	2349	BAKED EGG ROLL	1 each	100 each	129	16.9	5.9	457
	L-13	150	PEPPER STEAK	3/4 cup	30 lb	333	27.2	21.3	642
	L-079-1	1824	SWEET & SOUR CHICKEN (Note 1)	6 oz	37.5 lb	156	9.9	2.4	194
	E-4-1	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	QG-3	1956	SIMMERED SPINACH	3/4 cup	27 lb	62	3.6	4.1	198
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	MCRD-16	1182	SALISBURY STEAK	1 each	43.75 lb	196	20	8.5	992
	L-72	254	BAKED HAM, MAC,&TOMATOES	1 cup	10lb/4.50lb	315	18.7	16.7	319
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-12	574	SIMMERED PEAS	3/4 cup	27 lb	127	6.4	4.1	245
	QG-3	579	SIMMERED SUCCOTASH	3/4 cup	27 lb	146	5.3	4.8	163
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 each	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use Lean Cuisine.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 16 - FRIDAYS

FY-99 / 16 APR, 14 MAY, 11 JUN, 9 JUL, 6 AUG, 3 SEP

FY-00 / 1 OCT, 29 OCT, 26 NOV, 24 DEC, 21 JAN, 18 FEB, 17 MAR, 14 APR, 12 MAY, 9 JUN, 7 JUL, 4 AUG, 1 SEP, 29 SEP

FY-01 / 27 OCT, 24 NOV, 22 DEC, 19 JAN, 16 FEB, 16 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES	1 each	100 ea	73	4.1	12.2	197
LUNCH	L-64-1	246	CREOLE MACARONI (Note 1)	1 cup	12 lb				
	L-97	350	JAMBALAYA	1 1/2 cup	10 lb	371	26.8	11.3	1654
	Q-31	476	OKRA AND TOMATO GUMBO	1/2 cup	10lb/12.75lb	92	2.4	4.9	293
	Q-1-6	518	CORN COMBO	1/2 cup	7.50lb	83	1.9	4.1	53
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOCLATE PUDDING, LOWCAL	1/2 cup	4# 10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						
	DINNER	MFR	2349	BAKED EGG ROLL	1 each	100 each	129	16.9	5.9
L-62	2338	YAKISOBA	1 cup						
L-119-3	1042	LEMON BAKED FISH	4 oz	30 lb	185	33	4.9	391	
Q-50	491	OVEN BROWNEED POTATOES	1/2 cup	24 lb	119	2.3	3.8	236	
QG-3-17	580	SIMMERED MIXED VEGETABLES	3/4 cup	27 lb	119	4.1	4.3	165	
QG-3-5	565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	4.2	121	
MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283	
J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95	
R/M	2453	CHOCOCLATE PUDDING, LOWCAL	1/2 cup	4# 10 cn	90	5	3	160	
MFR	2017	FROZEN LOWFAT YOGURT							

NOTE: 1. Use ground turkey.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 17 - SATURDAYS

FY-99 / 17 APR, 15 MAY, 12 JUN, 10 JUL, 7 AUG, 4 SEP

FY-00 / 2 OCT, 30 OCT, 27 NOV, 25 DEC, 22 JAN, 19 FEB, 18 MAR, 15 APR, 13 MAY, 10 JUN, 8 JUL, 5 AUG, 2 SEP, 30 SEP

FY-01 / 28 OCT, 25 NOV, 23 DEC, 20 JAN, 17 FEB, 17 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD	2117	BAKED HAM SLICE	2 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLE	1 each	100 ea	100	2.5	3	220
LUNCH			GRILLED MEXICAN HAMBURGER	1 patty					
	N-41-2	2054	CHILI DOG	1 each	10 lb	265	11.8	20.9	729
	Q-45-3	1243	FRENCH FRIES	1 cup	30 lb	223	3.4	8.8	31
	Q-2	453	BAKED BEANS	1/2 cup	4# 10 cn	164	7.1	2	640
	QG-3-8	568	CORN ON THE COB	1 ear	58.31 lb	292	8.7	5.7	121
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	G-1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	1/2 tbsp	2 3/4 cup	33	0	0.75	14
	MFR		LOWFAT FROZEN YOGURT						
	DINNER	L-18	154	BBQ BEEF CUBES	3/4 cup	30 lb	337	36.9	7.2
L-158		2404	SAVORY BAKED CHICKEN (Note 1)	6 oz	321	14.6	512	12	733
Q-57		498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
E-5		2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
QG-3-13		575	SIMMERED PEAS AND CARROTS	3/4 cup	27 lb	97	4.2	4.2	205
QG-3J		561	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
O-16		840	CHICKEN GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
J-7-2		1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
G-1		1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
D-46		1637	VANILLA GLAZE	1/2 tbsp	2 3/4 cup	33	0	0.75	14
MFR			LOWFAT FROZEN YOGURT						

NOTE: 1. Use boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 18 - SUNDAYS

FY-99 / 18 APR, 16 MAY, 13 JUN, 11 JUL, 8 AUG, 5 SEP

FY-00 / 3 OCT, 31 OCT, 28 NOV, 26 DEC, 23 JAN, 20 FEB, 19 MAR, 16 APR, 14 MAY, 11 JUN, 9 JUL, 6 AUG, 3 SEP

FY-01 / 1 OCT, 29 OCT, 26 NOV, 24 DEC, 21 JAN, 18 FEB, 18 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2012	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	2229	FRENCH TOAST	1 slice	100 ea	90	3.3	2.6	153
LUNCH	MCRD-84	2175	BAKED TURKEY LOAF	6 oz	30 lb	278	27.4	12.9	955
	L-69-1	1002	GRILLED HAM STEAKS	3 1/4 oz	25 lb	178	22.6	9	1500
	Q-66	504	BAKED SWEET POTATOES	1 potato	40 lb	132	1.7	0.2	9
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-I	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-G	1552	SAVORY SUMMER SQUASH	3/4 cup	20 lb	54	2.3	0.4	84
	O-16-8	845	VEGETABLE GRAVY	1/4 cup	6.25 qt	25	1	1	270
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-119-1	1040	BAKED GARLIC BUTTER COD FILLET	4 oz	30 lb	263	20.5	13.6	600
	L-162	327	ROAST TURKEY	4 oz	38 lb	224	37.5	7.1	121
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	E-5-1	658	LYONNAISE RICE	3/4 cup	9 lb	168	3.1	1.8	223
	QG-3-9	569	WHOLE KERNEL CORN	3/4 cup	27 lb	140	3.7	4.6	111
	Q-63	522	TANGY SPINACH	1/2 cup	18 lb	36	2.5	1.7	171
	O-16-2	840	TURKEY GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 19 - MONDAYS

FY-99 / 19 APR, 17 MAY, 14 JUN, 12 JUL, 9 AUG, 6 SEP

FY-00 / 4 OCT, 1 NOV, 29 NOV, 27 DEC, 24 JAN, 21 FEB, 20 MAR, 17 APR, 15 MAY, 12 JUN, 10 JUL, 7 AUG, 4 SEP

FY-01 / 2 OCT, 30 OCT, 27 NOV, 25 DEC, 22 JAN, 19 FEB, 19 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES (PREFORMED)	1 each	100 ea	73	2	1.2	197
LUNCH	R/M	2455	VEGETABLE LASAGNA (Note 1)	9 oz	50 lb	347	18.4	12.5	953
	L-29	165	BEEF PORCUPINES	30 lb + 3 lb	2 each				
	E-4	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	QG-3-4	1417	SIMMERED BROCCOLI	2 to 3 pc	30 lb	68	3.9	4.1	140
	Q-18	466	CAULIFLOWER AU GRATIN	1/2 cup	20 lb	143	6.1	8.3	250
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW AL	1/2 cup	4# 10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	L-22	158	BEEF STEW	1 1/4 cup	30 lb	350	31.4	15.2	994
	L-107	280	BRAISED LIVER W/ONIONS	4 oz	25 lb	225	22	8.6	500
	E-4-1	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	Q-46-1	1246	COTTAGE FRIED POTATOES	2/3 cup	31 lb	170	3.4	7	278
	QG-3	1956	SIMMERED SPINACH	3/4 cup	27 lb	62	3.6	4.1	198
	Q-1-1	513	BROCCOLI COMBO	1/2 cup	8 lb	82	2.3	4.1	54
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW AL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	FROZEN LOWFAT YOGURT						

NOTE: 1. Use Lean Cuisine.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 20 - TUESDAYS

FY-99 / 20 APR, 18 MAY, 15 JUN, 13 JUL, 10 AUG, 7 SEP

FY-00 / 5 OCT, 2 NOV, 30 NOV, 28 DEC, 25 JAN, 22 FEB, 21 MAR, 18 APR, 16 MAY, 13 JUN, 11 JUL, 8 AUG, 5 SEP

FY-01 / 3 OCT, 31 OCT, 28 NOV, 26 DEC, 23 JAN, 20 FEB, 20 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2117	BAKED HAM SLICE	2 oz	20 lb	107	10	6	746
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLES	1 each	100 ea	100	2.5	3	220
LUNCH	L-037	170	SALISBURY STEAK (Note 1)	1 each					
	R/M	1824	SWEET & SOUR CHICKEN (Note 2)	6 oz	37.5 lb	156	9.9	2.4	194
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG3-17	580	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	Q-25	2436	VEGETABLE STIR FRY	1/2 cup	4.50 lb	54	0.9	3.6	109
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						
DINNER	mcrd-89	2172	SPAGHETTI W/TURKEY MEATBALLS						
	L5	132	ROAST BEEF	4 oz	40 lb	287	42	12	82
	Q57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	QG3-K	562	FRENCH STYLE GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	O16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	80	4	0	390
	MFR	2017	FROZEN LOWFAT YOGURT						

NOTE: 1. Use ground turkey.

2. Use Lean Cuisine.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 21 - WEDNESDAYS

FY-99 / 21 APR, 19 MAY, 16 JUN, 14 JUL, 11 AUG, 8 SEP

FY-00 / 6 OCT, 3 NOV, 1 DEC, 29 DEC, 26 JAN, 23 FEB, 22 MAR, 19 APR, 17 MAY, 14 JUN, 12 JUL, 9 AUG, 6 SEP

FY-01 / 4 OCT, 1 NOV, 29 NOV, 27 DEC, 24 JAN, 21 FEB, 21 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	1856	FRENCH TOAST (PERFORMED)	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-167	333	CHUCK WAGON STEW	1 cup					
	L-13	150	BEEF PEPPER STEAK	3/4 cup	30 lb	333	27.2	21.3	642
	E-4-1	657	SIMMERED NOODLES	3/4 cup	9 lb	245	7.7	6.5	324
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	Q-1-6	518	CORN COMBO	1/2 cup	9.5 lb	83	1.9	4.1	53
	QG-3-5	565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	4.2	121
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L72	254	BAKED HAM, MACARONI, & TOMATOES	1 cup	10lb/4.50lb	315	18.7	16.7	319
	Q57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-G-1	538	CREAMED STYLE CORN	3/4 cup	6# 10 cn	130	3.1	0.7	514
	Q5-A	1556	SIMMERED WHITE BEANS	2/3 cup	8 lb	173	8.5	5.7	204
	O16-2	840	CHICKEN GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 22 - THURSDAYS

FY-99 / 22 APR, 20 MAY, 17 JUN, 15 JUL, 12 AUG, 9 SEP
 FY-00 / 7 OCT, 4 NOV, 2 DEC, 30 DEC, 27 JAN, 24 FEB, 23 MAR, 20 APR, 18 MAY, 15 JUN, 13 JUL, 10 AUG, 7 SEP
 FY-01 / 5 OCT, 2 NOV, 30 NOV, 28 DEC, 25 JAN, 22 FEB, 22 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-86	2106	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	1856	FRENCH TOAST (PERFORMED)	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-35-4	1675	CAJUN MEAT LOAF	4 oz					
	L-152	1779	CHICKEN TETRAZZINI	1 cup	18.13 lb	354	25.1	16.3	1728
	Q-57	498	MASHED POTATOES	1/2 cup	2.5 qt	103	2.7	2	166
	QG-3-9	569	WHOLE KERNEL CORN	3/4 cup	27 lb	140	3.7	4.6	111
	Q-29-1	1226	SOUTHERN STYLE GREENS	1/2 cup	20 lb	21	2.3	0.3	27
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3# 2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-106	279	ROAST VEAL	4 oz	30 lb	249	33.4	11.7	141
	L-133	304	BAKED TUNA AND NOODLES	1 cup	15.5	334	27.5	11.9	1023
	Q-57	498	MASHED POTATOES	1/2 cup	2.5 qt	103	2.7	2	166
	QG-3-I	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	Q-64-1	1706	SAVORY SUMMER SQUASH	1/2 cup	24 lb	36	1	0.9	6
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 23 - FRIDAYS

FY-99 / 23 APR, 21 MAY, 18 JUN, 16 JUL, 13 AUG, 10 SEP

FY-00 / 8 OCT, 5 NOV, 3 DEC, 31 DEC, 28 JAN, 25 FEB, 24 MAR, 21 APR, 19 MAY, 16 JUN, 14 JUL, 11 AUG, 8 SEP

FY-01 / 6 OCT, 3 NOV, 1 DEC, 29 DEC, 26 JAN, 23 FEB, 23 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST									
	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	3	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES	1 each	100 ea	73	4.1	12.2	197
LUNCH									
	L-18	154	BBQ BEEF CUBES	3/4 cup	30 lb	337	36.9	7.2	1005
	L-140	309	SEAFOOD NEWBURG	6 oz	14 lb	252	30.3	9.7	418
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	163
	E-4-1	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	Q-1-1	513	BROCCOLI COMBO	1/2 cup	8 lb	82	2.3	4.1	54
	QG-3-7	567	SIMMERED CAULIFLOWER	5 to 6 pc	30 lb	65	2.8	4	140
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER									
	L-119-3	1691	CAJUN BAKED CATFISH	4 oz	30 lb	249	20.6	11.8	727
	L-147-2	1063	TURKEY A LA KING	1 cup	26 lb	297	28.2	14.9	762
	E-4-1	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	E-10	39	RED BEANS AND RICE	1/2c+1/2c	4#10cn/6lb	286	12.7	7.5	789
	QG-3-D	1956	SIMMERED SPINACH	3/4 cup	27 lb	62	3.6	4.1	198
	QG-3-6	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	D-15	14	CORNBREAD	1 piece	11.25 lb	198	3.3	5.8	525
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 24 - SATURDAYS

FY-99 / 24 APR, 22 MAY, 19 JUN, 17 JUL, 14 AUG, 11 SEP

FY-00 / 9 OCT, 6 NOV, 4 DEC, 1 JAN, 29 JAN, 26 FEB, 25 MAR, 22 APR, 20 MAY, 17 JUN, 15 JUL, 12 AUG, 9 SEP

FY-01 / 7 OCT, 4 NOV, 2 DEC, 30 DEC, 27 JAN, 24 FEB, 24 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD-12	2117	BAKED HAM SLICE	3 oz	20 lb	178	22.6	9	1500
	MCRD-66	2353	HASHBROWN TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLE	1 each	100 ea	100	2.5	3	220
LUNCH	N-19	421	SUBMARINE SANDWICH (Note 1)						
	L-31-2	1688	BEEF RAVIOLI MAZORS	1 cup	8# 10 cn	266	11	12	920
	Q-2	453	BAKED BEANS	1/2 cup	4# 10 cn	164	7.1	2	640
	QG-3-8	568	CORN ON THE COB	1 ear	58.31 lb	292	8.7	5.7	121
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	G-1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	2 tbsp	2 3/4 cup	33	0	0.75	14
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-10-2	924	YANKEE POT ROAST	4 oz	40 lb	300	38.3	13.6	476
	L-28-3	164	CHILI CON CARNE (Note 2)	1 cup					
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	QG-3-17	580	SIMMERED MIXED VEGETABLES	3/4 cup	27 lb	119	4.1	4.3	165
	Q-63	522	TANGY SPINACH	1/2 cup	18 lb	36	2.5	1.7	171
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.08	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	222	2	15	140
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	G-1	1280	ANGEL FOOD CAKE	1 slice	8 lb	150	3	0	300
	D-46	1637	VANILLA GLAZE	2 tbsp	2 3/4 cup	33	0	0.75	14
MFR	2017	LOWFAT FROZEN YOGURT							

NOTE: 1. Use deli sliced, lowfat luncheon meat.

2. Use ground turkey.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 25 - SUNDAYS

FY-99 / 25 APR, 23 MAY, 20 JUN, 18 JUL, 15 AUG, 12 SEP

FY-00 / 10 OCT, 7 NOV, 5 DEC, 2 JAN, 30 JAN, 27 FEB, 26 MAR, 23 APR, 21 MAY, 18 JUN, 16 JUL, 13 AUG, 10 SEP

FY-01 / 8 OCT, 5 NOV, 3 DEC, 31 DEC, 28 JAN, 25 FEB, 25 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2012	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-22	2229	FRENCH TOAST	1 slice	100 ea	90	3.3	2.6	153
LUNCH	L-28-4	939	CHILI MACARONI (Note 1)	1 1/4 cup	16 lb				
	L-99	273	PORK ADOBO	2/3 cup	32lb	278	28.4	14.6	712
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	QG-3-K	562	FRENCH STYLE GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	Q-5-A	1556	SIMMERED WHITE BEANS	2/3 cup	8 lb	173	8.5	5.7	204
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-162	327	ROAST TURKEY	4 oz	38 lb	224	37.5	7.1	121
	MCRD-12	2117	BAKED HAM	3 oz	20 lb	178	22.6	9	1500
	Q-66	504	BAKED SWEET POTATOES	40 lb	1 potato	132	1.7	0.2	9
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	QG-3-9	569	WHOLE KERNEL CORN	3/4 cup	27 lb	140	3.7	4.6	111
	QG-3-13	575	SIMMERED PEAS AND CARROTS	3/4 cup	27 lb	97	4.2	4.2	205
	O-16-2	840	TURKEY GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	ORANGE GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4#10 cn	90	4	0	390
MFR	2017	LOWFAT FROZEN YOGURT							

NOTE: 1. Use ground turkey.

M00027-02-C-0001

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 26 - MONDAYS

FY-99 / 26 APR, 24 MAY, 21 JUN, 19 JUL, 16 AUG, 13 SEP

FY-00 / 11 OCT, 8 NOV, 6 DEC, 3 JAN, 31 JAN, 28 FEB, 27 MAR, 24 APR, 22 MAY, 19 JUN, 17 JUL, 14 AUG, 11 SEP

FY-01 / 9 OCT, 6 NOV, 4 DEC, 1 JAN, 29 JAN, 26 FEB, 26 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	L-2-1	917	OVEN FRIED CANADIAN BACON	2 slices	12.5 lb	89	11.3	3.9	719
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	88	7.2	4.3	296
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	2228	PANCAKES (PERFORMED)	1 each	100 ea	73	2	1.2	197
LUNCH	MCRD-81	2349	BAKED EGG ROLL	1 each	100 each	129	16.9	5.9	457
	L-6	133	SUKIYAKI	1 cup	25 lb	241	28.3	9.9	649
	L-157		BAKED PINEAPPLE CHICKEN (Note)	6 oz	37.5 lb	291	15	12.1	431
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	100	2	0	167
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-64	503	LOUISIANA STYLE SMOTHERED SQ	1/2 cup	24 lb	57	1	2.9	255
	Q-12	463	FRIED CABBAGE	1/2 cup	20 lb	97	1.9	8.1	177
	Q-16-2	840	CHICKEN GRAVY	1/4 cup	6.25 qt	46	0.6	3.6	424
	J-7-2	1436	STRAWBERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4#10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-15	151	STEAK SMOTHERED W/ ONIONS	1 +1/3 cup	37.50 lb	565	33.6	8	269
	L-119-3	1042	LEMON BAKED FISH	4 oz	30 lb	185	3.3	4.9	391
	Q-44	485	BAKED POTATOES	1 potato	55 lb	185	5.5	0.2	17
			NONFAT SOUR CREAM	1 pkt	100 each	10	1	0	30
	E-8	37	RICE PILAF	1/2 cup	7.5 lb	156	4	5	184
	Q-1-6	518	CORN COMBO	1/2 cup	7.50 lb	83	1.9	11.7	53
	QG-3-5	565	SIMMERED BRUSSEL SPROUTS	7 each	30 lb	88	5.2	10.7	121
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	2	20	140
	J-7-2	1436	STRAWBERRY GELATIN	2/3 cup	3#2 1/2 cn	80	2	0	105
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4# 10cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use boneless, skinless, chicken breast.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 27 - TUESDAYS

FY-99 / 27 APR, 25 MAY, 22 JUN, 20 JUL, 17 AUG, 14 SEP

FY-00 / 12 OCT, 9 NOV, 7 DEC, 4 JAN, 1 FEB, 29 FEB, 28 MAR, 25 APR, 23 MAY, 20 JUN, 18 JUL, 15 AUG, 12 SEP

FY-01 / 10 OCT, 7 NOV, 5 DEC, 2 JAN, 30 JAN, 27 FEB, 27 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1-3	685	ROLLED OATS	1/2 cup	8.66 lb	150	5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-86	2230	BAKED TURKEY SAUSAGE LINKS	2 links	12.5 lb	84	9.7	4.3	181
	MCRD-12	2117	BAKED HAM	3 oz	20 lb	178	22.6	9	1500
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-6	617	WAFFLES	1 each	100 ea	100	2.5	3	220
LUNCH	L-38	1580	SPAGHETTI W/MEAT SAUCE	1 cup + sc	18lb/12lb				
	L-37	170	SALISBURY STEAK (Note 1)						
	Q-50-2	1251	OVEN-GLO POTATOES	1/2 cup	24 lb	119	2.7	3.8	275
	QG-1-S	538	CREAM STYLE CORN	3/4 cup	4# 10 cn	130	3.1	0.7	514
	QG-3-4	1417	SIMMERED BROCCOLI	2 to 3 pc	30 lb	68	3.9	4.1	140
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	L-23-1	159	EL RANCHO STEW	1 cup	30 lb	296	31.1	10.8	445
	L-72	254	BAKED HAM, MACARONI, & TOMATO	1 cup	10lb/4.50lb	315	18.7	16.7	319
	E-4	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	Q-G-3	566	SIMMERED CARROTS	3/4 cup	30 lb	86	1.5	4	188
	QG-3-I	560	SIMMERED GREEN BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	LEMON-LIME GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	1388	VANILLA PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	4	0	390
	MFR	2017	LOWFAT FROZEN YOGURT						

NOTE: 1. Use ground turkey.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

DAY 28 - WEDNESDAYS

FY-99 / 28 APR, 26 MAY, 23 JUN, 21 JUL, 18 AUG, 15 SEP

FY-00 / 13 OCT, 10 NOV, 8 DEC, 5 JAN, 2 FEB, 1 MAR, 29 MAR, 26 APR, 24 MAY, 21 JUN, 19 JUL, 16 AUG, 13 SEP

FY-01 / 11 OCT, 8 NOV, 6 DEC, 3 JAN, 31 JAN, 28 FEB, 28 MAR

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
BREAKFAST	E-1	1325	FARINA	1/2 cup	7 lb 5 oz	60	1.5	0	0
	F-10	2476	SCRAMBLED EGGS, ULTRA LITE	1/3 cup	20 lb	55	10	0	160
	F-4-1	1632	HARD COOKED EGGS	2 eggs	200 ea	64	5.4	4.3	54
	MCRD-85	2241	OVEN FRIED TURKEY BACON	3 slices	9.5 lb	68	7.2	4.3	296
	MCRD	2226	GRILLED MINUTE STEAKS	2 oz	18.75 lb	90	19.2	1.2	390
	MCRD-66	2353	HASHBROWNS TRIANGLE	1 each	100 ea	110	1	6	210
	E-5	2225	STEAMED RICE	1/2 cup	6 lb	103	1.8	0.4	147
	D-25-5	2228	PANCAKES	1 each	100 ea	73	2	1.2	197
LUNCH	L-111	284	NEW ENGLAND BOILED DINNER	1-1/2 C+3 sl	43.50 lb	585	32.1	30.8	1734
	O-6	175	HOT MUSTARD SAUCE	2 tbsp	6.25 lb	20	0.2	0.7	207
	L-64	246	CREOLE MACARONI	1 cup	11lb/5.50lb	294	14.9	12.4	599
	QG-3-J	561	SIMMERED WAX BEANS	3/4 cup	24 lb	68	1.9	3.9	111
	QG-3-13	575	SIMMERED PEAS AND CARROTS	3/4 cup	27 lb	97	4.2	4.2	205
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3# 2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	5	3	160
	MFR	2017	LOWFAT FROZEN YOGURT						
DINNER	R/M	MCRD-95	GRILLED CHICKEN CAESAR (Note 1)	6 oz	50 lb	96	7.8	1.8	492
	L-041-1	1745	SWEDISH MEATBALLS (Note 2)						
	Q-57	498	MASHED POTATOES	1/2 cup	2.50 qt	103	2.7	2	166
	E-4	657	SIMMERED EGG NOODLES	3/4 cup	8 lb	163	4.3	4.3	216
	QG-3-9	569	WHOLE KERNEL CORN	3/4 cup	27 lb	140	3.7	4.6	111
	Q-9	460	HOT SPICED BEETS	1/2 cup	4# 10 cn	121	1	3.8	571
	O-16	184	BROWN GRAVY	1/4 cup	6.25 qt	31	0.8	0.8	253
	MCRD-52	547	HOT DINNER ROLLS	2 rolls	16.66 dzn	167	4.5	3.1	283
	J-7-2	1436	CHERRY GELATIN	1/2 cup	3#2 1/2 cn	80	2	0	95
	R/M	2453	CHOCOLATE PUDDING, LOW CAL	1/2 cup	4# 10 cn	90	5	3	160
MFR	2017	LOWFAT FROZEN YOGURT							

NOTE: 1. Use Lean Cuisine.
2. Use ground turkey.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU**SALAD BAR MENU**

AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
A-31	1964	LETTUCE ICEBERG	variable	4 lb 5 oz	8	0.6	0.1	6
A-31	1867	CUCUMBERS (See Note 1)	4 slices	9 lb	8	0.3	0.1	4
A-31	1864	TOMATO WEDGES (See Note 1)	2 wedges	8 lb 5 oz	13	0.5	0.2	5
A-31	1381	CHERRY TOMATO (See Note 1)	3 each	7 lb	12	0.5	0.2	5
A-31	1998	CARROT STICKS (See Note 1)	6 strips	8 lb	13	0.3	0.1	11
A-31	1847	GRATED CARROTS (See Note 1)	2 tbsp	5 lb 2 oz	13	0.3	0.1	11
A-31	2041	GREEN PEPPER STRIPS (See Note 1)	2 tbsp	6lb 8 oz	8	0.3	0.2	1
A-31	1862	CELERY STICKS (See Note 1)	4 strips	9 lb	4	0.2	0	28
MCRD		TUNA, DRAINED	1 oz	6.25 lb	30	13	0.5	310
A-31	1995	FRESH SPINACH	variable	4 lb 8oz	6	0.8	0.1	22
A-31	1409	FRESH BEAN SPROUTS	2 tbsp	3 lb 2 oz	3	0.7	0.1	17
A-31	1565	CAULIFLOWER (See Note 1)	2 flowerets	12 lb	11	0.9	0.1	11
A-31	1905	CHOPPED ONIONS (See Note 1)	2 tbsp	4 lb 10 oz	12	0.4	0	1
A-31	1952	GREEN ONIONS (See Note 1)	2 tbsp	3 lb 5 oz	9	0.5	0	5
A-31	1875	RADISHES (See Note 1)	3 each	7 lb 2 oz	5	0.2	0.2	8
A-31	1886	BROCCOLI SPEARS (See Note 1)	3 each	9 lb 14 oz	13	1.4	0.2	13
A-31	2083	FRESH MUSHROOMS (See Note 1)	2 tbsp	3 lb 7 oz	2	0.2	0	0
A-31	1312	ALFALFA SPROUTS (See Note 1)	2 tbsp	1lb 9 oz	4	0.6	0.1	1
A-31	1307	LEMON WEDGES	1 wedge	6 lb	6	0.3	0.1	1
A-28		SHREDDED NONFAT CHEESE	2 oz	12.5 lb	45	8	0	170
A-29		CHOPPED EGG WHITES	1 oz		14	3	0	46
D-16	15	CROUTONS	8 each	2 lb	24	0.8	0.3	46
R/M	458	BLUE CHEESE DRESSING	1 each	100 each	59	0.9	5.8	50
R/M	466	THOUSAND ISLAND DRESSING	1 each	100 each	60	0	5	150
R/M	1250	CREAMY ITALIAN DRESSING L/C	1 each	100 each	7	0	0	85
R/M	1248	FRENCH DRESSING L/C	1 each	100 each	13	0	1	120
R/M	2086	RANCH DRESSING L/C	1 each	100 each	8	0	0	150
R/M	2286	THOUSAND ISLAND DRESSING, L/C	1 each	100 each	7	0	0	30

NOTE: 1. A minimum of eighteen (18) salad items and four (4) low calorie dressings will be served for each lunch and dinner meal.

