



BUPERS-00D
Operational Readiness Inspection (ORI)
ORI Checklist
Navy MCF - Level II

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	1.001	Does local policy state confined service members retain the same rights and privileges as members in a duty status except those expressly or by implication taken away under the provisions of the UCMJ? SECNAV M-1640.1 (1201.2) & (5101.3f)
<input checked="" type="checkbox"/>	1.002	Does local policy state confined service members must not be subject to hazing, harassment, unauthorized exercises, restrictions, deprivations or demeaning treatment by staff? SECNAV M-1640.1 (1202.2)
<input type="checkbox"/>	1.003	Are any waivers authorized by BUPERS-00D? SECNAV M-1640.1 (1302)
<input checked="" type="checkbox"/>	2.001	Are there padded or dark cells? SECNAV M-1640.1 (2102.1)
<input checked="" type="checkbox"/>	2.002	Is direct supervision required and utilized in open-bay or pod-type berthing spaces? SECNAV M-1640.1 (2102.2)
<input type="checkbox"/>	2.003	Is the facility authorized to operate? SECNAV M-1640.1 (2201)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	2.004	Is BUPERS-00D approval obtained prior to construction and/or alteration of the facility? SECNAV M-1640.1 (2201.3)
<input type="checkbox"/>	2.005	Are walls, ceilings, windows, doors, and floors constructed of hardened materials secure enough to prevent prisoner escapes? SECNAV M-1640.1 (2204.1b(1))
<input type="checkbox"/>	2.006	Are cells equipped with a security-type bunk (approximately 30" X 78") at least 12 inches off the floor; a writing surface or desk and proximate area to sit with chair or stool; and adequate storage for clothes and personal belongings? SECNAV M-1640.1 (2204.1c(1))
<input checked="" type="checkbox"/>	2.007	Is the key to open the gate leading into the cell block area different from the one that opens the cells? SECNAV M-1640.1 (2204.1c(2)(a))
<input checked="" type="checkbox"/>	2.008	Are all manual locks securing cells accessible by a single key, permitting the supervising staff member to release all occupants in a minimum amount of time in case of emergency? SECNAV M-1640.1 (2204.1c(2)(a))
<input checked="" type="checkbox"/>	2.009	Are gang release systems in place per policy? SECNAV M-1640.1 (2204.1c(2))
<input type="checkbox"/>	2.010	Are all cells equipped with a commode, sink and water fountain? SECNAV M-1640.1 (2204.1c(3))
<input checked="" type="checkbox"/>	2.011	Do prisoners have access to required plumbing utilities? SECNAV M-1640.1 (2204.1c(3))

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	2.012	Do open-bay or single-cell quarters meet established habitability standards? SECNAV M-1640.1 (2204.2)
<input type="checkbox"/>	2.013	Are cells painted in light, neutral colors? SECNAV M-1640.1 (2204.2a)
<input checked="" type="checkbox"/>	2.014	Are berthing areas/cells equipped with night lights? SECNAV M-1640.1 (2204.2b)
<input checked="" type="checkbox"/>	2.015	Are noise levels within standards? SECNAV M-1640.1 (2204.2d)
<input type="checkbox"/>	2.016	Are day room spaces for prisoners adequate? SECNAV M-1640.1 (2204.3b(3))
<input checked="" type="checkbox"/>	2.017	Are bi-annual ventilation and lighting surveys on file and conducted by Industrial Hygiene personnel? SECNAV M-1640.1 (2204.4)
<input type="checkbox"/>	2.018	Is there a single entrance into the control center outside the security area? SECNAV M-1640.1 (2205.1)
<input checked="" type="checkbox"/>	2.019	Does the control room meet construction standards? SECNAV M-1640.1 (2205.1)
<input checked="" type="checkbox"/>	2.020	Is there a communication system between the control center and prisoner living areas? SECNAV M-1640.1 (2205.1b)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	2.021	Is the control center configured so entrance can be denied to unauthorized personnel? SECNAV M-1640.1 (2205.1b)
<input type="checkbox"/>	2.022	Is the control center combined with any other office or administrative space? SECNAV M-1640.1 (2205.1b)
<input checked="" type="checkbox"/>	2.023	Does the control center have accountability for keys, security equipment, life support systems, prisoner movement and accountability records, and dangerous tools that are stored in the control center? SECNAV M-1640.1 (2205.1c(2))
<input checked="" type="checkbox"/>	2.024	Are sally port gates controlled with two independently keyed or electrically controlled interlocking grilles or gates, with manual override? SECNAV M-1640.1 (2205.2)
<input type="checkbox"/>	2.025	Are points of ingress and egress to and from the main area of the facility controlled by a sally port gates? SECNAV M-1640.1 (2205.2) & (4105)
<input type="checkbox"/>	2.026	Are fences at least 12 feet in height and designed to prevent escape over or under it? If laced with concertina or razor wire, do the blades exceed 2 1/2 inches in length? If a double fencing system is utilized, is it designed so that if it is damaged one fence will not lean on the other? SECNAV M-1640.1 (2205.3)
<input type="checkbox"/>	2.027	Are roadways (paved or unpaved) outside the perimeter fence of the MCF not closer than 5 feet from the fence and restricted for use to MCF staff and emergency vehicles? SECNAV M-1640.1 (2205.5)

Critical ORI# INSPECTION ITEM
 2.028 If gate houses are used, do they meet design standards?

SECNAV M-1640.1 (2205.6)

 2.029 Does communications equipment meet requirements?

SECNAV M-1640.1 (2205.7)

 2.030 Are duress alarms utilized for a rated capacity in excess of 50?

SECNAV M-1640.1 (2205.7a(2))

 2.031 Are facility telephones restricted from prisoner access?

SECNAV M-1640.1 (2205.7b)

 2.032 Does fire construction/equipment meet standards?

SECNAV M-1640.1 (2205.8)

 2.033 Are chemical fire extinguishers closely controlled in areas that prisoners have access?

SECNAV M-1640.1 (2205.8b(1))

 2.034 Are fire drills being conducted on a regular basis?

SECNAV M-1640.1 (2205.8b(1)) & (4405.1h)

 2.035 Is the facility posted as a restricted area?

SECNAV M-1640.1 (2205.9)

 2.036 Do classrooms meet construction standards?

SECNAV M-1640.1 (2206.1)

Critical ORI# INSPECTION ITEM

 2.037 Do workshop and industry shops meets construction standards?

SECNAV M-1640.1 (2206.2)

 2.038 Are visitors provided lockers to secure their personal effects?

SECNAV M-1640.1 (2206.4b)

 2.039 Are outdoor recreation spaces for prisoners adequate?

SECNAV M-1640.1 (2206.5a)

 2.040 Are supplies, which may be dangerous, stored adequately?

SECNAV M-1640.1 (2207.2) & (4306)

 2.041 Is the armory/firearms vault outside the security perimeter?

SECNAV M-1640.1 (2207.4)

 2.042 Is there a sally port arrangement for delivery of supplies and removal of garbage?

SECNAV M-1640.1 (2208.2b(3))

 2.043 Are control procedures for medical supplies established?

SECNAV M-1640.1 (2208.3) & (10102)

 2.044 Are prisoners provided a lockable place to secure their personal effects?

SECNAV M-1640.1 (2209.10)

 2.045 Are prison-type combination locks (operable by a key) utilized for prisoner lockers?

SECNAV M-1640.1 (2209.10a)

Critical ORI# INSPECTION ITEM
 2.046 Does compound lighting illuminate the designated area of the security perimeter?

