



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

IN REPLY REFER TO

NASPNCLAINST 1640.8U
Code 16000

JAN 15 2008

NASPNCLA INSTRUCTION 1640.8U

Subj: CORRECTIVE RESTRAINT OF PERSONNEL IN CORRECTIONAL CUSTODY UNIT, NAS PENSACOLA

Ref: (a) SECNAVINST 1640.9C
(b) OPNAVINST 1640.10
(c) Manual for Courts-Martial, United States
(d) Manual of the Judge Advocate General

Encl: (1) Uniform Requirements
(2) Health and Comfort Requirements
(3) Pre-CCU Check-Off List

1. Purpose. To establish operational procedures for the corrective restraint of personnel in the Correctional Custody Unit (CCU) of Naval Air Station Pensacola per references (a) and (b).

2. Cancellation. NASPNCLAINST 1640.8T.

3. Authority. Per reference (c), Article 15, Uniform Code of Military Justice (UCMJ), authorizes Commanding Officers and Officers-in-Charge to impose correctional custody on military members for periods of up to 30 days.

4. Eligibility. Referred to as awardees, personnel assigned to CCU have been determined by their command to have the potential for further productive military service. As such, the following eligibility requirements for the CCU program apply:

a. Legal Status. **Personnel assigned to CCU will not have any service separation or civil legal actions pending.**

b. Rank/Time-in-Service. Personnel ordered into the CCU must be at or below the rank of E-3 and have completed basic training.

c. Gender. The Naval Brig/Correctional Custody Unit (Brig/CCU) Pensacola is authorized by the Secretary of the Navy to facilitate a Correctional Custody Program for males only. Commands with female candidates are referred to the Jacksonville or Norfolk CCU's for this service.

5. Deferment. Per reference (d), Commanding Officers and Officers-in-Charge may defer execution of correctional custody for a reasonable period of time not to exceed 15 days when CCU facilities are not available, when the person is not physically fit for CCU, or to meet logistical requirements. However, this action must be documented in a letter of deferral signed by the authority imposing punishment.

6. Mitigation. The Naval Brig/CCU Officer-in-Charge may, if the awardee's conduct has been outstanding, may recommend to the awardee's Commanding Officer that the punishment be reduced up to 5 days.

JAN 15 2008

7. Procedures

a. Coordination. Contact the Brig/CCU Admin Department during normal working hours (0700-1530) Monday through Friday or the CCU Supervisor after working hours at 452-3620/3629 to ensure space is available and provide arrival information.

b. TEMADD/TDY Orders. Prepare TEMADD/TDY orders assigning the individual to Brig/CCU, Pensacola, Florida, for correctional custody, and stipulate the period of custody. One copy of the completed Report and Disposition of Offense (NAVPERS 1626/7) or similar document outlining results of the Article 15, and any letters of deferral shall accompany the member being delivered to the Brig/CCU.

c. Fit for CCU Assignment. Per reference (b), personnel assigned to CCU must be found physically fit by qualified medical authorities; e.g., Medical Officer, Physician's Assistant, Nurse Practitioner. A statement noting the member is "**Physically Fit for Restraint**" must be made on a Chronological Record of Medical Care (SF-600) form or similar examination document, and entered into the individual's medical record. The time must be after the NJP proceedings. **Any person who is on light duty, currently undergoing physical therapy, or is under psychiatric care is not fit for CCU and will be turned away.**

d. Finances. Personnel assigned to CCU will have in their possession at least \$35 in cash or government check or card for access to such an amount through the use of an active ATM/Debit account and an unused Telephone Calling Card with a value of no more than \$20. Additionally, four blank Health and Comfort (DD-504) documents, signed by an authorized official from the member's command, shall be provided to ensure uniform and personal requirements are maintained. **Header information on the Health and Comfort (DD-504) documents must be typed.**

8. Delivery to CCU. Personnel assigned to CCU are to be escorted clean-shaven and in the uniform of the day to the Brig/CCU, Building 3873, 541 John H. Towers Road, Naval Air Station, Pensacola, Florida. In addition to the items identified by enclosures (1) and (2), TEMADD/TDY orders, copy of NAVPERS 1627/7 or similar document, deferment letter if applicable, medical and dental records, and appropriate finances must accompany the members upon check-in. Check-in times are 0800-1700, Monday-Friday. Escorts shall be in the uniform of the day and in appropriate government transportation.