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU**FRUIT BAR MENU**

AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
A-31	1296	APPLE	1 each	37 lb 8 oz	72	0.2	0.4	0
A-31	1292	PEAR	1 each	36 lb	72	0.5	0.5	0
A-31	1336	BANANA	1 each	40 lb	140	1.5	0.7	2
A-31	1285	ORANGE	1 each	37 lb 8 oz	67	1.3	0.2	0
A-31	1340	GRAPEFRUIT	1/2 each	54 lb 11 oz	109	1.2	0.4	0
A-31	750	WATERMELON	1 slice	34 lb	66	4.2	2.9	0
A-31	1294	TANGERINE	1 each	22 lb 15 oz	64	0.9	0.3	2
A-31	1011	TANGELO	1 each	37 lb 8 oz	75	1.1	0.3	2
A-31	1358	STRAWBERRIES	1/2 cup	16 lb 9 oz	22	0.5	0.3	1
A-31	997	PINEAPPLE	1/2 cup	33 lb 4 oz	39	0.3	0.3	1
A-31	1286	PEACH	1 each	25 lb	60	1	1	0
A-31	1341	GRAPES	1/2 cup	16 lb 11 oz	56	0.5	0.5	2
A-31	1337	CANTALOUPE	1 slice	21 lb 14 oz	79	1.9	0.6	20
A-31	1287	PLUM	1 each	15 lb 10 oz	88	1.2	0.7	0
A-31	1495	HONEYDEW MELON	1 slice	40 lb 15 oz	44	0.8	0.7	0
A-31	1349	NECTARINE	1 each	28 lb 2 oz	67	1.2	0.1	0
A-31	1489	FRUIT COCKTAIL, CANNED, DRAINED	1/2 cup	4 #10 cn	89	0.5	0	7
A-31	1290	PEARS, CANNED, DRAINED	1/2 cup	4 #10 cn	94	0.3	0.2	7
A-31	1351	PEACHES, CANNED, DRAINED	1/2 cup	4 #10 cn	80	0	0	10
R/M	1607	ASSORTED YOGURT	1 each	100 ea	240	8	2.5	125
J-7-2	1436	GELATIN, DIET	1/2 cup	3.13 gl	8	2	0	0
A-28	1687	COTTAGE CHEESE, 1%	1/4 cup	12 lb 8 oz	54	8	1.1	232

NOTE: A minimum of six (6) fresh fruits, 1 canned (drained) fruit, cottage cheese and assorted yogurt will be served during the breakfast meal. Additionally, gelatin will be served for each lunch and dinner meal.

FEMALE RECRUIT REDUCED-CALORIE MASTER MENU**BAG LUNCH MENU**

	AFRS	MCFMIS	NAME	PORTION SIZE	QUANTITY PER 100	PROTEIN GRAMS	SODIUM M. GRAMS
DAY 1 / DAY 5 TURKEY BREAST SANDWICH	PI-LOCAL	2488	B/L DAY 1	1 each	100 ea	27.3	1596
DAY 2 / DAY 6 SLICED CHICKEN SANDWICH	PI-LOCAL	2489	B/L DAY 2	1 each	100 ea	31.9	1816
DAY 3 / DAY 7 SMOKED HAM SANDWICH	PI-LOCAL	2491	B/L DAY 3	1 each	100 ea	29.9	1836
DAY 4 ROAST BEEF SANDWICH	PI-LOCAL	2490	B/L DAY 4	1 each	100 ea	30.7	1496

Each bag lunch contains:

(1) Sandwich (Note 1)							
Deli Style Turkey Breast				2 oz	12.5 lb	11.4	495
or Deli Sliced Chicken				2 oz	12.5 lb	16	715
or Deli Sliced Smoked Ham				2 oz	12.5 lb	14	735
or Deli Style Roast Beef				2 oz	12.5 lb	14.8	395
(1) Hard Cooked Egg				1 each	8.3 dzn	2.7	27
(1) Nutrigrain Bar				1 each	100 each	2	110
(2) Pieces of fresh fruit				2 each	200 each	1	0
(1) Carrot and Celery Sticks				4oz	8 lb / 9 lb	1	78
(1) Milk 1%, Individual				1 cup	100 each	8	130
(1) Individual, Mustard				1 each	100 each	0.2	63
(1) Individual, Nonfat Mayo				1 each	100 each	0	125
(1) Individual, Pepper				1 each	100 each	1	0
(1) Individual, Salt				1 each	100 each	0	388
Sports Drink (Note 3)				8 oz	6.25 gl	0	180
(1) Napkin				1 each	100 each	N/A	N/A
			Totals			15.9	1101

- NOTE:**
1. Each sandwich contains 2 slices of bread and 2 ozs of deli meat.
 2. Bag lunches will be stamped or marked with the date, messhall number, time prepared and time to be consumed by.
 3. Sports drink will be offered to recruits at the lunch site in bulk coolers.

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FEMALE RECRUIT REDUCED-CALORIE MASTER MENU

LOW CALORIE PRE-PORTIONED MEALS (CHEF PANTRY or comparable meal)

NAME	PORTION SIZE	CALORIES KCAL	PROTEIN GRAMS	FAT GRAMS	SODIUM M. GRAMS
Chicken Pot Pie	1 each	437	30	9	402
Chicken Primavera	1 each	406	28	8	172
Veal w/gravy	1 each	426	19	20	838
Chicken Stir Fry	1 each	330	27	6	566
Salisbury Steak	1 each	360	27	11	188
Spaghetti	1 each	494	26	19	738

**ATTACHMENT II
DEPT. OF NAVY CORRECTIONS
MANUAL
SECNAV Instruction 1640.9B**

CLICK ON SITE BELOW TO VIEW DOCUMENT:

<http://neds.nebt.daps.mil/1640.htm>

DEPARTMENT OF THE NAVY
Office of the Secretary
1000 Navy Pentagon
Washington DC 20350-1000

SECNAVINST 1640.9B
Pers-84
2 December 1996

SECNAV INSTRUCTION 1640.9B

From: Secretary of the Navy
To: All Ships and Stations

Subj: DEPARTMENT OF THE NAVY
CORRECTIONS MANUAL

- Ref:**
- (a) Uniform Code of Military Justice (UCMJ)
 - (b) U.S. Navy Regulations, 1990
 - (c) Manual for Courts-Martial, United States, (1995 edition)
 - (d) Title 10, United States Code, Section 951
 - (e) SECNAVINST 5815.3H
 - (f) SECNAVINST 1640.7D
 - (g) NSEC Hull Type Drawing 804 5959213 (NOTAL)
 - (h) OPNAVINST 1640.8 (NOTAL)
 - (i) Marine Corps Order 1640.3E (NOTAL)
 - (j) NAVFAC P-80 (NOTAL)
 - (k) Military Handbook 1037/4 (NOTAL)
 - (l) NAVMED P-117, Manual of the Medical Department, U.S. Navy (NOTAL)
 - (m) NAVSO P-1000, Navy Comptroller Manual
 - (n) SECNAVINST 5211.5D
 - (o) Naval Military Personnel Manual (MILPERSMAN) (NOTAL)
 - (p) SECNAVINST 5800.11A
 - (q) Navy Pay and Personnel Procedures Manual (PAYPERSMAN) (NOTAL)
 - (r) Source Data Systems Procedures Manual (SDSPROMAN) (NOTAL)
 - (s) BUPERSINST 1640.17D

1. Purpose. To issue standardized policies and procedures for the operation of Navy and Marine Corps confinement facilities. This is a major revision and should be read in its entirety.

2. Cancellation. SECNAVINST 1640.9A.

3. Discussion. The provisions of this Manual apply to the Navy and Marine Corps brigs (ashore and afloat), correctional facilities, and detention facilities. References (a) through (c) are applicable. Supplemental instructions may be issued as necessary for the operation of each confinement facility.

4. Action. Each addressee is responsible for the administration of the Department of the Navy corrections program in accordance with this instruction. Recommendations for the improvement of the provisions of this manual should be forwarded via the chain of command to the Assistant Secretary of the Navy for Manpower and Reserve Affairs (ASN(M&RA)).

5. Forms and Report

a. Requisition and availability of forms is provided in appendix a.

b. The reporting requirement contained in article 8114, paragraph 1 of this instruction, Report Control Symbol BUPERS 1640-1 is approved for 3 years from the date of this instruction. (This report will no longer be required when Correctional Management Information System (CORMIS) is installed.)

c. All other reports are exempt from reports control by SECNAVINST 5214.2B.

JOHN H. DALTON

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(Distribution continued on the next page)



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02 DEC 1996

LOCATOR CROSS-REFERENCE SHEET

Subj: DEPARTMENT OF THE NAVY CORRECTIONS MANUAL

See: _____

(Recipient enter information as to where this instruction is maintained.)

02 DEC 1996

MAJOR REVISIONS

CHAPTER 1. AUTHORITY AND GENERAL POLICY

- a. Military Departments are to be represented on the Department of Defense Corrections Council.
- b. A system to evaluate correctional programs and management is required.
- c. Inspections delegated by second echelon commands to subordinate commanders must be conducted by qualified corrections specialists.
- d. The Chief of Naval Personnel or the Commandant of the Marine Corps may grant waivers for cause; however, permanent waivers to fire and life safety requirements are reserved to the Secretary of the Navy.

CHAPTER 2. PHYSICAL PLANTS AND MAJOR EQUIPMENT

- a. Navy shore brigs are classified as Waterfront and Consolidated Brigs.
- b. Detention facilities are classified as either detention spaces, holding cells, or pretrial confinement facilities.
- c. Facility Functional Adequacy Classifications coincide with Navy Facilities Base Readiness Report. (NAVFAC BASEREP) ratings.
- d. Prisoner-rated capacity of a shore brig is reduced from 0.5 to 0.3 percent of the total military population in the area.
- e. Capacity of dormitories is expanded from 35 to 40 prisoners.
- f. Use of cameras is authorized for egress and ingress at sally ports.
- g. Electric wall plates in prisoner areas shall be of rigid nylon vice metal.
- h. Suspended or false ceilings higher than 12' are permitted in prisoners' areas.
- i. The Correctional Management Information System (CORMIS) is established for the Navy and for the Marine Corps.

- f. A daily Training Program is required.

CHAPTER 7. CONFINEMENT, RELEASE, TRANSFER

- a. Guidance for the management of pregnant prisoners is provided.
- b. Procedures are expanded for processing requests by other governmental agencies to use facilities to confine civilians.
- c. Guidance for pretrial confinement is expanded.
- d. Prisoners may not be released to perform investigative services without the second echelon commander's approval.
- e. Guidance for security of hospitalized prisoners/detainees is expanded.
- f. Initial Review Officer Hearing replaces magistrate review.
- g. Transient prisoners, midshipmen and officer candidates are added to categories of prisoners.
- h. When a court-martial adjudges both confinement and confinement on bread and water/diminished rations, the punishment of Confinement on bread and water/diminished rations does not begin until ordered executed by the convening authority.
- i. Prohibition of placing senior enlisted prisoners with lower grade prisoners is removed.
- j. Command visits may now be made by service members serving in pay grade E-6 or higher from the prisoner's division.
- k. When other than maximum custody pretrial detainees are hospitalized without 24-hour supervision, an Initial Review Officer (IRO) review is required upon return to the brig.
- l. Guidance for transfer of naval prisoners to a military long-term confinement facility is provided.
- m. Guidance for transfer of naval prisoners to the Federal Bureau of Prisons is provided.
- n. Guidance on psychiatric transfers to the Federal Bureau of Prisons is revised.

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CHAPTER 1

AUTHORITY AND GENERAL POLICY

SECTION 1. Authority

1101. UNITED STATES CODE. The basic authority to establish and operate correctional facilities, reference (d), states:

a. "The Secretaries concerned may provide for the establishment of such military correctional facilities as are necessary for the confinement of offenders against chapter 47 of this title."

b. "The Secretary concerned shall-

(1) ~~Designate an officer for each armed force under his jurisdiction to administer military correctional facilities established under this chapter;~~

(2) Provide for the education, training, rehabilitation, and welfare of offenders confined in a military correctional facility of his department; and

(3) Provide for the organization and equipping of offenders selected for training with a view to their honorable restoration to duty or possible reenlistment."

c. "There shall be an officer in command of each major military correctional facility. Under regulations to be prescribed by the Secretary concerned, the officer in command shall have custody and control of offenders confined within the facility which he commands, and shall usefully employ those offenders as he considers best for their health and reformation, with a view to their restoration to duty, enlistment for future service, or return to civilian life as useful citizens."

d. "There may be made or repaired at each military correctional facility such supplies for the armed forces or other agencies of the United States as can properly and economically be made or repaired at such facilities."

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SECTION 2. GENERAL POLICY1201. SECRETARY OF THE NAVY POLICY

1. General. Discipline is to be administered on a corrective rather than a punitive basis, and naval correctional facilities are to be administered on a uniform basis. It is desirable for persons under sentence of courts-martial or other military tribunals to be accorded uniform treatment, in furtherance of equality within the Department of the Navy and in justice to the individuals concerned.

2. Corrections Manual. The Department of the Navy Corrections Manual is the primary policy statement of the Secretary of the Navy applicable to confinement and correction of naval offenders. It is the policy of the Secretary of the Navy that the treatment of persons in naval confinement be uniform and in full accord with the provisions of the Uniform Code of Military Justice (UCMJ) (reference (a)) and that the major purpose of all awarded confinement be the correction of the members confined. It is also the policy of the Secretary of the Navy that confined naval personnel retain all of the rights and responsibilities of other service personnel in a duty status except those which are expressly, or by implication, taken away under the provisions of the UCMJ and such regulations as may be issued by competent authority.

3. Parole of Sentenced Prisoners. The Secretary of the Navy is authorized, by Title 10, United States Code, Section 952, to provide a system of parole for certain prisoners confined in military correctional facilities. The policy and procedures for conditional release from confinement, or parole, of eligible Navy and Marine Corps prisoners are set forth in reference (e).

4. Correctional Custody. The policy and procedures for administering correctional custody within the naval service are set forth in reference (f).

5. Delegation of Authority. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (MCC) are designated to administer brigs in accordance with this manual, NAVREGS, DoD Directives, and Title 10, United States Code.

a. The Chief of Naval Personnel shall exercise primary and final responsibility for developing and issuing correctional confinement policy and procedures within the naval service in all matters which are not endemic to the United States Marine Corps.

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(8) Establishing and maintaining a system to evaluate and provide statistical confinement data and an evaluation of correctional programs and management, and disseminating the information developed.

(9) Developing, evaluating, and monitoring correctional training programs for correctional personnel and prisoners.

(10) Providing technical assistance when requested in all areas of confinement to the Commandant of the Marine Corps (Code MHC).

(11) Acting as primary agent for the Secretary of the Navy in all confinement matters relative to Department of Defense and inter-agency activities.

(12) Representing the Navy on the DoD Corrections Council.

c. The Commandant of the Marine Corps (Code MHC) shall support the Chief of Naval Personnel in developing and promulgating correctional/confinement policy and procedures and controls the operations of all Marine Corps brigs, detention facilities/spaces, and correctional custody units. This responsibility shall include, but is not limited to, the following:

(1) Developing and staffing appropriate changes to this manual and related Marine Corps directives.

(2) Developing and coordinating a system governing transfer of Marine Corps prisoners among DoD and federal confinement facilities.

(3) Establishing, maintaining, and providing statistical data relating to corrections, confinement programs, prisoner populations, and Marine Corps deserter and absentee rates.

(4) Serving as the Marine Corps' point of contact for all correctional matters and maintaining liaison with federal and state correctional agencies as well as other military services in regard to Marine Corps prisoners.

(5) Conducting triennial on site inspections of Marine Corps brigs, detention facilities/spaces and correctional custody units. Assigns maximum rated capacities and functional adequacy classifications.

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military construction project for a new brig or for renovation of the existing facility to remedy identified discrepancies.

(6) Ensuring staffing for correctional facilities within their claimancies is in accordance with manpower requirements of each service.

1202. CORRECTIONAL PHILOSOPHY

1. The philosophy of naval corrections is based on recognition of the fact that, whether it be confinement or in some other form, punishment alone is seldom corrective. Confinement is punishment because it denies members their liberty and separates them from their families, friends, and most normal activities. It means loss of status and disapproval of the individual offender by the military society. Confinement sharply limits the prisoners' privileges, freedom of action, and opportunities for personal satisfaction. More significantly, it also lowers their self-respect.

2. Members are sentenced to confinement as punishment; they are not confined for punishment by any member of the staff of a brig except as provided for by law and regulation. Hazing, harassment, unauthorized exercises, unnecessary restrictions or deprivations, and demeaning treatment serve no useful purpose and are prohibited. The friction they cause creates tension between staff and prisoners and leads to acts of aggression, retaliation, and serious individual or mass disturbances. Prisoners forced to comply with unreasonable, unnecessary, and unmilitary routines lose respect for the authority which imposes them.

3. The length of time a person spends in confinement does not automatically bring a change in the individual's life; however, the staff members' intelligent performance of their correctional duties can provide the environment in which prisoners can more readily see and incorporate responsibility into their own lives.

4. This manual sets forth procedures which ensure fair, impartial, and humane treatment of prisoners in compliance with law, regulation, and naval policy. It provides for a correctional program which includes counseling and a systematic evaluation of prisoners which is a prerequisite for intelligent decisions on custody, work, training, clemency, and disposition. The program includes work, military and physical training, an opportunity for self improvement, recreation, and religious participation. The goal is to restore the maximum number of prisoners to duty at the earliest time, better prepared to perform useful, offense-free service, and thus salvage the individual member and, in part, the money and effort spent in

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Manager. Fire/Safety waivers will further be coordinated with the cognizant headquarters element for fire/safety.

2. Requests for extensions of waivers involving fire/life safety issues shall be forwarded to the Secretary of the Navy with the endorsement of each echelon, and shall provide justification for the extension, to include circumstances preventing resolution of the discrepancy during the waiver period.

3. If waivers are not approved, the spaces affected shall be closed and not operated until the discrepancies are eliminated. The major claimant will determine when the discrepancy has been resolved and shall notify all concerned.

4. Older facilities are not expected to immediately be in compliance with new requirements, except fire/life safety, and needed waivers should be identified until time and funds permit upgrade of the facilities. Permanent waivers needed for physical plant features not easily renovated should also be identified at major annual inspections.

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CHAPTER 2

PHYSICAL PLANTS AND MAJOR EQUIPMENT

SECTION 1. CLASSIFICATIONS - PHYSICAL PLANTS2101. FUNCTIONAL TYPES CLASSIFICATION

1. Shore Brig. A shore brig is a place of confinement established as an activity or at a local command of the shore establishment, and approved by the Secretary of the Navy as a naval place of confinement. Shore brigs are further classified as:

a. Waterfront Brig/Level I Correctional Facility.

Waterfront Brigs/Level I Correctional Facilities are located on operating Navy or Marine Corps installations to service local needs and normally contain a Correctional Custody Unit (CCU) and a short term brig that houses pretrial detainees, prisoners who will return to duty, or prisoners who are being discharged after serving short sentences, usually 30 days or less. Programs emphasize military discipline, training, work, and skills needed to succeed in the military environment.

b. Consolidated Brig/Level II Correctional Facility.

Consolidated Brigs/Level II Correctional Facilities provide confinement for prisoners who will be discharged or transferred to the United States Disciplinary Barracks or to federal prisons if their offenses and sentences, after the appellate process, allow such a transfer. Consolidated Brigs/Level II Correctional Facilities may provide local pretrial confinement, if economically warranted.

2. Ship's Brig. Prior to being operated as an authorized naval place of confinement, a ship's brig, included in the original construction or added during an authorized conversion, shall be inspected as required by article 2201.3 of this instruction and shall be certified if it meets criteria therein, by a major claimant or by the Chief of Naval Personnel (Pers-84). Structural standards for ships' brigs are set by reference (g). A ship's brig is authorized for the confinement of personnel attached to, or embarked in, a ship, and may be used for periods of confinement of up to 30 days. See article 7104.3. Persons with a sentence by court-martial of 31 days or more confinement or who are awarded a punitive discharge as part of a court-martial sentence and confinement time, shall be delivered to a shore brig for confinement. Pretrial confinement onboard a vessel at sea may continue only until the individual can be transferred to a confinement facility ashore. Such transfer shall

ART 2101

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applicable, specific instructions for detention facility operations will be issued by the Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC). See chapter 12 of this manual.

4. Correctional Custody. Spaces used for the nonjudicial punishment of correctional custody will be governed by the provisions of reference (f). Any command desiring to establish or disestablish a correctional custody unit will comply with appropriate Navy and Marine Corps subordinate directives.

5. Confinement Facilities of Other Military Services

a. Where economy and more efficient military administration will result and where local commanders determine it to be feasible and practicable, the Secretary of Defense has authorized and directed the joint use of military correctional facilities of the military services. Local commanders are authorized to execute agreements concerning the confinement of prisoners in correctional facilities located on installations of the other services in conformance with Department of Defense (DoD) directives.

b. Departmental approval of local interservice agreements covering such usage is not required, but two copies of any proposed draft agreements shall be forwarded to the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) for review and comment. The following provisions will govern confinement of prisoners confined under these agreements:

(1) Prisoners are subject to the rules and regulations governing the facility in which they are confined, and are treated as other prisoners confined there in a similar status, except as otherwise provided;

(2) Mitigation, remission or suspension of sentence, and transfer of any prisoners confined will be the responsibility of the appropriate command of the prisoner's branch of service;

(3) Direct communication is authorized between or among appropriate commanders in effecting such interservice confinement;

(4) Should any prisoner be unsuitable for confinement in the facility designated, the commanding officer of the confinement facility will notify the appropriate commander of the prisoner's branch of service who will, as soon as practicable, resume custody of the prisoner;

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- (2) Offense alleged
- (3) Date confined
- (4) Place confined
- (5) Command ordering confinement
- (6) Senior officer approving use of facility

d. Follow this message with a phone call reporting the individual's name, Social Security Number, and any other pertinent information.

e. All expenses will be paid by the command of the member confined.

f. If post-trial confinement is ordered, prisoners shall be transferred from foreign confinement facilities to the appropriate U.S. military confinement facility as expeditiously as possible.

2102. SPACE CONFIGURATION CLASSIFICATION

1. Cells/Secure Rooms. These are separate spaces for confining one person. Two or more persons shall not be confined in a cell/secure room designed for single occupancy, except in an emergency. Spaces designated for multiple occupancy must have prior approval of the Chief of Naval Personnel or Commandant of the Marine Corps (Code MHC). Padded cells, dark cells, and cells having doors which do not permit visual observation are prohibited.

2. Dormitories. This type of berthing space may be either of the open bay or cubicle type. Dormitories normally house groups of up to 40 prisoners.

3. Disciplinary Segregation Unit. The disciplinary segregation unit consists of single occupancy cell(s), isolated from the remainder of prisoner living quarters, used for segregating those prisoners awarded disciplinary segregation under the provisions of article 5103.3e. Single occupancy of disciplinary segregation cells is mandatory.

4. Special Quarters. Special Quarters is a group of cells/secure rooms used to house those prisoners who have serious adjustment problems, create anxiety or disruption among other prisoners in the general population, or who need protection from the other prisoners. Special quarters is a preventive management

Operation of the brig is not hindered by any inadequacies which may exist;

b. C2/BRAVO - The facility has substantially met all demands of the mission category through the reporting period with only minor difficulty. Inadequacies exist but do not seriously hinder operations. These inadequacies should be corrected when practicable;

c. C3/CHARLIE - The facility has only marginally met the mission demands of the category throughout the reporting period, but with major difficulty. Serious inadequacies exist which hinder the operation and must be corrected. This is a naval place of confinement authorized for use as a matter of expediency because no other facility is available;

d. C4/DELTA - The facility has not met vital demands of the mission category. Serious inadequacies exist which preclude successful support of the confinement mission. This is a naval place of confinement authorized for use only as a necessity because no other facility is available and it must be replaced or undergo major renovations, as soon as possible. The major claimant must pay particular attention to the continued existence of facilities classified in this category.

4. Functional adequacy classifications for brigs shall be issued at least triennially by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) following on-site inspections by corrections specialists.

5. Future construction and renovation to brigs and other facilities designated as naval places of confinement shall meet the physical construction requirements of this manual, references (j) and (k), and all other pertinent regulations for such facilities. Future construction and renovation of ships' brigs shall meet the standards prescribed by reference (g). Any request for an exception to these regulations shall be addressed to the Chief of Naval Personnel or Commandant of the Marine Corps (Code MHC), as appropriate.

2104. RATED CAPACITY CLASSIFICATION

1. The capacity of a brig shall be determined by on-site application of berthing spaces criteria imposed by local considerations, special needs, and references (j), (k), and (l). Rated capacities for Navy brigs shall be determined and issued by the Chief of Naval Personnel following on-site inspections by corrections specialists (Pers-84), and for Marine Corps brigs by the Commandant of the Marine Corps (Code MHC) following on-site

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closure, the tentative date for ceasing operation, and contain endorsements from all echelons of the chain of command. If closing the brig is approved, the commanding officer operating the facility shall transmit the actual closing date by message to the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) as appropriate.

3. Construction and Alteration Approval

a. The guidance for development of facility requirements and the submission procedures for construction projects are contained in NAVFACINST 11010.44E. Advance approval of proposed construction and/or alteration projects shall be obtained from the Chief of Naval Personnel or the Commandant of the Marine Corps.

b. New construction or overhaul/alteration of ships' brig spaces shall be in accord with General Specifications for Ships of the United States Navy. Alterations to a ship's brig require the approval of the type commander.

2202. PLANNING FACTORS

1. Responsibility for Planning. All planning and design for construction/alteration of shore confinement facilities require the initial and continuing close involvement and final approval of COMNAVFACENGCOM and the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC), as applicable. A brig is an integral part of the command which operates it. The determination as to whether a given command needs, or does not need, a brig must rest with that command and the major claimant. Plans to establish, construct, or alter existing brigs must be initiated at local command level through the normal military construction chain of command and sent via the Chief of Naval Personnel or the Commandant of the Marine Corps (Code MHC), for review and approval. Each command which carries a brig structure and grounds in its plant account shall initiate appropriate action to correct inadequacies.

2. General Planning Information. COMNAVFACENGCOM publication NAVFAC P-80, Facilities Planning Factors Criteria for Navy and Marine Corps Shore Installations (NOTAL), provides general planning information for confinement facilities. The procedures contained in NAVFACINST 11010.44E (NOTAL) should be followed.

3. Specific Planning Information. When developing plans for new construction or major renovation utilize references (j) and (k)

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(3) Costs incurred would not exceed projected costs for a new facility of comparable size.

e. Female Population. Providing for female prisoner population will be considered when evaluating facility requirements.

2203. TECHNICAL ASSISTANCE. Due to the infrequency of the local opportunities to design a brig, and in order to make use of current advancements in prison construction, corrections specialists from the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) will be involved at all stages of the planning, design, and construction process. In addition to reducing the amount of research necessary, using these specialists will ensure acceptability of the project proposal when reviewed for functional adequacy.

2204. BERTHING AREA

1. Cells/Secure Rooms

a. Space Requirements

(1) Disciplinary segregation cells will not be counted against the total capacity and will not normally exceed 5 percent of the brig's capacity. Cell size shall measure at least 6 feet wide, by 8 feet long, by 8 feet high. For new construction or renovation comply with paragraph 2103.5 of this manual. Cells/secure rooms shall be constructed for single occupancy. Construction or use of cells/secure rooms for multiple occupancy requires the approval of the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

(2) In small brigs or brigs where a separate control point exists for housing units, cells/secure rooms will be located as close as possible to the control center.

b. Construction Requirements

(1) Walls, ceilings, floors shall be constructed of hardened materials sufficiently secure to prevent escape of prisoners.

(2) Entrances shall be of security material, design, and construction, including viewports and security locks.

(3) Follow the construction criteria for cells set forth in reference (k).

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spaces should be painted light colors. Windows should be arranged to provide maximum natural light. Also see article 2209.1, Lighting, and article 2209.4, Windows.

(2) Temperature/Ventilation. Temperature and ventilation in cells/secure rooms will be maintained in accordance with reference (k). Ventilation shall not fall below 10 cubic feet per minute per prisoner.

(3) Excessive noise will be avoided.

2. Dormitories

a. Space Requirements. Each dormitory will normally not exceed a rated capacity of 40 prisoners and will provide 72 square feet per prisoner, exclusive of head facilities. In small brigs or brigs where a separate control point exists for housing units, dormitories will be located further from the control center than cells/secure rooms.

b. Construction Requirements

(1) Walls, ceilings, and floors shall be constructed of secure materials which are noncombustible and fire resistant.

(2) Dormitory entrances and fire doors will be of security material, design, and construction, with view port and security locks, and, if hinged, swing outward.

c. Equipment Requirements

(1) Furniture. Each dormitory berthing space shall provide each prisoner with a locker and a security type bunk which should normally be secured to the floor. A mattress, pillow, sheets, blankets, and a pillow case will be provided for each prisoner. Bunks will not be double decked if they interfere with visual supervision.

(2) Plumbing. Each dormitory should have its own water cooler, heads, and washing and shower facilities adjacent to the berthing area. Interior panels or partitions, if provided for privacy, should not obstruct security. Plumbing facilities should be provided in the proportionate numbers required by reference (k).

d. Habitability Requirements

(1) Lights. Dormitories will be provided with sufficient lighting fixtures to provide illumination in accordance with

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(2) Storage. It will be equipped to store keys, security equipment, life support systems, prisoner movement and accountability records, and dangerous tools when deemed appropriate.

