



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

1640
Ser N135E/196
14 Oct 09

From: Director, Navy Corrections and Programs (N135E)
To: Distribution

Subj: AUTOMATED DISCIPLINARY REPORT (DR) AND DISCIPLINARY LOG
REVIEW PROCESS

Ref: (a) SECNAVINST 1640.9C

1. Purpose. To implement an automated Disciplinary Report (DR) and Disciplinary Log review process within the Navy shore corrections community, consistent with the provisions of reference (a), via use of the Corrections Management Information System (CORMIS).

2. Background. CORMIS has been updated to document the prisoner disciplinary process and produce an automated Disciplinary Log for weekly review and authentication by the activity Commanding Officer (CO).

3. Policy

a. The automated Disciplinary Log shall be reviewed and authenticated as follows:

(1) Pretrial Confinement Facilities. Reviewed and authenticated by the activity CO (i.e., installation/region).

(2) Naval Consolidated Brig Detachments (NAVCONBRIG DET). Reviewed and authenticated by the NAVCONBRIG CO.

(3) Naval Brig Norfolk and NAVCONBRIGs. Reviewed and authenticated by the activity CO (i.e., Brig CO).

b. The activity COs shall review and authenticate the Disciplinary Log received via e-mail by placing "REVIEWED/AUTHENTICATED BRIG DISCIPLINARY LOG" in the subject line of the email and forward it to the Brig Officer or designee. E-mail, with attached Disciplinary Log, shall be retained for two years on an organizational shared drive, organized by month and year.

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4. Action. Effective immediately, Brig Officers, as defined per article 3201.2a of reference (a), shall ensure that CORMIS is used to fully document the prisoner disciplinary process, scan and attach adjudicated DRs into CORMIS case records, and approve the CORMIS DR record. Approval of the CORMIS DR record includes entry of the DR in the next automated Disciplinary Log and impacts any custody reclassification for 90 days.

5. Applicability. This guidance applies to all Navy shore brigs.

6. Point of Contact. Mr. Tim Purcell, N135E, (901) 874-4452, DSN 882, timothy.purcell1@navy.mil.


W. E. PECK

Distribution:
All Navy Shore Brigs

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