9. Parent Command Responsibilities. Parent commands play a major role in the success of the CCU program. Consistent contact with the service member must be maintained throughout the corrective process. To assist in this effort, the following minimum command responsibilities are outlined:

a. As outlined above, ensure all necessary documents are properly prepared and presented, and eligibility requirements are met prior to the arrival at the Brig/CCU.

b. Ensure the awardee has possession of his medical and dental records upon check-in.

c. Furnish pertinent information relative to the status of the awardee. Ensure a point of contact is designated to provide liaison for support of awardee pay, health, personal, legal issues, and participation as the Command Representative for the CCU Program Disposition Board.

JAN 15 2008

d. Ensure the member possesses the required clothing and health and comfort items as outlined in enclosures (1) and (2) prior to arrival at the Brig/CCU.

e. Submit appropriate documents stopping the awardee's BAS/COMRATS for the applicable period of TEMADD/TDY.

f. **Ensure command visits are conducted once per week at a minimum.** Visits should be made by a representative from the awardee's division (E6 or above) with authority to act in behalf of the Commanding Officer. If a visit in person cannot be made, commands outside a 50-mile radius of the Brig/CCU (driving distance) may satisfy visitation requirement by telephone (850)452-2410 DSN 922. In addition, NASP Form 1640/52 must be completed and faxed ((850)452-9321) to the Brig/CCU Administrative Office for inclusion in the awardee's file. The NASP Form 1640/52 will be provided to the escorts when the awardee is processed into CCU. Every effort should be made to conduct physical visits whenever possible. Command visits by telephone must be coordinated with the CCU Supervisor in advance. Thursdays have been specifically set aside for command visits. All awardees are kept on board for this purpose. The desired visitation period is 1300-1500. If mission requirements prohibit a visit during these hours, special arrangements may be made with this facility to conduct command visits at other times during the week, either in person or by phone.

g. Take immediate action to process and retrieve any awardee who, in the opinion of the Brig/CCU OIC, can no longer fully participate in the program either because of medical or psychiatric treatment, or their performance demonstrates unsuitability.

h. Coordinate any command decision for an awardee's early termination from the program at least 3 working days in advance.

i. Refer to and utilize enclosure (3) when preparing an awardee for correctional custody.

10. Completion of CCU Program. Commands shall coordinate with the Brig/CCU at least 2 days in advance on the specific time the awardee is to be picked up. This coordination facilitates timely preparation of the awardee, guards against any unnecessary malingering, and allows time for preparing final dispositions and recommendations by the Brig/CCU OIC. Escorts shall be in the uniform of the day and in appropriate government transportation.


PETER S. FRANO

Distribution:

A C D
(NASPNCLAINST 5216.1V)

Stocked:
Naval Air Station
(Code 53000)
Pensacola, FL 32508-5217

JAN 15 2008

UNIFORM REQUIREMENTS

The following uniform articles and maximum quantities by service are requirements for personnel assigned to the Brig/CCU, Pensacola:

AIR FORCE PERSONNEL

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Bag, Duffel	1 ea	Jacket, Poly	1 ea	Shoes, Safety	1 pr
Belt, Blue w/silver clip	1 ea	Gloves, Black Leather	1 pr	Shoes, Gym	1 pr
Belt, Blue w/black clip	2 ea	Insignias (US)		Sweater, Winter	1 ea
Blouse, Cammie	4 ea	Insignias		Shirt, Blue L/S	3 ea
Blousing Straps	1 ea	Necktie, Blue	2 ea	Shirt, Dress Blue S/S	3 ea
Buckle, Silver	1 ea	Pants, Gym Sweat	1 ea	Shirt, Gym	2 ea
Buckle, Black	1 ea	Sweatshirt	1 ea	Shorts, Gym	2 ea
Cap, Camouflage	2 ea	Ribbons (As Authorized)		Towel, White	4 ea
Cap, Garrison	1 ea	Rating Badges		Trousers, Dress Blue	4 ea
Coat, Service Dress	1 ea	Socks, Black Nylon	6 pr	Trousers, Cammie	4 ea
Coat, Cold Weather	1 ea	Socks, Black Cotton	6 pr	Undershirts, Brown	6 ea
Coat, All Weather	1 ea	Socks, White	4 pr	Undershirts, V-neck White	3 ea
Coat Liner	1 ea	Shoes, Oxford Dress	1 pr	Underwear, White	6 ea