(3) Plumbing. It will be equipped with a water closet, lavatory, and drinking water for use by the assigned staff member without his or her being required to leave the control room.

2. Sally Ports. Points of ingress and egress to and from the main building of the brig shall be controlled by a sally port gate with two independently keyed or electrically controlled interlocking grilles or gates, with manual override. Points of ingress and egress through the perimeter fence should be controlled by sally port gates and monitored by remote control cameras from the control center.

3. Fences

a. Perimeter. Where the perimeter fence constitutes the security perimeter of the brig, it will be at least 12 feet high and will be designed to prevent prisoners from escaping over or under it. The use of concertina/razor wire and double perimeter fencing is authorized only with prior approval of the Chief of Naval Personnel (PERS-84) or the Commandant of the Marine Corps (Code MHC). If approved for double fencing, the outer fence shall be spaced to prevent the inner fence from leaning on the outer fence if knocked down.

b. Interior. Additional fences may be constructed within the security perimeter if needed to enclose or separate certain areas. Fences may be laced with concertina/razor, if approved by the Chief of Naval Personnel (PERS-84) or the Commandant of the Marine Corps (Code MHC), in locations where the fence connects with another fence or building.

4. Gates. The openings through the perimeter fence will be constructed of the same material as the fence and will not exceed 14 feet in width per single gate. Single and double gates (both permitted for vehicle entrances) will be secured with an electric or manual prison lock. Such gates should be the sliding type on a positive top and bottom track and controlled by the gate sentry or the control center supervisor. Perimeter gates, when part of the brig security perimeter, will normally be limited to one front entrance and one rear service entrance, both secured with a sally port large enough to enclose anticipated traffic. Additional gates may be needed to meet fire and life safety requirements. Division fences will have sufficient gates to handle normal traffic and will be equipped with a positive position latch which

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security departments constitute minimum requirements for communication systems. Other options may be added, if needed.

a. Internal Communications and Alarms

(1) An internal telephone will be installed at each duty staff station and housing unit to permit staff members to communicate with each other on post and to conduct normal business. A duress alarm is required for isolated posts of the brig. Facilities with a rated capacity of 50 or more prisoners will be equipped with a duress alarm system which pinpoints troubled areas until switched off in the control room.

(2) A two-way intercom unit vice an internal telephone system may be installed at each duty station, and at other strategic locations throughout the facility.

b. External Communications and Alarm. A sufficient number of outside telephone trunk lines will be installed in brigs to permit efficient conduct of business and to alert other station offices in event of escape, fire, disorder, or other emergencies. Such outside telephones shall be restricted from prisoners access except as provided for in article 8301.17. Alarms shall be installed as required for life safety, such as fire or other emergencies. There shall be a direct means of communication, phone, radio, intercom, or alarm between the brig's control center and the installation's security, provost marshal, base police or master-at-arms dispatcher's office, destructive weather operations center, and fire department dispatchers.

c. Monitoring. All the alarm devices in the brig shall be controlled and monitored from within the control center.

9. Fire Construction/Equipment

a. Emergency Exits. Emergency doors, with view ports, shall be provided, in addition to the regular point of ingress and egress, in such locations as to permit prisoners to be evacuated from housing units in the event the regular entrance is inaccessible. These doors also provide an alternate entrance for staff members if the regular entrance is barricaded during a disturbance. Emergency doors must be hinged to swing outward to preclude barricading from the inside. If exterior fire exit stairs are provided in two story buildings, they will be open type, allowing visual control of fire exit doors. Locks on fire doors shall be electrically controlled from the control center and have a manual backup capability. It is essential that a weekly testing of emergency doors be included in the security inspections described in article 2302.

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2. Shops. Workshops and industry shops will meet the criteria specified in Maintenance Facilities, NAVFAC DM-28. In addition, the following security items are set forth:

a. Functional types of shops will be separated by at least an interior wall from each other and from prisoner spaces. Industrial shops will be located near laundry and mechanical rooms and, in larger facilities, adjacent to vocational shops. These shops will be located off the service entrance loading platform;

b. Walls, ceiling, and floors will be constructed of non-combustible materials. Windows will be security type. Entrances and fire doors will be security type with view ports and a manual deadlock or electro-mechanical lock and hinged to swing outward. Doors for interior walls will contain a view port and be equipped with an institutional lock;

c. Where such equipment is kept in a brig, a secure, lockable tool crib equipped with shadow boards, ladder racks, and garden tool storage racks shall be provided.

3. Chapel. Space will be provided for religious activities. This space may be designed for multiple use and used for other brig functions.

4. Visiting

a. Space. There shall be an area for personal visits and another for official visits and legal visits. The size and number of these rooms should allow adequate space to accommodate the projected needs of the brig. Private interview rooms for official and legal visitors should be contiguous to the general visiting area, and constructed in such a way as to reassure such visitors that they have acoustical privacy in conducting their business. A view port will be provided.

b. Furniture.

(1) Visiting room furniture should be informal and casual to create a relaxed atmosphere. The use of outside areas with wooden lawn furniture is encouraged. Prisoners requiring special handling may be required to visit in non-contact visitation booths. Bus station type lockers shall be available for visitors to store their purses, packages, or other materials not authorized within the visiting area. When possible, visitors should have access to a pay phone and vending machines for use in conjunction with visits. There will be a communication device to the control room. The windows will be security type. Entrances

garages should be located near the rear sally port and accessible to the service road.

4. Armory/Firearms Vault. In smaller brigs the base or station armory or security office will serve as a storage place for weapons. No weapons will be stored within the security perimeter of the brig. If necessary (because suitable storage is not provided by the station), a secure vault or lockable steel lockers for firearm storage shall be installed outside the security perimeter of the brig.

2208. SUPPORT AREAS. Refer to reference (k) for all support areas.

1. Administrative Offices

a. Offices outside the inner security perimeter will include one each for the commanding officer/officer in charge (CO/OIC), brig officer, administrative officer, mail supervisor and one larger for administrative clerks and records. Security features are required only for areas where drugs, mail, prisoner records, and valuables are stored.

b. Offices inside the inner security perimeter will include one each for the operations officer, programs officer, the counselor(s), the training, and work supervisors, and if these billets are assigned, the chaplain, medical officer, and psychologist/psychiatrist. These offices will have windows designed for maximum security prisoner quarters, security doors with view port, and a cylinder type institutional lock.

2. Mess. Facilities with a capacity of 60 or fewer prisoners should utilize the most economical method of feeding prisoners, taking into consideration the local messing resources available.

a. Dining Room. If messing facilities are supplied by the brig, general dining room requirements as specified by NAVFAC DM-36 Troop Housing (NOTAL) will be met. In addition, the following security measures are required.

(1) Doorways shall be limited to each end of the room, one set for prisoner traffic and the other leading to the galley area.

(2) All doors will be secured with a combination snap and deadbolt prison lock.

(3) Windows will be security type.

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6. Laundry

a. Prisoner Laundry. Space will normally be provided within the security perimeter for prisoner laundry. The size of the laundry, equipment, and storage areas will be proportionate to the volume of work performed. Windows will be security type. Doors will be security type with view port and equipped with institutional locks and hinged to swing outward. Lockable storage space will be provided for cleaning supplies (e.g., soaps, detergents, bleaches) and for completed work storage prior to delivery.

b. Commercial Laundry. If work is done for other organizations on the base or station, the laundry space will be designed according to pertinent COMNAVFACECOM criteria for larger laundry operations.

2209. MISCELLANEOUS AREAS. Refer to reference (k).

1. Lighting

a. General Rule. Adequate lighting shall be provided in all areas of the brig in order to ensure security and elimination of dark spaces. Permanent posts shall be provided with additional illumination when necessary for the accomplishment of assigned functions, e.g., searches, administrative tasks.

b. Berthing Areas. Night lights will be provided in all berthing areas, and shall not be any brighter than the absolute minimum needed for visual control and supervision. Staff members should carry flashlights for use when additional light is needed between taps and reveille.

c. Compound Lighting. The perimeter fence will be lighted with outdoor fixtures mounted on poles installed outside the perimeter fences, out of the reach of prisoners, and of sufficient height to illuminate the designated area. If it is deemed more practical, instead of poles, the area may be lighted with fixtures mounted on the exterior of the building and spaced as specified for light poles. These lights will be installed to light each corner of the compound and the remainder of the perimeter. All wiring to these lights will be either buried underground, built into building structures, or protected by metal conduit. Compound lights will be positioned to eliminate dark areas in doorways, walkways, and between buildings but not to interfere with prisoners sleeping within living quarters.

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b. Fixtures. Heat and ventilation fixtures in prisoner berthing areas will be security type and fastened with security screws.

c. Heat and Ventilation Systems

(1) The source (power plant) of heat, hot water and steam should be located outside the security perimeter of the facility. If circumstances require the power plant to be located within the security perimeter, it will be constructed as a maximum security building and the main electrical and water supply cutoff controls will be located in this building.

(2) All ductwork, pipes, and conduits within the security perimeter will be buried underground, contained in locked tunnels and spaces, or concealed within the structural walls, ceilings, or floors. These conduits and tunnels will have grille partitions or appropriate locations to preclude their use as an escape route.

4. Windows

a. Windows in exterior walls of buildings within the security perimeter will be security type.

b. Buildings housing prisoners will be constructed with windows and above ground. Windows in cell blocks and dormitories will be arranged to provide maximum natural light and natural ventilation commensurate with safety and security requirements.

5. Plumbing

a. Facilities. Plumbing facilities will be accessible to each living area, including cells/secure rooms, without the need for unlocking any door. The water cutoff control valve will be located outside the reach of the prisoners.

b. Fixtures

(1) Each cell, with the exception of "bare" cells, will be equipped with a combination drinking fountain, lavatory, and water closet unit.

(2) Showers in the segregation area will be security types.

(3) Faucets, valves, mixing valves, shower heads, etc. will be heavy duty type designed for institutional use. Water closets will be floor mounted only. Lavatories will be flush

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8. Stairwells

a. Interior stairwells will not contain windows, doors, or compartments other than doors to the floors which they service. These doors will be of the security type equipped with view ports.

b. Interior stairwells will be well-lighted and have sufficient fixtures to preclude any area being in total darkness if a single fixture fails.

c. Interior stairwell dimensions will be in proportion to the area or passageway they service and will be designed so as not to form a traffic bottleneck.

d. Exterior stairwells will conform to interior stair requirements ~~except that the stair tower is an open type and will~~ have minimum visual obstruction of exit doors, landings, and stairs.

9. Signs

a. Signs will be of uniform color, size, and configuration except where safety and fire codes dictate to the contrary. Signs should be kept to a minimum.

b. All signs will either be painted on roadways and curbs or attached flush with buildings or fences. Those mounted on fences will not interfere with the vision of a sentry in the surveillance of his or her post.

c. All labeling required within prisoner berthing areas shall be stenciled. Label plates will not be used.

10. Lockers

a. Prisoners shall be provided a safe place, such as a locker, in which to keep their clothing, health and comfort supplies, and other authorized personal effects.

b. Every locker shall be secured by a prison type combination lock, operable by a key, to facilitate inspection at any time by a member of the staff. The locks shall be provided for the prisoners by the brig. Master keys are to be kept in a safe place and available only to the brig officers for use by them personally or by their direction. Any lock which has been altered so that it may no longer be opened by the master key shall be removed from the locker and replaced with a properly functioning lock. The cost of repairing or replacing the

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persons from outside the brig are used, they shall be informed of security requirements and required to cooperate with their assigned escort in all security matters.

2. Security Equipment Maintenance. Damaged security doors, gates, locks, alarms, lighting, and keys are examples of the kinds of equipment which shall receive immediate attention by the Public Works/Maintenance Department to prevent security, health, and safety hazards. Brig staff shall not attempt to repair this kind of equipment except to install temporary barriers to reduce the chance of escape or to prevent danger to the staff or prisoners.

3. Equipment defects or physical plant deficiencies which present a danger to personnel shall be repaired on an emergency basis and special precautions will be exercised until necessary repairs are effected.

2302. INSPECTIONS

1. Frequent, visual, and functional inspections by all brig staff as they go about daily duties, will be made of all locks, bars, windows, doors, and other security equipment to ensure that they have not been tampered with and are operating satisfactorily. The inspection will also check for faulty electrical equipment, exposed wires, and other safety hazards. All personnel must be trained to observe and to report any unusual conditions, defective security equipment, or violation of security procedures. Times and results of all inspections will be recorded in the brig log. Included shall be the name of the inspector and immediate action taken. Written reports of discrepancies will be provided to the brig officer.

2. A formal weekly inspection or test, as appropriate, will be made of all security, emergency, and fire fighting equipment to ensure proper operation. A record of this inspection will be retained in the brig records and immediate steps taken to correct any deficiencies.

3. All confinement spaces shall be regularly inspected by the command fire marshal and shall comply with such standards as are issued.

2303. SAFETY PROGRAM

1. General. The commanding officer will ensure that a safety program is effectively carried out for the staff and prisoners. Accident prevention and the elimination of safety hazards require continuous efforts by each staff member and cannot be successful

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CHAPTER 3

STAFF

SECTION 1. STAFF CRITERIA

3101. POLICY. The specialized nature of duty in a brig requires that personnel assigned be selected in accordance with standard criteria and specifically trained in the control, management, and correction of prisoners. Personnel assigned to brigs shall be assigned a specific Navy Enlisted Classification (NEC) or Military Occupational Specialty (MOS), in accordance with procedures of their service. Civilians may be hired to augment the military staff.

3102. SELECTION CRITERIA

1. General. Personnel selected for duty in naval brigs must, unless specifically excepted by the Chief of Naval Personnel or Commandant of the Marine Corps (Code MHC), meet the following general criteria:

a. Navy personnel shall have completed at least 24 months active duty following completion of recruit training. Marine Corps personnel shall be at least 19 years of age.

b. Navy personnel shall be in pay grade E-4 or above.

c. Personnel shall be mature and emotionally stable. Members who have a history of neuropsychiatric disorder or excessive use or dependence upon alcohol shall not be assigned to brig duty. There must be no documented in-service drug use. Members should demonstrate leadership qualities and aptitude for working with people.

d. Navy personnel shall have no record of conviction by court-martial or nonjudicial punishment during the past 36 months, and shall maintain a clear record during tour of brig duty. Persons under investigation or being considered for administrative separation shall not be assigned to brig duty. Marine Corps personnel shall have no record of conviction by courts-martial or nonjudicial punishment involving drugs or moral turpitude during current enlistment.

e. Personnel shall have no record of a civil court conviction, except for misdemeanor traffic violations, since joining the military.

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3. Supervisory Positions. Personnel assigned to key positions, i.e., commanding officer, brig officer, assistant brig officer, training supervisor, work supervisor, or brig duty officer/duty brig supervisor, shall have served a minimum of 2 years of active duty, or have attained a level of qualification by reason of civilian experience or academic background to warrant such an assignment. These personnel shall complete the appropriate enroute formal training and the local pre-service orientation program before being assigned operational responsibility if it is their initial assignment to a brig. Personnel reassigned to another brig without a break in experience must participate in an abbreviated program designed to orient them to that particular facility. Brig officers will not assume their position in Navy brigs until completion of training required by the Chief of Naval Personnel (Pers-84).

4. Opposite Sex. When specifically approved by the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC), service members may be assigned to brigs authorized for prisoners of the opposite sex. However, they shall not be assigned duties which require the supervision of prisoners of the opposite sex at times when nudity routinely occurs.

5. Personnel from Other Military Services. In locations where naval brigs regularly confine members of the Air Force, Army, and Coast Guard, local interservice support agreements may be established and may include a requirement for the using service to provide staff augmentation. In such cases, the operating service shall establish the number and kind of billets prescribed in articles 3301 or 3302 for the capacity of the facility, in accordance with pertinent DoD guidelines. Such billets will be filled with personnel from the other military services who meet the criteria specified in article 3102. Such personnel shall complete all training required in this manual.

6. Civilians. Civilians may be employed in selected support positions in brigs only when specifically approved by the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

3103. ASSIGNMENT CRITERIA

1. Personnel shall be assigned to brigs for normal tours of duty. Transient personnel shall not be assigned to duty at a brig.
2. Personnel ordered to duty in a brig shall receive specialized training and shall not be utilized by the parent command for other command functions. Brig personnel shall not be assigned to

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c. Personnel required to complete any training should attend training within 6-9 months of entry on duty. Failure to complete required training will result in disqualification for the position.

3104. PERFORMANCE CRITERIA

1. General. Confinement work is unique. The assignment of good leaders, even though they possess other technical skills and abilities, is encouraged.

2. Awarding the Correction NEC/MOS.

a. Navy Personnel. Personnel who are assigned to ashore brig duties will complete formal training en route and be assigned NEC 9575. Correctional counselors will, in addition, complete the appropriate counselor's course and be assigned NEC 9516. Personnel nominated to be correctional counselors at shore brigs will be selected from the brig staff after having served a minimum of 6 months at the brig.

b. Marine Corps Personnel. Personnel who successfully complete the basic corrections course directed by the Commandant of the Marine Corps and those who meet the experience requirements contained in the Marine Corps Personnel Manual shall be awarded the 5831 MOS. Personnel in pay grade E-5 or above who have successfully completed a course of study in counseling may be assigned the secondary 5832 MOS. Personnel with dual qualifications may be assigned duties in either function, depending upon billet vacancies at their grade level.

3105. PERFORMANCE EVALUATION CRITERIA

1. Staff members must be continually evaluated to determine their effectiveness. Close observation, combined with training and progressively more responsible job assignments, is essential.

2. When brigs are manned and operated by a single service, service procedures for assessing job performance shall be used.

3. When personnel from one service are assigned to duty in a brig operated by another service the following shall apply:

a. The individual's performance of confinement duties shall be the primary determinant of the individual's proficiency. The initial evaluation of the member's ability to carry out these functions shall be made by the brig officer.

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b. Chaplain. A chaplain, when not assigned full time to the brig staff, shall be assigned in writing by the commanding officer of the activity for the Navy and the Commanding General for the Marine Corps to administer the religious program.

c. Medical/Dental. Medical/dental officers, when not assigned full time to the brig staff, will be assigned in writing by the commanding officer of the medical/dental activity providing service to the brig to care for the health and medical/dental needs of the prisoners and the sanitary conditions of the facility.

d. Staff Specialists. In addition to the chaplain and medical personnel described above, there are other staff specialists who can be utilized very effectively by enlisting their assistance in training, developing, and monitoring confinement staff activities in all areas of operations and programming. Such use is encouraged.

2. Operational Level. The following functions are at the operating level:

a. Brig Officer. The "brig officer" as used in this manual refers to the officer who is assigned the responsibility for the day-to-day operation of the brig.

(1) Navy. The term "brig officer" for the Navy refers to COs, officers in charge (OICs), chief petty officers in charge (CPOICs), and other officers as are assigned to a brig officer billet. CO/OICs are ordered into the brig officer billet as CO/OIC by the Chief of Naval Personnel. CPOICs shall be appointed in writing to a brig officer billet by the CO of the activity where the brig is located. Afloat brig officers shall be appointed in writing by the CO of the ship where the brig is located. Brig officers of brigs that are part of the activity where the brig is located do not have independent special court-martial authority but, if needed, must request it through the chain of command from the Secretary of the Navy. A brig officer who is the CO of a brig that has been established as a separate activity has the full authority of a CO as set forth in U.S. Navy Regulations.

(2) Marine Corps. The brig officer shall be appointed in writing by the CO of the brig and shall be directly responsible to him or her for all matters concerned with the operation of the brig. The appointing letter shall delineate the extent of delegation of administrative disciplinary authority, not to exceed that indicated in article 5103 of this manual.

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encourage command-level participation and provide liaison to staff specialists who support and provide guidance for the corrections program. This person is also responsible for training and supervision of all staff members assigned to the brig.

2. Assistant Brig Officer (Navy). The assistant brig officer performs such duties as assigned by the brig officer and acts for this person in his or her absence. Assistant brig officers are responsible for the organization, performance of duty, good order and discipline of the entire command and supervise security, programs, administrative support, and training.

3. Programs

a. Programs Officer. The programs officer is responsible for areas concerning rehabilitation, retraining and restoration. In facilities not having a programs officer, the assistant brig officer is responsible for these functions.

b. Correctional Counselor. The correctional counselor provides direct and indirect, individual and group counseling to no more than 40 prisoners and assists in their program development, performance, and evaluations. Where this person is a para-professional, problems requiring professional attention will be referred, through the chain of command, to a professional with the required competency.

c. Training Supervisor. The training supervisor is responsible for scheduling and providing staff and escort training, military and physical training, and maintenance of staff training records. In smaller brigs, this person may conduct prisoner reception, military and physical training and maintain prisoner training records.

d. Work Supervisor. The work supervisor is responsible for the planning and coordinating of work projects and work parties employing prisoners. This person's major functions include maintaining liaison with area coordinators, base commanders, and immediate superiors in command in the identification and assignment of productive work projects suitable for prisoners; ensuring that work parties are supervised by trained and qualified escorts; monitoring work parties on or away from the brig; and providing maintenance and general sanitation of the brig facilities and grounds. He or she shall coordinate the employment of installation custody/parolees and minimum custody prisoners on individual assignments to other commands. This position will normally be filled by a civilian in Navy brigs.

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5. Security. All staff are responsible for the security of the facility and the safety of prisoners and other personnel. The following will ensure security, safety and welfare measures, and programmed activities are carried out in accordance with regulations and directives. Some posts must be manned 24 hours, 7 days per week.

a. Operations Officer. The operations officer is responsible in the areas of security, control, accountability, emergency planning, and response.

b. Brig Duty Officer/Duty Brig Supervisor. The brig duty officer (Navy)/duty brig supervisor (Marines) is responsible for supervising the security force, maintaining of good order and discipline, carrying out the plan-of-the-day, and ensuring the health, welfare, and safety of staff members and prisoners. When the brig officer is absent, the next senior staff member available is in charge of the general operation of the brig watch during normal business hours; at other times, the brig duty officer/duty brig supervisor is in charge.

c. Control Center Supervisor. The control center is responsible to the brig duty officer/duty brig supervisor for maintaining the prisoner accountability and security system. This position is the hub of the communications system and coordinates information and activities concerning prisoners and prisoner movements. He or she is responsible for requisition, storage, issue, and inventory of security equipment such as keys, instruments of restraint, etc. Personnel selected for this post should be carefully screened by the brig officer due to the responsibilities and high pressure associated with these duties.

d. Quarters/Cellblock Supervisor. The quarters/cellblock supervisor is responsible to the brig duty officer/duty brig supervisor or unit department head for the maintenance of good order and discipline, sanitation, and the accountability and welfare of prisoners in an assigned berthing area. Each separate berthing area (dormitory or cell block) will be supervised. In the case of very small (10 capacity or under) or minimum custody quarters, one quarters supervisor may be assigned to supervise up to four separate quarters so long as they are adjacent to each other. In the case of larger quarters (more than 35 capacity) or unusually configured spaces, it may be necessary to assign more than one quarters supervisor. Medium/minimum custody quarters should be closed during the day and prisoners should be out on work details (unless work centers are established in the day room spaces of the berthing areas). It should not be necessary to keep a quarters supervisor on duty in a medium/minimum berthing area to supervise one, or a few, prisoners who are not going out to

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command population; that sanitation, preparation, handling, and service of food meet established criteria; and that the preparation and serving of restricted diets, bread and water meals, and diminished rations conform to the requirements of this instruction. Prisoners may be used as mess personnel under the mess supervisor's direction. This person, when not assigned full time to the brig staff, will be assigned in writing by the CO.

e. Specialized Billets

(1) It may be necessary to assign personnel to a brig who would normally perform similar tasks in another activity, such as disbursing or military personnel record keeping. When such personnel are assigned to a brig, they shall complete all local training required of other brig staff.

(2) When the mission of a brig requires specialized programs, additional billets to accomplish the brig's mission may be added. Civilians with the required expertise may be hired on a full-time or part-time basis. Such personnel, depending upon their professional background and previous corrections experience, will complete the training required for such personnel by the Chief of Naval Personnel or Commandant of the Marine Corps.

(3) All specialized brig staff shall have the same responsibilities for security and prisoner welfare as do other brig staff.

3203. WATCH BILL CONSTRUCTION. Security assignments shall be rotated as to both post and hours of duty to provide cross training and to broaden the staff's perspective of the total confinement function. The frequency of such reassignments is a matter of discretion with the brig officer, but experience has shown that assignment periods of less than 3-6 months are harmful.

3204. COMBINED DUTIES. In small facilities, it may be both necessary and expedient to assign two or more billet functions to one staff member. To preclude inappropriate grouping of such collateral tasks and to enhance the transferability of learned job skills from one confinement facility to another, the following tasks may be grouped. These groups of tasks may be subdivided within their own group.

Correctional Counselor

- Administrative Supervisor,
Mail Supervisor, Training
Supervisor

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SECTION 4. SPECIAL DIRECTIVES FOR CORRECTIONAL STAFF

3401. **POST ORDERS.** The brig officer shall ensure there are up-to-date written instructions for each post. These post orders shall contain a clear, concise statement of the purpose, schedule, supervisory functions, security requirements, and any other special features of the post. Staff members shall know and be able to perform the functions required in the post orders prior to assumption of that assignment.

3402. GENERAL RULES OF CONDUCT FOR STAFF

1. Generally, acting in conformance with the requirements of the UCMJ and observance of the constitutional rights of individuals is sufficient to establish proper staff/prisoner relationships. However, there are some aspects of staff behavior that merit special emphasis such as:

a. Physical abuse, hazing, use of unnecessary force, and any form of corporal punishment by a staff member are prohibited.

b. Striking or laying hands upon prisoners is prohibited except in self-defense, to prevent serious injury to other persons, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

c. Each brig staff member, regardless of duty assignment, is responsible for maintaining the security of the facility and the safe custody of the prisoners.

d. Brig staff members are prohibited from bartering, giving, or selling any item or service to prisoners and prohibited from permitting others to conduct such activities.

e. Brig staff members are prohibited from extending privileges, favored assignments, or information to individual prisoners which are not similarly available to all prisoners.

f. Staff personnel shall not use their official position to establish or maintain social contacts or relationships with prisoners or their families or friends.

g. Brig staff members shall not release information on individual prisoners without authorization of the brig officer.

h. Brig staff members shall set high personal standards of appearance and military bearing.

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brig shall attend pre-service training classes regardless of billet assignment or specialty code. It should be sufficiently broad in scope to give a thorough understanding of the policies, programs, and the procedures to be followed in all phases of the operation. It should be designed so that a successful participant could, with specialized training, fill any appropriate staff billet. Pre-service training shall consist of at least three subject matter areas: general orientation to correctional practices and the facility; general supervised on-the-job practice in all areas of the operation; and specific orientation to the particular assignment. The training shall be constructed so that experienced confinement personnel transferring into the facility attend only the portion designed to orient the participant with the peculiarities of that particular facility. Staff shall complete the Job Qualification Requirements (JQR) for specific assignments of a correctional specialist prior to assumption of duties. All pre-service training will be documented in such a manner as to permit verification of date and length of training and attendees.

3503. IN-SERVICE TRAINING

1. In-service training is designed to keep all staff members abreast of changes in policy and operations and to maintain and improve proficiency in confinement skills. Each brig shall conduct regularly scheduled in-service training so that a complete cycle of subject matter is completed within one year. All staff personnel, regardless of billet assignment, shall be required to attend this training and demonstrate proficiency in the subject matter. In-service training shall be a minimum of 40 hours per fiscal year and, as a minimum, will include the following subjects:

- a. Goals of the corrections program, official policies, programs, and procedures for the treatment of prisoners.
- b. Reception process, physical examination, health and comfort issue, clothing issue, personal property, completing forms, and reception lecture content.
- c. Searches, seizures, shakedowns, contraband.
- d. Program and custody classification, counseling, work, education, training, return to duty or discharge.
- e. Supervision of prisoners, staff attitudes, pitfalls of harassment, intra-staff relationships, staff and prisoner relationships, recreation, mail and visiting procedures, count procedures.

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3506. STAFF LIBRARY. An important aspect of professional development of staff members is the ready access to current literature in the field. This access is best accomplished by establishing a staff library under the purview of the training supervisor. Books, professional journals, monographs, and cassettes for the staff library may be purchased by the confinement facility and may be supplemented by the station or regional library.

CHAPTER 4

CONTROL, SECURITY, EMERGENCIES

SECTION 1. PRISONER ACCOUNTABILITY SYSTEM

4101. CONTROL CENTER FUNCTION

1. The control center is the focal point for all brig security and control operations, and is the impenetrable nerve center of the brig. It is here that all prisoner movements are directed, controlled, and accounted for; that all keys are controlled and accounted for; where the entry and exit of all prisoners, staff personnel, and visitors are controlled; and where emergency equipment is stored. The main communications terminals, both regular and emergency, are located in the control center. Outside telephone switchboards will not be operated from the control center during normal daytime working hours. Master count records are maintained in the control center and the reports of daily counts are prepared and verified there.

2. The control center shall be manned at all times and its security integrity maintained. Access to the control center shall be limited to authorized personnel. Prisoners shall not be allowed access to the control center under any circumstances. The security features of the control center should be sufficient to prevent unauthorized persons from entering forcibly. The control center shall have windows which are glazed with security glass as specified in reference (k) and security openings, through which keys, badges, papers, etc., can be issued and received.

3. The control center should be constructed and ventilated so that in the event chemical agents are used within the facility, they will not be inducted into the control center.

4102. CONTROL CENTER ACCOUNTABILITY SYSTEMS

1. Certain basic information must be maintained and controlled to ensure adequate accountability of prisoners at all times. This system will be controlled by and maintained in the control center. The extent of this system will be tailored to meet local needs. Small centers may combine elements as desired. Many of these required reports can be generated by the Correctional Management Information System (CORMIS). Elements of this system are:

a. The Confinement Order (NAVPERS 1640/4). Confinement Orders shall be delivered to the control center by the receiving

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personnel appointments, chaplain interviews, etc.). This list will be authenticated by signature of the brig officer or administrative officer and distributed to the control center and each applicable post. This list shall group appointments by time sequence and each entry shall show the prisoner's name, social security number, and the call-out appointment. A column will be provided for explanatory remarks. Prisoner passes shall be prepared prior to the time of the call-out by the quarters supervisor or escort/project supervisor who has custody of the prisoner at the time of the call-out appointment.

h. Prisoner Release Order (DD 367). Release orders shall be verified and maintained in the control center until the release is effected. Then, forward the release order to the administrative supervisor for inclusion in the prisoner's file. The administrative supervisor will ensure that the information is properly reflected on the Daily Change Sheet when known in advance. At the actual time of release, obtain the receipt signature on the release order, and deliver the completed form to the control center for the necessary record changes.

i. Brig Log. The log is the historical record of prisoner transactions and other significant events. It shall be maintained in the control center and reviewed (and countersigned) by the brig duty officer/duty brig supervisor at the conclusion of each watch. A running count will be included in this log.

4103. COUNTS

1. A minimum of three prisoner counts shall be made daily (reveille, end of workday, and taps). More frequent counts may be required depending on prisoner population and the physical characteristics of the facility; however, the frequency of the counts should not unduly interfere with the normal workday activity. In addition to the scheduled counts, work supervisors and quarters supervisors shall be required to make irregular but frequent checks of all prisoners under their supervision. There must be periodic bed checks of all prisoners during the night; however, prisoners shall not be awakened for this purpose. Routine counts will be scheduled at times which will not interfere with work, training, sleep, or recreation schedules. The results and times of all counts shall be entered in the brig log.

2. To ensure an accurate and well-organized count the following procedures shall be incorporated:

a. A 5-minute warning will be announced to alert the supervisors and to halt prisoner movement.

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4104. Prisoner Movement

1. Activities and movements of prisoners must be controlled. They must be orderly, punctual, and well supervised. Military formations and procedures are excellent control measures and will be utilized whenever feasible.

2. Utilization of prisoner passes shall be stressed in large facilities to facilitate the control of prisoner movements within the facility. Prisoner passes shall be used for special purposes which require prisoners to leave their regular details. Strict control of the prisoner pass system must be maintained. All members of the staff, staff specialists, and prisoners must be instructed in the operation of the pass system in order for it to operate correctly and efficiently.

3. In lieu of an Armed Forces Identification Card, the installation custody prisoners shall carry an Installation Custody Agreement (DD 512) describing their status and limits of movement.

4105. SALLY PORT OPERATIONS

1. A sally port is basic to the secure operation of any shore brig. Used properly, it affords security and control over entry to and exit from the brig.

2. The following procedures shall be followed in the sally port operations:

a. Whether the gate or door locks are keyed manually or operated electrically, provisions shall be made to prevent both from being inadvertently opened at the same time.

b. If the sally port doors or gates are electrically operated, the controls will be located inside the control center or within a secure post which has an unobstructed view of the sally port.

c. If the sally port is used primarily for vehicles, it should be so constructed that the largest vehicle entering can be contained within it with both gates closed. Ensure that any prisoners accompanying a vehicle have been properly logged out of the shore brig by the control center supervisor. All vehicles entering a sally port shall be searched.

d. Other staff members may assist the security supervisor in searching prisoners and vehicles, but the ultimate responsibility

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escorts with each maximum custody prisoner at all times while outside the cell. On a case-by-case basis, commanding officers of briggs may authorize additional restraint for movement of specific maximum custody prisoners. A military judge may direct that restraints be removed from a person in the courtroom if, in this judge's opinion, such restraint is not necessary. In all cases the limitations of article 1102 of reference (b) should be observed.

b. Medium Custody In. Prisoners who present security risks but do not warrant maximum custody level. They are neither dangerous nor violent.

(1) Supervision will be immediate at all times.

(2) They will not be assigned to work outside the security perimeter.

(3) They will wear restraints outside the security perimeter, unless senior security personnel determine restraints are not required in a particular circumstance.

(4) They will require two escorts when outside the security perimeter, unless senior security personnel determines that one escort is acceptable in a particular circumstance.

(5) They may be assigned dormitory quarters.

c. Medium Custody Out. Prisoners requiring continuous custodial supervision, but whose potential for escape does not present a threat to life or limb or destruction of property.

(1) Supervision shall be immediate and continuous at all times when outside the security perimeter of the brig.

(2) They may be assigned to any regular work inside or outside the facility.

d. Minimum Custody. Prisoners who do not present an apparent escape risk. Their behavior demonstrated while confined requires only limited custodial supervision.

(1) Custodial supervision may be occasional or periodic; a system of checks is usually sufficient.

(2) They are usually assigned work outside the facility; are escorted and transported by the brig staff or trained and certified escorts to and from the work site; but, while working, they may be under the supervision of other than correctional

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2. Ultra-conservative custody classification results in a waste of prisoner and staff manpower. A high number of maximum and medium custody prisoners requires more staff members for supervision, and the kinds of productive work available to higher custody classifications are usually much more limited. The classification system must follow established, but flexible, procedures.

3. A custody classification shall be based on the amount of supervision each individual requires. It is inherent in the system that those prisoners in lesser custody status (minimum or installation) will have the opportunity for additional privileges, simply because of the requirement for reduced supervision and of their increased mobility. A prisoner in any custody classification may be granted extra privileges, within security constraints, for above average performance. Privileges must be earned and are not automatic with a custody classification. The prisoner should be placed in the lowest custody classification possible as soon as possible. Thus, it is not appropriate to "promote" prisoners through the custody classifications in sequence. If the individual subsequently does not meet the established criteria, the custody classification can be revised.

4. The following are factors to be considered in assessing higher custody classifications (maximum or medium-in):

- a. Assaultive behavior.
- b. Disruptive behavior.
- c. Serious drug abuse.
- d. Serious civil/military criminal record.
- e. Low tolerance of frustration.
- f. Intensive acting out or dislike of the military (however, when a punitive or administrative discharge is pending, this type individual may prove to be no custodial risk).
- g. History of previous escape(s).
- h. Pending civil charges/detainer filed.
- i. Serving a sentence which the individual considers to be unjust or severe.
- j. Poor home conditions or family relationships.

4203. EVALUATION OF PRISONERS

1. An evaluation program as issued by CHNAVPERs (Pers-84) shall be implemented in all Navy brigs and correctional custody units. Factual information concerning prisoners, such as home and community background, education, service adjustment, attitudes, offense and circumstances, sentence, and any other pertinent information should be assembled early in their confinement. Through observation and evaluation reports, staff contacts, and recommendations/actions of higher authorities, histories of prisoners can be developed for use in determining their response to the corrections program. This in turn will indicate possible program changes.

2. The receiving and release supervisor will ensure that a Personal History Record (DD 498) and an Initial Contact Sheet (NAVPERs 1640/19) are completed on each prisoner as part of the admission process. The Initial Contact Sheet shall be reviewed by the brig duty officer/duty brig supervisor and forwarded to the correctional counseling staff.

3. All members supervising prisoners shall be responsible for evaluating prisoners in their charge and shall submit periodic written reports on their performance. This must be done on a scheduled basis, preferably weekly, to show levels of performance on a continuing basis. The evaluation will be submitted on the Work and Training Report (NAVPERs 1640/10)/or Responsible Servicemember Form.

a. Each report should describe the prisoner's attitude, work performance, overall performance, ability to get along with others, problems known to the supervisor, and any recommended custody or program changes.

b. Supplementary reports shall be submitted when a prisoner demonstrates behavior which is out of the ordinary, either good or bad.

4. A treatment file shall be developed for each prisoner to maintain all pertinent information. This file shall be made available to staff members on a "need-to-know" basis. It shall be made available for official reviews of adjustment and for board usage.

5. Each staff member has the responsibility for passing information concerning prisoners to the proper authority in the brig. What seems to be a bit of trivial information may prove to be significant when coupled with other information on hand. The behavior and attitude of the prisoner in the berthing area, at

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Such a measure shall be used only upon specific direction of the brig officer. A segregated prisoner shall be released to regular quarters as soon as the need for special segregation is past.

3. Homosexuals. Persons who are suspected, accused, or convicted of homosexual acts shall not automatically be segregated, or berthed in cells. Confinement in a cell may be appropriate when the prisoner has been involved in acts that may jeopardize the prisoner's safety or the safety of others. Homosexuals shall not be restricted from normal privileges and supervised activities available to other prisoners in the same custody classification if their conduct in confinement is non-aggressive and otherwise satisfactory.

4. Suicide Risks

a. Prisoners with a history of suicide attempts or who are considered to be suicidal should be immediately referred to the medical department for further evaluation and appropriate action. The prisoner should be made aware that he or she may request the brig chaplain provide spiritual or religious counseling. A prisoner evaluated as suicidal by the Medical Department must be hospitalized immediately. If deemed appropriate by the brig officer, prisoners who have threatened suicide or have made a suicidal gesture, but who are found fit for confinement, may be placed in the category of "suicide risk" for observation. They will be placed in special quarters and placed under continuous sighting. The prisoner's clothing may be removed where deemed necessary by the brig officer but must be under observation of a supervisor of the same sex. Closed circuit television may be installed at a limited number of cells for observation. Use of this equipment would be in addition to the requirement above.

b. If evaluations are delayed, and these persons remain in confinement, they shall be quartered in cells and checked at a minimum of 5-minute intervals. They shall not be permitted to retain implements with which they could harm themselves.

c. When prisoners are no longer considered to be suicide risks by a medical officer, they shall be returned to appropriate quarters.

5. Procedures. All prisoners in special quarters shall be under continual supervision. Special precautions shall be taken in equipping, inspecting, and supervising their quarters to prevent escapes, self-injury, and other serious incidents. They shall be sighted at least once every 15-minutes by a staff member and shall be visited daily by a member of the medical department and the brig officer. In addition, it is highly desirable that

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Where optimum conditions do not exist, prisoners in medium and minimum custody classifications may be housed together.

5. Prisoners requiring special custody and security measures must be identified and segregated at the earliest possible time.

SECTION 3. SECURITY SYSTEMS

4301. RESPONSIBILITIES FOR SECURITY

1. The primary purpose of a brig is the custody and control of prisoners. The control of prisoners is effected by the impartial enforcement of reasonable rules and regulations which are necessary for the safe and orderly operation of the facility. Custody and control measures shall be adequate to maintain good order and discipline, and to protect staff personnel and prisoners.

2. A sound system of security, custody, and control shall be established in each facility. Every staff member must understand that custody and security do not stand alone but are interdependent with all other portions of the operation. Each individual assigned to a brig is responsible for its security, regardless of duty assignment.

3. Fixed posts shall be maintained to ensure that all traffic is permitted to enter or leave only upon suitable identification and inspection. Because of the nature of the prisoner population in the naval service, the use of armed sentries within the perimeter is not authorized. When perimeter sentries are necessary, sentries outside the compound of a shore brig shall be located so as to have an unobstructed view of the enclosure, and approaches to it.

4. Security measures inside the brig are the day-to-day control and supervision procedures designed to facilitate the movements of prisoners, to assure control of their whereabouts, to guard against violation of rules, and to promote discipline and good order. Posts must be established at key points such as in quarters and at entrances to work and recreation areas to afford control and supervision. Provisions must also be made for supervision during meals and other activities.

5. The existence of programs or activities such as work, organized recreation, and self-improvement activities combine to create sound custodial measures. Security cannot be assured if it is based on procedures which are operated wholly against the will of the prisoners. When prisoners spend long hours in idleness and feel they are harassed by unnecessary restrictions

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a. Search of the Person. Searches shall be conducted by staff members of the same sex as the prisoner, absent extreme emergency.

(1) Frisk Search. In the frisk search, the prisoner's body and clothing are examined by the staff member running his or her hands over all areas. The possessions carried by the prisoner are also examined. Requirements for prisoners to assume exaggerated positions are not normally necessary. Unnecessary force is prohibited. A quick, careless search is useless. Random frisks will usually prove adequate in controlling contraband. Care must be taken not to establish a predictable pattern in conducting these searches.

(2) Strip Search. The strip search shall be used in admitting new prisoners, when transferring prisoners or whenever suspicion of a crime or violation of the UCMJ attaches to a prisoner. The brig officer will determine how often strip searches are to be conducted following visits, in those situations where the prisoner has been outside the security perimeter, and special cases when deemed necessary. In situations where all prisoners are not strip searched, and no specific incident exists, random selection shall be used. Random selection requires an objective method; staff choice on the spot is not an acceptable method. The complete search will be made in privacy and the searcher shall have another staff member present as a witness. In these searches the prisoners shall remove their shoes and all clothing. Clothing, personal effects, and body shall be carefully searched.

(3) Body Cavity Search. Internal examination of the body orifices, when required, shall be made only by authorized medical personnel. This requirement does not preclude visual examination by staff members.

b. Area Search. All areas shall be subjected to a thorough search from time to time on an unscheduled basis. Visiting areas will be searched by staff before and after all visits, and prior to any further access by prisoners. In conducting such searches, a definite plan should be followed. Prisoners should not be present during the search nor be permitted to see how it is conducted. If prisoners are occupying the area to be searched they should be marched out of the area, each being frisk searched on leaving. All authorized articles should be handled carefully and replaced when the search is completed. Care should be exercised to avoid any undue disturbance of prisoners' effects.

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4303. KEY CONTROL

1. The control of keys is a major element of security. A key control system should include routine (at least monthly) surveys to ensure that the authorized number of keys are available and that they will operate the locks. The system should identify each key or ring of keys and give its location at all times. No key's marking should indicate its function. Locks and keys (including spare keys) for fire escapes and emergency doors must be checked frequently to ensure their operation. Only authorized staff members shall have brig keys in their possession, and then only during the performance of duties requiring the use of those keys. Keys shall not be taken from the facility. A duplicate set shall be held in reserve for use in emergencies and will be rotated regularly with duty keys to ensure all keys function properly. A third duplicate set of keys shall be maintained outside the brig and at a secure location providing 24 hour availability. All sets of keys will be rotated regularly (at least every 3 to 6 months) to ensure they function properly.

2. Keys shall be located in the control center and, except when in use, shall be stowed in a cabinet or locker that will be secure at all times. Stowage should be such that keys may be readily selected in case of emergencies. The key control system must be rigidly enforced. The control center shall have an accurate key book showing the number of each key, trade name of lock and its location, and the number and location of keys for that lock. Each key or ring of keys shall have its own hook on the key panel board. Staff members authorized to draw keys will use a metal tag system for each key drawn and be required to return the key after use. All keys must be accounted for at all times.

3. A sentry within a locked area should have only the keys to a locked sub-area (such as keys to cells within a cellblock.)

4. A system for the control of brig staff members personal keys shall be implemented.

4304. TOOL CONTROL

1. Tool control is essential to the security of the brig. Small tools as well as large will be marked/tagged for identification and closely controlled. Each staff member must report violations of the tool control plan. Ladders, rope, and other equipment that can be used for escape purposes or for weapons should be included in the tool control plan.

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all prisoners. Containers entering the compound shall be searched unless they were banded or sealed at a point of shipment and have not since been opened. At the discretion of the brig officer, local conditions may not require search of every container; however, frequent spot checks of incoming containers shall be made instead. Inspections must be thorough. Laundry, trash, and other containers large enough to conceal a person shall be searched before leaving the compound unless they were filled under the continuous supervision of a staff member and the supervision maintained until their removal.

2. Vehicles parked in the staff/visitors parking area shall be locked.

4306. VOLATILE/POISONOUS/HAZARDOUS SUBSTANCE CONTROL. Supplies which may be dangerous shall be secured in accordance with applicable Navy/Marine Corps policy and Occupational Safety and Health Administration standards.

1. Medical Supplies. Everything containing a narcotic, alcohol, or poison requires special handling and accounting to provide adequate protection against carelessness, theft, and misappropriation. These supplies shall be controlled in accordance with the rules set forth in the Manual of the Medical Department. When such supplies are needed for use, they shall be withdrawn only by medical personnel.

2. Flavoring Extracts and Food. When the facility operates its own galley, close supervision by the personnel in charge must be maintained to prevent theft of material for making alcoholic beverages.

3. Poisons. Various compounds such as pest and rodent control powders and liquids, toilet bowl cleaner, soaps and detergents, and disinfectants are dangerous and must be controlled. These items shall be locked in a safe storage cabinet, dispensed in quantities required for immediate use, and issued for use only by staff.

4. Strong Irritants. Cleaning supplies, insecticides, and similar agents which contain strong irritants that may cause blindness or death must be closely controlled. These items shall be stored in a centralized location, properly issued and returned by staff.

5. Paints, Varnishes, Thinners, Plastic Glue, Duplicating Fluid, and Antifreeze. Prisoners have been known to sniff or drink mixtures containing harmful compounds which resulted in serious injury or death. The utmost care shall be taken by the staff to

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provided outside the security perimeter to safely clear all weapons prior to storage in the arms locker.

4308. TEAR GAS (CHEMICAL AGENTS)

1. Chemical riot control equipment may be used only upon order of the commanding officer, and only by a person trained in its use. A trained riot force of the command, post, or station should be utilized. Oleoresin Capsicum (OC) and Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used in all naval brigs and pretrial confinement facilities with the exception of overseas facilities where OC or CS gas is prohibited in the Status of Forces Agreement with the host nation. Additional restrictions and responsibilities are provided below:

a. Oleoresin Capsicum (OC) spray:

(1) Ensure only trained personnel are allowed to use OC spray.

(2) Exposure to OC spray may cause respiratory failure in susceptible individuals. Ensure brig staff are appropriately trained in basic life support procedures before using OC spray.

(3) Use only OC spray that is free of potential or known carcinogens.

(4) Maintain a record on the use of OC spray during disturbance control, training, or during accidental release to monitor the number of individuals exposed and any attributed adverse outcomes.

b. Ortho-Chlorobenzylidene Malonitrile (CS gas) may be used when there is a large number of rioters so situated that their removal would be hazardous to other prisoners or staff personnel. The use of gas shall be authorized only by the commanding officer and only CS gas will be authorized. Normally grenade type canisters will be used.

(1) Sufficient gas should be used at the first attempt to quickly break up all resistance. The minimum effective amount and the maximum amount that can be safely used in any given area should be computed in advance and be maintained as part of the riot control bill.

(2) Provisions for equipment and personnel must be made for a follow-up action. The gas will break the resistance, but the prisoners may have to be forcibly removed. A follow-up squad

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(5) Commands or units maintaining an inventory of aerosol tear gas will establish procedures to account for all dispensers.

(6) Commanders who maintain an aerosol tear gas inventory shall establish procedures whereby:

(a) All personnel exposed to aerosol tear gas will receive decontamination treatment as soon as possible after exposure, but in no event shall the delay exceed 45-minutes. This treatment should include as a minimum copious irrigation of the eyes with cold water, and for those individuals heavily exposed to tear gas a medical department examination for evaluation and appropriate referral, and replacement clothing for individuals whose clothing is contaminated.

(b) Decontamination of the brig will be accomplished following the use of tear gas.

2. Whenever a chemical agent is used, a detailed description of the circumstances attending its use will be reported in accordance with article 8116.2. If injury or an adverse public reaction should occur, an interim telephonic report will be made immediately to Chief of Navy Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) with follow-up reports as soon as additional information becomes known.

4309. INSTRUMENTS OF RESTRAINT

1. Instruments of restraint of any type shall not be used as punishment. See article 1102 of reference (b).

2. As a precaution against incidents created by dangerous, violent, or escape-minded prisoners, handcuffs, transportation belts, and leg irons may be utilized. Movement of prisoners requiring this restraint at a base or station shall be limited to specific occasions authorized by the commanding officer. Use of other control methods, e.g., strait jacket, must be authorized by a medical officer.

3. Instruments of restraint are not normally authorized to be used within the security perimeter of the brig except when preparing to move a maximum custody prisoner outside the segregation unit, or to regain control during a disorder, or when a prisoner is violent and self-destructive. The senior staff member on duty at the brig is the only one authorized to order the use of restraints in these situations. If restraints are used as a result of a disorder or on a violent prisoner, the commanding officer shall be notified immediately. The commanding officer or the command duty officer shall make an immediate on-

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force, personnel shall use the minimum amount of force necessary to control the situation.

2. When deciding a course of action, responsibilities shall be considered in this order:

- a. General public safety.
- b. Safety and welfare of hostages (if any).
- c. Prevention of loss of life or injury to other personnel.
- d. Prisoner welfare.
- e. Protection of property.

4403. PRIORITIES OF FORCE. When the use of force is necessary, it will be exercised according to priorities of force and limited to the minimum degree necessary under the particular circumstances. All instances requiring the use of force shall be fully documented. The use of firepower is justified only under conditions of extreme necessity and as a last resort, and when all lesser means have failed, or cannot be reasonably employed. Examples of such circumstances are stated in article 4404. The application of any or all of the priorities of force listed or the application of a higher numbered priority without first employing a lower numbered one, will depend on and be consistent with the situation encountered during any particular disorder. The priorities of force and who may order them are:

<u>Priority of Force</u>	<u>Who May Order</u>
An order	any staff member
Show of force	brig officer, operations officer, brig duty officer/ duty brig supervisor
Use of physical force, other than weapons fire	brig officer, or authorized representative
Use of high pressure water	brig officer
Use of batons, tear gas and/or chemical agent	commanding officer (see article 3201.1a)
Fire by selected marksmen	commanding officer (see article 3201.1a)

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- d. Keys to emergency exits, properly controlled and distinctly marked.
- e. Availability of portable floodlight equipment.
- f. Training of staff and prisoners in prevention and reporting of fires.
- g. Prominent posting of the fire bill including layout of primary and alternate evacuation routes for the information of staff and prisoners.
- h. Fire drills to be conducted at least monthly and recorded in the brig log.
- i. All fire bills will be coordinated with and approved by the command fire marshal.
- j. Detailed plan of building(s) for fire department only.

4406. NATURAL DISASTER BILL

1. If a shore brig is not secure enough to withstand typhoons or hurricanes, prisoners and staff members shall be evacuated prior to the final alert stage or condition.

2. The disaster bill shall include the following:

a. A secure area/structure shall be predetermined for the security and prompt evacuation of all personnel.

b. Evacuation routes shall be predetermined for the security and prompt evacuation of all personnel. Routes through areas above the high water (flood or tsunami) line shall be clearly marked and prominently posted if geographic location dictates.

c. Emergency food, water, first-aid supplies, and communications shall accompany personnel if not already prepositioned at the evacuation site.

d. If time permits, basic prisoner records shall accompany personnel to the evacuation site.

e. The brig shall be secured once evacuation is complete.

f. Medical assistance shall be provided for injured personnel.

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prisoners to the nearest means of communications, report the incident to the brig, and request instructions.

3. The escape bill shall provide for the following:

a. Procedures for reporting the absence of a prisoner and sounding the alarm without loss of time.

b. Maintenance of an up-to-date list of all staff members with addresses and telephone numbers so they can be recalled when needed (Emergency Recall Bill). This should be tested periodically to verify accuracy of recall numbers and the response time of staff members.

c. A listing of escape posts to be manned while the search is in progress. These may be divided into groups which provide for coverage according to areas and known circumstances.

d. Post instructions shall be provided for each staff member assigned to a post. Instructions should include post number, location of nearest law enforcement agency, and any other information that will assist staff members when they arrive on the post. Portable two-way radios should be issued each staff member assigned to an outlying post.

e. Provisions for notification of military and civil law enforcement agencies in the area when an escape has occurred and their notification upon apprehension. Deserter Information Point shall be notified immediately via telephone with a message to follow the next working day, and a DD 553 shall be completed and forwarded to the Deserter Information Point by the most expeditious means. (For Navy personnel call 800-336-4974; for USMC personnel call DSN: 226-2031/1148, commercial (703) 696-2031/1148; for Army personnel call DSN: 699-3711/2/3, commercial (317) 542-3711; and for Air Force personnel call DSN: 487-5118, commercial (512) 542-3711).

f. Special instructions for staff members who will remain on posts in housing units, galley, or other vital areas.

g. Provisions for picking up personnel assigned to outlying posts, and for turn-in of equipment.

h. Provisions that the escape plan not disrupt unrelated activities of the base or station.

i. Provisions for training of staff members in placing the escape bill into effect.

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e. Training of all staff members in the control of riots, riot equipment, and familiarization with the riot and disorder bill.

f. Safety measures for staff and prisoners who are not participants.

g. Provisions for the protection of property.

h. A system of inspection and checks to ensure proper functioning and availability of emergency doors and equipment, i.e., gas masks, keys, weapons, ammunition, etc.

i. Taking immediate steps to close the security perimeter to any avenue of escape or breaching.

j. Procedures for localizing the disturbance.

k. Procedures to be followed in the event of a hostage-taking situation. See article 4409.

l. Procedures for permitting withdrawal from the affected area by prisoners not wishing to participate.

m. Provisions made for securing communications facilities, heat, water, and main electrical controls.

n. The cause of the disturbance should be ascertained if possible. Rioters may be conferred with, but no promises shall be made regarding any demands other than they will have a fair hearing. The use of a skilled negotiator from the brig staff or other department will be provided for in the Emergency Bill, but senior decision-making personnel shall not become directly involved in negotiations with prisoners.

o. Personnel should be instructed to closely observe the actions of the prisoners in order to provide future evidence concerning the agitators and ringleaders.

p. The use of cameras is encouraged during disturbances and will often have a cooling effect on the situation as well as providing graphic evidence in the case of future disciplinary hearings. A bull horn, movie camera, and tape recorder are practical equipment to have available for disturbances.

q. Detailed plan of building(s), (blueprint and/or videotape).

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CHAPTER 5

DISCIPLINE

SECTION 1. ADMINISTRATIVE DISCIPLINARY MEASURES5101. PRISONER DISCIPLINE

1. Discipline, not harshness, is the heart of the correctional process. Nowhere is it more important than in military brigs, since persons returning to duty after confinement can serve satisfactorily only if they are able to conduct themselves in a disciplined manner. Most prisoners in Navy and Marine Corps brigs are young, and are in confinement due to their lack of self-discipline.
2. Discipline can be learned, but only in a disciplined environment. Brigs must at all times provide such an environment, which is enhanced by requiring a high standard of staff discipline. If every member of the staff meets high personal standards of discipline and if staff morale is high, prisoners will observe this and most will respond positively. The objective is to instill discipline by teaching and demonstrating the value of self-discipline.
3. Rules for prisoners shall reflect Department of the Navy policies and should cover the essential elements of the brig's correctional program and the daily routine.
4. New prisoners shall be given a copy of the rules governing prisoner conduct, to be retained by them until their release.
5. Instructions concerning various prisoner routines and responsibilities should be thoroughly explained in the reception phase. It must be realized that newly-arrived prisoners are in unfamiliar surroundings. They must be informed of the limitations placed on their activities, and the opportunities available to them for self-improvement.
6. The daily routine and schedules of special activities should be prominently displayed in places readily accessible to prisoners.
7. Basically three rules are required of prisoners:
 - a. "Don't escape, attempt to escape, or aid another to escape."
 - b. "Do not have contraband in your possession."

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b. USMC Brigs. As outlined in article 3202.2a.(2), the brig officer, when authorized in writing by the commanding officer, may impose those administrative disciplinary measures outlined in article 5103.2.

2. General

a. The rules of a brig must be enforced in a just and impartial manner. Violations must never be ignored or condoned, and minor violations should be dealt with on the spot by staff members. Normally, calling the individual aside and explaining why his or her behavior is unacceptable will suffice. Excessive use of disciplinary reports reduces their effectiveness. For minor offenses, on a single occasion local privileges such as TV may be withheld from an individual prisoner by the quarters supervisor, or Brig Duty Officer in Navy brigs; this function is reserved to the Duty Brig Supervisor in Marine Corps brigs. Mass or group punishment for the offense of an individual is strictly prohibited. Specific guidelines shall be promulgated in local regulations and each instance recorded in the brig log.

b. Disciplinary reports should be reserved for serious offenses, or to interrupt a pattern of unacceptable behavior, such as a series of minor infractions in a short period of time.

c. No inference should be drawn that every minor incident must be put in writing; however, informal spot reports placed in a prisoner's file provide an excellent means of evaluating his or her performance.

