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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement*, Department of Defense (DoD) Directive 1325.4, *Confinement of Military Prisoners and Administration of Military Correction Programs and Facilities*, August 17, 2001 and DoD Instruction 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*, July 17, 2001. It gives guidance and procedures for the Air Force Corrections System (AFCS). It describes how to administer corrections, rehabilitation and parole and clemency programs; how to secure confinement/corrections facilities; and how to control and transfer military inmates. It applies to all persons who operate, administer and supervise confinement/corrections facilities and programs. It does not apply to the United States Air Force Reserve or the Air National Guard. It also does not apply to United States Department of Justice or Federal Bureau of Prisons facilities located on Air Force installations. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013 and EO 9397. System of records notice F031 AF SP A, *Correction and Rehabilitation Records*, applies.

Records Management: Ensure that all records created by this instruction are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with AFMAN 37-139, *Records Disposition Schedule*.

(35FW) This supplement applies to all units assigned or attached to Misawa Air Base and does not apply to associate units with the exception of Detachment 623 AFOSI, Detachment 12 AFN, and Detachment 15 Ol-A.

(35FW) AFI 31-205, 7 Apr 2004, is supplemented as follows:

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

The revision updates specific Victim/Witness Assistance program monitor procedures; adds AF Form 4289, *Monthly Victim/Witness Activity Report Concerning Inmate Status, provides guidance to comply with the DNA Analysis Backlog Elimination Act of 2000, updates mandatory notification of community treatment programs and sex offender registration requirements, adjusts length of sentence requirements for inmates to be housed at the new smaller US Disciplinary Barracks, consolidates housing locations for Level 3 female enlisted inmates and all female officer inmates, adds the requirement for all confinement/ corrections facility rulebooks to have a formal complaint process, updates escort ratio for medium custody inmates, describes the Training, Treatment and Transition Program (TTTP) and details the US Dept of Justice's implementation of Mandatory Supervised Release program for parole.*

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Chapter 1

PROGRAM PURPOSE, GUIDELINES AND RESPONSIBILITIES

1.1. Program Purpose. The Air Force Corrections System (AFCS) provides quality confinement/corrections and rehabilitation services for pre-trial and post-trial inmates serving a court-martial sentence. The AFCS ensures a secure, humane and productive environment for inmates and staff. The AFCS provides for the education, training, rehabilitation and welfare of offenders. Those not retained for further military service have the opportunity to return to society as a responsible and productive citizen. The AFCS is committed to ensuring that crime victims and witnesses are afforded all the rights and privileges to which they are entitled under law. The AFCS will strive to ensure all Victim Witness Assistance Program (VWAP) requirements are met.

1.2. Program Guidelines. The AFCS is based on a corrective rather than punitive basis. It requires positive programs to preserve and strengthen an inmate's dignity. Inmates receive sentences to confinement as punishment not for punishment.

1.2.1. Air Force inmates serve sentences of confinement under the Uniform Code of Military Justice (UCMJ).

1.2.2. Inmates in military or nonmilitary institutions are subject to that institution's rules or directives including rules on discipline and treatment.

1.2.2.1. The installation commander may authorize use of civilian facilities (federal, state, county, city and private contract) to incarcerate inmates. Facilities must be approved or accredited by one of the following: American Correctional Association, American Jail Association, or by the state or federal governments. (A list of the federally approved facilities may be obtained from the nearest US Marshal's office.)

1.2.2.2. Memorandum of Agreement (MOA). Any circumstance that would cause an inmate to be held at a location other than the parent installation requires a written MOA. Reasons for an installation to have an MOA in effect include, but are not limited to, the lack of an organic correctional facility, lack of bed space, the gender of the inmate, special needs of the inmate, etc. Emergency and unusual circumstances that would preclude the ability to execute an MOA will be coordinated through the MAJCOM to HQ AFSFC/SFC. HQ AFSFC/SFC will provide assistance with placement and transfer of inmates not covered by an existing MOA.

1.2.2.2.1. Possible alternatives for housing Air Force inmates are: civilian operated correctional facilities and jails, private correctional facilities and jails under contract to a civilian government agency, private correctional facilities and jails, other DoD/sister service correctional facilities and other Air Force correctional facilities.

1.2.2.2.2. All MOAs must be in writing and should detail responsibilities and services. Consult AFI 25-201, *Support Agreements Procedures,* for guidance. When seeking a correctional facility outside the DoD, the standards of confinement and treatment of inmates must meet or exceed what would be provided in a DoD facility.

1.2.2.2.2.1. Standards (requirements) to be considered for the correctional facility should include, but not be limited to, separation of pre-trial detainees and post trial inmates, sepa-

ration of offenders who committed minor offenses from those who committed serious offenses, facility condition and cleanliness.

1.2.2.2.2.2. