



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1640.9A  
SES/BRIG  
**05 AUG 2024**

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE  
ORDER 1640.9A

From: Commander  
To: Distribution List

Subj: STANDARD OPERATING PROCEDURES FOR CONFINEMENT, RESTRAINT  
AND RELEASE (SHORT TITLE: SOP FOR CONFINEMENT,  
RESTRAINT, AND RELEASE)

Ref: (a) SECNAVINST M-1640.1  
(b) 10 U.S.C.  
(c) U.S. Navy Regulations  
(d) MARADMIN 498/10 of 3 Sep 10  
(e) Uniform Code of Military Justice  
(f) Manual for Courts-Martial, 2024  
(g) MCIEAST-MCB CAMLEJO 1640.10B  
(h) OPNAVINST 5800.7A  
(i) NAVMED P-117  
(j) MILPERSMAN  
(k) Designation to level 1 MCIEAST Reg Brig  
(l) MCO 5800.16 - V16

Encl: (1) Standard Operating Procedures for Confinement,  
Restraint, and Release (SHORT TITLE: SOP for  
Confinement, Restraint, and Release)

1. Situation. To publish policies and procedures for  
confinement, restraint, and release of prisoners. Additionally,  
this Order contains the policies and procedures for prisoner  
escorts.

2. Cancellation. MCIEAST-MCB CAMLEJO 1640.9.

3. Mission. The Commander (Comdr), Marine Corps Installations  
East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB  
CAMLEJ) shall ensure compliance with the regulations and  
procedures contained in this Order and the provisions of the  
references, and is responsible for the operation of the MCIEAST  
Regional Brig. Enclosure (1) is MCIEAST Regional Brig SOP.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. The MCIEAST Regional Brig Commanding Officer (CO) will assume cognizance and ensure that all pre- and post-trial persons incarcerated at the MCIEAST Regional Brig are legally and properly confined and released.

(2) Concept of Operations. The MCIEAST Regional Brig shall follow the contents of this Order and the references.

b. Subordinate Element Missions. All commands utilizing the MCIEAST Regional Brig shall follow this Order and references (a) through (1).

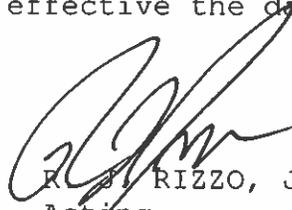
c. Coordinating Instructions. Refer to enclosure (1).

5. Administration and Logistics. The Brig CO, MCIEAST Regional Brig, will be forwarded all recommendations concerning the contents of this Order, via the appropriate chain-of-command.

6. Command and Signal

a. Command. This Order is applicable to all commands desiring to use the MCIEAST Regional Brig. This Order has been coordinated with and concurred by the CGs of: II Marine Expeditionary Force; 2d Marine Division; 2d Marine Logistics Group; 2d Marine Aircraft Wing; Commander, U.S. Marine Forces, Special Operations Command; COs Naval Hospital Camp Lejeune; Marine Corps Air Station (MCAS), New River; MCAS Cherry Point; Marine Corps Combat Service Support Schools; Marine Corps Engineer School; School of Infantry-East; Field Medical Training Battalion-East; and the U.S. Coast Guard Port Security Training Detachment.

b. Signal. This Order is effective the date signed.

  
R. J. RIZZO, JR.  
Acting

DISTRIBUTION: A/B/C (Less MCAS BFT, MCSF BI, and MCLB ALB GA)

Copy to: CG, 2d MAW

LOCATOR SHEET

Subj: STANDING OPERATING PROCEDURES FOR CONFINEMENT, RESTRAINT  
AND RELEASE (SHORT TITLE: SOP FOR CONFINEMENT, RESTRAINT  
AND RELEASE)

Location: \_\_\_\_\_  
(Indicate location(s) of copy(ies) of this Order.)

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporated Change

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Chapter 1

Confinement

1. Policy. The CG's policy is that the treatment of personnel in confinement will be uniform, per references (a) through (c).

2. Authority. Per Article 1201.5 of reference (a), the Commandant of the Marine Corps (CMC), Deputy Commandant Installations and Logistics (DC I&L), and Corrections Branch department is designated to administer naval shore brigs. DC I&L Corrections shall be guided by references (a) through (c), Department of Defense (DoD) directives, DoD instructions, and Navy Regulations.

3. Applicability. The regulations and procedures set forth in this Order govern the confinement and administration of detainees and prisoners in the MCIEAST Regional Brig, and their release.

4. Places of Confinement

a. The Secretary of the Navy and the CMC have approved and designated the MCIEAST Regional Brig as the confinement activity in support of the tenant commands at MCB CAMLEJ, MCAS Cherry Point, and MCAS New River.

b. The MCIEAST Regional Brig, a DOD Level I Confinement facility, is authorized to confine all male Armed Forces Service Members directed to pre-trial confinement and post-trial of up to twelve months. Adjudged prisoners with post-trial confinement sentences of more than twelve months (prior to convening authority action) will be transferred to an appropriate DOD designated confinement facility. Other services (i.e., Army, Air Force, Space Force, Coast Guard) will obtain approval from DC I&L Corrections prior to confining post-trial prisoners at the MCIEAST Regional Brig. The MCIEAST Regional Brig is not authorized to confine female Armed Forces Service Members. Confinement of female Service Members is explained in chapter 4 of this Order.

c. The Secretary of the Army has been designated as Executive Agent for incarceration of DoD military level III prisoners. In most cases, the U.S. Disciplinary Barracks, Fort Leavenworth, Kansas, will be the designated place of confinement for those level III male prisoners who will remain under military control. The NAVCONBRIG Miramar, California, is designated as the DoD level II and III (DoD Women's Correctional Facility) place of confinement for female prisoners. The current transfer criteria and quota will be

requested from DC I&L Corrections, by the MCIEAST Regional Brig as needed.

5. Authority to Confine. Each officer empowered to confine will adhere to the confinement procedures set forth herein.

a. Any commissioned officer can sign a confinement order placing an enlisted person in pre-trial confinement or, if confinement is awarded by a court-martial, in post-trial confinement.

b. A CO may delegate to a warrant officer (WO), noncommissioned officer (NCO), or petty officer of their command, the authority to order enlisted members of his command or subject to his authority into confinement, either pre- or post-trial. Such delegation will be in writing and a signed copy of the delegation will be provided to the MCIEAST Regional Brig and the Staff Judge Advocate (SJA), MCIEAST-MCB CAMLEJ (Attention: Initial Review Officer (IRO)).

c. CGs and COs may further limit the authority of officers, WOs, NCOs, and petty officers in their commands to order pre-trial confinement.

d. When an individual is ordered into confinement by an individual other than the CO, the individual ordering the confinement will ensure the prisoner's CO is notified as soon as practicable after such confinement.

6. Discussion

a. Confinement is the physical restraint of a person, per Article 9(a) of reference (e). Normally, confinement is a type of punishment imposed by sentence of court-martial.

b. A person will not be placed in confinement based solely on impending discharge proceedings. A prisoner will be released immediately, unless serving sentence, upon notification the appropriate authority has approved the prisoner's administrative discharge. Release of adjudged or sentenced prisoners will be upon remission, suspension, deferment (prior to convening authority's action), or completion of sentence to confinement.

7. Pre-trial Confinement

a. Pre-trial confinement is an extraordinary measure requiring close command attention. Confinement, other than that

adjudged by a court-martial, will not be imposed unless deemed necessary to ensure the presence of the accused at trial by general court-martial (GCM) or special court-martial (SPCM). There are two permissible reasons for imposition of pre-trial confinement: 1) To ensure the presence of the accused at trial; and 2) To avoid future serious criminal misconduct of the accused, including any efforts to obstruct justice, wherein no alternative action is practicable or appropriate. No other conditions for imposing pre-trial confinement are recognized.

b. Absentees who surrender, or even though apprehended, indicate they will not absent themselves again, senior enlisted personnel facing relatively minor charges after previous unblemished records, and obviously stable individuals facing minor charges should not be placed in pre-trial confinement.

c. An individual who is to be tried by summary court-martial (SCM) will not be placed in pre-trial confinement without specific approval of the officer exercising GCM jurisdiction over the individual. If approval is granted, the MCIEAST Regional Brig will be made aware of the extraordinary circumstances warranting pre-trial confinement.

d. Commissioned officers, WOs, midshipmen/cadets, or civilians may be arrested or ordered into confinement by the CO exercising command authority over them. This authority may not be delegated, per R.C.M. 304(b) of reference (f). As noted in paragraph 5c of Chapter 1 of this Order, CGs and COs may, by appropriate orders, limit this authority. Until such limiting orders are issued (copies to this Headquarters (Attn: Adjutant) and to the Brig Officer), the authority granted to commanders by Article 10 of reference (e), and by reference (f), will be recognized by the MCIEAST Regional Brig.

(1) The authority to order a commissioned officer or WO into pre-trial confinement may not be delegated.