3. The following procedures shall be followed when a prisoner commits an infraction of regulations, and an on-the-spot verbal correction or a written spot report is not considered appropriate:

a. When a staff member reports an offense, the prisoner shall be informed, at the time, of the nature of the charge or allegation of which the individual is accused. The disciplinary report (NAVPERS 1640/9) shall be used in reporting offenses. Contraband or other evidence substantiating the charge is to be submitted with the report.

b. The disciplinary report shall contain sufficient information to identify the offender; the nature of the offense; the date, time, and place the offense occurred; and the names of witnesses, if any.

c. An informal investigation into the circumstances of the offense shall be made by a staff member not involved in the

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special quarters pending investigation in reaching an appropriate punishment shall be considered, but the officer(s) administering the punishment is not bound to give credit for such time.

4. There may be cases which are too serious to be resolved by a spot report, but which do not merit a hearing by the commanding officer. A Discipline and Adjustment Board will be appointed at each brig to hear such cases. The board should be composed of at least three members without direct personal interest in a given incident. It is chaired by the staff member next in authority to the brig officer, and enlisted personnel may serve as board members when designated by the brig officer, or in the Marine Corps, by the CO/OIC. The brig officer will review and approve or disapprove the findings and/or recommendations of the board and will forward such action to the CO/OIC when appropriate.

5. The record of such proceedings shall become a part of the prisoner's file.

5103. AUTHORIZED ADMINISTRATIVE DISCIPLINARY MEASURES

1. If appropriate, prisoners may be recommended to their parent commanding officer for punishment under article 15, UCMJ, or trial by court-martial.

2. The CO/OIC may impose any of the punishments listed in article 5103.3 upon any person, including members of other military services, confined in the facility. The CO/OIC may authorize his/her next senior officer to impose administrative reprimand or warning, loss of privileges, and extra duty upon prisoners in the CO/OIC's absence.

3. One or more of the following disciplinary measures may be imposed on a prisoner for misconduct:

a. Administrative Reprimand or Warning

b. Loss of Privileges. The privileges subject to deprivation by disciplinary action are those established to encourage good conduct. However, attendance at religious services, receiving visitors, correspondence, and smoking shall not be restricted unless the misconduct is directly related to them and restriction is necessary.

c. Extra Duty. Extra duty shall not conflict with regular meals, regular sleeping hours, attendance at scheduled religious services, or interviews with authorized persons (i.e., chaplain, medical officer, legal counsel, etc.) or with regular visiting hours. Extra duty shall be limited to 2 hours per day for a

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periods of disciplinary segregation (15 days in, 1 out, 15 days in, etc.) is not authorized by a single disciplinary hearing. Termination of disciplinary segregation automatically terminates special diet.

(3) Prisoners in disciplinary segregation shall be permitted to receive mail and write letters, and at the discretion of the brig officer or commanding officer, to receive personal visitors, unless the offense was directly connected with such a privilege. Official visits shall be permitted at the brig.

(4) Meals will be served in the cells.

(5) A 1-hour exercise period shall be granted daily when the prisoner's behavior is satisfactory. Shower privileges will also be granted if the prisoner's behavior is satisfactory. At a minimum, prisoners will be allowed to shower every other day.

(6) Disciplinary segregation should not be ordered for a fixed period of time and should be terminated by the brig officer as soon as the prisoner demonstrates that segregation has served its purpose. The duration of confinement in disciplinary segregation shall be determined by, and take into account, any improvement in the prisoner's conduct and attitude. Under no circumstances will a prisoner in disciplinary segregation be precluded from corresponding or consulting with counsel.

(7) The brig officer or other designated officer and a member of the medical staff shall visit each prisoner in disciplinary segregation daily, log such visits, and recommend a change in status to the commanding officer when it is considered that segregation has served its purpose. On weekends and holidays this visit may be made by the command duty officer or a staff member designated by the brig officer.

(8) A DD 509 will be maintained adjacent to each prisoner's cell in disciplinary segregation.

(9) Prisoners released from disciplinary segregation will normally be placed in medium-in custody.

f. The preceding articles are specific as to those punishments a prisoner may receive and by whom they may be administered. Adding to or making adjustments of legally administered punishment is prohibited.

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CHAPTER 6

CORRECTIONAL PROGRAMMING

SECTION 1. PROGRAMMING POLICIES

6101. GOALS OF THE CORRECTIONAL PROGRAMS. The goals of naval correctional programs are:

1. To restore the maximum number of prisoners to active duty at the earliest possible time for offense-free service.
2. To provide prisoners returning to civilian life with whatever resources are available to make a successful reentry.
3. The correctional program, ideally, will emulate a well run shipboard environment with staff personnel fulfilling leadership roles and acting as positive influences. A traditional form of military management divides a large operation into subunits or sections and gives to the unit leader the authority to carry out certain assigned functions. This management style, involving all brig staff, is highly recommended to facilitate meeting program goals.

6102. LEGAL IMPLICATIONS OF PROGRAMMING

1. Prisoners shall not be coerced into revealing information about their personal lives, which may be needed for classification, counseling, or programming.
2. The individual's rights as stated in Title 5, United States Code, Section 552a are to be protected. A Privacy Act Statement shall be completed on new prisoners as they enter the reception phase and will be filed in their prisoner records. Reference (n) will be followed and information maintained on the prisoner shall conform with the requirements set forth in PA Systems Notice NO1640-1 (appendix B).
3. A prisoner shall attend all programs which are part of the plan of the day. The restoration program is mandatory for all personnel returning to duty and the pre-release program is mandatory for personnel returning to civilian life.

6103. MINIMUM ACCEPTABLE PROGRAM REQUIREMENTS

1. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC) shall establish minimum levels of acceptable programs for each of their facilities. Commands operating confinement facilities shall establish and conduct, or

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factual information about their status. The program shall include interviews with staff members, initial evaluation and custody classification, and instruction in local regulations. During reception new prisoners should be quartered apart from the general population.

3. During reception, detainees shall be given their article 31(b) rights prior to any attempt to identify what caused the detainee to (allegedly) offend. Prisoners do not require such rights. Efforts should be made to identify what caused prisoners to offend, the programs available to help them solve their own problems and the local resources available. Any information provided in counseling sessions by prisoners must be on a purely voluntary basis. Detainees may be assigned to any program that will assist them in adjusting to being incarcerated.

4. The following are required topics for indoctrination:

- Purpose of correctional program
- Chain of command/organization
- Inspections
- Work and training opportunities
- Military courtesy and conduct
- Contraband
- Escape and attempted escape
- Interviews and requests
- Explanation of sentence and transfer requirements
- Red Cross assistance
- Emergency leave and telephone calls
- Clemency and Parole opportunities
- Mail and visiting
- Custody classification, including incentives
- Daily routine
- Fire and disaster bills
- Education opportunities
- Religious program and worship services
- Authorized purchases
- Function of various boards
- Medical and dental services
- AIDS information
- Rules & regulations
- The restoration program
- Installation custody opportunities

5. Military and motivational training should be started during this phase, to include military courtesies, moral guidance, personal adjustment, and citizenship training.

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6303. FUNCTION OF THE CLASSIFICATION AND ASSIGNMENT BOARD
(PROGRAMS)

1. A Classification and Assignment Board shall be established at each brig. The Classification and Assignment Board is responsible for establishing the individual prisoner's program upon completion of orientation. The board is concerned with custody, work assignment, special training, and other phases of corrections. The board should insure that each prisoner, working with a counselor or program developer, has begun to develop specific goals of both a short and long term nature. This board shall be composed, as a minimum, of the brig officer or designated representative, one senior staff member from security and one from programs, and any other members appointed by the brig officer. In larger brigs, Classification and Assignment Boards will be established at the unit level where the prisoner is berthed.

2. Where practical, representatives from outside the brig, including staff specialists such as the psychologist, chaplain, or personnel officer, may be appointed to the board. The board should meet at least once per week, or more often if necessary, to assist prisoners to develop programs and to review the programs of other prisoners to determine whether changes in programs, custody, etc., are indicated. Prisoners may appear before this board to discuss their program or changes thereto if considered necessary. The board's recommendations shall be recorded and signed by the brig officer as approving officer. When the circumstances indicate the necessity for immediate action, the brig officer may make changes in custody, classification, etc., without board action. The changes shall be a part of the agenda of the next Classification and Assignment Board meeting.

3. When prisoners complete the orientation phase, the Classification and Assignment Board should make an initial determination of their potential for honorable duty. Persons considered to have this potential should be assigned to a restoration program and entered into activities to enhance their value to the service.

4. Prisoners initially considered not to have a potential for further service should be assigned to a program to prepare them for civilian life.

5. Prisoners may be changed from one program to another as the situation dictates.

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3. Clemency and Parole Recommendations. Clemency and parole recommendations will be forwarded to the appropriate military service Clemency and Parole Board in accordance with the appropriate military service clemency and parole regulation. Clemency requests for U.S. Coast Guard prisoners shall be forwarded to the Commandant (G-PS-2), U.S. Coast Guard. When a parole recommendation is based on limited observation, the board should indicate this in the progress report. A prisoner who has difficulty preparing a viable parole plan in less than 6 months may either submit an inadequate parole plan to the 6-month point or delay submission until he or she has a satisfactory parole plan. This is the prisoner's option and any delay shall not be extended so as to deny the Naval Clemency and Parole Board adequate time to hear the case prior to release or release planning.

4. Progress Report Submission. Progress reports will be submitted in accordance with the military services' current clemency and parole regulations. For Navy/Marine Corps/Coast Guard, reference (e); for Army, AR-190-4; and for Air Force, AFR-125-18.

6305. COUNSELOR AND PROGRAM DEVELOPER ROLE IN CORRECTIONAL PROGRAMMING

1. Counselors and Program Developers shall be aware of locally available programs and their potential for correction of a given individual. Counselors shall discuss these with the prisoners and recommend a program schedule that is tailored to the individual's immediate and long-range needs, goals, and plans.

2. A prisoner's progress will be monitored by the counselor through the use of individual counseling sessions and feedback provided by other personnel. This information will be used to make recommendations to appropriate boards in the unit or brig. Larger brigs should assign a staff person full time to monitoring prisoner's program progress.

6306. PROGRESS EVALUATION. A prisoner's progress can be measured effectively by the reporting procedures required by this instruction. Feedback from the academic instructor, the chaplain, the work supervisor, and others should be combined by the counselor or the performance supervisor and a total evaluation presented to the Classification and Assignment Board or the Disposition Board, as appropriate. In addition, the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) should establish a system to evaluate the correctional program. The evaluation should provide management information to ensure efficiency and effectiveness of the correctional process.

6308. GROUP COUNSELING/THERAPY

1. Groups are divided into two distinct types: formal therapy groups under the direction of a professional; or group counseling sessions conducted by the correctional counselors or qualified volunteers. Groups allow individual prisoners to interact with their peers in a guided manner and thereby learn coping skills.
2. Groups shall meet once each week for a specified period of time, usually 1-2 hours. The constant turnover experienced by most brig requires constant screening of new arrivals to ensure that the group size maintains a workable level and that all who can benefit from group counseling have the opportunity to participate. Individuals who would be counterproductive in groups (e.g., overly aggressive or fearful) should not be placed in groups unless special preparation and membership is provided.
3. Proper training in group counseling techniques shall be a part of the formal in-service training of each counselor and/or discussion leader.
4. Group counseling sessions will be documented and the results of group counseling shall be recorded on the Prisoner Summary Continuation Sheet (DD 1478) and placed in the prisoner's file.

6309. WORK PROGRAMS

1. In order to increase the productive utilization of prisoner labor, local commanders will ensure that productive work is made available ashore and on board ship. Those units desiring prisoner working parties will submit their requests to the brig; work supervisors will ensure that the work to be performed is worthwhile and constructive. The brig may require that the requesting unit provide trained escorts and transportation to and from the work sites. The brig will provide training for escorts. Discretion must be exercised in assigning prisoners to many types of jobs, and appropriate supervision must be provided. Suitable work for prisoners includes maintenance and repair of the facility, salvage, conservation of government property, services provided for nearby government organizations, and manufacturing of articles for government use.
2. The following work assignments are prohibited:
 - a. Duties that place one prisoner in authority over another prisoner, except for training, and then only when directly supervised by a staff member.

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will be presented at least once per month, depending upon the number of prisoners released. Prisoners shall be scheduled for the training as close to their scheduled release date as possible. See article 6401.

6312. INCENTIVE PROGRAM. A system of incentives will be provided to encourage positive behavior. Incentives should recognize both group and individual attainment. Awarding of privileges for prisoners should be accomplished on a stringent and selective basis. The ultimate goals are to build self-discipline in the individual and improve the functioning of the brig.

1. Incentive awards will be firmly grounded in the philosophy that prisoners will clearly earn every privilege they receive above the minimum requirements of this instruction. The absence of an incentive program is preferable to a badly or loosely run program. Incentives will be awarded based on measurable performance and may change on a weekly basis. Incentives will not be tied to a custody status. Incentives are expected to be earned with effort and lost quickly due to poor performance or behavior.

2. Incentives will not be awarded absent a basic level or satisfactory performance on assigned work details and inspections, as well as offense-free behavior. Groups may also be evaluated on such items as the number of group spot evaluations, and group incentives may be based on competition or on achieving a pre-set standard, as local needs dictate.

3. Incentives may be earned, on an individual basis, for such areas as:

a. Outstanding performance at a personnel or property inspection;

b. On-going superior performance on job assignment(s);

c. Performance of work beyond that required;

d. Individual attainment, e.g. completion of rate study, correspondence course.

4. Group incentives may be earned for such areas as:

a. Superior quarters performance on inspections;

b. Highest average of individual inspection scores;

- e. Decision-making; and
- f. Positive use of free time.

6314. RECREATION

1. Prisoners should have access to basic physical and non-physical recreational activities, although passive recreation will be kept to a minimum where alternatives exist. A recreation program including both individual and group activities will be provided based upon brig and command resources. Extra recreational activities may be part of the incentives program. Recreation may include the following:

- a. Organized athletics, i.e., baseball, basketball, etc. Contact sports are authorized, and must be properly supervised;
- b. Minimal access to television and radio; additional access may be earned through positive behavior;
- c. Recreational library usage;
- d. Weight lifting equipment and instruction;
- e. Movies.

6315. PHYSICAL TRAINING. A physical training program will be developed in conformance with service standards. Command facilities may be utilized. Physical training should be conducted on a daily basis and shall be led by a staff member or members. Enclosure (1) to OPNAVINST 6110.1D (NOTAL) contains a basic exercise program recommended for Navy personnel.

6316. RELIGIOUS PROGRAM

1. Chaplain. The Chaplain will direct the religious program, and provide for worship services, religious education, and pastoral care that accommodates the doctrinal or traditional observances of the religious faith practiced by individual members consistent with health, safety, and the overriding need for good order and discipline. Under the direction of the chaplain both prisoners as well as community resource persons may be used in the religious program. Unit chaplains should be encouraged to visit prisoners from their organizations and to participate in the facility's program. The pastoral relationships established will be of special benefit when prisoners are restored to duty. The appointed chaplain will coordinate the visitation program of unit chaplains and their participation in the facility's religious program. A close

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6319. STUDY RELEASE PROGRAM. This program requires special authorization of the Chief of Naval Personnel or Commandant of the Marine Corps.

6320. UTILIZATION OF LOCAL RESOURCES. Mutually supportive arrangements with the local military and civilian communities should be established and maintained. A well rounded correctional program will use qualified local resources when the need arises. Volunteers may be used to conduct some programs or to assist staff members in conducting them.

6321. GENERAL MILITARY TRAINING

1. In addition to a specialized counseling program tailored to the needs of personnel returning to duty, a General Military Subjects Training Program shall be provided. The training program will differ slightly between Marine and Navy facilities but the below listed subjects are common to both services and shall be included.

- a. Military discipline and courtesy.
- b. History and tradition.
- c. Use of chain of command.
- d. Rate training/MOS/MCI study.
- e. Close order drill.
- f. Personnel inspections.
- g. Uniform Code of Military Justice (UCMJ).
- h. Grooming standards; proper wearing of uniform.
- i. Physical conditioning.
- j. Career counseling.
- k. Veteran's benefits.
- l. Training films.

SECTION 4. PRE-RELEASE

6401. PRE-RELEASE PHASE. Planning for prisoners' release begins upon reception and continues throughout confinement. At the time a prisoner is to be released from the brig, few problems

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CHAPTER 7

CONFINEMENT, RELEASE, TRANSFER

SECTION 1. CONFINEMENT REGULATIONS

7101. PURPOSE OF CONFINEMENT. An individual is sentenced to confinement as punishment and as a deterrent to other individuals. The sentence to confinement expresses the retribution demanded by the society that the individual offended and removes offenders from society for a specified period. The confinement period should be oriented towards the rehabilitation of the prisoner.

7102. DEFINITION AND CONSTRAINTS

1. Definition. Confinement is the physical restraint of a person (Section 809.a of reference (a)).

a. Pretrial. Confinement may be imposed before trial in accordance with article 7102.2a of this manual.

b. Detention. A service member may be detained pending the initial disposition of a case. Detention may be used when there is probable cause to believe an offense has been committed by the member, and circumstances indicate that temporary confinement is needed for public safety or the well-being of the service member. See article 2101.3 for the length of time a member may be retained in detention.

c. Post-trial. Confinement may be imposed after trial as a result of a court-martial or to confine a probationer prior to vacation of a suspended sentence which includes confinement or a punitive discharge.

d. Bread and Water/Diminished Rations. Confinement on bread and water/diminished rations may be imposed as punishment upon personnel in pay grade E-3 or below, attached to or embarked in a vessel.

2. Constraints. The authority to confine persons as provided for in article 7201 is modified or constrained by the following parameters:

a. Pretrial Confinement. Pretrial confinement may be imposed before trial when deemed necessary to ensure the presence of the accused for trial, or upon a showing that there exists a danger that, unless pretrial confinement is imposed, the accused is likely to engage in serious misconduct. Refer to RCM 305 of

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reference (c). This includes intimidation of witnesses or other obstruction of justice, seriously injuring others, or other offenses which pose a serious threat to the safety of the community or to the effectiveness, morale, discipline, readiness, or safety of the command, or the national security of the United States. Such confinement shall be based on probable cause and only when lesser degrees of restraint will not suffice. Normally, when pretrial restraint is deemed necessary, moral rather than physical restraint should be considered before any decision is made to use pretrial confinement.

b. Initial Reviewing Officer Notification. Brig officers shall notify the initial review officer and local Naval Legal Service Office/legal service support section within 24 hours of pretrial confinement of personnel.

c. Detention. Temporary confinement under the circumstances described in article 7102.1b shall be only for the purposes specified. Once the reason for detention is no longer applicable, the individual will either be placed in pretrial confinement or released, even though the maximum time permitted for detention has not expired.

d. Probationers may be confined prior to vacation of a suspended sentence which includes confinement or punitive discharge, when there is probable cause or reasonable ground to believe that the service member has committed acts in violation of the conditions of the suspension.

e. Administrative Discharge. A person shall not be placed in confinement based solely on impending administrative discharge proceedings.

f. Special Categories. Officers will be confined in accordance with provisions of article 7103.2b.

g. Other Prisoners. No member of the armed forces may be placed in confinement in close contact with enemy prisoners, or foreign nationals who are not members of the United States armed forces, except as specified in article 7104.7.

h. Acceptance of Prisoner. No member of the staff of a brig shall refuse to receive or keep any prisoner committed to his or her charge by a commissioned officer of the armed forces, when the committing officer furnishes a statement, signed by him or her, of the offense charged against the prisoner (article 11(a) of the UCMJ) and appropriate medical personnel have certified in writing on the Confinement Order (NAVPERS 1640/4) that the person is physically fit for confinement (see article 7205).

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programs, primarily in work areas, for sentenced and unsentenced prisoners (United States v. Nelson, 18 U.S.C.M.A. 177, 39 C.M.R. 177 (1969); article 13 of the UCMJ; and RCM 304(f) of reference (c)). Detained personnel in a brig shall be referred to as detainees. As used in this manual, the word "prisoner" includes detainees unless otherwise specified.

b. Transient Prisoners. A person who is held in confinement pending disposition instructions from another command, awaiting transportation to a designated confinement facility, or return to parent unit.

c. Prisoners. Persons tried by court-martial and ordered into confinement are prisoners whether or not the sentence has been ordered into execution.

2. Special Categories

a. Bread and Water or Diminished Rations for Prisoners

(1) These punishments are authorized by article 15 of the UCMJ, and may be imposed only upon an enlisted person in pay grade E-3 or below who is attached to or embarked in a vessel. Confinement on bread and water, or diminished rations, shall not be imposed for more than 3 consecutive days.

(2) The ration furnished a person undergoing confinement on bread and water (B&W) shall consist solely of bread and water. The amount of bread and water shall not be restricted and will be served three times daily at the normal time of meals.

(3) A person undergoing confinement on diminished rations (DIMRATS) will receive three meals daily which will contain no meat, poultry, fish, eggs, butter, milk, sweeteners, desserts, and table condiments, and only one-half rations of all other items of the regular menu. Normal standards of preparation and service of food will be maintained. Water will be the only drink.

(4) Neither B&W nor DIMRATS may be imposed as disciplinary measures unless the medical officer certifies in writing that a deterioration of the prisoner's health is not anticipated as a result of such action.

(5) Prisoners serving sentences of bread and water or DIMRATS will be confined in a cell and will be bound by the procedures set forth for disciplinary segregation cells. They will not be removed for work or physical exercise.

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health, and welfare. When participation is required, it shall be conducted separately from enlisted personnel except in the case of officers whose sentence of dismissal has been executed.

(d) Disciplinary measures allowed are the same; however, they will be determined by the commanding officer directly; a Discipline and Adjustment Board recommendation is not required.

(3) The following specifics apply to all officers in confinement.

(a) They will not exercise any command or supervisory authority over confinement facility personnel while confined.

(b) They will comply with the rules and regulation of the confinement facility to the same extent as any other detainee or prisoner. They will follow orders of all staff members, regardless of rank.

(c) They are not rendered a salute, not addressed by their rank, do not wear the insignia of their rank, and, in order to prevent injury to the officer or others they do not wear ribbons or collar devices at any time except for attendance at court-martial.

(d) When they are transferred from one confinement facility to another, the senior escort will be an officer of equal or higher rank. In cases of emergency, they may be escorted by qualified escorts of any rank..

(e) They are escorted by qualified escorts of any rank when involved in the normal movements carried on by the brig. (e.g., sick call, legal matters, work parties, etc.)

c. Female Detainees/Prisoners. Brigs will not be used to confine female service members unless specifically approved and certified by the Chief of Naval Personnel (Pers-84) or as prescribed in reference (i). This approval will be granted only if the criteria listed in (1) through (4) below are satisfied. Rules and regulations regarding apprehension, arrest, restriction, detention, and confinement shall apply equally to members of both sexes. All female detainees and prisoners are to be incarcerated in military confinement facilities unless a waiver of this policy is approved by a second echelon commander in the Navy or the Commandant of the Marine Corps (Code MHC). Waivers shall be requested on a case-by-case basis for detainees and short-term prisoners (not to exceed 30 days) who, upon approval, may be confined in an appropriate civilian institution

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(3) A prisoner considering elective abortion will be permitted to discuss the matter with a medical officer or nurse practitioner and, if desired, with a chaplain or other counselor. Other than offering the services of a counselor, medical officer or a chaplain, brig personnel will not attempt to influence the prisoner's desires regarding abortion.

(4) Title 10, United States Code, Section 1093, prohibits the use of appropriated funds to perform abortions except where the life of the mother would be endangered if the fetus were carried to full term. Current guidance is contained in SECNAVINST 6300.4, BUMEDINST 6300.9, and BUMED message 131001Z Feb 93 (Policy regarding prepaid abortions in military treatment facilities) (NOTAL). Guidance on availability of abortions in military treatment facilities is undergoing review, may be revised in the near future, and should therefore, when consulted, be reviewed for currency.

(5) If a prisoner desires to seek an abortion, she must submit a written request. Except in instances where the life of the prisoner would be endangered if the fetus were to go to term, the abortion must be funded by the prisoner and, unless available in a military treatment facility, be arranged through a civilian facility. Indications for such an abortion will be subject to local law and regulation. Brig assistance will be limited to providing necessary transportation and security for visits to the facility where the abortion is performed and follow-up care is provided. Following an abortion at a civilian facility, the prisoner will be examined by a military or Government-employed or contracted physician to determine the need for additional treatment and follow-up care.

(6) Arrangements for placement of any child born while the mother is in custody must be made as soon as possible after the pregnancy is known. If possible, arrangements should be made prior to the seventh month of pregnancy. It is the responsibility of the expecting mother to decide what care arrangements will be made for her child. Alternatives include placing the child with relatives, in a foster home, or for adoption. The brig will assist the mother in making arrangements with the Naval Legal Service Office and/or Family Service Center. Infants must be moved to the location of placement directly from the hospital. The granting of leave for a prisoner to take her child for placement may be considered; however, if not granted, the person designated to provide temporary care should come to the hospital to receive the child. All expenses involved in the placement of the child will be borne by the individual and not provided by the Navy.

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is permitted. Civilian prisoners may be assigned appropriate work and may draw health and comfort items if they are without funds or income. A report of the circumstances of all civilian confinement will be immediately submitted to Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC). The name and SSN of pretrial detainees will be omitted and reported via telephone.

g. Confinement Under Status of Forces Agreement. U.S. military personnel in overseas areas may be confined in naval brigs or specially approved detention facilities if being investigated for, or charged with, offenses against the laws of the host country and the Status of Forces Agreement (SOFA) with the host country requires that the United States ensure the presence of the offender at the trial. The Confinement Order (NAVPER 1640/4) shall show in the "Remarks" section: "Confined to ensure presence at the _____ court in accordance with the SOFA agreement between the United States and _____ (Host Country)."

h. Foreign Military Personnel

(1) Confinement of foreign military personnel in naval brigs is normally precluded by Title 22, United States Code, Section 706 unless the President makes a declaration that the confinement of members of a given friendly foreign force is necessary for the maintenance of discipline. Contact the International Law Division, Office of Judge Advocate General, DSN 227-9161, commercial (703) 697-9161, for guidance in particular cases.

(2) Use of naval brigs in instances other than as outlined above will be for short term detention only and will be approved on a case by case basis. Requests for such approval will be forwarded to the Judge Advocate General, International Law Division with information copies to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

7104. DESIGNATION OF INITIAL PLACE OF CONFINEMENT

1. Criteria. When the convening authority orders a sentence of confinement at hard labor into execution, that action will designate a place of confinement in accordance with the criteria of this chapter and on the basis of time remaining to be served on the approved sentence, without credit for good time. Designation shall be made in accordance with the type and length of sentence rendered. The Chief of Naval Personnel or Commandant

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RCM 1113 of reference (c). The report required in such case is described in article 7103.2e.

b. The facilities shall normally be the same used by the U.S. Marshals Service for housing federal prisoners of the same legal status, age, and sex. (Usually a federal metropolitan correctional center or jail under contract to the U.S. Marshals Service.) Commanding officers may request the name and location of such facilities by contacting the nearest U.S. Marshals office.

c. For Navy personnel all costs associated with such confinements shall be borne by the confining command. For Marine Corps personnel forward all requests for payment to the Commandant of the Marine Corps (Code MHC) (reference (i)). Subsistence costs for military personnel confined in civilian facilities will be no more than those paid for civilian federal prisoners. Information on these costs can be obtained from the cognizant U.S. Marshals office.

d. Prior to confining military personnel in a civilian facility, the following procedures must be observed:

(1) A determination of the individual's fitness for confinement shall be made prior to such confinement. (See article 7205).

(2) Determine the types and quantities of personal effects and clothing the institution permits. Ensure they accompany the individual upon confinement and are resupplied as necessary.

(3) Ensure that independent review officer hearings are conducted and the individual's defense counsel makes visits to the facility, as needed, to provide assistance to the individual. Command visits will be accomplished at least once weekly. (See article 7208). Command visits may be extended to one every other week with interim telephonic contact for commands more than 50 miles from the place of confinement.

6. Use of Other Military Confinement Facilities

a. Joint usage of military confinement facilities will be conducted in accordance with current DoD directives for consolidation of military confinement facilities.

b. If naval personnel are to be confined in the confinement facilities of another service they will first be processed in accordance with section 2 of this chapter.

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3. Guidelines. When such requests are approved by proper authority, the following guidelines apply:

a. Military personnel shall not provide supervisory or security measures such as cell supervisors or escort duties for such prisoners. Civilian prisoners shall remain under the authority and control of non-DoD civilian law enforcement agents at all times.

b. Civilian escorts shall secure their weapons at the weapons locker or other secure space.

c. The prisoner should be confined in an area having a minimum of traffic, and where there will be no contact with military prisoners.

d. If perimeter or exterior security measures are required, they will be provided by the using agency, subject to authorization of the commanding officer.

e. If there is an attempt to breach security, and if it becomes imperative for the personnel guarding the prisoner to have their weapons to protect the prisoner's life, the weapons will be returned and they may be taken into the cell block. If this situation arises, the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) shall be notified immediately by the most expeditious means.

4. Support. The following are authorized support on a reimbursable basis, insofar as possible:

a. Cell/housing space;

b. Food for staff and prisoners; and

c. Medical care on an emergency basis until appropriate transfer can be arranged.

SECTION 2. CONFINEMENT PROCEDURES

7201. AUTHORITY TO ORDER PRETRIAL CONFINEMENT

1. Officers/Midshipmen/Cadets/Civilians. A commissioned officer, warrant officer, midshipman/cadet, or a civilian may be ordered into arrest or confinement only by a commanding officer exercising command authority over him or her. This authority may not be delegated (RCM 304(b) of reference (c)). Orders to confine may be written or oral and may be delivered in person or by another commissioned officer.

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7202. PRETRIAL CONFINEMENT

1. Notification and Action by the Commander

a. Unless the commander of the prisoner ordered the pretrial confinement, the commissioned, warrant, noncommissioned or petty officer to whose charge the prisoner was committed shall, within 24 hours after that commitment, provide a report to the commander including the name of the prisoner, the offenses charged, and the name of the person who ordered or authorized confinement.

b. This report may be made by any means. Ordinarily, the immediate commander of the prisoner should be notified. In unusual cases, any commander to whose authority the prisoner is subject may be notified.

2. Advice to the Accused. If done by a member of the brig staff, shall consist of the following:

a. The nature of the offenses for which held (article of the UCMJ and a brief explanation).

b. The right to remain silent and a warning that any statement he or she makes can be used against him or her in disciplinary proceedings.

c. The right to counsel.

d. The procedures by which pretrial confinement will be reviewed. (Recommend this portion be prepared for the brig by local legal officers. Further recommend that a, b, c, and d be typed on 5x8 cards to be read by the brig staff to the prisoner(s)).

e. Notification and acknowledgement of the requirements contained in articles 7202.2.a, b, c, and d will be accomplished using the format contained in appendix A-118, and shall be signed by the person being placed in pretrial detention and the staff member explaining the above provisions. This notification and acknowledgement shall then be made a permanent part of the detainee's brig record. Notification will be completed at the time of confinement.

3. Inform Parent Command. If the person is confined by other than that person's commanding officer (i.e., a straggler returned to the ship's homeport when the ship is deployed), the brig should have a standard message format prepared for informing the person's parent command of pretrial confinement.

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when available, shall be provided to the examining medical personnel at the time of the pre-confinement medical examination.

a. Medical officers, nurse practitioners, and physician assistants can perform confinement physical examinations. Medical screening for brig confinement may be performed by a hospital corpsman after regular working hours when a qualified medical examiner is not available. The brig medical officer or other medical officer designated to supervise medical services for the brig shall designate those hospital corpsmen qualified to perform this interim medical screening. The prisoner will be examined by a qualified medical examiner within 24 hours after confinement. A sentence to confinement on B&W/DIMRATS may be executed only if a medical officer examines the accused and the place of confinement and certifies in writing that service of such sentence will not, in the medical officer's opinion, produce serious injury to the health of the accused. The prisoner should be examined at a MTF whenever possible. When examined at the place of confinement, the medical examiner will be provided an appropriate space and facilities to conduct a competent physical examination.

b. A pre-confinement medical examination indicating fitness for confinement must be certified by the medical examiner on the confinement order. Physical limitations to full duty performance should be so specified in writing by the examiner. The examining official shall note on the original form the presence of cuts, bruises, or unusual marks. Females will be given a pregnancy test and the results noted on the confinement order. Persons ordered into confinement displaying irrational or inappropriate behavior which is symptomatic of mental disturbance or of the effects of hallucinatory substances, shall be referred to a physician who will determine the requirement for hospitalization. The provisions of NAVMEDCOMINST 6520.1A (NOTAL) will be followed when dealing with prisoners with suspected suicidal ideations or behavior. Also refer to article 4205.4.

2. Recertification. Recertification of fitness for confinement is not required except for cause. Any interruption of confinement for periods over 24 hours will necessitate a new physical examination. Examinations may be requested for shorter periods when circumstances indicate. Prisoners transferred between brigs will not require a new medical examination unless unusual circumstances exist. Any prisoner returning from emergency leave regardless of length of leave shall have a recertification of fitness for confinement at the time of confinement.

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2. Health and comfort supplies sufficient to last for the period of confinement, or up to 1 month, will accompany the offender to the brig and will be provided by the command ordering confinement. (See articles 8207 and 8211 for details).

7207. INITIAL REVIEW

1. Directive. The determination of the need for continuation of pretrial confinement will be in accordance with RCM 305(h)(2) of reference (c). Unless the prisoner's commander was the officer who ordered the pretrial confinement under RCM 305(d) of reference (c), the prisoner's commander must complete review of the pretrial confinement under RCM 305(h) of reference (c) within 48 hours of confinement. United States v. Rexroat, 38 M.J. 292, (C.M.A. 1993).

2. Local Support. Initial reviews should normally be conducted at the brig. Brig officers will provide timely notification to the reviewing officer. The brig will provide an area for holding such reviews, and every effort will be made to provide an atmosphere and the necessary accouterments for a pre-trial review per RCM 305(i) of reference (c).

7208. COMMAND VISITS

1. Required. Although each prisoner is involved in the program established within the brig, there is a need to provide continuing contact, during confinement, between the prisoner and a representative from the parent command.

2. Purpose. Prisoners who will return to their parent command continue to be the responsibility of that command. Command visits are designed to retain identity with the parent command and to reinforce to prisoners that this remains their primary chain of command.

3. Procedures. Commanding officers shall establish procedures for visiting at least weekly each detainee and each prisoner who will return to the parent command. This visit should be made by a representative of the parent command, (staff non-commissioned officer, chief petty officer or higher) from the prisoner's division with the authority to act in the commanding officer's behalf. When the offender's command is on extended deployment, the Immediate Superior In Command (ISIC) should provide command visits. It is improper to delegate command visit functions unless the confining command is at sea, or is a remotely situated activity. Echelon 2 commanders (major claimants) shall designate those commands or areas that are considered to be remotely situated from brigs for the purpose of command visits, and shall

also determine visit intervals. Chaplains will not serve as the commanding officer's representative to visit prisoners. The chaplain's role in the rehabilitative process, including the visiting of prisoners, has a value distinct from that of being command representative. Documentation of each command visit shall be made a part of the prisoner's permanent record.

4. Notification. Command visits require prior coordination with the brig. For prisoners who may return to duty, if the parent command provides a trained escort(s), certified by the brig, prisoners may be returned to their command for these visits.

SECTION 3. RELEASE

7301. TEMPORARY ABSENCE

1. Authorization. Temporary absence of prisoners from brig for investigations, trial, work, and other proper purposes is authorized under custodial procedures when approved by the brig officer. Neither a Prisoner Release Order nor a Confinement Order is required for temporary absence and subsequent return. When the temporary absence is for purposes of trial, and the trial has concluded during such temporary absence, a report of results of trial, signed by the trial counsel of the special or general court-martial, or the summary court-martial before which trial was held, shall be required by the brig upon subsequent return of the prisoner. The Receipt of Prisoner or Detained Person, DD 629, is required when a member from another command takes or accepts the prisoner outside the security perimeter for any reason.

2. Procedures. To ease administrative procedures, limit temporary absences to normal working hours. The time of return of the prisoner to the brig should not extend past normal recall for work parties. If, however, it is necessary to detain the prisoner outside the brig past that time, the prisoner's escort shall call the brig's control center no later than 15 minutes prior to recall and request an extension, citing the reason(s) for delay. Overnight absences are necessary in some outlying areas and are acceptable, providing the brig officer has been notified beforehand and a completed DD 629 noting the overnight authorization is on file at the control center. When a prisoner is absent overnight, the brig officer will determine if a physical reexamination is required. If 24 hours has not elapsed, the brig is responsible for escorting or the support required to obtain the examination.

3. Investigative Services. Prisoners shall not be placed on temporary absence to perform investigative services for a

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utilizing the DD 629. Prisoners shall not be placed in medical holding companies or on convalescent leave. Prisoners who remain hospitalized upon completion of confinement shall be transferred "Temporary Duty (TEMDU) for Treatment" to the hospital on the scheduled release date.

2. Status. Hospitalization counts day-for-day as time in confinement.

7303. EMERGENCY LEAVE

1. Authority. Emergency leave may be granted to prisoners in accordance with reference (c) or MCO P1050.3F (NOTAL).

2. Procedures

a. Travel and incidental costs of prisoners shall be at no expense to the government. The use of space available government air transportation is authorized. Navy prisoners on emergency leave generally travel without escort, but, if required, the escort's travel expense and other necessary incidentals must be borne by the government. Escorts for Marine Corps prisoners going on emergency leave will be provided by the Commandant of the Marine Corps (Code MHC).

b. Periods of emergency leave shall be considered as time served in confinement and the leave will be charged against the prisoner's leave balance, if any, for the period of absence.

c. The visit should be short in duration, ordinarily 24 hours plus necessary travel time. This period may be lengthened at the discretion of the commanding officer.

d. Prisoners must be carefully briefed on the conduct expected of them while traveling and while at their destination. Written agreements are permissible.

e. Prisoners on emergency leave will be carried on the out-count of the facility.

f. Address and telephone information for prisoners on emergency leave will be verified through the American Red Cross chapter requesting emergency leave. A point of contact (POC) for the brig will monitor the prisoner, as deemed necessary, while on emergency leave.

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c. Logistical release planning must begin soon enough to allow for completion of all details, and prepare prisoners for their release date. It includes matters such as cleaning and pressing, or laundering of uniforms. If the prisoner is to return to civilian life upon release, appropriate civilian outer clothing shall be provided, if needed. See article 8213.6.

d. Leave pending completion of appellate review may be required for certain personnel whose sentences include an unsuspended punitive discharge. Procedures are set forth in article 3420280 of reference (c), BUPERSINST 1900.9 (NOTAL), and MCO P1050.3F (NOTAL).

e. Payment of a discharge gratuity and furnishing of civilian clothing to personnel being discharged shall be in accordance with article 3610320 of reference (c) or MCO P1900.16D (NOTAL).

f. Prisoners sentenced to confinement of 30 days or less (temporary additional duty (TAD)) shall be immediately returned to their parent command upon release.

g. Navy prisoners sentenced to 31 days' (TEMDU) confinement or more shall be transferred to the Transient Personnel Unit (TPU) or command operating the brig on a "confinement and further disposition basis". (See article 1850300 of reference (c)). If the sentence does not include an unsuspended punitive discharge, or if the member is not facing mandatory processing for administrative separation, then the commanding officer shall make such personnel available to the Chief of Naval Personnel by message at least 3 weeks prior to the normal release date. Follow-up procedures shall be established by the brig to ensure that orders are available at the time of the individual's release, and the member shall proceed directly from the brig to assigned duty station.

4. Return of Personal Effects. When released from confinement and upon receipt of their personal effects, prisoners shall sign the statement, "I acknowledge the return of all my personal effects" at the bottom of the inventory form (NAVPERS 1640/17). The custodian shall then write or stamp, "Account closed on (date)" on the form.

5. Release Dates

a. The release date is the date confinement is completed. It is determined by reducing the full term of all sentences to confinement by proper credits and adjustments as described in

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b. Transfers will not ordinarily be made when legal or administrative action is pending against a prisoner.

c. Designation of a place of confinement constitutes authority to transfer a prisoner and to issue TAD orders to escorts.

2. Expenses

a. Accounting Data for Escorts. Funding for Navy escorts shall be in accordance with reference (s) and article 075183 of reference (m). Navy escort costs are the responsibility of the activity transferring the prisoner. Funding for Marine Corps escorts shall be in accordance with reference (i).

b. Accounting Data for Prisoners. Accounting data for permanent change of station orders for travel of adjudged or sentenced prisoners will be taken from BUPERSINST 7040.6 (NOTAL) and in accordance with reference (s) for Navy prisoners and reference (i) for Marine Corps prisoners.

3. Confinement enroute for Further Transfer. Returned absentees, deserters, and court-martial prisoners received in transit for further transfer to another brig shall not be joined to the rolls of the command at intermediate stops. A prisoner treatment file need not be prepared for transient prisoners. Transient prisoners who are improperly clothed and will be exposed to public view in the course of their transportation shall be clothed in accordance with service regulations.

7402. Coordination with Receiving Command. Transportation of prisoners between naval brigs will be closely coordinated to effect safe transfer. Transfer of prisoners must be accomplished in the most inconspicuous manner possible.

1. Authority

a. Transfer of Navy prisoners will be in accordance with instructions provided by the Chief of Naval Personnel (Pers-84).

b. Transfer of Marine Corps prisoners between correctional facilities and from correctional facilities to the U.S. Disciplinary Barracks, Ft. Leavenworth, Kansas, will be coordinated by the Commandant of the Marine Corps (Code MHC).

2. Procedures

a. Transportation will be arranged to avoid arrival at the destination outside normal work hours, except in unusual

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7404. MEANS OF TRAVEL

1. Government Air. Maximum use shall be made of spaces available on military aircraft including Air Mobility Command (AMC), administrative, proficiency and reserve training flights. Where available, transportation provided by the U.S. Marshals Service will be coordinated by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC). Military air and vehicular transportation of maximum custody personnel is preferable to commercial air transportation.

a. General Provisions

(1) Maximum custody prisoners may not be mixed with medium or minimum custody prisoners.

(2) The passenger service officer will be furnished a manifest listing at least 24 hours prior to movement. This list will contain the name, grade, and social security number of all prisoners and escorts. If there exists other data that might affect the security of the movement, it will be made known to the passenger service officer at this time.

(3) All prisoners will be briefed by the brig officer, non-commissioned officer in charge (NCOIC), or petty officer in charge before embarkation, on proper procedures and conduct aboard AMC aircraft.

(4) Prisoners who are in a patient status will normally be transferred by aeromedical evacuation, in accordance with their service's worldwide aeromedical evacuations requirements, AFR 164-5, AR 40-535, OPNAVINST 4630.9C, and MCO P4630.9A. Two escorts will normally accompany each maximum custody prisoner patient while in the aeromedical evacuation system.

(a) The aeromedical evacuation control center, in consultation with the originating physician, will determine the implementation of other policies in this manual affecting the movement of a prisoner in a patient status. However, such determinations will be consistent with security and good order. The medical crew director is responsible for supervising the control of confined patients aboard aeromedical aircraft.

(b) Prisoners determined to be psychotic will normally be moved in a patient status. If aeromedical evacuation is not available, psychotic prisoners may be moved as a maximum custody shipment, and if deemed necessary, with four escorts assigned to each prisoner.

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b. Maximum Custody Requirements

(1) Two escorts will be furnished for each prisoner.

NOTE: In cases where more than one maximum custody prisoner is being moved to the same destination, and trained Army/Marine Corps Military Police, AF Security Police, Navy Master-at-Arms rates, or corrections personnel are used as escorts, this requirement may be reduced to one escort per prisoner plus one escort in charge. The following additional requirements apply.

(2) One chief petty officer, senior non-commissioned officer, or above, in charge for five to nine prisoners plus one additional escort.

(3) One officer or one CPO/SNCO in charge per 10 or more prisoners plus one additional escort.

(4) No more than two maximum custody prisoners are moved on a single flight.

(5) Maximum custody prisoners will be escorted at all times by two escorts when it is necessary for them to leave their seats.

(6) At a minimum, each prisoner will be hand-cuffed during flight operations. Additional restraints (leg, waist, and/or hand irons) may be used based on the assessment of the prisoner's escape risk or danger to themselves or others.

(7) Removal of restraints is permitted only when the escort determines such action is not detrimental to the safety and security of the aircraft and its passengers. Handcuffs are removed only long enough to use the head facilities, eat a meal, or complete other actions deemed necessary by the escort(s).

c. Medium Custody Requirements

(1) One escort per two prisoners. **NOTE:** When trained Army/Marine Corps Military Police, AF Security Police, Navy Master-at-Arms rates, or corrections personnel are used as escorts, this requirement may be reduced to one escort per three prisoners plus one escort in charge. The following additional requirements apply.

(2) One E-6, or above, in charge per five to 14 prisoners, plus one additional escort.

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(3) The senior escort will assure the air carrier that the escorted prisoner has been inspected, and that the escort has adequate restraining devices that can be used in the event the escorted prisoner needs to be restrained during flight.

(4) The escorts will request outside seating for the prisoners and themselves in the rearmost passenger seats that are not located in a lounge area or next to or directly across from any aircraft exit. At least one escort will be seated between the prisoner and the aisle.

(5) Escort personnel shall be thoroughly briefed on their responsibilities, procedures, and the seating plan to ensure maximum surveillance and control of prisoners.

(6) Prisoners will remain in their seats at all times except to use the head facilities. No more than one prisoner will be allowed to move to the head at any one time. They will be escorted and kept under surveillance during trips to the head.

(7) Escorts will inspect and authorize food, beverages, and eating utensils provided by the airlines to escorted prisoners.

(8) Neither the escort nor the prisoner will drink intoxicating beverages.

(9) Escorts and the prisoner(s) will request to board before all other passengers and will deplane after the terminating passengers leave the aircraft.

b. Specific Provisions

(1) Each prisoner considered dangerous, or in a maximum custody status, will be escorted by two or more escorts and adequately restrained throughout the flight. No more than one dangerous or maximum custody prisoner shall be transported on the same scheduled commercial aircraft.

(2) Medium custody will require one escort per prisoner plus one escort in charge unless an exception is granted in writing by the commanding officer. No more than five medium custody prisoners will be transported on the same commercial aircraft.

(3) No more than eight prisoners (total) will be transported on the same commercial aircraft.

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2. Outside Appointment Escorts. Escorts are required to escort prisoners to outside appointments and will be provided either as part of the brig staff or by the activity requesting prisoners for trial or administrative and legal appointments. The requesting activity should provide their own escorts, properly trained and qualified in accordance with article 7406. Prisoner escorts will not be required to carry nightsticks or other weapons.

3. Cross-country Escorts. Brig personnel (in Navy facilities) should not be used to pick up or deliver stragglers, absentees, or deserters. For Marine Corps, these duties are normally performed by Marine Corps Corrections Specialists assigned to the Marine Corps Absentee Collection Unit.

4. Armed Escorts. The arming of escorts and use of instruments of restraint in the transfer of prisoners shall be avoided except in case of maximum custody prisoners whose escape has been determined as posing a threat to life, personal injury, or destruction of property. With the specific approval of the commanding officer, prisoners may be placed in restraint and under armed escort when it has been determined that the following procedures, in order of precedence, will not suffice:

a. Assignment of additional escorts within feasible limits. Prisoners not under restraint and escorts unarmed.

b. Utilizing restraining devices appropriate to the circumstances. Escorts will be unarmed.

c. Under no circumstances will escorts be armed unless restraining devices are being used and proper authority decides armed escorts are needed. When firearms are carried they must be kept in a safe and secure place or on the person of an individual who will not, during the entire trip, come in direct contact with the prisoner. Firearms must not be carried by an escort within a car, bus, aircraft, or train unless positive precautions have been taken to ensure avoidance of contact between prisoner and escort. Escorts aboard regularly scheduled airlines will be armed only for maximum risk prisoners and must comply with Federal Aviation Administration (FAA), military and airline regulations.

5. Ratio. Guard/prisoner ratio should be determined by the transferring command. The ratio should be based on the custody classification of the prisoner being transferred and the type of transportation to be used, according to the preceding guidelines.

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10. Trip Report. A written report shall be submitted by the senior escort at the conclusion of the trip if anything unusual occurred during the trip. This report shall be submitted to the commanding officer of the brig at the point of origin.

7406. ESCORT TRAINING. Escorts from the brig staff will receive the same training as all other staff members. Escorts furnished by other commands shall be trained and certified as qualified by the brig training supervisor prior to assumption of duties. A specialized training course consisting of not less than 1 nor more than 2 days, which includes a proficiency test, shall be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties shall be thoroughly trained in the safety and proper use of restraining devices in the performance of escort functions. A prisoner Escort Identification Card (NAVPERS 1640/18) shall be issued upon completion of training. Annual recertification is required and certification may be revoked at the brig officer's discretion.

7407. TRANSFER OF LONG-TERM PRISONERS

1. Transfer to a Military Long-Term Confinement Facility

a. Consolidation of Corrections Within the Department of Defense. The Secretary of the Army has been designated as the Executive Agent for incarceration of DoD military long-term prisoners. In most cases the U. S. Disciplinary Barracks (USDB), Fort Leavenworth, Kansas, will be the designated place of confinement for those long-term prisoners who will remain under military control.

b. Criteria. Criteria concerning the transfer of long-term prisoners from naval custody will be issued by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

2. Transfer to the Federal Bureau of Prisons (FBOP). Transfer of prisoners to the FBOP will be on a case by case basis. In the event that special circumstances dictate a need for a special request, the following criteria apply.

a. Criteria. Prisoners who have a punitive discharge approved by the convening authority and who will have more than 1 year's confinement remaining after arrival at the institution, may be recommended for transfer to the Federal Prison System. The initial review by the Naval Clemency and Parole Board must have been completed within the first year of confinement.

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that a sentenced prisoner suffering from a mental disease or defect requires inpatient psychiatric care or treatment beyond what is available at the Consolidated/Marine Corps Brig or from the local medical command, the commanding officer will notify the prisoner in writing of his/her intention to seek transfer of the prisoner to the custody of the Attorney General for care and treatment in a suitable facility.

c. Action on Preliminary Determination

(1) Once a prisoner is provided the notice prescribed in article 7407.3b, the commanding officer of the Consolidated/Marine Corps Brig will request that the area General Court-Martial Convening Authority (GCMA) convene a hearing to determine whether the prisoner should be transferred to the custody of the Attorney General for care and treatment in a suitable facility. The request will state the factual basis for the commanding officer's determination that the prisoner requires care or treatment beyond that available at the Consolidated/Marine Corps Brig and will include all relevant documentation (e.g., sanity board results, psychiatric evaluations, medical treatment files, correctional treatment records, etc.) which provide the basis for the determination.

(2) The GCMA may:

(a) disapprove the request for good cause; or

(b) approve the request and convene a hearing to determine whether the prisoner suffers from a mental disease or defect that requires inpatient psychiatric care or treatment beyond that available at the Consolidated/Marine Corps Brig.

(3) The convening authority's letter will be forwarded to the local Naval Legal Service Officer (NLSO)/Base Judge Advocate/Circuit Military Judge and will state that:

(a) The presiding official will be an officer designated, certified, and sworn as a military judge authorized to try general courts-martial.

(b) The prisoner will be represented by a judge advocate qualified, certified, and sworn to serve as trial or defense counsel at general courts-martial.

(c) The interests of the Government will be represented by a judge advocate designated by the NLSO/Base Judge Advocate.

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(c) The prisoner has the procedural rights enumerated in paragraph 3d(1) (a) through (e).

(3) Both the Government and the prisoner will then be afforded the opportunity to present evidence regarding the present mental condition of the prisoner and the necessity, or lack thereof, for transfer to the custody of the Attorney General for care and treatment. This is an administrative proceeding to which the Military Rules of Evidence do not (other than Military Rules of Evidence 301-303 and 501-507) apply. Evidence will be admissible subject to the guidance and limitations applicable to the conduct of formal investigations as set forth in JAGINST 5830.1, Procedures Applicable to Courts of Inquiry and Administrative Fact-Finding Bodies that Require a Hearing (NOTAL).

(4) The hearing officer, within his or her discretion, may direct further examination of the prisoner by a different psychiatrist or clinical psychologist.

(5) The hearing officer will determine whether, by a preponderance of the evidence, the prisoner suffers from a mental disease or defect for which inpatient care and treatment is required beyond that available at the Consolidated/Marine Corps Brig. The hearing officer will make specific written findings, to include a brief statement of the factual basis relied upon for each finding, and will make a recommendation as to whether the prisoner should be transferred to the custody of the Attorney General for suitable care and treatment.

(6) A verbatim transcript of the hearing will be prepared. All exhibits offered in evidence will be attached to the hearing record in the manner normally employed in trial by court-martial.

e. Action upon the Record. The GCMA will review the hearing record and approve or disapprove the findings and recommendations of the military judge. If transfer is disapproved, the hearing record and action will be transmitted to the commanding officer of the Consolidated/Marine Corps Brig for retention in the prisoner's brig file. If transfer is approved, the record will be transmitted, via the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) to the Attorney General.

f. If the prisoner is to be transferred to the Attorney General, the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) will coordinate the transfer with the FBOP.

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b. Procedures. Prisoner records required by article 7408.1a shall be collected by the brig and delivered to the escort-in-charge of the prisoner prior to departure. Place all records inside the service record folder and seal in an envelope. Print the prisoners name, social security number, point of departure, and destination on the outside of the envelope. Record contents on a Records Transmittal Form (NAVPERS 5000/64) original and three copies. Distribute original to the receiving command, first copy to the escort-in-charge (receipted by the receiving command), second copy to the personnel officer at the point of departure, and the third copy to the brig (receipted by the escort-in-charge). All envelopes shall be placed in a suitable carrying container along with the original and first copy of the Records Transmittal Form, for delivery to the escort-in-charge.

c. Prisoner Adjunct Files for Confinement Facility Victim/Witness Assistance Program (VWAP). See the applicable portions of reference (p), OPNAVINST 5800.11 (NOTAL), and MCO 5800.15A (NOTAL) for the manner of safeguarding and forwarding a prisoner's adjunct file (containing documents associated with the Congressionally-mandated VWAP) upon transfer of the prisoner. These records, maintained by the Victim and Witness Coordinator, will be held separately from the brig record. It may be combined with the brig record prior to retirement of that record, however it is to be placed in a sealed envelope with the notation "Not Releasable Without Permission of the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).

2. Funds and Valuables. Funds and valuables of prisoners being transferred shall be inventoried by the brig custodian or assistant, certified by the prisoner's signature, and placed in a separate envelope along with a signed copy of the inventory. The signed original of the inventory shall be retained by the confinement facility at the point of departure as a receipt and a copy given to the prisoner concerned. The outside of each envelope shall be identified with the name, social security number, point of departure, and destination, but shall not indicate the nature or identity of the contents. The receipting process for funds and valuables envelopes in transit shall be recorded on the Records Transmittal Form by making an "FV" or "None" entry following the prisoner's name.

3. Personal Property. Personal property of prisoners shall be inventoried on the Prisoner Inventory and Receipt Personal Effects and Uniform Clothing (NAVPERS 1640/17) and packed in a suitable container (suitcase, seabag, dufflebag, or box) and sealed with a copy of the inventory inside and the name, social security number, point of departure, and designated destination clearly marked on an attached shipping tag or other suitable

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CHAPTER 8

ADMINISTRATIVE MATTERS

SECTION 1. RECORDS AND REPORTS8101. GENERAL

1. Purpose. Records are maintained to provide accurate, current, and readily available information on individual prisoners and on the corrections program operation. SECNAVINST 5212.5C governs the creation, use, maintenance, and disposition of records. Disposition for completing standardized forms and reports must also be followed. Unauthorized destruction of records is subject to criminal penalty.

2. Security. All prisoner files are private and only personnel who have a need to know certain information in the performance of their official duties may have access to a given file or piece of information. This shall in no way impede the flow of information to staff involved in the supervision, training, or evaluation of prisoners. Under no circumstances shall prisoners be assigned to functions where they have access to files or information about other prisoners.

3. Copies. Various functional units within the brig require certain records and reports in order to function properly. Copies of such records and reports may be maintained on an as needed basis at those locations with the original records kept in controlled administration files. Units requiring original copies of prisoner records, i.e., clothing inventory, etc., will ensure that all records are sent to the administrative office when a prisoner is released or when the record is no longer required.

4. Logs. All logs maintained by the facility shall be bound ledgers with consecutively pre-printed numbered pages.

8102. PRIVACY

1. Privacy Act. All personnel will be familiar with the provisions of the Privacy Act and Freedom of Information Act Program. SECNAVINST 5720.42E, reference (n), and appendix B refer. A Privacy Act statement is not required for every form which contains personal information, but is required if the information is being solicited from the individual. For the purpose of determining whether a Privacy Act statement is required, "personal information" is defined as information about an individual that is intimate or private to the individual, as

ART 8101

- Work and Training Report (NAVPERS 1640/10)
- Incident Report
- Certification of Fitness for Disciplinary Segregation/Special Diet (local)

- Section 4.
- (Miscellaneous)
 - Request/Receipt for Health and Comfort Supplies (copy) (DD 504)
 - Request for Clothing and Equipment (DD 504 or NAVMC 604)
 - * - Valuables and Personal Effects Inventory Receipt (NAVPERS 1640/17)

*Indicates forms which may not be placed in the prisoner file until release is effected.

2. Reactivation. Prisoner files in storage and scheduled for disposal may be reopened when a former prisoner is returned for confinement. All information shall be updated. When determined that a prisoner has been previously confined in a naval brig and the location is known, a request may be made to the commanding officer of that facility for the prisoner file.

8104. BRIG LOG. The brig log is a permanent daily record of the operation of the brig. It is maintained by the control center supervisor on duty and is kept in chronological order. The brig log will include, but is not limited to, the following:

- a. Results of prisoner counts
- b. Confinement and release of prisoners
- c. Departure and return of prisoner details
- d. Change of watch
- e. Emergency drills
- f. Disorders and actions taken
- g. Inspections
- h. Record of official visitors and purpose of visit
- i. Any unusual occurrences

8105. MEDICAL LOG. The medical log is a permanent brig record, with entries made in chronological order. The entries shall be made by medical personnel, showing the prisoner's name, social

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8109. CONFINEMENT ORDER

1. Policy. The Confinement Order (NAVPERS 1640/4 or DD 497) is a basic record for each brig. Except in emergency, no person shall be confined without a written order of confinement, with the offense(s) indicated, and signed by an individual authorized to direct confinement. If the confinement is initially effected without a written order, the written order shall immediately follow the confinement. Refer to RCM 304(d) of reference (c).

