

MILPERSMAN 1600-110

ASSIGNMENT TO NAVY CORRECTIONAL CUSTODY UNITS (CCU)

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References	(a) SECNAVINST 1640.9C, Department of the Navy (DoN) Corrections Manual (b) OPNAVINST 1640.10, Manual for the Operation of a Navy Correctional Custody Unit (CCU) (c) Uniform Code of Military Justice (UCMJ)
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1. **Policy.** Per references (a) and (b), the correctional custody program is designed to provide a means of disposing of minor disciplinary infractions (normally reference (c), article 15 offenders). This program provides a maximum opportunity to effect a change in behavior, military bearing, attitude, and to return to the member's command as a productive Sailor. A member who is being processed for administrative separation (ADSEP) is not awarded correctional custody.

2. **Authorized Correctional Custody Units (CCUs).** The following is a list of authorized CCUs:

- a. Jacksonville, FL PCF/CCU
- b. Norfolk, VA Brig/CCU
- c. Pensacola, FL PCF/CCU
- d. Puget Sound Brig/CCU
- e. Pearl Harbor Brig/CCU
- f. Yokosuka, Japan PCF/CCU

3. How to Transfer a Member to a CCU. Follow the steps below to transfer a member to a CCU.

Step	Action
1	Contact the desired CCU to determine <ul style="list-style-type: none"> • space availability, and • required clothing items while in a CCU.
2	Arrange and provide transportation. Because all assignments are temporary additional duty (TEMADD), all transportation costs will be incurred by the member's command.
3	Obtain certification of member's fitness for assignment to a CCU. Medical authority will document fitness on SF 600 (Rev. 6-97), Chronological Record of Medical Care.
4	Prepare TEMADD orders.
5	Ensure on the day of transfer, the member wears the proper uniform of the day and has a regulation haircut.
6	Transfer the member with the following items in the member's possession: <ul style="list-style-type: none"> • TEMADD orders. • Copy of NAVPERS 1626/7 (Rev. 12-88), Report and Disposition of Offense(s). • Service, medical, and dental records (the pay record will be retained on board member's parent command). • Copy of SF 600 (Rev. 6-97), Chronological Record of Medical Care documenting fitness. • Required clothing items (civilian clothes are not authorized while in CCU). <p>NOTE: If the member does not have required clothing items, the member shall be required to purchase the missing items using DD 504 (Rev. 9-01), Request and Receipt for Health and Comfort Supplies.</p>

4. Commanding Officer's (CO's) Responsibilities. The CO shall:

- a. visit the CCU during the member's assignment (if operations and command mission permit);
- b. designate a command representative to make weekly visits to the member and attend pre-release orientation (if operations

and command mission support. Unless operations are continuous out of area from the location of the CCU, weekly visits are mandatory); and

c. upon member's return, ensure the member is assimilated back into the command in a positive and productive manner.