(2) Pre-trial confinement of an officer must be ordered in writing and must be delivered in person by another officer of senior or equal grade.

## 8. IRO

a. The CO or officer-in-charge of a Service Member ordered into pre-trial confinement will provide the IRO with a letter containing sufficient information to permit a review of the factual basis of the confinement, per reference (g).

This letter must be submitted within 72 hours of confinement to the MCIEAST Regional Brig (Attn: IRO).

b. Personnel directly engaged in the prevention, detection, investigation, and disposition of offenses, to include courts-martial, law enforcement and legal personnel, commanders, trial counsel, and staff judge advocates, will ensure victims are accorded their rights under Article 6b, UCMJ, other federal law, regulation, or policy, per reference (1). It is the responsibility of the confining command to afford a victim the right to be present at, or make a statement, to a public hearing concerning the continuation of pretrial confinement of the accused. The Brig Legal Officer advises this be accomplished through the unit's Victim / Witness Assistance Program (VWAP) Liaison Officer, per reference (1).

c. In the absence of clear evidence establishing a need for pre-trial confinement, the accused is entitled to release and will be immediately released from confinement by direction of the IRO. The CO of the accused may thereafter impose any authorized form of pre-trial restraint deemed necessary, other than confinement.

d. Once released by the IRO, the accused may be re-confined only upon discovery of new evidence or for misconduct which, either alone or in conjunction with all other available evidence, justifies confinement.

e. The decision of the IRO is reviewable only by the military judge upon motion for appropriate relief made by the accused after referral of the charge(s) to a court-martial.

f. The decision of the IRO in all cases is final. However, if release from pre-trial confinement is denied, the service member may later petition the IRO for reconsideration of the case. Such petitions must be based on new circumstances which have arisen since the initial determination was made. A new hearing may be granted at the discretion of the IRO. If granted, the Service Member will be present. The IRO will continue to maintain a record of the decision and the reasons for continued confinement or release. This will append all documentary evidence subsequently submitted for consideration by the service member to the record of the initial hearing.

Chapter 2

Administration

1. General. An individual will not be accepted for confinement upon a verbal request or order, in accordance with Article 1640-70.106.1 of reference (e), except in cases of emergency. A properly executed DD Form 2707 (Figure 2-1), must accompany prospective prisoners.

2. Confinement Order

a. The original copy of the confinement order is required to confine a Service Member.

(1) The original is retained by the MCIEAST Regional Brig.

(2) A copy may be requested and returned to the unit as an endorsement or receipt for the prisoner.

b. Confinement orders must be complete and accurate. It is essential to the brig staff that the legal status of each prisoner in the MCIEAST Regional Brig be known and clearly identified in the confinement order. Terms and definitions regarding prisoner status are listed below:

(1) Prisoner (Post-Trial Prisoner). A person tried by a court-martial and ordered into confinement is a prisoner whether or not the sentence has been ordered into execution. A sentence to confinement commences on the date it is adjudged unless it is deferred or suspended by proper authority, per current directives.

(2) Pre-Trial Prisoner. A person subject to reference (e) who has been legally ordered into pre-trial confinement or has been accused of committing an offense in reference (e), and awaiting trial or rehearing is a pre-trial prisoner. This includes those persons who are pending the vacation of a suspended sentence, which includes confinement and/or punitive discharge. As used in this Order, the word "prisoner(s)" refers to both pre- and post-trial prisoners, unless otherwise specified.

c. Type of confinement (pre-trial or post-trial as a result of a court-martial) will be indicated on the front side of the confinement order. For pre-trial confinement, a list of the

article(s) will be indicated under Section 4 of the DD Form 2707 (Figure 2-1).

d. The officer directing confinement (the officer who signs the confinement order) will ensure the individual to be confined in a pre-trial status has been informed of the alleged offenses.

e. Confinement orders for prisoners following trial will indicate the type of court-martial, the complete sentence adjudged, and the date of the court-martial. Per reference (a), the following documents must accompany the confinement order:

(1) The original DD 2329 Record of Trial by SCM, signed by the SCM officer, or a Report of Results of Trial signed by the trial counsel of the SPCM or GCM imposing the punishment.

(2) The original DD Form 2704 (Figure 2-3) provided by the trial counsel, per reference (h).

(3) If the sentence was deferred, the date deferred and the date the deferment was terminated must be indicated on the confinement order.

(4) A copy of the prisoner's request for deferment and the convening authority's approval of the request may accompany the confinement order at the time of confinement.

f. When a Service Member is confined as a result of vacation proceedings of a previously suspended sentence, the confinement order must indicate the date deferment is terminated. A copy of DD Form 455, Report of Proceedings to Vacate Suspension of a GCM sentence, or a SPCM sentence including a Bad-Conduct Discharge under Article 72 of reference (e), and R.C.M. 1109, the Results of Trial and DD Form 2704 (Figure 2-4) must accompany the confinement order at the time of confinement.

g. The hour and date that confinement is directed must be indicated. Ensure the name, rank, and title of the confining authority is included.

h. A confinement physical will be conducted by a Medical Officer (MO), Physician's Assistant (PA), or Nurse Practitioner (NP) in Sections 9 and 10 of the DD Form 2707 prior to placing an individual in confinement, per reference(i). The confinement order will not be completed by an Independent Duty Corpsman (IDC) or

Corpsman, and the medical endorsement will not exceed 24 hours before the individual is placed into confinement.

(1) Each prospective prisoner will have a confinement physical examination to determine their fitness for confinement or the requirement for hospitalization. This confinement physical will be performed at the local Battalion Aid Station or the Naval Hospital Camp Lejeune by an MO, PA, or NP to determine whether fit/unfit for confinement and the results of this examination will be recorded on the confinement order. The examining MO, PA, or NP will pay special attention to, and accurately describe and record, the presence or absence of any lacerations, abrasions, contusions, hematomas, or other unusual marks on the SF 600, Chronological Record of Medical Care. In those cases where the examining MO, PA, or NP finds clinical contradictions to confinement, the prospective prisoner will not be confined at the MCIEAST Regional Brig. In cases where the individual is found unfit for confinement, the unit will retain custody until cleared by a MO as medically fit. Exceptions are individuals whose charges would result in assignment to maximum custody classification. When an individual is found medically unfit for confinement, the Brig Officer will make the determination, on a case-by-case basis, of whether to accept the individual into confinement.

(2) The health and dental records of each prisoner must accompany the individual to the MCIEAST Regional Brig at the time of confinement. For those individuals unable to locate their health record locally, the unit will prepare a temporary health/dental record for confinement purposes. MCIEAST Regional Brig medical personnel will prepare a DD Form 877, Request for Medical/Dental Records, to obtain permanent records for the prisoner confined who have only temporary health and dental records.

(3) When an individual is confined with physical or mental characteristics that may require special custodial status, a statement of explanation will be recorded on the SF 600 by a competent medical authority. Individuals with known or suspected suicidal or homicidal tendencies, and individuals with drug or alcohol problems, will be brought to the attention of the MCIEAST Regional Brig staff upon confinement.

(4) As part of the confinement physical, every prisoner will have a health record review for a valid (less than 12 months old) Human Immune Deficiency Virus (HIV) blood test. If one is not recorded, then an HIV blood test will be performed.

i. The Duty Brig Supervisor (DBS) will complete the bottom portion of the confinement order. The signature on the return copy of the confinement order is a receipt to the unit for the prisoner.

3. Documentation Required Upon Confinement

a. The following documentation and records, if relevant, are required upon confinement, per reference (d):

(1) Pre-Trial

(a) Original DD Form 2707 - Confinement Order; complete with a certified examination by a MO, NP, or PA (not an IDC or Corpsman);

(b) Medical and Dental Records; and

(c) identification card.

(2) Post-Trial

(a) Original DD Form 2707 - Confinement Order; complete with a certified examination by a MO, NP, or PA (not an IDC or corpsman);

(b) Results of Trial (for GCM and SPCM);

(c) DD Form 2329 - Record of Trial (for SCM);

(d) Plea Agreement (if relevant);

(e) Charge Sheet;

(f) DD Form 2704 - Victim/Witness Certification and Election Concerning Inmate Status (if relevant);

(g) Medical and Dental Records; and

(h) identification card.

b. Court-martial orders promulgated by the convening and higherlevel authorities must be reported to the MCIEAST Regional Brig administrative office. These actions may reduce, suspend, or remit confinement, and may reduce in severity, suspend, or remit punitive discharges.

(1) A suspension of confinement that is not immediately reported causes a prisoner to remain inappropriately in confinement past the new date of release.

(2) Court-Martial Progress Reports are submitted to the Naval Clemency and Parole Board only on individuals with a discharge that has not been suspended. An administrative burden is created when a report is prepared and forwarded by the MCIEAST Regional Brig staff, when in fact the convening authority has already suspended the punitive discharge.

(3) Pre-trial agreements that suspend or remit confinement and/or punitive discharges should be reported to the MCIEAST Regional Brig staff immediately following trial.