SECNAV M-1640.1 (2209.1b)

 2.047 Is compound lighting adequate?

SECNAV M-1640.1 (2209.1b)

 2.048 Is emergency lighting located in strategic places within the facility?

SECNAV M-1640.1 (2209.1c(2))

 2.049 Does the facility have required emergency lighting equipment?

SECNAV M-1640.1 (2209.1c)

 2.050 Are all electrical wall plates in living quarters security-type?

SECNAV M-1640.1 (2209.1e(2))

 2.051 Are switches that control electrical systems located in secure areas that are accessible only by staff?

SECNAV M-1640.1 (2209.2)

 2.052 Are electric lines in metal conduits with individual and collective switches accessible only by staff?

SECNAV M-1640.1 (2209.2b)

 2.053 Are ventilation intakes and outlets in berthing areas a security-type and fastened with spanner or security screws?

SECNAV M-1640.1 (2209.3b)

 2.054 Are exterior windows within the security perimeter security-type?

SECNAV M-1640.1 (2209.4a)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	2.055	Are shower heads flush-mounted, security-type? SECNAV M-1640.1 (2209.5a(2))
<input checked="" type="checkbox"/>	2.056	Are floor drains secured with spanner or security screws? SECNAV M-1640.1 (2209.5a(4))
<input type="checkbox"/>	2.057	Are operating valves non-removable or push-button types? SECNAV M-1640.1 (2209.5a(4))
<input type="checkbox"/>	2.058	Do open-bay or dorm facilities provide 1 electric water cooler and 1 lavatory per 6 prisoners, 1 commode per 7 prisoners, and 1 shower and urinal per 10 prisoners? SECNAV M-1640.1 (2209.5a(5))
<input checked="" type="checkbox"/>	2.059	Are cut off valves for water and sewage systems installed behind lockable doors or panels only accessible by staff? SECNAV M-1640.1 (2209.5b)
<input checked="" type="checkbox"/>	2.060	Does the facility maintain blueprints identifying locations of all utility controls that are accessible to designated staff members, but not prisoners? SECNAV M-1640.1 (2209.6)
<input type="checkbox"/>	2.061	Is signage of uniform configuration and kept to a minimum? SECNAV M-1640.1 (2209.9)
<input checked="" type="checkbox"/>	2.062	Do damaged security doors, gates, locks, alarms, lighting, and keys receive immediate attention by the NAVFAC or maintenance department? SECNAV M-1640.1 (2301.2)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	2.063	Are comprehensive inspections or tests being conducted and documented on all security, emergency, and firefighting equipment within required timelines? SECNAV M-1640.1 (2302)
<input checked="" type="checkbox"/>	2.064	Are comprehensive weekly sanitation inspections made by medical staff and documented? SECNAV M-1640.1 (2302.3b(3))
<input checked="" type="checkbox"/>	2.065	Is a comprehensive and thorough inspection conducted of the MCF by a qualified fire and safety officer for compliance with safety and fire prevention standards? SECNAV M-1640.1 (2302.3c(1))
<input type="checkbox"/>	2.066	Are safety and operating instructions posted at each machine? SECNAV M-1640.1 (2303)
<input checked="" type="checkbox"/>	3.001	Do assigned staff meet all selection criteria? SECNAV M-1640.1 (3102)
<input checked="" type="checkbox"/>	3.002	Are NCIC checks conducted on all staff (active and civilian)? SECNAV M-1640.1 (3102.9c(1))
<input checked="" type="checkbox"/>	3.003	Does the MCF conduct an NCIC check, at a minimum of every 5 years, of current staff, contractors, and volunteers who may have contact with prisoners, or have in place a system for otherwise capturing such information for current staff? SECNAV M-1640.1 (3102.9e)
<input type="checkbox"/>	3.004	Are facility personnel assigned to MCFs for normal tours of duty? SECNAV M-1640.1 (3103.1)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	3.005	Are transient personnel assigned to duty at the facility? SECNAV M-1640.1 (3103.1)
<input type="checkbox"/>	3.006	Does the facility have a staff performance evaluation program? SECNAV M-1640.1 (3104)
<input type="checkbox"/>	3.007	Is the Brig Officer appointed in writing? SECNAV M-1640.1 (3201.2a)
<input type="checkbox"/>	3.008	Is the Brig Chaplain appointed in writing? SECNAV M-1640.1 (3201.2c)
<input type="checkbox"/>	3.009	If not assigned to the MCF fulltime, is the Medical Officer and Dental Officer assigned in writing by the CO of the medical or dental activity providing service to the MCF? SECNAV M-1640.1 (3201.2e)
<input type="checkbox"/>	3.010	Are corpsman billeted to the MCF as corpsman assigned to departments other than medical and are they used on any security watch bills or functions? SECNAV M-1640.1 (3201.2f)
<input type="checkbox"/>	3.011	Is the funds/valuables custodian appointed in writing? SECNAV M-1640.1 (3201.2g)
<input type="checkbox"/>	3.012	Are mail supervisor(s) appointed in writing? SECNAV M-1640.1 (3201.2h)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	3.013	Are correctional counselor's case loads managed not to exceed a 40-prisoner caseload per case manager or counselor? SECNAV M-1640.1 (3201.2j)
<input type="checkbox"/>	3.014	Does the training supervisor or officer maintain the annual training plan, scheduling and ensuring accomplishment of pre-service and in-service training, escort training, and maintenance of training records for staff? SECNAV M-1640.1 (3201.2k), (4206.2e), & (4309.3a)
<input type="checkbox"/>	3.015	Are project supervisors qualified in technical and safety requirements of the project they are assigned to supervise? SECNAV M-1640.1 (3201.2m)
<input type="checkbox"/>	3.016	Is the Victim/Witness coordinator assigned in writing by the MCF CO? SECNAV M-1640.1 (3201.2n)
<input checked="" type="checkbox"/>	3.017	Is food served to prisoners identical to that served on the mess deck or station dining facilities? SECNAV M-1640.1 (3201.2v)
<input type="checkbox"/>	3.018	Are security assignments rotated as to both post and hours of duty to provide cross-training and to broaden the staff's perspective of the total corrections program? SECNAV M-1640.1 (3202)
<input checked="" type="checkbox"/>	3.019	Are staff assigned conflicting assignments? SECNAV M-1640.1 (3204)
<input type="checkbox"/>	3.020	Are there up-to-date, written instructions containing policy and procedures for each post that are reviewed annually (with review documented) and updated as necessary? SECNAV M-1640.1 (3401)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	3.021	Do post orders contain a clear, concise statement of the purpose, schedule, supervisory functions, security requirements, post equipment, and any other special features of the post? SECNAV M-1640.1 (3401)
<input type="checkbox"/>	3.022	Are staff required to read and sign stating they have read their post orders prior to assuming their post? SECNAV M-1640.1 (3401)
<input checked="" type="checkbox"/>	3.023	Does the MCF ensure all staff review and sign an acknowledgement of code of ethics and general standards of conduct for staff prior to commencing their duties at the MCF and is this acknowledgment re-certified annually? SECNAV M-1640.1 (3402)
<input checked="" type="checkbox"/>	3.024	Does the MCF CO immediately review known circumstances of any allegations of physical abuse, sexual assault, sexual misconduct, or maltreatment and ensure that an administrative or criminal investigation is referred to an appropriate agency? SECNAV M-1640.1 (3403)
<input checked="" type="checkbox"/>	3.025	Does MCF training meet minimum ACA Adult Correctional Institutions standards (pre-service and in-service), Prisoner Rape Elimination Act (PREA) standards, and Restricted Housing guiding principles? SECNAV M-1640.1 (3501)
<input checked="" type="checkbox"/>	3.026	Are all personnel (military and civilian) assigned to the MCF undergoing pre-service training that is conducted at the MCF before assuming duties at the MCF? SECNAV M-1640.1 (3503.1)
<input type="checkbox"/>	3.027	Are military staff completing qualification standards that outline specific requirements and responsibilities of a corrections specialist prior to unsupervised assumption of duties? SECNAV M-1640.1 (3503.2)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	3.028	Does the training officer maintain documentation confirming that volunteers, contractors, and interns understand the PREA training they have received and maintain such files locally for audit purposes? SECNAV M-1640.1 (3503.4)