2. Procedures

a. No member of a brig staff shall refuse to receive or to keep any prisoner committed to his or her charge by an officer of the Armed Forces when the committing officer furnishes a statement, signed by him or her, of the offense(s) charged against the prisoner. A Confinement Order signed by the duty officer, officer of the day, or other officer designated by the CO may authorize confinement.

b. The order shall clearly identify the individual to be confined and show the offense(s) of which accused or convicted, such as:

"Art. 80 Attempted escape from confinement"

"Art. 86 U/A 3 June - 26 July 80 (53 days)"

"Art. 91 Strike CPO w/fist"

"Art. 92 Failed to obey lawful order"

"Art. 121 Larceny-\$51 from locker"

"Art. 134 Disorder and damage govt property"

c. Confining commands must complete the offense portion of the order, since the offense often dictates security requirements.

d. "Safekeeping" and "protective custody" are not legal reasons for confinement, and no individual shall be accepted for confinement with either of these listed in lieu of a UCMJ charge.

e. When the results of a court-martial change the basis for confinement, a report of results of trial signed by the trial counsel shall be prepared, as appropriate, reflecting the change of status. This results of trial shall be delivered to the brig

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MEDIUM-IN - ORANGE

MAXIMUM CUSTODY OR SPECIAL QUARTERS - RED

c. **PHOTO block:** Attach full face photograph covering the form number. The prisoner should not wear a cap or glasses. If a prisoner is confined with a beard or mustache and later it is removed, a new prisoner identification badge photograph shall be taken and the badge changed. A new photo shall be taken annually.

d. **RANK block:** Enter current rank/rate held by the prisoner in the military service to which he or she belongs. This information should be kept current.

3. **Distribution.** Three badges will be made during intake. The original (white) shall be issued to the prisoner and worn as a badge in the prescribed manner. The second copy (yellow) shall be maintained in the control center. The third copy (yellow) shall be maintained by the quarters supervisor, in a secured file in that housing unit inaccessible to prisoners. Where possible, badges should be organized to match the berthing configuration.

4. **Security.** Strict control shall be maintained over the forms and components of the Prisoner Identification Badge to reduce the possibility of unauthorized alteration or fabrication.

a. When replacement badges are issued, all copies of the old badge shall be picked up and destroyed.

b. When prisoners are released from confinement, their badges shall be picked up as part of their clearance procedure and placed in their prisoner record for future reference.

5. **Name Change.** If a prisoner's name is officially changed in accordance with article 5010240 of reference (c), the brig shall continue to use a prisoner's committed name until the time that the prisoner is legally released from confinement. Staff will call prisoners by their committed names and prisoners will be instructed that they must answer when called by their committed names. Name tags will bear a prisoner's committed name. However, an "also known as" (A/K/A) prisoner file will be established in the administration records office. This A/K/A file will be cross-referenced with the file bearing the prisoner's committed name. Mail, visitors, and official business will be accepted under either name.

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b. Navy brigs shall forward a copy of the Monthly Report of Prisoners to their type commander and major claimant.

c. Marine Corps facilities shall forward a copy of the Monthly Report of Prisoners to the Commandant of the Marine Corps (Code MHC).

8114. DISPOSITION OF CONFINEMENT RECORDS AND REPORTS

1. Confinement Records and Reports. Confinement records and reports of prisoners released or permanently transferred from the confinement facility will be disposed of as specified by SSIC 1640 of SECNAVINST 5212.5C, Navy and Marine Corps Records and Disposition Manual). Due to the frequent turnover of prisoners, files of prisoners released or transferred will be retained at the brig for 2 years and then grouped and forwarded to the appropriate Federal Records Center (FRC).

a. FRC Atlanta is the appropriate FRC for the following brigs:

- (1) Ashore brigs under the area coordination of Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT);
- (2) Ashore brigs under the area coordination of Commander in Chief, U. S. Navy, Europe (CINCUSNAVEUR);
- (3) Ashore brigs under the area coordination of Commander, Naval Education and Training (CNET);
- (4) Afloat brigs on Atlantic Fleet ships;
- (5) Navy Consolidated Brig Charleston; and
- (6) Marine Corps brigs located east of the Mississippi.

b. FRC Los Angeles is the appropriate FRC for the following brigs:

- (1) Ashore brigs under the area coordination of Commander in Chief, U. S. Pacific Fleet (CINCPACFLT);
- (2) Afloat brigs on Pacific Fleet ships;
- (3) Navy Consolidated Brig, Miramar; and
- (4) Marine Corps brigs located west of the Mississippi.

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- (3) Mass strike or disruptive action;
- (4) Incidents with racial overtones;
- (5) Incidents of maltreatment or abuse of prisoners;
- (6) Escape/Attempted Escapes;
- (7) Use of deadly force; and
- (8) Other incidents which could result in embarrassment or focus public attention on the brig.

d. When an incident occurs in a naval brig, and an informal or formal investigation is ordered, a follow-up report including a copy of the investigation shall be submitted to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) when the investigation is complete and the matter resolved. The initial report is not to be delayed pending investigation. Serious incidents shall be reported by telephone immediately to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

8116. TRANSFER OF RECORDS - SEE ARTICLE 7408

8117. DAILY REPORT OF PRISONERS RECEIVED AND RELEASED (NAVPERS 1640/12). This report is completed on a daily basis and submitted to the brig CO. Only the names of prisoners received or released on the day of report are to be recorded.

8118. PRISONER STATUS REPORT. The CO shall require the submission of a Prisoner Status Report at least once weekly. This report should, as a minimum, indicate prisoner status as of 0800 each Monday. Grouping of names shall be in terms of the confinement status. The primary purpose of this report is to aid CO in monitoring and reducing delays in the disciplinary process. Copies of this report shall be provided to the CO of the prisoner's parent command, the legal office, and all officers having an interest in or responsibility for the processing of courts-martial and operation of the brig.

SECTION 2. PERSONAL PROPERTY

8201. VALUABLES AND OTHER PERSONAL PROPERTY. Prisoners shall not be permitted to retain in their possession Armed Forces Identification Cards, money, credit cards, checks, jewelry or similar negotiable personal property of value. Wedding rings and small religious medals are permitted and the CO may authorize retention of other items of limited intrinsic value. Items which

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8204. PERSONAL PROPERTY ACCOUNTING

1. The personal property clerk must accept and preserve or otherwise dispose of all personal property taken from prisoners upon confinement or received by them during confinement, and shall inventory it in their presence. Except for minimum release or transfer requirements, personal property should be mailed/shipped at prisoner expense to their home or other selected location.

2. The itemized personal property inventory form (NAVPERS 1640/17) shall list the quantity of each item received, its description, identifying marks, and other pertinent information. It shall be signed by the person who inventories the property and by the prisoner. A signed copy shall be delivered to the prisoner for retention during confinement.

3. Articles and effects listed on the prisoner's personal property inventory form (NAVPERS 1640/17) shall be placed in appropriate containers, labeled or tagged with the individual's name, social security number, rate or grade, and properly stored, preferably in a separate storage room. Only the property clerk should have access to other prisoner's personal property.

4. When released from confinement and upon receipt of their personal effects, prisoners shall sign a statement, indicating receipt of property at the bottom of the inventory form. The custodian shall then write or stamp the words "Account closed on (date)", sign, and file it.

8205. EXPENDITURE OF PERSONAL FUNDS. Subject to the approval of the brig officer, prisoners may spend personal funds held in safekeeping for them and money due them, for special purposes such as the purchase of educational materials, hobby materials, remittance to dependents, payment of debts, and attorneys fees. Prisoners will submit a written request to have a check issued to a specific person, company, etc. The check will be issued to the designee. The written request will be kept in the prisoner's file to document the existence of such a request. It is recommended that such checks require double signatures of staff members authorized to issue checks then forwarded directly to the designee. The expenditures are not to be considered a part of the normal expenditure for health and comfort items, clothing, or services. Prisoners should not be allowed to deplete their account to the point that they cannot meet their requirements for health and comfort, etc.

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and reference (r) (Part Five, Chapter 2, Section B). Charges against the prisoner's account can be made using the receipt for deposit and withdrawal (NAVCOMPT 399).

4. Articles for the health and comfort of individual prisoners shall not be requested or accepted from the American Red Cross, Salvation Army, or any other public charitable organization.

8208. EXPENDITURES FOR SERVICES. When services, including laundering, tailoring, barbering, and cobbling, cannot be satisfactorily provided in kind to prisoners in a pay status, they should be obtained from the most economical sources and charged to the prisoners. Necessary services shall be provided for prisoners in a non-pay status from the same operating fund as regular health and comfort items, but the amount provided for health and comfort is not to be reduced.

8209. LIMITS ON EXPENDITURES

1. No arbitrary limits shall be placed on the quantity of any item or the total cost of health and comfort supplies for those who have sufficient personal funds or credit on their pay record except as indicated below:

a. The brig officer may establish item limits and total cost limits so an individual is not permitted excesses over reasonable needs for any items.

b. Limits may be placed on expenditures of funds above those required for health and comfort if such expenditures would result in the prisoners' supplies becoming a government expense.

2. Personnel in a non-pay status shall be furnished health and comfort supplies as gratuitous issues. Funding for such health and comfort items will be in accordance with article 075155.2c of reference (m). When requested by the prisoner this issue is limited to not less than \$10, excluding the cost of services provided. Those prisoners may purchase additional items if they have personal funds.

8210. EXPENDITURES FOR UNKNOWN PAY STATUS AND ABSENTEES

1. Unknown Pay Status. Military personnel committed to naval brigs whose pay status is unknown, shall be considered to be in a non-pay status, until their status can be verified. If prisoners are without clothing, or articles and funds to obtain services for health and comfort, they shall be provided these necessities at the time of processing for commitment; however, payment will not be made for these issues until the status verification

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b. Neither the initial supply nor the resupply should consist of a standard assortment of articles that include some which the prisoner does not use or need, except small packets issued at reception intended for 1 day/weekend use.

c. Commands which order persons into confinement shall be informed of the quantity of each item necessary for health and comfort. If the prisoners have these items, or are confined during working hours and can obtain them, they shall bring these with them to confinement. It is the CO's responsibility to ensure that the person has an adequate supply of health and comfort items upon confinement. However, if prisoners are confined without personal necessities, they shall be provided during the processing for commitment period. The CO of the facility is responsible for ensuring that all prisoners receive a periodic resupply of consumable items.

8212. EXPENDITURE EXCEPTIONS. Although every prisoner in a pay status or with personal funds should normally be charged for or pay for all articles, supplies, and services for health and comfort, an exception may be made in the case of absentees and others detained for a short period of time awaiting transfer elsewhere. In such cases, they may be loaned certain articles for use while in naval custody and may be furnished limited supplies and services gratuitously. These exceptions are restricted to cases where the amount of money involved does not appear to justify the administrative expense of processing a charge against pay accounts of members of another service although such a person has enough money to pay for them.

8213. CLOTHING

1. Requirements

a. When other than a full seabag is required, CO operating confinement facilities shall inform committing commands of items of clothing which every prisoner is required to have in his or her possession while confined and which must be with the person upon commitment.

b. Not all items authorized are required for use during confinement, nor is the full quantity of each item necessary for short periods, i.e., B&W. However, the prisoner must be adequately supplied to present a clean and neat appearance and to do the work assigned. He or she should be assisted in obtaining his or her own clothing and effects as soon as practicable. Special clothing may be issued to prisoners on the same basis as to other personnel.

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6. Discharge Clothing. When a prisoner is to be discharged and is not entitled to wear the uniform, articles of outer uniform will be taken from him or her in accordance with the regulations governing supply matters in each service. In such a case an outfit of civilian clothing may be procured by the command operating the brig, and issued at no cost to the dischargee, and without regard to the state of his or her pay account or availability of personal funds. However, the prisoner should be encouraged to provide his or her own civilian clothing if it is available in the area or can be sent to him or her. If the prisoner received with civilian clothes in good repair, one set should be retained for use at release when other possessions are mailed out.

SECTION 3. MISCELLANEOUS ADMINISTRATIVE SUBJECTS

8301. CORRESPONDENCE AND VISITING

1. Policy. Prisoners shall be allowed to retain contact with their family and to conduct personal affairs to the greatest extent possible, not inconsistent with this and other governmental prohibitions. Security requirements must be kept in mind when establishing local programs. Any deviation from this policy must be documented as interference to the security and good order of the institution.

2. Procedures

a. Denying family and friends visiting privileges for arbitrary reasons is not allowed.

b. All prisoners shall be permitted to write personal letters without numerical limit and to receive all incoming mail regardless of their disciplinary status, unless this privilege has been restricted or unless the volume of a prisoner's mail constitutes an interference with the orderly administration of the facility. When authorized by the CO, a record may be kept of exchanges of mail and visits using the Mail and Visiting List (NAVPERS 1640/15).

c. Under no condition will any prisoner be prevented from consulting or corresponding with counsel or the authorized representative of counsel, maximum security, special quarters, and disciplinary segregation requirements notwithstanding; nor will a request to see a chaplain be denied. It is further required that arrangements will be made for the acoustical privacy of any consultation between prisoners and their counsel or clergy within the brig. The confidentiality of the lawyer-client privilege is recognized in MRE Rule 502 of

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effect. The mail shall be marked "Refused" and returned unopened to the sender. The signed statement of refusal shall be filed in the prisoner's file.

5. Rejection of Mail

a. Reasons for Rejection. Mail will be rejected (if incoming, not delivered to prisoner; if outgoing, not further forwarded) when it violates postal regulations, contains code or other obvious attempts to circumvent regulations, (see subparagraph d), discusses escape plans or other criminal activity or where a prisoner's correspondents have been restricted or involves a non-approved correspondent. Perceived derogatory or defamatory remarks alluding to conditions, e.g., food, lights, bedding, mail, medical, etc., or allegations which could embarrass the Navy are permitted.

b. Procedures in Case of Rejection. Mail which is rejected will be returned to the sender, along with a written explanation noting the offending portion of the mail and providing a specific basis for rejection. The sender may apply to the brig officer for a review of the decision to reject a particular piece of mail. If incoming mail is involved, the prisoner will be notified that mail intended for him or her has been rejected, along with the sender's name and the reasons for rejection.

c. Contraband or Unauthorized Material. Contraband (see article 4302.1) found in mail will be confiscated. Unauthorized materials other than illegal contraband may be placed with the prisoner's stored personal property. Illegal drugs, substances, or non-mailable matter such as hazardous material, weapons, and explosives found in the mail must be reported to base security and the nearest United States Postal Inspection Service Office to determine if an investigation should be initiated against the sender. Your local post office can assist you in contacting the Postal Inspection Service. A chain of custody will be implemented for illegal contraband and criminal charges implemented, if warranted. In all cases proper inventories will be completed and custody receipts prepared. Where such storage is contrary to the security or would interfere with the orderly administration of the brig, the prisoner will be required at the prisoner's expense, to return such contraband to the sender or to have such contraband destroyed. In the event the prisoner refuses to elect, such refusal will be documented and the contraband destroyed. Mail accompanying contraband or unauthorized material will be processed in a normal manner unless rejection is warranted under the provisions of article 8301.5a.

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(3) The prisoner's clergyman, when approved by the chaplain.

b. If there is reasonable doubt that an incoming letter is from a privileged source, even though it appears to be, it may be opened and inspected to ensure that it is genuine. If such letters are opened, a machine copy of the envelope should be made and filed in the prisoner's file to document the "reasonable doubt." Incoming privileged mail may be inspected (not read) only for contraband and only in the presence of the prisoner. Privileged mail should not be inspected unless good cause exists to show substantial interference with the security and good order of the brig. All inspection of privileged mail shall be documented in the privileged correspondence log. (See article 8107). Otherwise, incoming letters from any of the above will be delivered unopened, and outgoing letters will be sealed by the prisoner. Care should be taken to ensure outgoing sealed letters bear the correct address for addressees named.

c. Privileged correspondence may be subject to inspection (not reading) during searches conducted after it has been delivered to the addressee. Prisoners shall be advised during orientation that if they wish the contents of privileged correspondence to be kept inviolate from other prisoners after delivery, they should request its inclusion in their stored personal property or that they should destroy the letter. Staff shall never read privileged correspondence.

9. Official and Special Purpose Correspondence. Letters to military authorities shall be sent through channels in accordance with regulations governing official correspondence. Letters containing accusations, requests, or complaints shall be forwarded through proper channels to officials who have the authority to take the appropriate action. Petitions or writs for release addressed to proper authority shall be forwarded directly rather than through official channels. Other special purpose correspondence may be permitted at the discretion of the CO.

10. Newspapers, Periodicals, and Other Mailed Matter. Prisoners shall be permitted, if the period of confinement is of sufficient length, to receive publications and to subscribe to newspapers and periodicals directly from publishers. Newspapers and periodicals subscribed to prior to or during confinement shall be delivered to addressee during regular mail call. These items, when received from the publisher, need only be spot checked as the introduction of contraband through this means is unlikely. Any other restrictions must be justified as interfering with the administration, security, or good order of the brig. Mail

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c. Purses and packages will be stored in visitor lockers and the visitor will be given the locker key.

d. If used by a brig, all visitors (military or civilian) will be required to pass through a walk-through metal detector and/or submit to a body scan with a hand-held metal detector. If the metal detector indicates metal is present, the visitor shall be asked for permission to determine the nature of the detected item. If visitors refuse to comply, they shall not be allowed to visit and the incident shall be documented in letter format and placed in the prisoner's file. A log entry will be made specifying the specific reasons for denial of visiting privileges. The visitor will be allowed to enter only after brig personnel are satisfied that no unauthorized items are present.

e. If illegal items are discovered (i.e., firearms, explosives, suspected narcotics, etc.) do the following:

- (1) Contact local security;
- (2) Take necessary and reasonable steps to ensure the safety of staff, prisoners, and public;
- (3) Confiscate and maintain control of the illegal item;
- (4) Execute chain of custody procedures;
- (5) If prisoners/detainees are involved, they shall be separated from the visitor, searched, and placed in a "holding" area, and;
- (6) All personnel involved shall prepare detailed reports and cooperate fully with local security personnel.

f. If contraband (vice illegal) item is found, the visitor will be advised that he or she may not enter the facility with the contraband item but must place it in the visitor's locker. If placed in the visitor's locker, the visit may be allowed or continued, as the case may be, at the brig officer's discretion or according to brig rules. If the item is not placed in the visitor's locker, the visitor will be denied entrance.

g. At no time will brig staff strip search a visitor. Frisk searches shall be conducted by a staff member who is of the same sex as the visitor.

h. Should a visitor refuse to comply with verbal directions or instructions given by staff personnel, the visitor may be

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staff to supervise the visit. Official, press, and civilian visits shall normally be conducted within the brig's regular visitation schedule and shall strictly prohibit photographing or recording of names of prisoners.

b. Current DoD policy is that personal interviews and telephonic communications between prisoners and the media are not authorized.

17. Telephone Calls and Telegrams

a. Telephone. Telephone calls to or by prisoners will be at the expense of the outside party, except in emergencies, and will be permitted when it is considered to be in the best interest of the prisoner's morale and will aid in the resolution of immediate personal problems. The monitoring of calls is not mandatory; however, when deemed appropriate, a call may be monitored. As used here, monitoring means the presence of a supervisor. With the prisoner's knowledge, the supervisor may be physically present during a telephone conversation, and may listen to the prisoner's side of a non-privileged telephonic communication. Limiting telephone calls or telegrams to emergencies such as a death in the family is not necessary, nor is it conducive to the correction of the offender. Privileged calls are to be verified for the authenticity of the caller, but will not be monitored.

b. Telegrams. Telegrams sent to or by prisoners should be approved on the same basis as telephone calls. They may be sent collect or prepaid by the sender.

18. Prisoner Requests

a. The CO shall provide means whereby prisoners may communicate with staff members to request advice and assistance with their problems. The Request for Interview (DD 510) shall be made available for prisoner use without restriction.

b. Prisoners are often worried and confused about their personal problems and need advice and assistance. Opportunities to discuss problems with a chaplain, judge advocate, or other person qualified to assist shall be provided. The prisoner shall state the problem or matter at issue, request to be heard at mast, or request an interview with a designated person. The request will be signed by the prisoner and referred to the proper staff member or brig officer for action or further referral to other proper authority. This request form shall be placed in the prisoner's file showing action taken.

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3. Fingerprint cards of all Marines Corps prisoners who meet the above listed criteria will be forwarded to the Commandant of the Marine Corps (Code MHC).

8305. STANDARD OPERATING PROCEDURES. Standard operating procedures (SOP) and Post Orders will be written to describe how to perform the major functions of the brig and of each post. These procedures will include administrative, security, and program responsibilities. A complete SOP manual will be maintained at the control center, and individual post orders will be maintained at the specific posts whose functions they describe.

8306. TOBACCO PREVENTION. Brig officers will implement a tobacco prevention program in naval brigs in accordance with SECNAVINST 5100.13A, Tobacco Prevention Program in the Navy and Marine Corps, and additional guidance from the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC).

8307. VICTIM AND WITNESS ASSISTANCE PROGRAM

1. All personnel involved in naval corrections pursuant to this manual are also governed by the requirements of the Victim and Witness Assistance Program contained in DoD Directive 1030.1, DoD Instruction 1030.2, MCO 5800.15A (NOTAL), and reference (p) including, but not limited to, the right to be informed about the confinee's status in confinement, eligibility for parole, parole hearing, escape, transfer, release from custody, and death. Additionally, it is the policy of DoD and DON to enhance the roles of victims and witnesses in the military criminal justice system, to ensure they are treated with sensitivity and respect, and to recognize their needs. Utmost care and compassion will be accorded victims, especially when a victim has been sexually assaulted or is a minor.

2. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC) will provide specific guidance for the assistance of crime victims and witnesses.

CHAPTER 9

SENTENCE COMPUTATION AND GOOD TIME

SECTION 1. POLICY AND DEFINITIONS

9101. POLICY. The rights of individuals must be protected by ensuring that persons are not held in confinement beyond their proper release date. Conversely, the integrity of the judicial system must be maintained by assuring that sentences of courts-martial are carried out fully. Accordingly, commanding officers of brigs will exercise close and continuing supervision over personnel responsible for computation of sentence expiration dates.

9102. DEFINITIONS

1. Good Conduct Time. A deduction from the term of a sentence when a prisoner's record of conduct shows that he or she has faithfully observed all the rules and regulations. Prisoners serving life or death sentences are ineligible for good conduct time.
2. Earned Time. A deduction from the term of a sentence for actual employment in an industry or for exceptionally meritorious service in performance of duties in connection with institutional operations. Earned time for long term confinement is authorized only when approved by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC).
3. Inoperative Time. Any period of time during which prisoners are not credited with serving their sentence to confinement.
4. Full Term Maximum Release Date (MRD). The entire sentence to confinement (to include the addition of any added sentence(s)) without reduction in time for good conduct but with reduction in time for pretrial credit, judicial credit, and adjustment for crossing the international date line.
5. Normal Release Date. The date determined by subtracting the maximum credit for earnable good time, earned time, forfeited good conduct/earned time, and court awarded credit from the full term release date of the sentence.
6. Adjusted Release Date. The date determined by adding forfeited good time and inoperative time and by subtracting time for which a prisoner is given credit to include earned time and restored good conduct time/earned time.

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SECTION 2. GOOD CONDUCT TIME9201. POLICY

1. Prisoners serving a definite sentence to confinement, other than those sentenced to death, confinement for life, or those sentenced to confinement as a result of article 15 punishment, (Bread and Water (B&W)), shall be entitled to a reduction in the time to be served in confinement for good conduct and faithful observance of all rules and regulations. The reduction in the term of confinement shall begin with the day on which the sentence commences to run and shall be credited monthly and computed in accordance with the expiration table.
2. The law provides that prisoners sentenced to confinement may earn a specified number of days good time according to the total length of their sentence(s).
3. Computation of the maximum earnable good conduct time is made at the time of admission solely as an administrative convenience for establishing the earliest release date. This computation is not a crediting process. Good time is credited after it has been earned. When discussing length of confinement and release dates with prisoners, care must be exercised to cite the full term release date which may be reduced by good time, if earned.
4. A prisoner who accepts parole waives all good conduct time and earned time earned up to the date of release on parole. This time cannot subsequently be restored if the offender returns to confinement from parole. The parole does not lose good conduct time or earned time if he or she is restored to confinement during his or her incremental parole period.

9202. RATE OF EARNING

1. Good conduct time shall be credited as earned and computed according to the total length of sentence(s) as described below:
 - a. FIVE days for each month of the sentence if the sentence is less than 1 year.
 - b. SIX days for each month of the sentence if the sentence is at least 1 year but less than 3 years.
 - c. SEVEN days for each month of the sentence if the sentence is at least 3 years but less than 5 years.
 - d. EIGHT days for each month of the sentence if the sentence is at least 5 years but less than 10 years.

sentence in effect at the time of violation of parole or probation.

9203. FORFEITURE OF GOOD TIME. The CO/OIC may direct forfeiture of any or all good time earned by a prisoner. Any good time or earned time will be forfeited by escape only after due process by a disciplinary and adjustment board action. In the case of parole violation or vacation of suspended sentences, any good time or earned time will be forfeited. A prisoner on incremental parole who is not extended to his/her full term release date is credited with the incremental period(s) for purposes of confinement served and does not lose the good conduct time or earned time earned prior to release on parole. (Refer to article 518d of reference (e). Good conduct time is earned and lost on a basis of the monthly anniversary date of the start of the sentence, not on a calendar month basis.

Example: A prisoner's sentence includes confinement adjudged 8 July. The first month of the sentence ends on 7 August at 2400 and each subsequent month ends on the seventh day of that subsequent month. Thus, if the sentence was to 6 months confinement, and the offense occurred on 7 November, a maximum of 20 days (4 months X 5 days good time per month) can be forfeited.

9204. RESTORATION OF GOOD CONDUCT TIME AND EARNED TIME. Except for time waived upon parole, the CO/OIC of a brig may restore all or any part of the good conduct time or earned time previously forfeited by him or herself or a previous CO/OIC. This action shall be in writing, and signed by the CO/OIC.

9205. CHANGE IN RATE OF EARNING

1. When a change in the period of confinement (either an increase in total sentence by an additional sentence or a decrease in the total sentence by reviewing authorities or clemency action) changes the rate of earning good time, the sentence will be computed as shown below.

Example: A prisoner who was serving a 7-month sentence appeared at a subsequent court-martial and received an additional 6-month sentence. Although the last adjudged sentence automatically interrupts the original sentence, the sentences shall be considered in the aggregate to determine the rate of earning of good time (see article 9305). Therefore, instead of earning 35 days good conduct time on the first sentence (seven months x 5 days per month GCT) and 30 days good time for the subsequent sentence (6 months x 5 days per month GCT), the sentence will be totaled (aggregated) to 13 months and the rate

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d. Earned time shall advance a prisoner's normal release date on a day-for-day basis as earned.

9207. PAROLE. Reference (e) establishes policies and procedures for the conditional release on parole of court-martialed prisoners serving sentences which include an unsuspended punitive discharge or dismissal.

SECTION 3. SENTENCE COMPUTATION

9301. DATES OF COMPUTATION

1. Confinement included in a sentence of a court-martial begins to run from the date the sentence is adjudged by the court-martial, whether or not the person is placed in confinement, unless the sentence to confinement was suspended or deferred.

a. If a sentence to confinement was suspended and the suspension was later vacated, the date that the suspension was vacated would be the beginning date of the sentence computation and would count as a full day of confinement, whether or not the person is placed in confinement, and regardless of the hour of commitment.

b. If a sentence to confinement was deferred, the date of the termination of the deferment would be the beginning date of the sentence computation, and would count as a full day of confinement, whether or not the person was placed in confinement, and regardless of the hour of commitment.

2. The day of confinement and the day of release shall each be considered to be one full day of confinement for sentence computation purposes, regardless of the hour of commitment or release. This also applies to escapes and apprehensions, and also to suspensions and vacation of suspensions.

9302. ARTICLE 15, UCMJ, CONFINEMENTS

1. B&W/Diminished Rations (DIMRATS)

a. Confinement on B&W or DIMRATS is an authorized punishment under the UCMJ, article 15. This punishment is authorized for up to 3 days and can only be imposed upon personnel in pay grade E-3 or below who are attached to or embarked in a vessel.

b. The beginning date of sentence computation is the date that the confinement to B&W or DIMRATS was imposed. A CO, when the exigencies of the service require or when adequate facilities are not available, or if the member is found to be not medically

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b. Expiration Table numbers are provided as five digit numbers that correspond to specific calendar dates. Each number runs consecutively from January 1 until December 31 and maintains continuity with the previous and next years. (Example: 1 JAN 95 and 31 DEC 95 corresponds to #20455 and #20819 respectively.) Each year is located on a separate page. Months are provided as columns along the top time of each page. Days of the month are shown down the left and right edges of the page. The number located in both the column for the month and on the line for the day of the month is the Expiration Table # for that date.