(4) Court-martial orders and pre-trial agreements will be certified true copies.

#### 4. Command Visits and Requirements

a. Weekly. An officer or staff noncommissioned officer (SNCO) will visit each prisoner at least once a week. The purpose of this visit will be to inform the inmate of their status, e.g., pending court progress, options for expeditious discharge, pay and allowances, CO's clemency, and other pertinent matters. The officer or SNCO selected for this visitation must have a working knowledge of each prisoner's case. The visiting officer or SNCO will direct the CO's attention to problems presented by prisoners, as well as the corrective action taken or anticipated, and conduct such follow-up action as required. To increase administrative efficiency, command visits may be accomplished Monday through Friday between 0800 and 1630.

#### b. Visits by Legal Counsel

(1) Prisoners may be interviewed by their military legal counsel at the MCIEAST Regional Brig, at the prisoner's unit or organization, or the Office of the SJA.

(2) Civilian legal counsel will interview prisoners at the MCIEAST Regional Brig. If an outside location is requested, the location will be coordinated by the SJA and the command to which the accused is assigned.

(3) Prisoners segregated for disciplinary reasons will not be released for interview. Counsel, military or civilian, will conduct interviews with such prisoners at a location designated by the Brig Officer.

(4) Whenever possible, visits by legal counsel should be conducted at the MCIEAST Regional Brig during working hours. Exceptions may be made for counsel in excess of 50 miles from the Confinement Facility.

(5) Telephone interviews by legal counsel should be minimized. Occupying phone lines for lengthy periods hinders staff from performing daily responsibilities, as prisoners must be fully monitored in staff areas. Short five to 10-minute phone calls between the hours 0800 and 1600 are acceptable.

c. Active Duty Service Members. Active Duty Service Members are not authorized to visit prisoners in a personal capacity without a letter of authorization from their CO or higher and approved by the Brig Officer (Figure 2-5). The approval letter will be filed at the MCIEAST Regional Brig for future visitation access.

## 5. Reports

a. Daily Report of Prisoners Received and Released. This report is compiled as of 2359 daily and submitted to the Brig CO. Confinement and release from 0001 Friday until 2359 of the day proceeding the next normal working day will be consolidated and submitted on that working day.

b. Personnel Status Report. MCIEAST Regional Brig Legal Section submits the report via email to all prisoner parent commands, SJAs, local personnel administration centers, and all officers having an interest in, or responsibility for, the processing of a court-martial and MCIEAST Regional Brig operations.

## 6. Uniforms and Health and Comfort

a. Pay status, availability of clothing, and health and comfort items must be documented at the time of confinement. Valid pay status includes:

(1) Full Pay Status. An individual who is in receipt of pay. An individual who is over paid is considered to be in a full pay status.

(2) Unknown Pay Status. Individuals with long-term unauthorized absence (UA) are in this category. This category will apply to any case in which there is doubt concerning the actual pay status of the individual. When a "Checkage of Pay" for required uniform items is affected on an individual in this category, the disbursing officer will hold the "Checkage" in abeyance, pending determination of actual pay status.

(3) Non-Pay Status. This category is reserved for the individual who is in one of the situations listed below, upon expiration of current contract:

- (a) UA or period of desertion
- (b) In hands of civil authorities
- (c) In a military confinement facility

(4) For individuals who are in a true "Non-Pay" status, and for whom clothing or health and comfort items are required, the cost of such items will be charged against appropriated funds. The MCIEAST Regional Brig staff will prepare the appropriate forms and procure these items once confinement has been effected.

(5) The Results of Trial will indicate if any or all forfeitures have been deducted as a result of the adjudged sentence.

b. The prisoner's CO is responsible for ensuring the required clothing and health and comfort items belonging to the prisoner are received upon confinement. Figure 2-6 of this Order list the minimum clothing and health and comfort items required for confinement at the MCIEAST Regional Brig.

(1) Commands confining an individual in a pre-trial status will bring all required items upon confinement. Individuals receiving a post-trial confinement sentence will be moved immediately to an appropriate facility designated by DC I&L Corrections.

(2) If the individual is confined late at night and items are in the battalion area or the individual's quarters and are not accessible, the prisoner will be picked up by the confining unit on a Temporary Absence (TA), the first working day after confinement, to obtain these items.

(3) Parent commands remain responsible for providing required items listed in Figure 2-6 for the duration of the individual's confinement. Unless individuals are on a "non-pay" status, the MCIEAST Regional Brig will NOT provide gratuitous payment for required health and comfort items.

Prescribed by: [DoDI 1325.07](#)

CUI (when filled in)

CONFINEMENT ORDER				
<b>PRIVACY ADVISORY</b>				
Disclosure of this information is voluntary and will be used to record information about military member ordered into confinement pretrial, post-trial or as a result of nonjudicial punishment. For additional information, see System of Records Notice, AD190-47 DAPM-ACC, "Army Corrections System and Parole Board Records," NMD165D-1, "Individual Confinement Records," and F031 AF SF A, "Correction and Rehabilitation Records" published at <a href="https://dpcis.defense.gov/Privacy/3QBNS/">https://dpcis.defense.gov/Privacy/3QBNS/</a> . When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.				
1. PERSON TO BE CONFINED			2. DATE (YYYYMMDD)	
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER		
c. BRANCH	d. GRADE	e. UNIT/AGENCY (Parent unit)		
3. TYPE OF CONFINEMENT				
a. PRETRIAL <input type="checkbox"/> NO <input type="checkbox"/> YES		b. RESULT OF NJP <input type="checkbox"/> NO <input type="checkbox"/> YES		c. RESULT OF COURT-MARTIAL: <input type="checkbox"/> NO <input type="checkbox"/> YES
d. TYPE OF COURT-MARTIAL: <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION				
4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED (List all charge(s) if prisoner is pretrial. List guilty finding(s) only if prisoner is post-trial.)				
5. SENTENCE ADJUDGED (Annotate sentence from the result of trial)				b. ADJUDGED DATE (YYYYMMDD):
6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED (YYYYMMDD): _____				
7. PERSON DIRECTING CONFINEMENT				
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE		c. DATE (YYYYMMDD)
				d. TIME
8. LEGAL REVIEW AND APPROVAL REQUIRED (Review required by different name at 7.a and b.)				
a. INCIDENT # _____ ORI _____				
b. DNA PROCESSING <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED PURSUANT TO DODI 5505.14. COLLECTED: <input type="checkbox"/> YES <input type="checkbox"/> NO KIT# _____ Date DNA collected (YYYYMMDD) _____				
c. SEX OFFENDER REGISTRATION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 42 U.S.C. 14071.				
d. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		e. SIGNATURE		f. DATE (YYYYMMDD)
				
9. MEDICAL CERTIFICATE				
a. The above named prisoner was examined by me at _____ on _____ and found to be <input type="checkbox"/> Fit <input type="checkbox"/> Unfit (Time) (YYYYMMDD)				
for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input type="checkbox"/> will not produce serious injury to the prisoner's health.				
b. The following irregularities were noted during the examination: (List only non-medical information. Refer to SF 600 for all medical information, including HIV, TB and pregnancy tests and results.)				
10. EXAMINER				
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE		c. DATE (YYYYMMDD)
				d. TIME
11. RECEIPT FOR PRISONER (Completed by the correctional facility staff upon arrival of the prisoner)				
a. THE PRISONER NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT (Facility Name and Location)				
on _____ AND TIME: _____ (YYYYMMDD) (Time)				
b. PERSON RECEIVING FOR PRISONER (Typed name (Last, First, Middle Initial), Grade and Title)		c. SIGNATURE		d. DATE (YYYYMMDD)
				e. TIME

DD FORM 2707, NOV 2022  
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R)  
CUI Category: CRIM HISTORY  
LDC: FEDCON  
POC: osd.mc-alex.ousd-p-r.mbx.upr-legal-policy@mail.mil

Page 1 of 1

Figure 2-1.--Example of a Pre-Trial Confinement Order (DD Form 2707)

CUI (when filled in)

Prescribed by: [DoDI 1325.07](#)

