

FROM *(Designation and location of command operating brig/correctional facility/correctional custody unit)*

TO CHIEF OF NAVAL PERSONNEL (LAW ENFORCEMENT AND CORRECTIONS DIVISION) (PERS-84)	REPORT FOR MONTH ENDING
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INSTRUCTIONS

1. This report shall be prepared by every Navy and Marine Corps activity operating a brig/correctional facility/correctional custody unit whether or not the brig/correctional facility/correctional custody unit was in use during the month.
2. The totals in Section I, plus those in Section II and minus those in Section III, must equal the totals in Section IV.
3. Enclose with this Report a completed Disciplinary Action Data Card for every person released during the month who was convicted by a court-martial, or who served correctional custody in the facility, EXCEPT those transferred to another brig/correctional facility.
4. This report with Disciplinary Action Data Cards attached shall be mailed without letter of transmittal directly to the Chief of Naval Personnel ON THE FIRST DAY WORK AFTER THE END OF THE MONTH REPORTED ON. Send information copies as directed by proper authority.
5. When the brig/correctional facility/correctional custody unit is dis-established, state the date and circumstances on the final report.
6. Section VIII to be completed by brig/correctional facilities/correctional custody units.

SECTION I - PRISONERS ON BOARD END OF LAST MONTH ➔	NAVY	MARCOR	CG	ARMY	AF	TOTAL
<i>(Totals from last line of Section IV of previous Report)</i>						

TYPE OF SENTENCE ADJUDGED	SECTION II RECEIVED DURING MONTH						SECTION III RELEASED DURING MONTH						SECTION IV ON BOARD END OF MONTH					
	NAVY	MARCOR	CG	ARMY	AF	TOTALS	NAVY	MARCOR	CG	ARMY	AF	TOTALS	NAVY	MARCO	CG	ARMY	AF	TOTALS
GCM																		
SPCM																		
SCM																		
BREAD AND WATER																		
CORRECTIONAL CUSTODY																		
OTHER (See NOTE 1)																		
TOTALS																		

SECTION V DISCIPLINARY ACTIONS DURING MONTH	NUMBER	SECTION VI RELEASES AND TRANSFERS DURING MONTH	NUMBER	SECTION VII ON BOARD END OF MONTH BY CUSTODY CLASSIFICATION	NUMBER
REPRIMAND/WARNING		EARLY RELEASES BY CLEMENCY <i>(See NOTE 2)</i>		INSTALLATION	
EXTRA DUTY		TRANSFERRED TO ANOTHER BRIG/FAC		MINIMUM	
LOSS OF PRIVILEGES		NORMAL RELEASE		MEDIUM	
DISCIPLINARY SEGREGATION				MAXIMUM	
LOSS OF GOOD TIME		TOTAL		TOTAL	
REFERRED TO TRIAL		NOTE 1 - OTHER includes all persons not adjudged by a court-martial. NOTE 2 - CLEMENCY is that granted by the convening or supervisory authority after his/her initial action on the record, or by the commanding officer, and in accordance with Art. 15(d) or 74(a), UCMJ, or, par. 88b-c or 94a(2), MCM 1969.			
TOTAL					

REMARKS:

NAME AND RANK OF BRIG/CORRECTIONAL CUSTODY UNIT/CORRECTIONS OFFICER	SIGNATURE AND RANK OF COMMANDING OFFICER	DATE SIGNED
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SECTION VIII

DAILY PRISON/CORRECTIONAL CUSTODY COUNT AS OF 0800 FOR MONTH OF _____ 19 ____ :

DATE	COUNT	DATE	COUNT	DATE	COUNT
1.		11.		21.	
2.		12.		22.	
3.		13.		23.	
4.		14.		24.	
5.		15.		25.	
6.		16.		26.	
7.		17.		27.	
8.		18.		28.	
9.		19.		29.	
10.		20.		30.	
				31.	

SUMMARY

- A. DAILY AVERAGE FOR THE MONTH _____
- B. LOWEST DAILY COUNT FOR THE MONTH _____
- C. HIGHEST DAILY COUNT FOR THE MONTH _____