3. Examples of Sentence Computations

a. General Rules for Computations. Utilizing the Expiration Tables to determine the numbers that correspond to the exact dates used in the computation is far more accurate and less time consuming than counting out the sentence day for day on a calendar or other similar "shortcut" methods. The following basic steps are used in most computations of sentence expiration dates:

(1) One day is subtracted from the day adjudged plus sentenced time because the day adjudged and the day of release both count as full days of confinement (see article 9301).

(2) Earnable Good Conduct Time (GCT) Computation. To the degree possible GCT computation should be based on months of confinement. A sentence to 4 years confinement is equivalent to a sentence of 48 months. If the rate of earning for a 4 year sentence is 7 days per month, then multiply the rate of earning times by the number of months in the sentence. The earnable GCT in this case is 336 days. See article 9202 for exact rates of earning for GCT.

b. Computation for Sentence in Days. For sentences involving days, add the number of days sentenced to the expiration table # corresponding to the date adjudged. Table 9-2 provides the computation for 30 days confinement adjudged 8 January 1995.

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TABLE 9-4

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	95	02	15	
Sentenced to 4 years	<u>04</u>	<u>00</u>	<u>00</u>	
	99	02	15	21961
Less 1 day				<u>- 01</u>
Full-term release date	99	02	14	21960
Less earnable good time				<u>- 336</u>
Normal release date	98	03	15	21624

e. Computation for Sentence in Years and Days. To determine earnable GCT when a prisoner is sentenced in days, use 30 days as a month and the remainder as days. In the example below, 75 days are reduced to 2 months and 15 days. Therefore, the sentence of 2 years and 75 days, for the purpose of computing earnable GCT, is reduced to 26 months and 15 days (26 mos x 6 days per month = 156 GCT). Table 9-5 provides the computation for 2 years and 75 days confinement adjudged 26 June 1991.

TABLE 9-5

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	91	06	26	
Sentenced to: 2 years	<u>02</u>			
75 days	93	06	26	19901
				<u>+ 75</u>
	93	09	09	19976
Less 1 day				<u>- 01</u>
Full-term release date	93	09	08	19975
Less earnable good time				<u>- 159</u>
Normal release date	98	04	02	19816

f. Computation for Sentence in Years and Months. Table 9-6 provides the computation for 2 years and 2 months confinement adjudged 17 December 1990.

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days of his or her good time for a rules violation committed on 30 December 1997.

TABLE 9-8

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	97	10	17	
Sentenced to: 4 months		<u>04</u>		
Less 1 day	98	02	17	21598 - 01
Full-term release date	98	02	16	21597
Less earnable good time				- 20
Normal release date	98	01	27	21577
* Plus forfeited time				+ 10
Actual release date	98	02	06	21587

* Ten days are added because the total good time earnable was credited in the normal release date computation.

9304. INOPERATIVE TIME

1. A sentence to confinement is continuous until the term expires and is interrupted only by inoperative time, which is any period for which a prisoner is not entitled to confinement credit. Inoperative time includes periods of unauthorized absence; while erroneously released from confinement through fraud; while absent after delivery to civil authorities, if followed by a conviction in a civil tribunal (RCM 1113(d)(2)(A)) of reference (c)) or while the sentence is interrupted under the conditions set forth in articles 9305 or 9309 (vacated suspension). The Naval Clemency and Parole Board determines inoperative time in cases of parole revocation and informs the brig and prisoner of this decision for use in computing new adjusted release dates.

2. An escaped prisoner who returns to military control, but who conceals his or her status as a prisoner continues to be "absent without authority" within the meaning of this article. However, an escaped prisoner who is returned to confinement is again credited with time served beginning with the date of return, even when charges are pending on the escape offense. If a sentence is adjudged for the escape, the procedures for multiple sentence are

TABLE 9-9

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	91	05	13	
Sentenced to: 6 months		<u>06</u>		
Less 1 day	91	11	13	19310 <u>- 01</u>
Full-term release date	91	11	12	19309
Less earnable good time				<u>- 30</u>
Normal release date	91	10	13	19279
* Plus inoperative time				+ 364
** Plus forfeited time				<u>+ 5</u>
Adjusted release date	92	10	16	19648

* Inoperative time				
Day apprehended	92	06	11	19521
Less day escaped	91	06	12	<u>19156</u> 365
Less 1 day				<u>- 01</u>
Total inoperative time				364

**Forfeited GCT				
Day escaped	91	12	06	19156
Less date adjudged	91	05	13	<u>19126</u>
Days confined				30
Rate of earning for GCT is 5 days for 1 month.				

9306. REHEARINGS AND NEW OR OTHER TRIALS

1. In computing the term of confinement to be served under a sentence adjudged upon a rehearing or a new or other trial, (hereafter, new or other trial shall be referred to as "retrial"), prisoners shall be credited with confinement served on the original sentence up to the time the original sentence was set aside or the retrial ordered. Additionally, they shall be credited with any period actually spent in confinement, in connection with the charges which are subject to the rehearing or retrial, between the date the rehearing or retrial is ordered and the date of rehearing or retrial. See R.C.M. 810, 1107(e) (1) - (2), and 1210.

computation procedures. The total amount of good time credited shall in no case exceed that amount that could be earned under the original sentence. Table 9-11 provides the computation for a sentence of 8 years adjudged 1 April 1989, subsequently ordered for rehearing 1 October 1990 and adjudged on 1 December 1990 to 4 years confinement.

TABLE 9-11

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	89	04	01	
Sentenced to: 8 years	<u>08</u>			
	97	04	01	21276
Less 1 day				<u>- 01</u>
Full term release date	97	03	31	21275
Reduction (New sentence) (4 years vice 8 years)	<u>-04</u>			
Full-term release date	93	03	31	19814
Less possible GCT *				<u>- 196</u>
				19618
Less GCT earned **				<u>- 160</u>
Normal release date	92	04	09	19458

*Possible GCT

Full-term release	93	03	31
Date new sentence begins	<u>90</u>	<u>12</u>	<u>01</u>
	02	03	30

** 27 months (@ days) plus 30 days (7 days GCT) = 196 days GCT; GCT earned: 20 months X 8 days = 160 GCT

9307. CROSSING INTERNATIONAL DATE LINE

1. Inequities in actual confinement served or in the actual release date will occur when prisoners are confined in ships' brigs or are being transferred to CONUS shore facilities and they cross the international date line. In addition to the regular sentence computation procedures contained in this chapter, the

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time, if any, is forfeited. This term may be reduced by the good time which may be earned on the parole violator term at the rate applicable to the full term of the sentence. It may also be reduced by earned time. The day of release on parole is credited as a day of confinement. Parole violators will not be credited with good time or earned time earned prior to the date of their release on parole. See 9102.8 for explanation of how credit for time on parole is credited towards completion of sentence and see 9304 for inoperative time guidance for parole violators.

TABLE 9-12

	<u>YR</u>	<u>MO</u>	<u>DA</u>	<u>Expiration Table #</u>
Date adjudged	91	08	03	
Sentenced to: 6 months		<u>06</u>		
Less 1 day	92	02	03	19392 <u>- 01</u>
Full-term release date	92	02	02	19391
Inoperative time *				<u>+ 61</u>
Adjusted release date	92	03	04	19452
Less earnable GCT **				<u>- 19</u>
Normal release date	92	03	15	19433

*Inoperative Time				
Suspension vacated	91	06	12	19333
Less sentence suspended	91	10	05	<u>19271</u>
				62
Less 1 day				<u>- 01</u>
Total inoperative time				61

** GCT: Good conduct time can only be awarded for the portion of sentence remaining to be served following the vacation of suspension. In this case, a period of 3 months and 27 days remain because 2 months and 3 days were served prior to the date of suspension.

Note: Date of suspension and release each count as one day of confinement (see article 9301).

agreement will not be used in the computation of good conduct time until the convening authority approves the agreement. Good conduct time of a sentence with an approved pretrial agreement is to be computed on what the convening authority approves and only from the date of the approval. If the approved pretrial agreement is for a lesser sentence that reduces the earning rate of good conduct time, credits and good conduct time earned before the convening authority's action will be retained by the prisoner.

2. Notwithstanding this requirement, the good conduct time earnable based on the pretrial agreement will also be computed and will be tracked closely by the brig. Most pretrial agreements are honored and binding; as such, the brig must be prepared to release the prisoner based on the pretrial agreement if the convening authority's action is not prior to the pretrial agreement release date. If the convening authority has not acted by the projected pretrial agreement release date, a prisoner is to be released in accordance with the pretrial agreement using good conduct time earned based on the sentence announced by the court. The brig will verify the concurrence of the convening authority, based on the convening authority's intention to honor the pretrial agreement, no later than the week prior to the release based on the pretrial agreement projection.

3. If a pretrial agreement places conditions on the prisoner's confinement, e.g. attend substance abuse counseling, pay a fine, make restitution, etc., and the conditions have not been fulfilled by the prisoner, the convening authority of the prisoner shall conduct a hearing, within seven calendar days before the release date approved by the convening authority, to determine if the prisoner was capable of fulfilling the conditions. If it is determined that the prisoner was not able to fulfill the pretrial agreement conditions, through no fault of his or her own, the prisoner shall be released on the date approved by the convening authority in the pretrial agreement just as though the conditions had been fulfilled. The convening authority must notify the brig of the results of the hearing prior to the projected release date. If the convening authority fails to conduct this hearing by the time of the prisoner's pretrial agreement release date, or fails to notify the brig of any results, the prisoner is to be released, even if the conditions of the pretrial agreement have not been fulfilled. It is also incumbent on the brig to attempt to ascertain exact pretrial agreement status prior to any such release. See article 9308 for confinement in lieu of fine.

CHAPTER 10

MISCELLANEOUS SERVICES

SECTION 1. MEDICAL SERVICES

10101. MEDICAL OFFICER. The commanding officer/officer in charge (CO/OIC) shall request the written appointment of a medical officer, who will assure that daily sick call, physical examinations, referral for dental care, and screening for psychiatric referral are conducted at the brig in accordance with the Manual of the Medical Department. This person will advise the CO in matters pertaining to the physical condition and well-being of both prisoners and staff. Evidence of unsanitary or unhealthy conditions must be reported promptly to the CO. No form of special diet, such as 3 days' confinement on bread and water, shall be imposed as a disciplinary measure unless the medical officer has certified, in writing, that it will probably not result in any serious deterioration of the prisoner's health. Medical personnel shall provide a daily re-evaluation of the prisoner's fitness to continue segregation or special diet, and medical personnel making segregation visits for this purpose shall sign the Inspection Record of Prisoner in Segregation (DD 509) kept in the segregation unit.

10102. MEDICATION. Only medical personnel will administer controlled substances and medication for prisoners. A brig quarters supervisor, trained by medical personnel, may administer prisoner medication, other than controlled substances, after working hours, as directed by medical personnel. If a quarters supervisor administers such medication he or she will ensure the medication is consumed by the prisoner in the presence of the quarters supervisor. The quarters supervisor shall keep a medication log which will be reviewed by a corpsman daily.

10103. PARAMEDICAL PERSONNEL. Paramedical personnel (hospital corpsmen) may conduct routine sick call; and shall refer to a medical officer patients beyond their competence and those patients specifically requesting to be seen by a medical officer. They shall also make follow-up care visits at the direction of a medical officer. Paramedical personnel may perform the initial confinement examination under certain circumstances (see article 7205). Paramedical personnel should be assigned to full-time duty in brigs large enough to justify such an assignment.

10104. HIV/AIDS. Human Immunodeficiency Virus (HIV) and Acquired Immune Deficiency Syndrome (AIDS) are medical issues with security ramifications. Staff should not make moral judgments regarding HIV positive individuals. As such,

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security measures. In all cases, care must be taken in the accountability of silverware and other kitchen utensils which may be used as weapons. If food is to be brought in from external areas, precautions must be taken to ensure that the food is kept warm and is properly served. Food served in the facility dining area shall be of the same quality and quantity as that served in the base or station dining facilities. Prisoners shall be allowed sufficient time to eat their meals (not less than 20 minutes) in a normal manner and with the proper utensils. Control of utensils can be achieved by requiring prisoners to take one of each and return them all, under the supervision of duty personnel, as they enter and leave the messing area. Prisoners shall be permitted to talk in normal conversational tones to persons at their table during their meals, and at all other times and places where not prohibited by military custom. Smoking shall not be permitted in the messing area during the meal. Prisoners in disciplinary segregation shall be fed in their cells and may be required to use disposable plates, cups, and utensils. Security measures for prisoners in special quarters will be determined by the CO/OIC. All utensils used in segregation shall be accounted for.

2. Refusal of Food. If prisoners refuse to eat, a notation of such refusal will be entered in the brig log and in the prisoner's file. Any significant and prolonged deviation from a normal diet should be referred to the medical officer for consultation. Food will be offered at scheduled meal times and the opportunity to eat noted in the brig log. The Chief of Naval Personnel (Pers-84) and the Commandant of the Marine Corps (Code MHC), in conjunction with BUMED, will provide specific instructions for addressing prisoners on hunger strike.

10202. LAUNDRY OPERATIONS. All facilities will ensure that adequate means of washing prisoners' clothes are provided. The laundering of sheets, pillowcases, and the dry cleaning of blankets will be accomplished by the brig or at a command laundry facility. Sheets, pillow cases, towels, face cloths, and soiled blankets will be laundered at least once a week. At no time is the use of prisoner laundering facilities, located within a brig, authorized for use by staff members or other private individuals or organizations. General laundry work done for other military units is authorized, providing it does not include laundry for individuals, and does not hamper the normal operations of the facility. A staff member trained in the use of laundry equipment, shall be assigned to supervise this operation.

10203. BARBER SHOP OPERATIONS. Arrangements will be made through the local exchange for barber services to prisoners within the facility. Prisoners in a pay status will receive and

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CHAPTER 11

SHIPS' BRIGS

SECTION 1. POLICIES

11101. LIMITATIONS. A ship's limitations in space, available personnel, and program resources require the selected application of the provisions of this manual. The following articles are provided to clarify the requirements as they apply to ships' brigs. With the exception of the clarification presented in this chapter, the articles of this manual will be applied to ships' brigs. Afloat brigs will be operated by all CV's, CVN's, LPH's, LHA's, and LHD's, and may be operated by tenders with facilities when in a port where there is no ashore brig and the fleet commander has authorized the brig for operation. Other ships may be specifically designated by the fleet commanders to operate a brig. Detailed policy is contained in reference (h).

11102. PHYSICAL PLANT. Cells in ships' brigs are not required to conform to the size specified for cells in shore brigs. See article 2101.2 for structural standards prescribed for ships' brigs.

11103. STAFF

1. Staffing. All ships required to operate brigs (see 11101 above) will be assigned six billets with navy enlisted classification code (NEC) 9575 or NEC 2008 and one billet with NEC 9516. Ships not required to operate a brig but which, in consideration of isolated operations, are given specific authorization by the Fleet Commander to operate the brig on deployment, must have at least three persons on board assigned to the brig who possess NEC 9575 or NEC 2008, and one person on board assigned to the brig on a collateral duty basis, who possesses NEC 9516. These personnel will be augmented by other qualified ship's company personnel. For selection and assignment criteria, see articles 3102 and 3103. A minimum of two staff members will be on duty in the brig at all times when a person is confined.

2. Training. Staff will complete appropriate afloat brig training. Claimant or Chief of Naval Personnel (Pers-84) may be contacted for schedules.

11104. EMERGENCY BILLS. The brig emergency bills will incorporate the ship's "Man Overboard" and "Abandon Ship" bills.

ART 11101

11203. DETENTION OF PRISONERS OF WAR, CIVILIAN INTERNEES, AND
OTHER DETAINED PERSONS ABOARD NAVAL VESSELS

1. Background

a. International law requires humane treatment of prisoners of war (POW), civilian internees (CI), and other detained persons (DET) at all times.

b. International treaty law expressly prohibits "internment" of POW other than in premises located on land, but does not specifically address temporary stays on board vessels. Customary practice has allowed temporary custody as discussed below. Although internment is not defined, prohibition on internment requires policy carefully limiting detention of POW/CI/DET on board vessels.

2. Policy

a. Detention of POW/CI/DET on board naval vessels will be limited as follows:

(1) POW/CI/DET picked up at sea may be temporarily held on board as operational needs dictate, pending a reasonable opportunity to transfer them to a shore facility or to another vessel for evacuation to a shore facility.

(2) POW/CI/DET may be temporarily held on board naval vessels while being transported between land facilities.

(3) POW/CI/DET may be temporarily held on board naval vessels if such detention would appreciably improve the safety or health prospects for the POW/CI/DET.

b. Holding of POW/CI/DET on board vessels must be truly temporary, limited to the minimum period necessary to evacuate the POW/CI/DET from the combat zone or to avoid the significant harm the POW/CI/DET would face if detained on land.

c. Use of immobilized vessels for temporary holding of POW/CI/DET is not authorized without national command authority approval.

CHAPTER 12

DETENTION FACILITIES

SECTION 1. POLICIES

12101. LIMITATIONS

1. Detention facilities are shore spaces that are used only to temporarily detain personnel apprehended by military authorities, or turned over to the military by civilian authorities. Authority to arrest/confine is listed in article 7201. Personnel should be detained/confined in detention cells only for short periods of time and should be transferred to the nearest brig or correctional facility as soon as it is feasible. The limited use of detention facilities requires the selected application of the provisions of this manual. The following articles are provided to clarify the requirements of this manual as they apply to detention facilities. With the exception of the clarifications presented in this chapter the articles of this manual shall be strictly applied to detention facilities.

2. Article 2101.3 identifies the 3 types of detention facilities: the detention space, the holding cell and the pretrial confinement facility.

12102. PHYSICAL PLANT

1. Authorization. Detention facilities shall be made operational as set forth in article 2101.3 of this manual.

2. Number and Location. The number of cells required by an activity depends upon the population served; however, at least two usable cells should normally be available in each detention facility. Detention facilities must provide segregation for males and females. Where possible, cells should be located near the security watch desk, but sufficiently removed so as not to hamper normal operation or be accessible to casual visitors. Cells should not be located below ground level nor in upper stories requiring the use of stairs.

3. Other Facilities.

a. Military. The detention facilities of another service may be utilized, if that service agrees and if such facilities meet the standards prescribed herein for naval detention facilities.

8. Showers. Shower access will be provided daily to any detainee held over 24 hours if behavior is satisfactory.

12103. STAFF

1. Staffing. Detainees will be closely supervised during the time they are in detention facilities by qualified and trained staff. In the event of detention overnight, or in excess of 12 hours, appropriate bedding shall be issued. Detention cells should be located so that continuous supervision from the security watch desk is possible. If continuous supervision is not possible, a security supervisor must be stationed in the cell area or a closed circuit television used. However, a visual check of the detained personnel shall be made at least once each 30 minutes, and recorded on the DD 509. These checks shall be at shorter intervals if the situation demands, e.g., indications of suicidal ideation, drug/alcohol abuse, or other strange behavior. No person shall enter occupied detention cells or remain in their immediate proximity wearing firearms, nightsticks, or other weapons.

2. Training

a. Personnel assigned to supervise a detention facility will complete training as specified by the Chief of Naval Personnel (Pers-84) or the Commandant of the Marine Corps (Code MHC) as appropriate. If short term detainees are to be supervised by personnel from their division, the detention facility staff will instruct these supervisors in detention cell supervision, and will provide them with written post orders.

b. Personnel assigned to a Pretrial Confinement Facility will possess the NEC 9575 or MOS 5831, Corrections Specialist. Each Pretrial Confinement Facility will have one Correctional Counselor (NEC 9516 or MOS 5832) on the staff manpower authorization.

3. Force. No individual will be permitted to supervise a detention facility until he or she has received instructions on applicable regulations relating to the use of force in the performance of such duties. In addition, instruction will be given periodically to all personnel assigned to these duties to ensure that they continue to be thoroughly familiar with all restrictions on the use of force.

12104. CONTROL

1. Violent Detainees. If an individual becomes violently aggressive, or indicates suicidal tendencies, instruments of

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- c. Prisoner Inventory and Receipt (NAVPERS 1640/17).
 - d. Prisoner Release Order (DD 367) or Receipt for Prisoner or Detained Person (DD 629).
3. Facilities shall have standard operating procedures and post orders. See articles 3401 and 8305.

12107. ADMINISTRATIVE MATTERS

1. Processing. Personnel shall be thoroughly searched before being placed in detention. Money, valuables, and personal property (other than individual clothing and wedding rings) shall be taken from the individual, inventoried, and secured in a manner similar to procedures set forth in articles 8203 and 8204. Items which could be used to inflict bodily injury, such as belts, shoelaces, neckties, or suspenders, may be taken from the detained person if deemed necessary by the detention facility supervisor.
2. Incidents. Serious incidents or alleged incidents involving detainees shall be reported immediately to the Chief of Naval Personnel (Pers-84) or Commandant of the Marine Corps (Code MHC) as applicable. (See article 8115.2.)

SECTION 2. DETENTION POLICIES

12201. DETENTION. Persons may be detained only if there has been a violation of the UCMJ. Under no circumstances may an individual be placed in detention for "protective custody," "safekeeping," or any other such general charge when no violation of the UCMJ is indicated. See article 7102. Court-martialed personnel should not normally be placed in cells with detainees.

1. Authorization. No person shall be confined in a detention facility without a properly executed Confinement Order (NAVPERS 1640/4) or the Arresting Officer's Incident/Complaint Form (DD 1569). If the incident form is used, a Confinement Order is required when detention continues beyond 24 hours.
2. Medical Examination. If an individual appears to be ill, requests medical attention, or exhibits an abnormal loss of control because of suspected or actual use of alcohol, marijuana or other drugs, he or she shall be examined by medical personnel and certified as being fit for confinement prior to being placed in detention. Otherwise, a person may be detained for up to 24 hours before a medical examination. No person shall be detained beyond 24 hours without a medical examination as prescribed in article 7205. Any suspicion or detection of alcohol or other

12202. RELEASE. On release from detention, all money, valuables, and other personal property taken from the detainee will be returned, and receipted for by the owner. If the detainee is released to the custody of another, that person will sign a DD 629 (Receipt for Prisoner or Detained Person) and will sign for the personal property envelope. A detainee released on his or her own cognizance shall be directed to return to his or her unit, or other appropriate command, after being issued a Report of Disposition of Offense(s) (NAVPERS 1626/7), where necessary. An entry shall be made in the log to reflect the date and time of release, and the disposition of the detainee. One copy of the DD 629, Technical Arrest Order (TAO), or DD 367 as appropriate, and the receipt for personal property shall be retained on file for 2 years by the unit operating the detention facility.

12203. TRANSFER. A DD 629 (Receipt for Prisoner or Detained Person) will be used for all transfers from detention facilities to other confinement facilities. The following records will be transferred with the detainee:

1. Confinement Order (NAVPERS 1640/4)
2. Request and Receipt for Health and Comfort Supplies (DD 504)
3. Inspection Record of Prisoner in Segregation (DD 509)
4. A copy of court-martial orders designating a confinement facility as the place of confinement.

APPENDIX A

FORMS

1. In Navy brigs, some forms have been replaced by reports generated by the Corrections Management Information System (CORMIS) and provide information electronically via the Defense Data Network.

2. The following forms are available at the Naval Inventory Control Point using requisitioning procedures contained in CD ROM NAVSUP PUB 600 (NLL), Navy Stock List of Publications and Forms:

DD 173/3 (OCR) (Rev. 3-79)	Joint Messageform S/N 0102-LF-000-1730
DD 367 (Rev. 12-57)	Prisoner's Release Order S/N 0102-LF-000-3670
DD 498 (Rev. 3-64)	Prisoner's Personal History Record S/N 0102-LF-000-4980
DD 504 (Rev. 4-76)	Request and Receipt for Health and Comfort Supplies S/N 0102-LF-000-5041
DD 509 (Rev. 7-70)	Inspection Record of Prisoner in Segregation S/N 0102-LF-005-2500
DD 510 (Rev. 5-51)	Request for Interview S/N 0102-LF-005-2510
DD 629 (Rev. 3-58)	Receipt for Prisoner or Detained Person S/N 0102-LF-000-6290
DD 1476 (Rev. 4-68)	Prisoner's Admission Summary Data S/N 0102-LF-001-4760
DD 1478 (Rev. 2-64)	Prisoner Summary Continuation Sheet S/N 0102-LF-001-4780
DD 1479 (Rev. 2-64)	Prisoner Assignment and Clemency Board Action S/N 0102-LF-001-4790
NAVPERS 1626/7 (Rev. 12-88)	Report and Disposition of Offense(s) S/N 0106-LF-005-2700
NAVPERS 1640/4 (Rev. 7-82)	Confinement Order S/N 0106-LF-016-4023

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4. The following forms may be ordered from the General Services Administration (GSA).

SF 135
(Rev. 7-85)

Records Transmittal and Receipt
7540-00-634-4093

SF 135A
(Rev. 7-85)

Records Transmittal and Receipt Continuation
7540-00-823-7952

5. The following two forms may be ordered through the Marine Corps Logistics Base, Albany, Georgia:

NAVMC 604
(Rev. 4-94)

Combined Individual Clothing Requisition
and Issue Slip (Men's) (10120)
S/N 0000-00-000-8613

NAVMC 604b
(Rev. 5-94)

Combined Individual Clothing Requisition
and Issue Slip (Women's) (10120)
S/N 0000-00-000-8811

6. The following form may be ordered through the Federal Bureau of Investigation (FBI), United States Department of Justice, Washington DC 20537:

FD 258
(Rev. 12-82)

Fingerprint Card
0104-LF-400-8603

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APPENDIX B

NAVY PA SYSTEMS OF RECORDS NOTICE NO1640-1
INDIVIDUAL CORRECTIONAL RECORDS**SYSTEM NAME**

Individual Correctional Records
(November 10, 1993, 58 FR 59711).

SYSTEM LOCATION

United States Navy Brigs and United States Marine Corps Correctional Facilities. Official mailing addresses are published as an appendix to the Navy's compilation of systems of records notices, and/or may be obtained from the Bureau of Naval Personnel (Pers 84), 2 Navy Annex, Washington, DC 20370-5084.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM

Military members confined in a naval facility as a result of or pending trial by courts-martial; military members sentenced to three days bread and water or diminished rations; and military members awarded correctional custody to be served in a correctional custody unit.

CATEGORIES OF RECORDS IN THE SYSTEM

Documents related to the administration of individual prisoners in the Department of the Navy confinement and correctional custody facilities - courts martial orders; release orders; confinement orders; medical examiners' reports; requests and receipts for health and comfort supplies; reports and recommendations relative to disciplinary actions; clothing and equipment records; mail and visiting lists and records; personal history records; individual prisoner utilization records; requests for interview; initial interview; spot reports; prisoner identification records; parolee agreements; inspection record of prisoner in segregation; personal funds records; valuables and property record; daily report of prisoners received and released; admission classification summary; social history; clemency recommendations and actions; parole recommendations and actions; restoration recommendations and actions; psychiatric, psychological, and sociological reports; certificate of parole; certificate of release from parole; requests to transfer prisoners; disciplinary action data cards showing name, grade, Social Security Number, sex, education, sentence, offense(s), sentence computation, organization, ethnic group, discharge awarded, length of unauthorized absence, number and type of prior punishments, length of service, and type release; weekly status report (each member's legal status, offense charged, length of

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Safeguards: Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Computer data base is password protected.

Retention and disposal: Confinement records and reports of prisoners released or permanently transferred from the confinement facility will be disposed of as specified by SSIC 1640 of SECNAVINST 5212.5C, Navy and Marine Corps Records and Disposition Manual). Due to the frequent turnover of prisoners, files of prisoners released or transferred will be retained at the brig for 2 years and then grouped and forwarded to the appropriate Federal Records Center (FRC).

a. FRC Atlanta is the appropriate FRC for the following brigs:

(1) Ashore brigs under the area coordination of Commander in Chief, U. S. Atlantic Fleet (CINCLANTFLT);

(2) Ashore brigs under the area coordination of Commander in Chief, U. S. Navy, Europe (CINCUSNAVEUR);

(3) Ashore brigs under the area coordination of Commander, Naval Education and Training (CNET);

(4) Afloat brig on Atlantic Fleet ships;

(5) Navy Consolidated Brig Charleston; and

(6) Marine Corps brigs located east of the Mississippi.

b. FRC Los Angeles is the appropriate FRC for the following brigs:

(1) Ashore brigs under the area coordination of Commander in Chief, U. S. Pacific Fleet (CINCPACFLT);

(2) Afloat brigs on Pacific Fleet ships;

(3) Navy Consolidated Brig, Miramar; and

(4) Marine Corps brigs located west of the Mississippi.

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Record source categories: Military personnel records; military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of non-judicial administrative proceedings; United States military commanders; staff members and cadre supply information relative to service member's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

Exemptions claimed for the system

- Parts of this system may be exempt under 5 U.S.C. 552a(j)(2), as applicable.
- An exemption rule for this system has been promulgated in accordance with requirements of 5 U.S.C. 553(b) (1), (2), and (3), (c) and (e) and published in 32 CFR part 701, subpart G. For additional information contact the system manager.

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