CONFINEMENT ORDER			
<b>PRIVACY ADVISORY</b>			
<small>Disclosure of this information is voluntary and will be used to record information about military member ordered into confinement pretrial, post-trial or as a result of nonjudicial punishment. For additional information, see System of Records Notice, AD190-47 DAFPM-ACC, "Army Corrections System and Parole Board Records," NMD1650-1, "Individual Confinement Records," and FD31 AF 3F A, "Correction and Rehabilitation Records" published at <a href="https://dodig.defense.gov/Privacy/DOBRN/">https://dodig.defense.gov/Privacy/DOBRN/</a>. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.</small>			
<b>1. PERSON TO BE CONFINED</b>		<b>2. DATE (YYYYMMDD)</b>	
a. NAME (Last, First, Middle Initial)		b. SOCIAL SECURITY NUMBER	
c. BRANCH	d. GRADE	e. UNIT/AGENCY (Parent unit)	
<b>3. TYPE OF CONFINEMENT</b>			
a. PRETRIAL <input type="checkbox"/> NO <input type="checkbox"/> YES		b. RESULT OF NJP <input type="checkbox"/> NO <input type="checkbox"/> YES	c. RESULT OF COURT-MARTIAL: <input type="checkbox"/> NO <input type="checkbox"/> YES
d. TYPE OF COURT-MARTIAL: <input type="checkbox"/> SCM <input type="checkbox"/> SPCM <input type="checkbox"/> GCM <input type="checkbox"/> VACATED SUSPENSION			
4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED (List all charge(s) if prisoner is pretrial. List guilty finding(s) only if prisoner is post-trial.)			
5. SENTENCE ADJUDGED (Annotate sentence from the result of trial)			b. ADJUDGED DATE (YYYYMMDD):
6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED (YYYYMMDD):			
<b>7. PERSON DIRECTING CONFINEMENT</b>			
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE	c. DATE (YYYYMMDD)
			d. TIME
8. LEGAL REVIEW AND APPROVAL REQUIRED (Review required by different name at 7.a and b.)			
a. INCIDENT # _____ ORI _____			
b. DNA PROCESSING <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED PURSUANT TO DODI 5505.14. COLLECTED: <input type="checkbox"/> YES <input type="checkbox"/> NO KIT# _____ Date DNA collected (YYYYMMDD)			
c. SEX OFFENDER REGISTRATION <input type="checkbox"/> IS <input type="checkbox"/> IS NOT REQUIRED UNDER 42 U.S.C. 14071.			
d. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		e. SIGNATURE	f. DATE (YYYYMMDD)
<b>9. MEDICAL CERTIFICATE</b>			
a. The above named prisoner was examined by me at _____ on _____ and found to be <input type="checkbox"/> Fit <input type="checkbox"/> Unfit (Time) (YYYYMMDD)			
for confinement. I certify that from this examination the execution of the foregoing sentence to confinement <input type="checkbox"/> will <input type="checkbox"/> will not produce serious injury to the prisoner's health.			
b. The following irregularities were noted during the examination: (List only non-medical information. Refer to SF 600 for all medical information, including HIV, TB and pregnancy tests and results.)			
<b>10. EXAMINER</b>			
a. TYPED NAME (Last, First, Middle Initial), GRADE AND TITLE		b. SIGNATURE	c. DATE (YYYYMMDD)
			d. TIME
<b>11. RECEIPT FOR PRISONER (Completed by the correctional facility staff upon arrival of the prisoner)</b>			
a. THE PRISONER NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT (Facility Name and Location)			
on _____ AND TIME: _____ (YYYYMMDD) (Time)			
b. PERSON RECEIPTING FOR PRISONER (Typed name (Last, First, Middle Initial), Grade and Title)		c. SIGNATURE	d. DATE (YYYYMMDD)
			e. TIME

Figure 2-2.--Example of a Post-Trial Confinement Order (DD Form 2707)

VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> 42 U.S.C. 10607 et seq.; 18 U.S.C. 1512 et seq; DoDI 1325.07; DoDI 1030.2; and DoDD 1030.1.  <b>PRINCIPAL PURPOSES:</b> To inform victims and witnesses of their post-trial rights; to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in prisoner status.  <b>ROUTINE USES:</b> None.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide identifying information will prevent the correctional facility from notifying victim or witness of changes in a criminal offender's status.</p>		
<b>SECTION 1 - ADMINISTRATIVE INFORMATION</b>		
<p>Incident Number _____                      Installation <u>MCIEAST-MCB CAMP LEJEUNE</u> City <u>CAMP LEJEUNE</u> State <u>NC</u> ZIP Code <u>28542</u>                      Court-martial case of United States v. <u>MARINE, JOHN S.</u> <u>6789</u>  <small>Print Name of Accused (Last, First, Middle Initial) Social Security Number (last 4 only)</small>                      Convened by <u>GCM, 20130314, 1ST BN, 10TH MAR</u>  <small>Court-Martial Convening Order Number, Date, and issuing Command</small></p>		
<b>SECTION 2 - CERTIFICATION OF NO VICTIM(S) OR WITNESS(ES)</b>		
<p>I certify that this case does not involve a victim or witness entitled to receive information about the confinement status of the defendant as required by 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq.</p> <p style="text-align: center;"> <u>20130314</u> <span style="float: right;"><u>TRIAL COUNSEL</u></span>  <small>Date (YYYYMMDD) Signature of Trial Counsel or Designee Type Name (Last, First, Middle Initial)</small>  <u>CAPT, TRIAL COUNSEL</u> <span style="float: right;"><u>910-451-5555</u></span>  <small>Grade and Title Telephone Number (include area code)</small> </p>		
<b>IF THERE ARE NO VICTIM(S) OR WITNESS(ES), STOP HERE AND SKIP TO SECTION 4.</b>		
<b>SECTION 3 - CERTIFICATION OF ADVICE TO VICTIM(S) AND WITNESS(ES)</b>		
<p>I certify that on this date I personally notified the victim(s) and witness(es) in the above-named court-martial case that included a sentence to confinement, of their right under 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq., to receive information about the status of the prisoner named in Section 1 of this form, to include length of sentence, anticipated earliest release date, likely place of confinement, the possibility of transfer, and the right to receive notification of a new place of confinement. I advised of the possibility of parole or clemency with an explanation of these terms. Additionally, I advised of the right to prior notification of the prisoner's parole hearings, release from confinement, escape and death. I advised the victim(s) and witness(es) that to receive notification of the prisoner's transfer, parole hearings, and release confinement, the victim or witness <b>MUST PROVIDE THE INFORMATION REQUIRED ON PAGE 2 OF THIS FORM.</b> I advised all victim(s) and witness(es) that if they elect to terminate or reinstate notifications, or if they change their address, they must contact the Military Service Central Repository listed in Section 4. When a Victim or Witness is not present to initial box 4 (on page 2 of this form) the Trial Counsel or Designee shall contact the Victim or Witness in order to determine their election choice (Yes or No). Once verified, the Trial Counsel or Designee shall initial box 4 indicating and validating the Victim's or Witness's election choice.</p> <p style="text-align: center;">                     _____  <small>Date (YYYYMMDD) Signature of Trial Counsel or Designee Type Name (Last, First, Middle Initial)</small>                      _____  <small>Grade and Title Telephone Number (include area code)</small> </p>		
<b>SECTION 4 - DISTRIBUTION</b>		
<b>1. MILITARY SERVICE CENTRAL REPOSITORY</b> HQMC (PSL Corrections) 755 S. Courthouse Rd Suite 2000 Arlington, VA 22204-2478	<b>2. LAW ENFORCEMENT/SPECIAL INVESTIGATION</b> NCIS PMO CID	<b>3. CORRECTIONAL FACILITY</b> MCIEAST REGIONAL BRIG PSC BOX 20140 CAMP LEJEUNE, NC 28542-0140

DD FORM 2704, MAR 2013

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Page 1 of 3 Pages  
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Figure 2-3.--Example of a Victim/Witness Form with No Victims and/or Witnesses (DD Form 2704)

SECTION 5 - LIST OF VICTIM(S) AND WITNESS(ES) VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS				
Court-martial case of United States v. _____		MARINE, JOHN S.	6789	
		<i>(Printed name of accused - Last, first, middle initial)</i>	<i>(SSN - last 4 only)</i>	
<p><b>STATEMENT OF UNDERSTANDING:</b> The victim(s) and witness(es) that have elected to receive information about changes in the status of the prisoner are required to notify the respective Military Central Repository with an accurate address and telephone number to continue receiving notifications on the prisoner's status, if their relocation results in changes to their address and/or telephone numbers.</p> <p><b>STATEMENT OF TRANSFER NOTIFICATION:</b> This transfer notification only applies in the event the above named prisoner is permanently transferred to another Federal, State or local law enforcement agency or correctional facility. The victim(s) and witness(es) will be notified using the address on file by DD Form 2705 of the prisoner's new location. The receiving Federal, State, or local agency will be responsible for all further notifications to the victim(s) and witness(es) about the prisoner's status. The military correctional facility retains responsibility for clemency board notifications.</p> <p><b>INSTRUCTIONS: LIST ALL VICTIMS AND WITNESSES INVOLVED IN THE CASE.</b> Using the drop-down box, indicate whether Adult, Parent, Legal Guardian, Minor/Age, Incompetent, Incapacitated. If under 18 years old, incompetent or incapacitated, also list parent or legal guardian's name. Using the next drop-down box, indicate whether victim (V), witness (W), or victim and witness (V&amp;W). For all minor victims/witnesses, ensure minor status and age (at time of CM) are identified after their full name in Column 1. All minors, incapacitated and incompetent persons require a competent adult to be notified on their behalf by placing an adult and minor victim in the same row. Individuals that elect to be notified of prisoner status changes initial the "Yes" block in Column 4; otherwise initial the "No" block adjacent the respective name. The Trial Counsel or Designee (TC/D) are required to enter their initials in the Yes or No box in Column 4 for unavailable victims or witnesses.</p>				
1. NAME - Last, First, Middle Initial/AFFILIATION/STATUS <i>(Select affiliation and status from drop-down lists.) (Provide age if Victim/Witness is a minor.) (List Parent or Guardian if Victim/Witness is under 18 or incompetent or incapacitated.)</i>	2. ADDRESS - Street, Apartment No., City, State, ZIP Code <i>(If under 18 years old, incompetent or incapacitated, also list Parent or Legal Guardian's address, if different from victim/witness)</i>	3. TELEPHONE NUMBER <i>(Include Area Code) (If under 18 years old, incompetent or incapacitated, also list Parent or Legal Guardian's number, if different from victim/witness)</i>	4. NOTIFY <i>(Initials)</i>	
			YES	NO
			TC/D:	
			TC/D:	
			TC/D:	
			TC/D:	
			TC/D:	
			TC/D:	
			TC/D:	