NAVAL PERSONNEL

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Bag, Duffel (Sea)	1 ea	Jacket, Working	1 ea	Sweatshirt	1 ea
Belt, Black Web	2 ea	Jumper, Dress White	2 ea	Shirt, Summer White	2 ea
Belt, White	3 ea	Jumper, Dress Blue	1 ea	Shirt, Winter Blue	2 ea
Buckle, Silver	2 ea	Handkerchief	3 ea	Shirt, Dungaree	4 ea
Cap, Navy Ball	1 ea	Socks, Black	6 pr	Trousers, Summer White	2 ea
Cap, Knit Black	1 ea	Socks, White	4 pr	Trousers, Dress White	2 ea
Hat, White	4 ea	Shoes, Dress Black	1 pr	Trousers, Dress Blue	1 ea
Gloves, Black	1 pr	Shoes, Gym (PT)	1 pr	Trousers, Winter Blue	2 ea
Neckerchief	1 ea	Shoes, Safety	1 pr	Trousers, Dungaree	4 ea
Sweater, Blue Wool	1 ea	Shorts, Gym	2 ea	Towels, White	4 ea
Peacoat	1 ea	Shirt, Swim	2 ea	Undershirts, White	6 ea
Raincoat, Black	1 ea	Shorts, Swim	1 ea	Tie, Neck	1 ea
Raincoat Liner	1 ea	Sweatpants	1 ea	Tie Clip	1 ea
		Coveralls	1 ea	Ribbons (As Authorized)	

MARINE PERSONNEL

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Bag, Duffel	1 ea	Gloves, Leather Black	1 pr	Sweater, Green	1 ea
Belt, Khaki	2 ea	Necktie, Khaki	2 ea	Sweatshirt	1 ea
Blouse, Cammie	4 ea	Shirt, Gym	2 ea	Sweatpants	1 ea
Blousing Straps	1 ea	Shirt, Khaki L/S	2 ea	Trousers, Cammie	4 pr
Buckle, Coat Gold	1 ea	Shirt, Khaki S/S	2 ea	Trousers, Green Wool	1 ea
Cap, Camouflage	2 ea	Shoes, Dress	1 pr	Trunks, Green	2 ea
Cap, Garrison Green	1 ea	Shoes, Safety	1 pr	Towels, White	4 ea
Coat, All Weather	1 ea	Socks, Black	6 pr	Undershirts, Green	6 ea
Coat, Combat Camo	1 ea	Socks, Green	4 pr	Undershirts, White	2 ea
Coat, Serge w/belt	1 ea	Socks, White	4 pr	Underwear, White	6 ea
		Shorts, Gym	2 ea	Ribbons (As Authorized)	

JAN 15 2008

ARMY PERSONNEL

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Bag, Duffel	1 ea	Glove Inserts	1 pr	Sweatpants, Grey	1 ea
Belt, Black	1 ea	Glove Shell	1 pr	Shirt, Gym	2 ea
Buckle, Black	1 ea	Necktie, Black	1 ea	Shorts, Gym	2 ea
Buckle, Brass	1 ea	Shirt, Green L/S	2 ea	Trunks, Grey	1 ea
Blouse, Cammie	4 ea	Shirt, Green S/S	2 ea	Towels, White/Brown	4 ea
Blousing Straps	1 ea	Shoes, Oxford Black	1 pr	T-Shirt, Grey	1 ea
Cap, Camouflage	2 ea	Shoes, Safety Combat	1 pr	Trousers, Cammi	4 ea
Cap, Garrison Green	1 ea	Shoes, Gym	1 pr	Trousers, Green Poly/Wl	1 ea
Coat, Cammie CW	1 ea	Socks, Wool	6 pr	Undershirt, Brown	6 ea
Coat, All Weather	1 ea	Socks, Cotton Nylon	2 pr	Undershirt, White	2 ea
Coat, Poly/Wool Green	1 ea	Sweatshirt, Grey	1 ea	Underwear, Brown	6 pr
				Ribbons (As Authorized)	

