



**DEPARTMENT OF THE NAVY**  
**COMMANDING OFFICER**  
**NAS PENSACOLA**  
**190 RADFORD BLVD**  
**PENSACOLA, FLORIDA 32508-5217**

IN REPLY REFER TO

NASPNCLAINST 1640.9N  
Code N142A

**JAN 26 2010**

NASPNCLA INSTRUCTION 1640.9N

Subj: ESCORT REQUIREMENTS AND PROCEDURES FOR THE UTILIZATION/TRANSPORT OF  
MILITARY PRISONERS/PRETRIAL PRISONERS

Ref: (a) SECNAVINST 1640.9C

1. Purpose. To establish requirements necessary to utilize military prisoners for work details or transport confinees to scheduled appointments.
2. Cancellation. NASPNCLAINST 1640.9M
3. Background. Occasionally, there is a need to augment command work details with confinee(s) or for commands to escort confinees during their temporary release for official appointments. As required by reference (a), organizations requesting work details or who are tasked to provide escorts will assign qualified escorts to supervise them.
4. Scheduling. To schedule work details or to verify availability of confinees for work assignments, contact the Brig Work Programs Supervisor at 452-3620/3629.

a. Local area commands and departments with confined personnel who received sentences of less than one month or who are waiting courts-martial are required by reference (a) and intraservice support agreements to provide escort services. Contact Brig Administrative Office at (850)452-4488/DSN 922 for scheduling and detailed requirements at least 24 hours in advance.

b. Escort requirements for confinees from commands outside the local area will be supervised by the NAS Pensacola CMAA.

5. Action

a. Commands/Department Heads/Special Assistants shall ensure a minimal number of E-5 or above personnel are designated as escorts to meet their organizational needs. Escorts should be carefully selected for proper military professionalism, bearing, maturity, and their ability to handle emergencies. They shall have no record of NJP or courts-martial for the previous 24 months. They shall receive training from Brig well in advance of assuming their duties. Escort training (8 hours in length) is conducted at the Brig, Building 3873, the first Tuesday of each month at 0800. In all cases, at least one escort will be of the same gender and of equal or higher rank as the prisoner/pretrial prisoner.

b. Brig Officer-in-Charge

- (1) Provide an escort training program per reference (a).
- (2) Screen all escorts prior to training and submit written justification for the rejection of any escort.

(3) Ensure work performed is per reference (a).

(4) Ensure escorts are properly trained and possess a valid Prisoner Escort Identification Card, NAVPERS 1640/18. Escorts qualified by Brig shall receive refresher training annually in advance of the expiration date of their Prisoner Escort Identification Card.

(5) Immediately inform the command, Department Head, or Special Assistant of any escort whose escort identification card has been confiscated due to violation of escort procedures.



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Distribution:

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(NASPNCLAINST 5216.1V)