Figure 2-3.--Example of a Victim/Witness Form with No Victims and/or Witnesses (DD Form 2704)--Continued

VICTIM/WITNESS CERTIFICATION AND ELECTION CONCERNING PRISONER STATUS		
<b>PRIVACY ACT STATEMENT</b>		
<p><b>AUTHORITY:</b> 42 U.S.C. 10607 et seq.; 18 U.S.C. 1512 et seq; DoDI 1325.07; DoDI 1030.2; and DoDD 1030.1.  <b>PRINCIPAL PURPOSES:</b> To inform victims and witnesses of their post-trial rights; to determine whether the victim or witness of a crime elects to be notified of changes in the confinement status of a convicted criminal offender; and to record the election by the victim or witness of their desire to be notified about subsequent changes in prisoner status.  <b>ROUTINE USES:</b> None.  <b>DISCLOSURE:</b> Voluntary; however, failure to provide identifying information will prevent the correctional facility from notifying victim or witness of changes in a criminal offender's status.</p>		
<b>SECTION 1 - ADMINISTRATIVE INFORMATION</b>		
<p>Incident Number _____                      Installation <u>MCEAST-MCB CAMP LEJEUNE</u> City <u>CAMP LEJEUNE</u> State <u>NC</u> ZIP Code <u>28542</u>                      Court-martial case of United States v. <u>MARINE, JOHN S.</u> <span style="float: right;">6789</span>  <small>Print Name of Accused (Last, First, Middle Initial) Social Security Number (last 4 only)</small>                      Convened by <u>GCM, 20130314, 1ST BN, 10TH MAR</u>  <small>Court-Martial Convening Order Number, Date, and Issuing Command</small></p>		
<b>SECTION 2 - CERTIFICATION OF NO VICTIM(S) OR WITNESS(ES)</b>		
<p>I certify that this case does not involve a victim or witness entitled to receive information about the confinement status of the defendant as required by 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq.</p>		
Date (YYYYMMDD)	Signature of Trial Counsel or Designee	Type Name (Last, First, Middle Initial)
Grade and Title	Telephone Number (Include area code)	
<b>IF THERE ARE NO VICTIM(S) OR WITNESS(ES), STOP HERE AND SKIP TO SECTION 4.</b>		
<b>SECTION 3 - CERTIFICATION OF ADVICE TO VICTIM(S) AND WITNESS(ES)</b>		
<p>I certify that on this date I personally notified the victim(s) and witness(es) in the above-named court-martial case that included a sentence to confinement, of their right under 42 U.S.C. 10607 et seq., and U.S.C. 3771 et seq., to receive information about the status of the prisoner named in Section 1 of this form, to include length of sentence, anticipated earliest release date, likely place of confinement, the possibility of transfer, and the right to receive notification of a new place of confinement. I advised of the possibility of parole or clemency with an explanation of these terms. Additionally, I advised of the right to prior notification of the prisoner's parole hearings, release from confinement, escape and death. I advised the victim(s) and witness(es) that to receive notification of the prisoner's transfer, parole hearings, and release confinement, the victim or witness <b>MUST PROVIDE THE INFORMATION REQUIRED ON PAGE 2 OF THIS FORM.</b> I advised all victim(s) and witness(es) that if they elect to terminate or reinstate notifications, or if they change their address, they must contact the Military Service Central Repository listed in Section 4. When a Victim or Witness is not present to initial box 4 (on page 2 of this form) the Trial Counsel or Designee shall contact the Victim or Witness in order to determine their election choice (Yes or No). Once verified, the Trial Counsel or Designee shall initial box 4 indicating and validating the Victim's or Witness's election choice.</p>		
20130314	Signature of Trial Counsel or Designee	TRIAL COUNSEL
CAPT, TRIAL COUNSEL	910-451-5555	
Grade and Title	Telephone Number (Include area code)	
<b>SECTION 4 - DISTRIBUTION</b>		
<p><b>1. MILITARY SERVICE CENTRAL REPOSITORY</b>                      HQMC (PSL Corrections)                      755 S. Courthouse Rd Suite 2000                      Arlington, VA 22204-2478</p>	<p><b>2. LAW ENFORCEMENT/SPECIAL INVESTIGATION</b>                      NCIS                      PMO                      CID</p>	<p><b>3. CORRECTIONAL FACILITY</b>                      MCEAST REGIONAL BRIG                      PSC BOX 20140                      CAMP LEJEUNE, NC 28542-0140</p>

DD FORM 2704, MAR 2013

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Page 1 of 3 Pages  
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Figure 2-4.--Example of a Victim/Witness Form with Certification of Victims and/or Witnesses (DD Form 2704)



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

1640  
BRIG

From: Brig Officer  
To: Commanding Officer, \_\_\_\_\_  
(UNIT)

Subj: ACTIVE DUTY SERVICE MEMBERS REQUEST TO VISIT CONFINED PERSON(S)

Ref: (a) MCIEAST-MCB CAMLEJO 1640.9

1. In accordance with the reference, the following endorsement must be pre-approved by the Company Commander or higher for a service member to visit a prisoner or detainee that is currently confined at the Marine Corps Installations East Regional Brig, Camp Lejeune, North Carolina.

2. Forms must be completed and returned no later than 1300 on the last working day prior to the service member's first visit to the brig.

B. R. PPAKIE

\_\_\_\_\_  
Date

FIRST ENDORSEMENT

From: Commanding Officer, \_\_\_\_\_  
To: Brig Officer (UNIT)

1. I am aware that \_\_\_\_\_ has  
(RANK AND NAME OF SERVICE MEMBER)  
requested permission to visit \_\_\_\_\_  
(PRISONER/DETAINEE NAME)  
who is currently confined at the MCIEAST Regional Brig, Camp Lejeune, North Carolina.

2. Forwarded recommending approval/disapproval.  
(Circle One)

\_\_\_\_\_  
(CO'S SIGNATURE)

\_\_\_\_\_  
(PRINTED NAME)

\_\_\_\_\_  
(UNIT AND PHONE NUMBER)

Figure 2-5.--Example of a Service Member Visitation Letter (Brig Policy Letter)

**GEAR REQUIREMENTS FOR CONFINEMENT  
MCI-EAST REGIONAL BRIG  
As of 20220922**

**ADMINISTRATIVE RECORDS:**

- \* ORIGINAL CONFINEMENT ORDER (**DD FORM 2707**). THE ORIGINAL COPY OF THE CONFINEMENT ORDER IS REQUIRED TO CONFIN A SERVICE MEMBER. THE DD FORM 2707 MUST BE COMPLETE AND ACCURATE; SIGNED BY THE COMMISSIONED OFFICER ORDERING CONFINEMENT.
- \* THE CONFINEMENT ORDER MUST INCLUDE A CONFINEMENT PHYSICAL, COMPLETED IN SECTION'S 9 AND 10 OF THE DD FORM 2707 BY A MEDICAL OFFICER (MO), PHYSICIANS ASSISTANT (PA), OR NURSE PRACTITIONER (NP) PRIOR TO PLACING AN INDIVIDUAL INTO CONFINEMENT.
- \* MILITARY IDENTIFICATION CARD
- \* MEDICAL AND DENTAL RECORDS
- \* RESULTS OF TRIAL (*ADJUDGED PRISONERS ONLY*)
- \* CHARGE SHEET **DD FORM 458** (*ADJUDGED PRISONERS ONLY*)
- \* VICTIM/WITNESS CERTIFICATION (**DD FORM 2704, MAR 99**) (*ADJUDGED PRISONERS ONLY*)
- \* PRE-TRIAL AGREEMENT, AS APPLICABLE (**PARTS I AND II - ADJUDGED PRISONERS ONLY**)