COAST GUARD PERSONNEL

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Ball Cap	1 ea	Jacket, Dress	1 ea	Sweatshirt	1 ea
Belt Buckle w/silver Clip	2 ea	Jacket, Light Weight	1 ea	Sweater, Blue	1 ea
Blue Belt	2 ea	Shirts, L/S	2 ea	Specialty Insignia	
Blue Ties	2 ea	Shoes, Dress	1 pr	Towels, White	4 ea
Coat, All Weather	1 ea	Socks, Black	6 pr	Trousers, Working	4 ea
Cover, Combo	1 ea	Socks, Dress	2 pr	Trousers, Dress	1 ea
Garrison Cap	1 ea	Socks, White	4 pr	Undershirts, White	6 ea
Gym Shirt	2 ea	Sweatpants	1 ea	Underwear, White	6 ea
		Gym Shorts	2 ea	Shirt, Working	4 ea
				Ribbons (As Authorized)	

JAN 15 2008

HEALTH AND COMFORT ITEMS

The following health and comfort items and their quantities are the maximum for personnel assigned to the Brig/CCU, Pensacola. Other items not on this list will be inventoried and returned to the awardee's parent command with the escorts.

<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>	<u>Item</u>	<u>Qty</u>
Cotton Swabs	1 box	Soap	2 brs	Soap Dish	1 ea
Comb, Black	1 ea	Razors, Disposable	10 ea	Stencil Pencil, Black	1 ea
Dental Floss	1 pk	Religious Medal	1 ea	Stencil Pencil, White	1 ea
Deodorant, Solid	1 ea	Writing Paper	2 pds	Toothbrush	1 ea
Envelopes, Pre-embossed	30 ea	Sewing Kit	1 ea	Toothbrush Holder	1 ea
Eye Glasses	2 pr	Shaving Cream**	1 cn	Toothpaste	1 tb
Hair Brush	1 ea	Shampoo	1 btl	Pens or Pencils	2 ea
Washcloth	2 ea	Shoe Shine Kit	1 ea	Photographs	5 ea
Nail Clippers	1 ea	Shower Shoes	1 pr	\$20 Phone Card	1 ea

**Press-Release

JAN 15 2008

NAVAL BRIG/CORRECTIONAL CUSTODY UNIT
NAVAL AIR STATION
PENSACOLA, FL 32508-5315

PRE-CCU CHECK-OFF LIST

1. Name: _____ Rate/Rank: _____ SSN: _____

2. Attitude: _____

3. What program is he awarded? (Circle one) 14 21 30

4. Is he awaiting an appeal? Yes No

5. Upon arrival, the awardee must have the following in their possession:

a. Medical Officer's Statement (SF-600 or 6120/1) signed within the previous 24 hours, stating that awardee is **fit for CCU**. List any outstanding problems.

b. Health/Dental records.

c. Active Duty Armed Forces Identification Card or Uniformed Services Common Access Card.

d. Full seabag: Must have serviceable uniforms, including health and comfort items and PT gear.

e. TAD/TDY Orders (include Division Officer/CPO/LPO'S phone numbers).

f. A deferment letter (if applicable).

g. One copy of the awardee's offense report (Navy, NAVPERS 1626/7 Report Chit), stating what the Commanding Officer awarded and the date awarded.

h. Four Request and Receipt for Health and Comfort Supplies (DD FORMS 504) presigned/authorized by a commissioned officer. **Forms must be typed - handwritten forms will not be accepted by the NEX.**

i. Thirty-five dollars (\$35) in cash or ATM/Debit Card.

j. Clean-shaven and in uniform of the day.

k. Rate course books/field course books.

Do not bring: recreation books, clocks, civilian attire, aerosols, etc.

6. Delivery Date: _____ Time: _____