<input type="checkbox"/>	3.029	Do all part-time staff and contract or volunteer personnel receive formal orientation appropriate to their assignments and additional training as needed? SECNAV M-1640.1 (3503.4)
<input checked="" type="checkbox"/>	3.030	Are all volunteers, contractors, and interns who have contact with prisoners trained on their responsibilities under the MCF's sexual misconduct prevention, detection, and response policies and procedures? SECNAV M-1640.1 (3503.4)
<input type="checkbox"/>	3.031	Does the MCF conduct regularly scheduled in-service training so that a complete cycle of subject matter is completed within 1 year and are all staff required to attend? SECNAV M-1640.1 (3505.1)
<input type="checkbox"/>	3.032	Is training documented in such a manner to permit verification of attendees, specific curriculum completed, and date and length of training? SECNAV M-1640.1 (3505.2)
<input type="checkbox"/>	3.033	Does the MCF have a staff library to support professional development of staff members; with ready access to current literature in the corrections field? SECNAV M-1640.1 (3507)
<input checked="" type="checkbox"/>	4.001	Does the control center direct, control and account for all prisoner movement? SECNAV M-1640.1 (4101)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.002	Are master count records and the brig log maintained in the control center and are reports of daily counts prepared and verified there? SECNAV M-1640.1 (4101.1)
<input checked="" type="checkbox"/>	4.003	Are prisoners allowed access to the control center? SECNAV M-1640.1 (4101.2)
<input checked="" type="checkbox"/>	4.004	Is access to the control center limited to only authorized personnel designated in writing by the brig officer? SECNAV M-1640.1 (4101.2)
<input checked="" type="checkbox"/>	4.005	Are control center accountability records being maintained and updated in a timely manner? SECNAV M-1640.1 (4102)
<input checked="" type="checkbox"/>	4.006	Are prisoner accountability system elements established and in place? SECNAV M-1640.1 (4102.2)
<input type="checkbox"/>	4.007	Is the control center maintaining a copy of the prisoner identification badge? SECNAV M-1640.1 (4102.2b)
<input type="checkbox"/>	4.008	Are four copies of the prisoner badge properly completed and maintained? SECNAV M-1640.1 (4102.2b)
<input type="checkbox"/>	4.009	Is an out count record maintained? SECNAV M-1640.1 (4102.2e)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.010	Are daily change sheets published and authenticated? SECNAV M-1640.1 (4102.2f)
<input type="checkbox"/>	4.011	Are daily appointment sheets published and authenticated? SECNAV M-1640.1 (4102.2g)
<input checked="" type="checkbox"/>	4.012	Is the brig log properly maintained? SECNAV M-1640.1 (4102.2i) & (8104.1)
<input checked="" type="checkbox"/>	4.013	Is a minimum of three formal scheduled prisoner counts made daily (reveille, end of workday, and taps)? SECNAV M-1640.1 (4103)
<input type="checkbox"/>	4.014	Are work supervisors and quarters supervisors required to make irregular but frequent checks of all prisoners under their supervision with a frequency not exceeding one hour? SECNAV M-1640.1 (4103.1)
<input checked="" type="checkbox"/>	4.015	Are periodic bed checks of all prisoners being conducted at night? SECNAV M-1640.1 (4103.1)
<input checked="" type="checkbox"/>	4.016	Does the control center verify prisoner accountability, by telephone, the presence of all overnight temporary absences during regularly scheduled counts? SECNAV M-1640.1 (4103.5)
<input type="checkbox"/>	4.017	Are prisoner passes or electronic prisoner tracking systems (e.g., biometric) used in the MCF to control unescorted prisoner movements? SECNAV M-1640.1 (4104.2)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.018	Do Installation custody (IC) prisoners carry a DD 512 Installation Custody Agreement, describing their status and limits of movement when outside the security perimeter of the MCF? SECNAV M-1640.1 (4104.3)
<input type="checkbox"/>	4.019	Do sally port operations follow policy procedures? SECNAV M-1640.1 (4105.2)
<input type="checkbox"/>	4.020	Is each prisoner assigned a custody classification? SECNAV M-1640.1 (4201.2)
<input checked="" type="checkbox"/>	4.021	Are security requirements and supervision levels adequate for the assigned custody of prisoners being met? SECNAV M-1640.1 (4201.2)
<input type="checkbox"/>	4.022	Has selection criteria been met prior to placing prisoners in a IC status? SECNAV M-1640.1 (4201.2e(5))
<input checked="" type="checkbox"/>	4.023	Are all new prisoners, except those specifically deemed serious management problems, assigned a MDI custody classification during the reception phase? SECNAV M-1640.1 (4202.2)
<input type="checkbox"/>	4.024	Is an Adult Internal Management System (AIMS) classification determined for each male prisoner confined? SECNAV M-1640.1 (4202.6)
<input type="checkbox"/>	4.025	Do quarters supervisors and work supervisors complete a DD 2712 Prisoner Evaluation no less than monthly to show levels of performance on a continuing basis for each prisoner under their supervision? SECNAV M-1640.1 (4203.1)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.034	Are prisoners aware of the reason they are assigned to RHU/SQ and acknowledging in writing the limitations of their assigned status? SECNAV M-1640.1 (4205.3a) BUPERSINST 1640.24
<input checked="" type="checkbox"/>	4.035	Are prisoners in RHU/SQ visited daily by a qualified health care professional and are the visits recorded on the DD 509 Inspection Record of Prisoner in Segregation? SECNAV M-1640.1 (4205.3b)
<input checked="" type="checkbox"/>	4.036	When a prisoner is transferred to RHU/SQ, are health care staff informed immediately and do they provide a screening and review as indicated by the protocols established by the health authority? SECNAV M-1640.1 (4205.3b)
<input checked="" type="checkbox"/>	4.037	Are prisoners in RHU/SQ sighted at least once every 15 minutes by a staff member and visited daily by members of the programs staff and the brig officer or designee? SECNAV M-1640.1 (4205.3c)
<input checked="" type="checkbox"/>	4.038	Are DD Form 509's maintained on prisoners in RHU/SQ? SECNAV M-1640.1 (4205.3c)
<input type="checkbox"/>	4.039	Do prisoners in RHU/SQ, who are not on a RH reportable status, have the opportunity to be outside of their cell for at least 2 hours daily? SECNAV M-1640.1 (4205.3d)
<input type="checkbox"/>	4.040	If an alternative meal service is utilized, is it utilized on an individual basis, based on health or safety considerations only, does it meet basic nutritional requirements, and does it only occur with the written approval of the brig officer or designee, or responsible health authority? Does the substitution period exceed 7 days? SECNAV M-1640.1 (4205.3e)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.047	Has the MCF formally established a RH committee, consisting of command and department-level correctional staff to regularly (i.e., not less than semi-annually) evaluate existing RH policy, develop safe and effective alternatives to the use of RH, and craft special handling letters and step-down plan strategies? SECNAV M-1640.1 (4206.2f) BUPERSINST 1640.24
<input checked="" type="checkbox"/>	4.048	Is management of mixed-gender prisoners and staff supervision per policy? SECNAV M-1640.1 (4207)
<input checked="" type="checkbox"/>	4.049	Are personnel of the opposite sex assigned in areas where nudity routinely occurs? SECNAV M-1640.1 (4207.4a)
<input checked="" type="checkbox"/>	4.050	Are searches of prisoners conducted by staff members of the same gender? SECNAV M-1640.1 (4207.4f)
<input checked="" type="checkbox"/>	4.051	Are prisoners being strip-searched with same gender staff and witnesses? SECNAV M-1640.1 (4207.4g)
<input checked="" type="checkbox"/>	4.052	Are custody and control measures adequate to maintain good order and discipline and to protect staff and prisoners? SECNAV M-1640.1 (4301.1)
<input type="checkbox"/>	4.053	Are visitors required to wear a visitor badge? SECNAV M-1640.1 (4301.5)
<input type="checkbox"/>	4.054	Are unscheduled searches of prisoners, cells, visiting rooms, recreation areas, library, heads, dining facility, work areas, vehicles, deliveries, shipments, etc. conducted? SECNAV M-1640.1 (4302.1a(1))