**REQUIRED GEAR:**

1	Blousing Straps (Non-metal)
1	Comb or Brush
2	Deodorant (No Aerosol, Plastic Only)
1	Laundry Bag (White Mesh)
1	Nail Clippers
4-20	Razors (Single/Double Blade Only)
1	Shampoo
1	Shaving Cream (No Plug In Bottom)
4	Shorts, Gym (PT Shorts, No Silkies)
4	Soap (Bar)
1	Soap Bar Container
1	Shower Shoes (Boot Camp Style)
1	Service-specific Sweatpants <b>OR</b> Running Pants
1	Service-specific Sweat Top <b>OR</b> Running Top
1	Toothbrush
1	Toothpaste
4	Towels, White or Brown
4	Washcloth, White or Brown
1	Toothbrush Holder
8 pair	White Socks (Crew Cut)
1	Perm. Marker (Black)
2	Boots w/Laces (Non Steel Toe)
1	Shoes, Tennis
8 pair	Boot Socks (Service-specific)
10	Undershirt (Service-specific color, no logos, no tactical t-shirts)
10	White Undershorts
3	Cloth Mask

**\*ALL HYGEINE GEAR MUST BE NEW AND UNOPENED.**

**\*\* CONFINEMENTS SHOULD HAVE A MAX OF \$100.00 TO PURCHASE PHONE TIME.**

**\*\*\*MUST ARRIVE AT THE BRIG IN PT GEAR.**

Chapter 3

Release from Confinement

1. General

a. Rules 304, 305, and 1101 of reference (f) set forth the criteria for release from confinement.

b. A CO cannot arbitrarily release a sentenced or adjudged prisoner without first remitting, deferring, or suspending the sentence. The Brig CO is the proper authority to effect release of a prisoner from confinement. Therefore, officers requesting release of a prisoner must present correct legal documents to the Brig CO. Valid legal documents (deferment, remission, or suspension of sentence) must accompany a request for the release of a prisoner serving a sentence.

c. The IRO may direct the release of a pre-trial prisoner after a hearing or rehearing has failed to establish grounds for confinement.

d. The military judge may direct the release of a pre-trial prisoner upon motion for appropriate relief made by the accused after referral of charge(s) to a court-martial.

2. Permanent Release. The Brig CO will affect permanent release of a prisoner upon:

a. Expiration of Sentence. To facilitate administration, a prisoner whose release date falls on a Saturday, Sunday, or a Federal holiday will have all necessary administrative procedures completed the last working day immediately preceding such days; however, the release will be effected on the actual date of completion of confinement. When a prisoner is to be released on a weekend or a holiday, the prisoner's command will be notified during the week prior to the prisoner's release.

b. Receipt of Valid Legal Documents Directing:

(1) Disapproval of sentence to confinement by appropriate convening or reviewing authority.

(2) Suspension or remission of remaining confinement.

(3) Deferment of confinement (only prior to convening authority's action).

(4) Rehearing on findings or sentence.

c. Letter from prisoner's CO directing release from confinement due to:

(1) Confinement no longer deemed necessary.

(2) Separation in Lieu of Trial.

d. Upon the receipt of the mentioned documents or letter from proper authority, the MCIEAST Regional Brig staff will prepare a release order to affect final release.

### 3. Temporary Absence

a. Requests for TA will be coordinated through the MCIEAST Regional Brig Programs Section at 910-451-7467/5597/7477 no later than the workday previous to the scheduled TA. A properly completed DD Form 2708, Receipt for Prisoner or Detained Person, will be prepared by Brig Administrative staff to affect temporary custody responsibilities to receiving the authority.

b. Valid Reasons for TA include the following:

(1) Appearance at a court-martial, Article 32 hearing, Article 72 hearing, or office hours.

(2) Request Mast

(3) Consult with legal counsel

(4) Medical or dental appointments

### 4. Absence for Emergency Leave

a. The prisoner's convening authority may grant emergency leave, upon the recommendation of the Brig CO, to allow prisoners to attend the bedside of a critically ill immediate relative or funeral, per reference (j). Immediate relatives include the prisoner's wife, children, parents, brothers, sisters, or other person standing in place of a parent. The relationship and condition of the person being visited will be verified through official sources, the American Red Cross, or other recognized agencies.

b. Travel and incidental costs will be at no expense to the government. The use of available government transportation is

authorized. Escorts for Marine Corps prisoners going on emergency leave will be provided by DC I&L Corrections. The escort's travel expense and other necessary incidentals must be borne by the government. The prisoner's command is responsible for requesting and coordinating escorts from DC I&L Corrections.

c. For personnel confined in pre-trial status, emergency leave will be approved or disapproved by the service member's parent command.

d. Authority should not be given for attendance at both the sick bed and later at the funeral, unless, in the opinion of the convening authority, upon recommendation of the Brig CO, the circumstances warrant an exception. The visit should be of short duration, ordinarily 24 hours plus necessary travel time.

e. The Brig Officer will ensure the prisoner is carefully briefed on their expected conduct while traveling to, from, and while at their destination.

#### 5. Release for Hospitalization

a. Prisoners who are required to be admitted (by a competent medical authority), to the local military hospital, will be transferred from the MCIEAST Regional Brig and delivered. The Brig Officer will ensure that a DD Form 2708 is completed and accompanies the prisoner to the hospital. Medium custody prisoners in need of hospitalization will be turned over to military hospital security personnel for admission.

b. The prisoner's health and comfort items will accompany the prisoner to the hospital. If a prolonged stay is necessary, the prisoner's personal effects and valuables will be inventoried, per current directives, and placed in the personal effects locker at the MCIEAST Regional Brig.

c. A prisoner who is hospitalized while serving a sentence will be considered as serving time in confinement during the period of hospitalization. Upon termination of the period of required hospitalization, a prisoner who has not completed the sentence of confinement will be re-confined in the MCIEAST Regional Brig. Hospitalized prisoners will not normally be granted convalescent leave from the hospital.

d. The Brig Officer will provide or coordinate parent command responsibilities for hospitalization of personnel in a pre-trial status who are transferred to a medical facility.

During working hours, the pre-trial prisoner will be permanently released from confinement and will become the responsibility of the prisoner's command. To re-confine a pre-trial prisoner previously permanently released for medical treatment, the command must comply once again with the confinement procedures contained in Chapter 1 of this Order.

e. The MCIEAST Regional Brig will, at a minimum, provide a 24-hour watch of hospitalized maximum (MAX) custody prisoners. In the case of MAX custody pre-trial prisoners, the parent command will be responsible for providing the 24-hour watch; security of the individual becomes the responsibility of their unit.

6. Release for Transfer to Other DoD Confinement Facilities

a. DC I&L Corrections has established which prisoners meet the transfer criteria, per reference (a) through (c). Names of prisoners meeting the criteria will be submitted to the SJA of the appropriate command for notification of transfer.

b. The MCIEAST Regional Brig staff will implement and coordinate the administrative procedures for transfer.

7. Escort Requirements for Release

a. Permanent Release. Escorts are not required for prisoners being released for the following reasons:

- (1) Expiration of sentence
- (2) Deferment of sentence
- (3) Clemency action release

Note: Although an escort is not required, upon release from confinement, acknowledgement of receipt of the prisoner by command representatives will be obtained on DD 2718 (Figures 3-1 and 3-2), per reference (a). A copy will be retained by the MCIEAST Regional Brig.

b. TA. The officer requesting TA of a prisoner must provide escorts with valid prisoner escort certification as issued by the staff of the MCIEAST Regional Brig, and per the prisoner's custody classification.

(1) A commissioned officer will normally not act as an escort, but will accompany all pre-trial and post-trial officer prisoners.

(2) Prisoners will not be transported in private vehicles.

(3) An escort may not drive vehicles and escort at the same time.

(4) Escorts will ensure each prisoner on a TA is returned to the MCIEAST Regional Brig by 1600. In the event return by 1600 is not possible, the escort will notify the MCIEAST Regional Brig staff and ensure each prisoner is fed during regularly scheduled meal hours.

(5) Units will ensure at least two escorts (not including the driver) are provided for each prisoner in maximum or medium restricted custody classification. Restraining devices will be provided by the MCIEAST Regional Brig, per this Order. Maximum custody prisoners will be restrained with handcuffs, leg irons, and transportation belt. Instruments of restraint will not be removed until the DBS or proper authority at the MCIEAST Regional Brig authorizes it. However, when a prisoner appears in a courtroom for a hearing, prior to entering the courtroom, all restraints will normally be removed. Immediately upon exiting the courtroom, all restraints will be re-applied. MCIEAST Regional Brig staff personnel will inform the unit of the number of escorts required for other restricted custody prisoners and levels of restraint.

