

BRIG CHECK-IN REQUIREMENTS (Feb 2010)

ALL PERSONNEL (All Services, except as noted):

1. CONFINEMENT ORDER (DD 2707, SEP05 VERS)
 - a. At time of prisoner check-in, **original copy** of DD 2707 must be submitted. Faxed or e-mailed copy may be submitted ahead of time for administrative purposes.
 - b. Medical certification must be completely filled out, properly annotated **within 24 hrs of check-in**, and signed by either a **medical officer, nurse practitioner, or physician's assistant**, but not an Independent Duty Corpsman. HIV test date needs to be indicated.
 - c. For female prisoners, **pregnancy test date** also has to be indicated
2. MEDICAL SCREENING (SF-600)
 - a. Must be completely filled out, properly annotated **within 24 hrs of check-in**, and signed by either a **medical officer, nurse practitioner, or physician's assistant**, but not an IDC. **HIV test date** needs to be indicated. Time and date must also be indicated on the top left corner of the form.
 - b. For females, **pregnancy test** needs to be accomplished; test date and results need to be indicated. This may be handwritten on the form.
3. **(NAVY ONLY)** DD-504, Request and Receipt for Health and Comfort Supplies
 - a. Four (4) blank copies, all with original signature of approving officer
 - b. Addressed to the "NAVY EXCHANGE OFFICER"
4. **(NAVY ONLY)** Special Request Chit, NAVPERS 1336
 - a. "R/R permission to receive special pay not to exceed \$650.00 to buy H/C items"
5. MILITARY ID CARD
6. MEDICAL RECORD
7. DENTAL RECORD
8. PRESCRIBED MEDICATION, IF ANY
9. SEABAG REQUIREMENTS
 - a. **Refer to NAVPERS letter Ser 00D1/024, 4 Feb.**
10. HEALTH AND COMFORT ITEMS (All items shall be **new, unopened, and in original packaging; no glass containers**; all others to be returned with escorts)
 - a. **Refer to NAVPERS letter Ser 00D1/024, 4 Feb.**
11. MISCELLANEOUS ITEMS
 - a. Nail clippers **without** swing-out file attachment
 - b. Small plastic comb (optional)
 - c. Writing pad, no wire holder
 - d. Ball point pen, non-retractable and/or pencil, non-mechanical
 - e. Shoe shining kit

POST-TRIAL PERSONNEL:

1. All items 1 thru 11, listed above.
2. SERVICE RECORD
3. CHARGE SHEET
4. REPORT OF RESULTS OF TRIAL
5. PRE-TRIAL AGREEMENT, PARTS 1 AND 2
6. STIPULATION OF FACTS
7. VICTIM/WITNESS ELECTION AND CERTIFICATION FORM (DD2704), PROPERLY FILLED OUT

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BREAD AND WATER PERSONNEL (E-1 to E-3 only)

Note: 3-day counter begins on the day of sentencing.

1. All items 1, 2, 5 thru 8 (All Personnel), listed above.
2. CHARGE SHEET
3. REPORT AND DISPOSITION OF OFFENSE
4. SEABAG REQUIREMENTS (**No civilian clothing**; all excess items to be returned with escorts)
 - a. **Refer to NAVPERS letter Ser 00D1/024, 4 Feb.**
5. HEALTH AND COMFORT ITEMS
 - a. **Refer to NAVPERS letter Ser 00D1/024, 4 Feb.**
6. MISCELLANEOUS ITEMS
 - a. **Refer to NAVPERS letter Ser 00D1/024, 4 Feb.**

FOR ANY QUESTIONS, CONTACT THE BRIG DUTY OFFICER (BDO) AT (904)542-3314/3315