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.055	Are regular and random searches of MCF staff conducted by the operations officer? SECNAV M-1640.1 (4302.1a(2))
<input type="checkbox"/>	4.056	Are staff provided sufficient furnishings, implements, and materials to conduct their duties? SECNAV M-1640.1 (4302.1a(2))
<input type="checkbox"/>	4.057	Are items brought into the MCF, such as staff brief cases, purses, and carrying bags searched? SECNAV M-1640.1 (4302.1a(2))
<input type="checkbox"/>	4.058	Do local regulations specify what articles are allowed to be in the possession of prisoners? SECNAV M-1640.1 (4302.1a)
<input type="checkbox"/>	4.059	Is contraband reported properly? SECNAV M-1640.1 (4302.1b)
<input type="checkbox"/>	4.060	Are prisoners instructed that all persons, quarters, and work areas are subject to search at any time while confined? SECNAV M-1640.1 (4302.2)
<input checked="" type="checkbox"/>	4.061	Is a strip search conducted on prisoners being newly confined, entering or leaving the MCF on a temporary release, after visitation call, before and after transfer, or initially assigned to the RHU/SQ? SECNAV M-1640.1 (4302.2a(2))
<input checked="" type="checkbox"/>	4.062	Is internal examination of body orifices conducted only by qualified medical personnel, when authorized by the MCF CO or designee, and only when there is a reasonable belief that prisoners are concealing contraband in or on their person? SECNAV M-1640.1 (4302.2a(3))

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	4.063	Are visiting areas, including visitor-parking areas, searched by staff before and after all visits and completed prior to any further access by prisoners? SECNAV M-1640.1 (4302.2b)
<input checked="" type="checkbox"/>	4.064	Does the key control system include routine (at least monthly) inspections to ensure the authorized number of keys are available and will operate their corresponding locks? SECNAV M-1640.1 (4303.1)
<input checked="" type="checkbox"/>	4.065	Does the key control system identify each key or ring of keys and give its location at all times? SECNAV M-1640.1 (4303.1)
<input checked="" type="checkbox"/>	4.066	Does the MCF have three identical sets of keys? SECNAV M-1640.1 (4303.2)
<input type="checkbox"/>	4.067	Are all three sets of keys rotated regularly (at least every 6 months) to ensure proper function and even wear of keys? SECNAV M-1640.1 (4303.2)
<input checked="" type="checkbox"/>	4.068	Are emergency keys readily identifiable and stored in such a way that provides accessibility in case of emergencies? SECNAV M-1640.1 (4303.2a)
<input checked="" type="checkbox"/>	4.069	Is the second set of keys located on the premises of the MCF but outside the security perimeter? SECNAV M-1640.1 (4303.2b)
<input checked="" type="checkbox"/>	4.070	Is the third set of keys located outside of the MCF and at a secure location providing 24-hour access? SECNAV M-1640.1 (4303.2c)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.071	Are results of inspections, inventories, and verification of rotation of keys documented and maintained on file locally for 3 years? SECNAV M-1640.1 (4303.3)
<input checked="" type="checkbox"/>	4.072	Does each key or ring of keys have its own hook on a lockable key panel board or key watcher location and are all keys accounted for at all times? SECNAV M-1640.1 (4303.4)
<input type="checkbox"/>	4.073	Is a key custodian and an alternate key custodian appointed in writing by the brig officer to administer the key control program? SECNAV M-1640.1 (4303.7)
<input checked="" type="checkbox"/>	4.074	Does the MCF have a formal tool control plan that includes culinary, barber, and medical and dental instruments and supplies? SECNAV M-1640.1 (4304)
<input checked="" type="checkbox"/>	4.075	Are hazardous tools being used only under the supervision of staff members? SECNAV M-1640.1 (4304.1)
<input checked="" type="checkbox"/>	4.076	Are restricted and hazardous tools easily identifiable, used only under supervision and secured in a double-locked environment? SECNAV M-1640.1 (4304.1)
<input checked="" type="checkbox"/>	4.077	Is a record of all tools, including life-cycle, maintained and monitored, tracking each item from the time it enters the MCF until the date it is removed from the MCF. SECNAV M-1640.1 (4304.2a)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.078	Is a tool log to include identification number of the tool, name of personnel or prisoner in possession, date and time issued and returned, and the issuing personnel being maintained? SECNAV M-1640.1 (4304.2f)
<input checked="" type="checkbox"/>	4.079	Are prisoner utensils and culinary tools inventoried after each meal? SECNAV M-1640.1 (4304.2i)
<input checked="" type="checkbox"/>	4.080	Are broken, damaged, or worn tools returned to the responsible supervisor for disposal and are all pieces and parts of a broken tool accounted for prior to disposal? SECNAV M-1640.1 (4304.2j)
<input checked="" type="checkbox"/>	4.081	Are reporting procedures for missing or lost tools established? SECNAV M-1640.1 (4304.2k)
<input checked="" type="checkbox"/>	4.082	Are all vehicles that remain in the security perimeter overnight disabled with security safeguards implemented per local policy? SECNAV M-1640.1 (4305.1)
<input checked="" type="checkbox"/>	4.083	Are all vehicles entering and leaving the security perimeter of the MCF checked? SECNAV M-1640.1 (4305.1)
<input type="checkbox"/>	4.084	Are vehicles parked in the MCF staff or visitor parking area locked, keys removed, and windows fully closed? SECNAV M-1640.1 (4305.2)
<input checked="" type="checkbox"/>	4.085	Are control procedures for flammable, toxic, and caustic substance control established? SECNAV M-1640.1 (4306)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.086	Have all MCF personnel authorized to use firearms received appropriate training and demonstrated competency in their use before being assigned to a post involving the possible use of such weapons? SECNAV M-1640.1 (4307.2)
<input type="checkbox"/>	4.087	Is an arms clearing trap provided outside the security perimeter of the MCF to safely clear all weapons prior to storage in an arms locker? Are instructions posted on the safe loading and unloading of common types of firearms utilized to assist personnel in the safe loading and clearing of their firearms? SECNAV M-1640.1 (4307.5)
<input type="checkbox"/>	4.088	Are arms lockers provided outside the security perimeter of the MCF for the storage of weapons carried by personnel who visit the MCF? SECNAV M-1640.1 (4307.5)
<input checked="" type="checkbox"/>	4.089	Are procedures for the use of chemical agents established? SECNAV M-1640.1 (4308)
<input checked="" type="checkbox"/>	4.090	Are local restraints used per policy? SECNAV M-1640.1 (4309)
<input checked="" type="checkbox"/>	4.091	Does the facility use only authorized restraints? SECNAV M-1640.1 (4309.1b)
<input checked="" type="checkbox"/>	4.092	Is the use of therapeutic restraints only authorized by a medical officer? SECNAV M-1640.1 (4309.1f)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	4.093	Are all correctional staff, to include support staff and prisoner escorts, thoroughly trained in the policy, application, and use of available authorized restraint equipment and is training included within pre-service and in-service training programs and documented within staff training records? SECNAV M-1640.1 (4309.3a)
<input checked="" type="checkbox"/>	4.094	Does the MCF implement adequate disturbance and emergency plans, and are all MCF staff trained in their implementation? SECNAV M-1640.1 (4401.3)
<input checked="" type="checkbox"/>	4.095	Are all instances requiring the use of force fully documented? SECNAV M-1640.1 (4403)
<input checked="" type="checkbox"/>	4.096	Does the MCF have required emergency bills, are staff trained on the implementation of these bills, and are these plans safeguarded to ensure prisoners do not have access to them? SECNAV M-1640.1 (4405)
<input type="checkbox"/>	5.001	Upon arrival, are new prisoners given a copy of the MCF's rules and regulations governing prisoner conduct that they retain until their release? SECNAV M-1640.1 (5101.4d)
<input type="checkbox"/>	5.002	Are daily routines and schedules of special activities prominently displayed in all living quarters? SECNAV M-1640.1 (5101.4f)
<input checked="" type="checkbox"/>	5.003	Does the approving authority impose disciplinary actions on prisoners only after due process (a D&A board)? SECNAV M-1640.1 (5102.1)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	5.004	Is DD 2714 Prisoner Disciplinary Report/Action being used to report offenses? SECNAV M-1640.1 (5102.2e)
<input type="checkbox"/>	5.005	Are disciplinary reports (DR), once submitted by a staff member to the CDO or DBS, dismissed by anyone other than the brig officer after review of the report and the informal investigation? SECNAV M-1640.1 (5102.3a)
<input checked="" type="checkbox"/>	5.006	When an alleged rules violation is reported, is an appropriate and independent investigation initiated within 24 hours of the time the violation is reported, and completed without reasonable delay? SECNAV M-1640.1 (5102.3c)
<input type="checkbox"/>	5.007	Upon completion of the investigation, is the DR and investigation forwarded via an initial reviewer to the brig officer for review? SECNAV M-1640.1 (5102.3d)
<input type="checkbox"/>	5.008	After notification to the prisoner that a disciplinary and adjustment (D&A) board will be convened, is the prisoner afforded an opportunity to consult with an attorney and is this documented and retained within the prisoner's record? SECNAV M-1640.1 (5102.3e(1))
<input type="checkbox"/>	5.009	Are prisoners provided written notice of charges 24 hours prior to appearing before the D&A Board? SECNAV M-1640.1 (5102.3e(4))
<input checked="" type="checkbox"/>	5.010	Policy, procedure, and practice ensures the D&A board is held within 7 working days of the formal notification of charges to the prisoner. SECNAV M-1640.1 (5102.3e(6))

Critical ORI# INSPECTION ITEM
 5.011 Are prisoners allowed to appear before disciplinary hearings?

SECNAV M-1640.1 (5102.3e(7))

 5.012 Are D&A board members appointed in writing by the MCF CO and composed of a chairperson (a senior MCF staff member holding the rank of at least E-6 or a federal civilian employee at level GS-7 or higher) and at least two other members without direct personal interest in a given incident?

SECNAV M-1640.1 (5102.3e(8)(a))

 5.013 Are D&A board findings entered as "GUILTY", "ACQUITTED", or "DISMISSED" for each charge.

SECNAV M-1640.1 (5102.3e(8)(d))

 5.014 Are all D&A board recommendations forwarded to the approving authority via a reviewer?

SECNAV M-1640.1 (5102.3e(10))

 5.015 Are copies of all investigations and D&A board proceedings, unless dismissed, a part of the prisoner's confinement record?

SECNAV M-1640.1 (5102.3e(11)(a))

 5.016 Is a disciplinary log utilized to record each DR and the action taken by the approving authority?

SECNAV M-1640.1 (5102.3e(11)(b))

 5.017 Does the MCF's list of offenses under which a prisoner may be disciplined match policy?

SECNAV M-1640.1 (5201)

 5.018 Does MCF authorized disciplinary actions match policy?

SECNAV M-1640.1 (5202)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	5.019	For Loss of privileges, are privileges subject to disciplinary action those related to the offense committed (e.g.; visits (if related to the violation), phone calls, television, computer, radio, movies, recreation, voluntary activities and programs, and special events)? SECNAV M-1640.1 (5202.2)
<input type="checkbox"/>	5.020	Have extra duty hours been established? SECNAV M-1640.1 (5202.3)
<input type="checkbox"/>	5.021	Are prisoners on disciplinary segregation permitted to receive mail and write letters? SECNAV M-1640.1 (5202.5c)
<input checked="" type="checkbox"/>	6.001	Does the MCF meet the minimum acceptable programs requirements for a level II MCF and are the programs based on a needs assessment of the prisoner population? SECNAV M-1640.1 (6201.3)
<input checked="" type="checkbox"/>	6.002	Is each prisoner assigned a formal school-trained correctional counselor (military or civilian) and are caseloads evenly distributed? SECNAV M-1640.1 (6202.2a(1)) & (3201.2j)
<input checked="" type="checkbox"/>	6.003	Does individual correctional counseling commence with the initial interview, conducted the first working day after the prisoner arrives at the MCF, and occur at a minimum of one session every 2 weeks for 20-60 minutes, unless the prisoner's problems and needs require more frequent sessions? SECNAV M-1640.1 (6202.2a(2))
<input type="checkbox"/>	6.004	Is all individual counseling documentation filed in the prisoner's individual confinement record and CORMIS or its electronic equivalent? SECNAV M-1640.1 (6202.2a(3))