Prescribed by: [DoDI 1325.07](#)

CUI (when filled in)

PRISONER RELEASE ORDER		
<p align="center"><b>PRIVACY ADVISORY</b></p> <p>Disclosure of this information is voluntary and will be used to provide the date of and reason for a prisoner's release. For additional information, see System of Records Notice, AD190-47 DAPM-ACC, "Army Corrections System and Parole Board Records," NM01650-1, "Individual Confinement Records," and FD31 AF SF A, "Correction and Rehabilitation Records" published at <a href="https://dpcld.defense.gov/Privacy/SORNs/">https://dpcld.defense.gov/Privacy/SORNs/</a>. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.</p>		
1. CORRECTIONAL FACILITY/BRIG OFFICER OR DESIGNEE	2. INSTALLATION	3. DATE (YYYYMMDD)
4. THE PRISONER NAMED BELOW WILL BE RELEASED FROM CONFINEMENT ON _____ AND DELIVERED TO THE UNIT/AGENCY SHOWN BELOW. (YYYYMMDD)		
5. PRISONER NAME (Last, First, Middle)	6. REGISTRATION NUMBER	7. GRADE
8. BRANCH	9. UNIT/AGENCY	
10. REASON FOR RELEASE		
FOR THE COMMANDER		
11. AUTHENTICATING OFFICER NAME (Last, First, Middle)	12. SIGNATURE 	
13. GRADE, UNIT/AGENCY, AND TITLE		
RECEIPT		
14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	15. DATE (YYYYMMDD)	16. TIME
17. NAME, GRADE, UNIT/AGENCY, TITLE	18. SIGNATURE 	
19. REMARKS/PRISONER SIGNATURE (In cases where there is no unit pick-up)		

DD FORM 2718, NOV 2022  
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R) Page 1 of 1  
CUI Category: CRIM HISTORY  
LDC: FEDCON  
POC: ood.mc-alex.ousd-pr.mbx.spr-legal-policy@mail.mil

Figure 3-1.--Example of an End of Sentence Release Order (DD Form 2718)

Prescribed by: [DoDI 1325.07](#)

CUI (when filled in)

PRISONER RELEASE ORDER		
<p align="center"><b>PRIVACY ADVISORY</b></p> <p>Disclosure of this information is voluntary and will be used to provide the date of and reason for a prisoner's release. For additional information, see System of Records Notice, A0190-47 DAPM-ACC, "Army Corrections System and Parole Board Records," NMD1850-1, "Individual Confinement Records," and FD31 AF SF A, "Correction and Rehabilitation Records" published at <a href="https://dpcld.defense.gov/Privacy/SORNs/">https://dpcld.defense.gov/Privacy/SORNs/</a>. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.</p>		
1. CORRECTIONAL FACILITY/BRIG OFFICER OR DESIGNEE	2. INSTALLATION	3. DATE (YYYYMMDD)
4. THE PRISONER NAMED BELOW WILL BE RELEASED FROM CONFINEMENT ON _____ AND DELIVERED TO _____ (YYYYMMDD)		
5. PRISONER NAME (Last, First, Middle)	6. REGISTRATION NUMBER	7. GRADE
8. BRANCH	9. UNIT/AGENCY	
10. REASON FOR RELEASE		
FOR THE COMMANDER		
11. AUTHENTICATING OFFICER NAME (Last, First, Middle)	12. SIGNATURE	
13. GRADE, UNIT/AGENCY, AND TITLE		
RECEIPT		
14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	15. DATE (YYYYMMDD)	16. TIME
17. NAME, GRADE, UNIT/AGENCY, TITLE	18. SIGNATURE	
19. REMARKS/PRISONER SIGNATURE (In cases where there is no unit pick-up)		

DD FORM 2718, NOV 2022  
PREVIOUS EDITION IS OBSOLETE.

CUI (when filled in)

Controlled by: OUSD(P&R)  
CUI Category: CRIM HISTORY  
LDC: FEDCON  
POC: osd.mc-alex.ousd-p-r.mbx.upr-legal-policy@mail.mil

Page 1 of 1

Figure 3-2.--Example of a Release by the Command Release Order (DD Form 2718)

Chapter 4

Confinement of Females

1. Authorized Facilities

a. Confinement of female Service Members in the MCIEAST Regional Brig is not authorized.

(1) The following facilities will be contacted to determine if space is available.

(a) Onslow County Jail, Jacksonville, NC  
Telephone Number - Jail: (910) 937-1470  
Sheriff's Office: (910) 455-3113  
Approximate Distance: 5 miles

(b) New Hanover County Jail, Wilmington, NC  
Telephone Number - Jail: (910) 798-4161  
Sheriff's Office: (910) 798-4161  
Approximate Distance: 45 miles

(2) Parent commands must ensure coordination with DC I&L Corrections for the daily cost of confinement in a civilian facility.

b. Confining female Service Members from a branch of service other than Marine Corps in a civilian confinement facility is the individual services' responsibility for any cost incurred. Service Members from other branches assigned to Marine Corps commanders are the only exception. (e.g., Navy Corpsmen).

2. Confinement

a. In the case of pre-trial confinement involving a female Service Member, the necessary documentation must be presented to the IRO in the same manner as prescribed for male service members. In most cases, the hearing location will be the MCIEAST Regional Brig, but may be re-designated by the IRO.

b. A confinement physical, to include a pregnancy test, must be conducted prior to confinement of a female Service Member.

c. A confinement order (DD form 2707) is the only document necessary to confine female Service Members in a civilian facility. A release order (DD form 2718) is the only document necessary to effect release from a civilian facility.

d. Commanders are responsible for providing transportation and escorts for confined female Service Members when the temporary release from a civilian facility is necessary. Any required temporary release of a female confinee from a civilian facility will be coordinated through the MCIEast Regional Brig.

e. Command and legal visitation will be accomplished in the same manner as prescribed for male Service Members and is subject to the confining facility's regulations.

### 3. Administration

a. Per reference (d), a message report must be submitted to DC I&L Corrections or the Navy Personnel Command (NAVPERSCOM) (PERS-00D), as appropriate, upon confinement or release of a female Service Member from a civilian facility. The officer directing the confinement or release of female Service Members to and from a civilian facility must ensure the report is submitted within 24-hours of the action.

(1) The message reporting confinement will contain the following information:

(a) Name, grade, and last four digits of Social Security Number;

(b) Date confined;

(c) Reason for confinement;

(d) Length of sentence, if applicable;

(e) Number of days credit for pre-trial confinement and/or judicial credit;

(f) Name, telephone number, location of the confinement facility, and a point of contact at the confinement facility;

(g) Daily cost of confinement;

(h) Projected release date, and;

(i) Name and telephone number of a point of contact at the confining command.

(2) The appropriate SJA must be notified in writing within 24 hours of female Service Members being placed in pre-trial confinement.

b. All female confinements must first be brought to the MCIEAST Regional Brig so staff can ensure certain administrative procedures are accomplished. These procedures are internal to the MCIEAST Regional Brig and are directed by reference (d). MCIEAST Regional Brig staff will create and maintain a confinement record on each person confined. The confining command is required to provide the Brig Administrative Section with copies of various documents pertaining to confined females, as well as keeping the Brig Administrative Section informed at all times of the current status of the individual.

c. Required documentation for female confinements is the same as for male confinements, as stated in Chapter 2 of this Order. In addition to military confinement procedures and documents, the following must be obtained by the confining command:

(1) Release Order (Unit personnel must first come to the MCIEAST Regional Brig and pick-up the Release Order signed by the Brig CO).

(2) Visiting Officer Forms are required to be delivered to the MCIEAST Regional Brig on a weekly basis to ensure they are filed in the individual's official record, which is held at the MCIEAST Regional Brig.

(3) Message reporting confinement of the Service Member in a civilian facility.

(4) Any additional confinement documentation obtained from the civilian confinement facility will be provided to the MCIEAST Regional Brig Administrative Section.

d. The authority to confine female Service Members is the same as for the confinement of male Service Members. Prior to effecting confinement of female Marines, the command will notify DC I&L Corrections of its intention, via telephone.

e. Following appropriate notification, females may be placed in pre-trial confinement or post-trial confinement

serving a sentence of 30 days or less. If circumstances warrant pre-trial confinement in a civilian facility in excess of 30 days, message notification must be submitted by the command to proper authority as soon as the situation becomes apparent.

f. Pending decision by the approving authority of the initial telephone call and message notification ordering confinement, such individuals may be confined in an authorized civilian facility for up to 72 hours. It is imperative that such notification is made immediately to comply with the commander's intent to confine.

g. In instances of a confined female pending a court-martial where a finding of guilty may result in adjudged confinement exceeding 30 days, prior notification will be made to DC I&L Corrections. In instances of adjudged confinement exceeding 30 days, notification will be made to DC I&L Corrections to arrange for transfer, per reference (d).

Chapter 5

Prisoner Escorts

1. General. Prisoner escorts include all personnel in grades E-1 through E-9 into whose custody a prisoner has been delivered for safekeeping and/or for the movement from one point to another.

a. When escorting pre-trial or post-trial officers, the senior escort will be an officer of equal or higher grade, or as designated by NAVPERSCOM (PERS-00D) or DC I&L Corrections. In all cases, at least one escort will be the same gender as the prisoner. In the case of a maximum custody prisoner, both escorts will be the same gender as the prisoner.

b. Civilian personnel are authorized to be escorts with prior approval from the Brig CO.

c. Law Enforcement Personnel. All law enforcement personnel assigned escort duties must attend the training and be certified to escort prisoners outside the confines of the MCIEAST Regional Brig.

2. Assignment. All personnel assigned prisoner escort duty will be trained and certified by the MCIEAST Regional Brig and will be recertified annually.

a. Personnel assigned as prisoner escorts will be trained and certified as escorts qualified by the MCIEAST Regional Brig Training Staff prior to assumption of duties. A specialized training course consisting of not less than eight-hours, which includes a proficiency test, will be successfully completed prior to certification as a qualified escort. All personnel assigned to escort duties will be thoroughly trained in the safety and proper use of restraining devices in the performance of escort duties. A Prisoner Escort Identification Card (NAVPERS 1640/18) will be issued upon completion of training.

b. Females. Commanders are authorized to use female escorts to escort male prisoners to and from the MCIEAST Regional Brig, only if a male escort is also assigned to the same prisoner.

c. The number of escorts required for an individual prisoner is based on custody classification. The driver will not be counted as an escort.

3. Security Procedures

a. Escort Responsibilities. The primary duty of a prisoner escort is to provide continual custody and control of assigned prisoners until relieved by competent authority. The escorts shall:

(1) Take custody of all prisoners receipted for and ensure all required precautions are taken to prevent an escape.

(2) Do not relinquish control of their detail for any reason without proper authorization from the MCIEAST Regional Brig and only after the relieving escorts have filled out a new receipt (DD Form 2708) for the prisoner(s) at the MCIEAST Regional Brig. Escorts will contact the DBS or higher authority at the MCIEAST Regional Brig if there are any questions as to the authority of another person to assume control of the prisoner(s).

(3) Require prisoners to conduct themselves in a manner consistent with good order and discipline. Report all violations of conduct to the DBS. Escorts must keep in mind that prisoners are subject to the Uniform Code of Military Justice. Any conduct which is disruptive to orderly procedure is a breach of discipline and security and will be reported as such.

(4) Require prisoners to move from place to place in an orderly military formation.

(5) Prohibit any contact or conversation between prisoners and non-prisoners, except in a legal or official capacity (i.e., Request Mast, Article 32 or 39a Hearings, or a Court-Martial). In addition, escorts should be especially alert to prisoners and non-prisoners exchanging articles and documents.

(6) The use of any form of tobacco product (i.e., cigarettes, snuff, dip, chewing tobacco) by prisoners or escorts is strictly prohibited.

(7) Prisoners are not to personally send or receive any type of correspondence. All prisoner correspondence must go through the MCIEAST Regional Brig Postal Office.

(8) Prisoners will normally eat their meals in the MCIEAST Regional Brig dining facility. Should a situation make

it impractical to return prisoners to the MCIEAST Regional Brig at scheduled meal times, escorts will contact the Receiving and Release NCO to explain the reason. If unable to return to the MCIEAST Regional Brig for meals, escorts will only use a military dining facility to feed themselves and prisoners during normal meal times. The use of any on or off-Base restaurant, such as Wendy's or Taco Bell, is prohibited for both prisoners and escorts. Maximum custody prisoners must be returned to the MCIEAST Regional Brig for meals unless the Brig Officer has given prior approval. Bag lunches and Meals Ready to Eat (MREs) are authorized. If using an MRE, the matches, heater, candy, and any other unauthorized items must first be removed.

(9) Prisoners will not be placed in any position of authority over other prisoners, service members, or civilians.

(10) Inside buildings, escorts will position themselves so as to maintain a clear, unobstructed view of all prisoners and available exits in the area.

(11) If one prisoner requests a head call, all prisoners will be marched to the nearest facility available and be closely supervised.

(12) When transporting prisoners, escorts will ensure they are seated at all times when the vehicle is moving. Escorts will not allow prisoners to stand, ride, sit, or lean on the side or the tailgate of any vehicle. Prisoners will not be allowed to sit in the front seat of a vehicle. Efforts will be made to keep a prisoner from sitting directly behind the driver. Prisoners will wear seat belts whenever they are present. Prisoners will not be transported in a tactical vehicle at any time.

(13) Prisoners are not authorized in any area that would require the handling of or provide access to: drugs, narcotics, intoxicants, explosives, incinerating devices, firearms, money, classified material, personnel records, security equipment, automobiles, heavy equipment, or any area that would otherwise endanger them. Prisoners are not permitted to operate any equipment.

b. Equipment. Prisoner escorts will be required to have in their possession their Escort Certification Card, Armed Forces Identification Card or Common Access Card, and a duty/cartridge belt prior to receipting for a prisoner. An escort will ensure there is a first-aid kit on their person or in the government

vehicle being used during the escort. Escorts should normally have a notebook and pencil or pen to take notes while escorting prisoners. All transportation of prisoners on TA or working parties must be in a GOVERNMENT VEHICLE ONLY. The driver of the vehicle CANNOT serve as a prisoner escort.

c. Arming Escorts and Use of Restraining Devices

(1) Prisoner escorts will not be armed. Only in unique circumstances will the Brig CO authorize arming escorts.

(2) Handcuffs, restraining belts, or leg irons will be used according to the assigned custody classification. Instruments of restraint will be issued and applied by Receiving and Release personnel before departing the MCIEAST Regional Brig. Using personal restraints is not authorized. In a situation where removal of restraints is requested, escorts will contact the MCIEAST Regional Brig and obtain permission from the DBS or higher authority prior to removal of any portion of the restraints. The DBS may be contacted by calling commercial: (910) 451-1308/3223/1039 or DSN: 751.

(3) Maximum custody prisoners will wear "full restraints" at all times when outside the security perimeter of the MCIEAST Regional Brig and be escorted by at least two escorts (MCIEAST Regional Brig staff or certified escorts) at all times. Exceptions may only be made for exigent circumstances, on a case-by-case basis, by the Brig Officer or designee (senior security personnel).

4. Standards of Conduct for Prisoner Escorts. Escorts will present a neat and clean appearance at all times when escorting prisoners. Prisoner escorts are both a direct reflection of the command and a role model for prisoners. As such, their personal conduct and appearance should be above reproach. Prisoner escorts shall:

(a) Not abuse, strike, threaten, harass, or maltreat any prisoner in any manner.

(b) Not use profane, indecent, obscene, or insulting language or gestures towards, or in the presence of, any prisoner.

(c) Not converse with prisoners in any manner except in the line of duty. Prisoners are to receive verbal orders and instructions in a firm, fair, and professional manner. Escorts

should be alert for attempts on the part of prisoners to become familiar with an escort's background, personal situations, etc. This type of familiarization may lead to compromising situations and should be strictly avoided.

(d) Not consume or use any alcohol or drugs for 12-hours prior to escorting prisoners.

(e) Not use of any tobacco product (i.e., cigarettes, snuff, dip, and chewing tobacco) while escorting prisoners.

(f) Not eat or drink except during meals when the prisoners are allowed to eat. Both escorts and prisoners are authorized to drink water at any time. During hot weather, escorts will ensure that water is readily available to prevent dehydration.

(g) Not accept special favors or services from prisoners.

(h) At all times, practice leadership by example and exercise sound judgment in the management of prisoners.

## 5. Attempted Escape

### a. Unarmed Escorts

(1) If a prisoner attempts to escape from unarmed escorts, the escorts will restrain the prisoner using any effective means at hand to bring the situation under control and then call the MCIEAST Regional Brig. In attempting to restrain the individual, escorts will not jeopardize their control over the remaining prisoners. If more than one escort is with a group of prisoners, the senior escort will designate one or more escorts to pursue the escapee, as well as direct any other nearby personnel to assist in the prisoner's capture.

(2) If a prisoner escapes, escorts will maintain custody of the remaining prisoners, and report the incident immediately to the Provost Marshal Office (PMO) and the MCIEAST Regional Brig to request instructions.

b. Armed Escorts. When deadly force has been specifically authorized by competent authority and reasonably appears to be necessary to prevent the escape of a prisoner, an order to halt will be given. A warning shot will not be fired. Shots will not be fired if they are likely to endanger the safety of innocent bystanders. Shots fired will be aimed to disable; however, if circumstances render it difficult to direct fire

with sufficient precision to assure the prisoner will be disabled rather than killed, such circumstances will not preclude the use of a firearm, provided it can be done so with sufficient safety.

(1) If a prisoner is injured, escorts will immediately request medical assistance.

(2) In all instances of escape or attempted escape, immediate reporting of the incident is required to the PMO, MCIEAST Regional Brig, and the prisoner's parent command.

(3) Upon notification of a prisoner's escape from the MCIEAST Regional Brig or while in custody of prisoner escorts, the PMO Watch Commander will make direct liaison with the Brig CO and Brig Officer to coordinate actions to return the prisoner to military control. This action will be initiated to complete prisoner identification and to implement measures as may be deemed necessary by the Brig CO to effect recovery of the escapee, i.e., MCIEAST Regional Brig personnel augmenting Military Police in verifying identification of personnel exiting the Base.