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	6.005	Before release from confinement, are all qualifying prisoners receiving written notification of sex offender programs in the community to which they will be released and is a copy filed in the prisoner's record? SECNAV M-1640.1 (6202.2a(4)) BUPERSINST 1640.25
<input type="checkbox"/>	6.006	Is a formal curriculum utilized for correctional counselor or case manager groups? SECNAV M-1640.1 (6202.2b(1))
<input type="checkbox"/>	6.007	Is group counseling being conducted by correctional counselors or qualified volunteers? SECNAV M-1640.1 (6202.2b(1))
<input type="checkbox"/>	6.008	Is formal-offense related therapy groups conducted under the direction of a licensed, credentialed mental health professional? SECNAV M-1640.1 (6202.2b(1))
<input type="checkbox"/>	6.009	Are group counseling techniques a part of the in-service training for each counselor, case manager, or discussion leader? SECNAV M-1640.1 (6202.2b(3))
<input type="checkbox"/>	6.010	Are group counseling sessions that are not clinical in nature, documented and recorded on a DD 2719 Correctional Facility Continuation Sheet and filed in the prisoner's individual confinement record and CORMIS or its electronic equivalent? SECNAV M-1640.1 (6202.2b(4))
<input checked="" type="checkbox"/>	6.011	Are policy, procedures and practice in place that restricts prisoners from assignment to areas where they may have access to prisoner files? SECNAV M-1640.1 (6202.3b(3))

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	6.020	Is there a sufficient number of facilitators on-board to meet the program requirement needs for life skills? SECNAV M-1640.1 (6202.5c)
<input checked="" type="checkbox"/>	6.021	Are prisoners allowed to practice their religion? SECNAV M-1640.1 (6202.6c)
<input type="checkbox"/>	6.022	For Victim Impact Awareness, is The Victim Impact: "Listen and Learn" curriculum, available by the Office for Victims of Crime (OVC), utilized? SECNAV M-1640.1 (6202.7b)
<input type="checkbox"/>	6.023	Is a DD Form 2710, Prisoner Background Summary, completed on each prisoner during reception? SECNAV M-1640.1 (6301.1)
<input checked="" type="checkbox"/>	6.024	Does the MCF conduct an initial reception and orientation of new prisoners that is completed within 30-calendar days of admission? For prisoners being transferred from another MCF within the DoD correctional system, is reception and orientation completed within 7-calendar days after admission? SECNAV M-1640.1 (6301.1a)
<input checked="" type="checkbox"/>	6.025	Does reception include admission processing, issuance of prisoner rules and regulations, initial screening and evaluation for custody, work, program participation, interviews by key staff members, initial custody classification assignment, and instruction on local regulations? SECNAV M-1640.1 (6301.1b)
<input type="checkbox"/>	6.026	Are prisoners informed as to what is expected of them and privileges they can earn? SECNAV M-1640.1 (6301.1b)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	7.002	Are reports of officer confinement forwarded to BUPERS-00D? SECNAV M-1640.1 (7103.2a(1))
<input checked="" type="checkbox"/>	7.003	Are civilians only confined under provisions of applicable references listed in SECNAV M-1640.1 or under an order issued by a military tribunal or military commission? SECNAV M-1640.1 (7103.2e)
<input checked="" type="checkbox"/>	7.004	Is each pretrial prisoner provided a rights advisement upon initial confinement? SECNAV M-1640.1 (7202.1)
<input checked="" type="checkbox"/>	7.005	Is a properly completed DD 2707 Confinement Order with details of offense(s) and medical certification of fitness for confinement accompany the prisoner to the MCF at the time of confinement (except in an emergency where oral confinement is properly directed)? SECNAV M-1640.1 (7203.1)
<input checked="" type="checkbox"/>	7.006	Is a DD 2329 Record of Trial by Summary Court-Martial, DD 2707-1 DoD Report of Result of Trial, or a Statement of Trial Results (SOTR) on file for each post-trial prisoner? SECNAV M-1640.1 (7203.2)
<input checked="" type="checkbox"/>	7.007	Does each post trial prisoner confined in the MCF have a DD 2704 Victim/Witness Certification and Election Concerning Prisoner Status? SECNAV M-1640.1 (7203.4)
<input checked="" type="checkbox"/>	7.008	Are prisoners examined by medical personnel prior to their confinement? SECNAV M-1640.1 (7204)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	7.009	If there is a break in confinement is a new confinement physical being conducted? SECNAV M-1640.1 (7204.4)
<input type="checkbox"/>	7.010	Does the MCF have an appropriate area to facilitate IRO hearings? SECNAV M-1640.1 (7206.2)
<input type="checkbox"/>	7.011	Are IRO packages, to include results of the review hearing, placed in the prisoner's individual confinement record and CORMIS or its electronic equivalent? In cases where the IRO hearing is conducted in places other than the MCF, does the MCF have the IRO package to include hearing results? SECNAV M-1640.1 (7206.3)
<input type="checkbox"/>	7.012	Are procedures for command visits established? SECNAV M-1640.1 (7207)
<input type="checkbox"/>	7.013	Is documentation of each command visit made a part of the prisoner's individual confinement record and CORMIS or its electronic equivalent? SECNAV M-1640.1 (7207.2)
<input type="checkbox"/>	7.014	Are chaplains restricted from serving as the command visit representative? SECNAV M-1640.1 (7207.2)
<input type="checkbox"/>	7.015	Are Service liaisons assigned to the MCF conducting and documenting command visits for like-Service prisoners on behalf of the confining command if the command is remotely situated? SECNAV M-1640.1 (7207.3)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	7.016	Is a DD 2708 Receipt for Pretrial/Post-Trial Prisoner or Detained Person required when a prisoner is escorted outside the security perimeter of the MCF for any reason? SECNAV M-1640.1 (7301.1)
<input checked="" type="checkbox"/>	7.017	Are escorts that are serving in a related law enforcement rating or military occupational specialty demonstrating proficiency in the proper use of correctional restraining devices and acknowledgement of PREA standards prior to assuming escort missions? SECNAV M-1640.1 (7301.4a)
<input checked="" type="checkbox"/>	7.018	Are prisoner escorts required to attend a training course prior to assuming duties as an escort? SECNAV M-1640.1 (7301.4a)
<input type="checkbox"/>	7.019	Are qualified prisoner escorts issued a prisoner escort identification card? SECNAV M-1640.1 (7301.4b)
<input checked="" type="checkbox"/>	7.020	Is a properly completed DD 2718 Prisoner Release Order used to effect every permanent release from the MCF? SECNAV M-1640.1 (7304.2)
<input checked="" type="checkbox"/>	7.021	Does the MCF ensure appropriate Victim/Witness Assistance Program (VWAP) notifications are accomplished prior to release? SECNAV M-1640.1 (7304.3g)
<input checked="" type="checkbox"/>	7.022	Does the MCF ensure a DD 2791 Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements is completed and routed for applicable prisoners prior to release? SECNAV M-1640.1 (7304.3h)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	7.023	Is the MCF verifying that the prisoner's confining offense charge(s) or case disposition is listed in the National Crime Information Center (NCIC) criminal history file prior to release? SECNAV M-1640.1 (7304.3i)
<input checked="" type="checkbox"/>	7.024	Are prisoners released from confinement signing for a receipt of personal effects? SECNAV M-1640.1 (7304.3j)
<input checked="" type="checkbox"/>	7.025	Are prisoners being held in confinement beyond their normal scheduled release date? SECNAV M-1640.1 (7304.5)
<input type="checkbox"/>	7.026	Are post-trial prisoners whose sentence exceeds confinement limitations of the MCF transferred to an appropriate MCF as designated by BUPERS-00D? SECNAV M-1640.1 (7401.1b)
<input type="checkbox"/>	7.027	If a proper chain of custody utilizing DD 2708s cannot be established for a transfer, is a new confinement physical required and conducted? SECNAV M-1640.1 (7401.3c)
<input type="checkbox"/>	7.028	Is a NAVPERS 5000/64 Records Transmittal used to document transfer of prisoner hard records? SECNAV M-1640.1 (7401.3d(1)(d))
<input type="checkbox"/>	7.029	Does the MCF make a copy of the prisoner's individual confinement record for local retention and send the original prisoner record with the transferring prisoner's escorts? SECNAV M-1640.1 (7401.3d(1))

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.001	Are records maintained to provide accurate, current, and readily available information on individual prisoners and on the corrections operation? Does local policy govern creation, use, maintenance, and disposition of records? SECNAV M-1640.1 (8101.1) SECNAV M-5210.1, SSIC 1640
<input checked="" type="checkbox"/>	8.002	Are all prisoner files private and only personnel who have a need to know information in the performance of their official duties allowed access to a given file or piece of information? SECNAV M-1640.1 (8101.2)
<input checked="" type="checkbox"/>	8.003	Are all FOIA requests for information concerning prisoner confinement forwarded to the command FOIA representative? SECNAV M-1640.1 (8102.2)
<input checked="" type="checkbox"/>	8.004	Is an individual file maintained for each prisoner in the MCF and are the correct documents placed in chronological order in a six-part file? SECNAV M-1640.1 (8103.1)
<input type="checkbox"/>	8.005	Does local policy specify the number of subscriptions and books allowed per each prisoner? SECNAV M-1640.1 (8103.13b(1))
<input type="checkbox"/>	8.006	Does the Victim Witness Coordinator (VWC) maintain a separate adjunct file with required information by individual name of victim or witness, cross-referenced to a MCF-specific number? SECNAV M-1640.1 (8103.2b)
<input type="checkbox"/>	8.007	Does the sex offender notification coordinator maintain a SORNA file for each prisoner convicted of offenses requiring sex offender processing? SECNAV M-1640.1 (8103.3)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.008	Are all logs maintained by the MCF secure and verifiable electronic logs or bound ledgers with sequentially numbered pages, and maintained in chronological order? SECNAV M-1640.1 (8104)
<input checked="" type="checkbox"/>	8.009	Is the brig log maintained by the control center supervisor and include the required information? SECNAV M-1640.1 (8104.1)
<input type="checkbox"/>	8.010	Does the medical log contain the required information and secured properly? SECNAV M-1640.1 (8104.2)
<input type="checkbox"/>	8.011	Does the visitor log contain the required information? SECNAV M-1640.1 (8104.3)
<input checked="" type="checkbox"/>	8.012	Are inspections of privileged correspondence properly documented in the privileged correspondence log? SECNAV M-1640.1 (8104.4)
<input type="checkbox"/>	8.013	Does the victim witness coordinator keep a secure Victim/Witness Log cross-referenced to the MCF-specific number ? SECNAV M-1640.1 (8104.6)
<input type="checkbox"/>	8.014	Do all prisoners wear a prisoner identification badge (locally produced) except installation custody (IC) custody prisoners when they are outside the security perimeter of the MCF and prisoners that are housed in tRHU/SQ? SECNAV M-1640.1 (8106.1)
<input type="checkbox"/>	8.015	Do prisoner badges display the required information? SECNAV M-1640.1 (8106.2)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.032	Is privileged correspondence managed according to policy? SECNAV M-1640.1 (8301.10)
<input type="checkbox"/>	8.033	Are prisoners allowed to receive hardcover or softcover publications and newspapers only from the publisher, a book club, or from a bookstore, and only if pre-approved by the brig officer or designee? SECNAV M-1640.1 (8301.13b(1))
<input type="checkbox"/>	8.034	Is degrading, hostile, or offensive (DHO) material authorized for prisoner possession identified as such (i.e., "DHO") on the material's front and rear side with clear ownership (i.e., prisoner's name) for ready identification by MCF staff? SECNAV M-1640.1 (8301.13b(3)(a)2)
<input type="checkbox"/>	8.035	Is a literary review board established and managed according to policy? SECNAV M-1640.1 (8301.13b(3))
<input type="checkbox"/>	8.036	Are visits by unmarried persons under the age of 18 not permitted unless they are accompanied by their parent(s) or legal guardian? SECNAV M-1640.1 (8301.15a)
<input type="checkbox"/>	8.037	Are authorized visitors listed on a NAVPERS 1640/15 Mail and Visiting List? SECNAV M-1640.1 (8301.15a)
<input type="checkbox"/>	8.038	Is the disapproval of visitors properly recorded and filed? SECNAV M-1640.1 (8301.15b)
<input type="checkbox"/>	8.039	Do staff supervising visitation have complete visual control of the visiting room or area to ensure compliance with regulations on security and conduct? SECNAV M-1640.1 (8301.16a)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.040	Are visiting rules posted at the entrance of the visiting area? SECNAV M-1640.1 (8301.16a)
<input type="checkbox"/>	8.041	Are all visitors (military or civilian) required to pass through a walk-through metal detector or submit to a body scan with a hand-held metal detector? SECNAV M-1640.1 (8301.16d)
<input type="checkbox"/>	8.042	Does the MCF provide detailed information to prisoners to educate their families and friends on mail and visitation procedures, to facilitate processes, and eliminate confusion and fear on the part of the correspondent or visitor? SECNAV M-1640.1 (8301.17)
<input type="checkbox"/>	8.043	Are prisoners allowed to write and receive letters without numeric limits? SECNAV M-1640.1 (8301.2b)
<input type="checkbox"/>	8.044	Have visiting periods been established and included in the plan-of-the-day? SECNAV M-1640.1 (8301.2e)
<input type="checkbox"/>	8.045	Is written notice included in the prisoner rules and regulations advising them that all mail is subject to inspection? SECNAV M-1640.1 (8301.4b)
<input type="checkbox"/>	8.046	Where incoming or outgoing correspondence is found unacceptable, does the brig officer or designee promptly notify the prisoner in writing of the decision and the reason(s) the correspondence was found unacceptable? SECNAV M-1640.1 (8301.5c)
<input checked="" type="checkbox"/>	8.047	Is access to the prisoners mail box(s) restricted to the mail supervisor/clerk? SECNAV M-1640.1 (8301.8)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	8.048	Does the mail clerk remove mail from the mail depository each workday and, after inspection, seal and deposit the mail with the U.S. Postal Service? SECNAV M-1640.1 (8301.8a)
<input type="checkbox"/>	8.049	Are prisoners restricted from receiving medications/drugs through the mail? SECNAV M-1640.1 (8301.9)
<input type="checkbox"/>	8.050	Does each prisoner (except prisoners in disciplinary segregation) have access to the prisoner phone system at times specified in the daily routine or plan-of-the-day? SECNAV M-1640.1 (8302.2)
<input checked="" type="checkbox"/>	8.051	Is contact information for outside agencies and instructions posted in prisoner living quarters for prisoners to report or receive services for sexual abuse and sexual harassment under the PREA? SECNAV M-1640.1 (8302.2d)
<input checked="" type="checkbox"/>	8.052	Are calls specifically to contact outside agencies to report or receive services for sexual abuse and sexual harassment under PREA at no cost and not recorded? SECNAV M-1640.1 (8302.2d)
<input type="checkbox"/>	8.053	Are all cellular phones prohibited within the security perimeter of the MCF? SECNAV M-1640.1 (8302.2f)
<input type="checkbox"/>	8.054	Does the prisoner phone system allow the MCF to set call duration limits? SECNAV M-1640.1 (8302.2k)
<input type="checkbox"/>	8.055	Is a means of communication between prisoners and staff established? SECNAV M-1640.1 (8303)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	9.001	Is sentence computation per established procedures provided in references? SECNAV M-1640.1 (9101) DoD 1325.7-M
<input checked="" type="checkbox"/>	9.002	Are sentences of new prisoners reviewed during the receiving process to determine if any unusual issues exist and to ensure the prisoner is not due for immediate release? SECNAV M-1640.1 (9101.2)
<input type="checkbox"/>	9.003	Is a sentence computation review board conducted for any change in a prisoner's sentence to confirm accuracy and is the review documented properly? SECNAV M-1640.1 (9101.2)
<input type="checkbox"/>	9.004	Is a formal ET and SAA board established and does it meet policy? SECNAV M-1640.1 (9201.2)
<input type="checkbox"/>	9.005	Has an earned time program been established? SECNAV M-1640.1 (9201.2c)
<input checked="" type="checkbox"/>	9.006	Does the total of GCT and ET awarded for any 1 month exceed 13 days; 15 days when SAA is awarded? SECNAV M-1640.1 (9201.4)
<input checked="" type="checkbox"/>	9.007	Do prisoners who have an approved finding of guilty for an offense that occurred after 1 October 2004 acknowledging in writing during in-processing that the award of GCT, ET, or SAA is conditioned on the prisoner submitting an acceptable release plan and fully cooperating in all other respects with the mandatory supervision policy? SECNAV M-1640.1 (9301) DoDI 1325.07
<input type="checkbox"/>	9.008	Is forfeiture of GCT/ EGT restricted to the brig officer? SECNAV M-1640.1 (9401)

Critical	ORI#	INSPECTION ITEM
<input checked="" type="checkbox"/>	10.001	Upon arrival at a MCF, are all prisoners informed of their access capability to health services and the associated grievance system orally and in writing? SECNAV M-1640.1 (10101)
<input checked="" type="checkbox"/>	10.002	Do all prisoners receive a health screening, excluding intra-system transfers, beginning upon the prisoner's arrival at the MCF? SECNAV M-1640.1 (10101.1)
<input checked="" type="checkbox"/>	10.003	Is a comprehensive health appraisal of each in-processing prisoner completed? SECNAV M-1640.1 (10101.2)
<input checked="" type="checkbox"/>	10.004	Does the MCF have a communicable disease and infection control program? SECNAV M-1640.1 (10101.3)
<input checked="" type="checkbox"/>	10.005	Does the MCF have a written plan that provides for 24-hour emergency medical, dental, and mental health services? SECNAV M-1640.1 (10101.6)
<input checked="" type="checkbox"/>	10.006	Are medications managed by medical staff per BUMED policy under the supervision of the MCF medical officer or health authority? SECNAV M-1640.1 (10102)
<input checked="" type="checkbox"/>	10.007	Is there secure storage and perpetual inventory of all controlled substances, syringes, and needles? SECNAV M-1640.1 (10102.5)
<input type="checkbox"/>	10.008	Do non-medical staff only have access to specific medical information on a "need to know" basis in order to preserve the health and safety of the specific prisoner, other prisoners, volunteers, visitors, or MCF staff? SECNAV M-1640.1 (10104)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	10.009	For MCFs with clinical staff attached, is a system of documented internal review developed and implemented by the health authority? SECNAV M-1640.1 (10107.1)
<input type="checkbox"/>	10.010	Is a documented external peer review program for physicians, mental health professionals, and dentists that the MCF uses completed every 2 years? SECNAV M-1640.1 (10107.2)
<input checked="" type="checkbox"/>	10.011	Does the MCF have a written plan to address the management of HIV infection? SECNAV M-1640.1 (10108.1)
<input checked="" type="checkbox"/>	10.012	Do staff receive annual training in blood borne and airborne pathogens? SECNAV M-1640.1 (10108.3b)
<input checked="" type="checkbox"/>	10.013	Is a comprehensive mental health evaluation conducted by a licensed, credentialed mental health professional within 14 days of arrival to the MCF or a referral request? SECNAV M-1640.1 (10110.1)
<input type="checkbox"/>	10.014	Are screenings completed by mental health trained staff reviewed and co-signed by a mental health provider? SECNAV M-1640.1 (10110.2)
<input checked="" type="checkbox"/>	10.015	Are prisoners allowed sufficient time (20 minutes minimum) to eat and are they permitted to talk in a normal conversational tone to other prisoners seated at their table? SECNAV M-1640.1 (10201.1)

Critical	ORI#	INSPECTION ITEM
<input type="checkbox"/>	10.016	Does the MCF maintain documentation that prisoner dietary allowances are reviewed at least annually by a qualified nutritionist or dietician to ensure that they meet the nationally recommended allowances for basic nutrition? SECNAV M-1640.1 (10201.2)
<input type="checkbox"/>	10.017	Are menu evaluations conducted at least quarterly by the MCF food service supervisory staff to verify adherence to the established basic daily servings? SECNAV M-1640.1 (10201.2)
<input checked="" type="checkbox"/>	10.018	Are prisoners screened within 24 hours of arrival for potential vulnerabilities or tendencies of acting out with sexually aggressive behavior and housing assignments are made accordingly? SECNAV M-1640.1 (10202.1)
<input checked="" type="checkbox"/>	10.019	Are prisoners identified as high risk with a history of sexually assaultive behavior assessed by a mental health or other qualified professional, monitored, and counseled? SECNAV M-1640.1 (10202.3)
<input checked="" type="checkbox"/>	10.020	Are prisoners identified as at risk for sexual victimization assessed by a mental health or other qualified professional, monitored, and counseled? SECNAV M-1640.1 (10202.4)
<input type="checkbox"/>	10.021	Is bed linen and towels laundered on a weekly basis? SECNAV M-1640.1 (10203)
<input type="checkbox"/>	10.022	Are laundry operations followed per policy? SECNAV M-1640.1 (10203)

Critical ORI# INSPECTION ITEM

 10.023 Are prisoner barbers trained or certified by qualified barbers?

SECNAV M-1640.1 (10204)

 10.024 Do MCFs maintain a file of current licenses and certificates of military barbers?

SECNAV M-1640.1 (10204.5)

 10.025 Are post-trial prisoners confined in the MCF subject the rules and regulations, to include standardized uniform, grooming, and hygiene standards of the MCF regardless of service affiliation?

SECNAV M-1640.1 (10205)

 10.026 Are pretrial prisoners required to wear their hair in accordance with their service regulations?

SECNAV M-1640.1 (10205)

 10.027 Does the MCF provide adequate library services?

SECNAV M-1640.1 (10206)

Policy Standards: 269

Total Standards: 386

FAI Standards: 60

Standards Considered Critical: 194

Program Adequacy Standards: 57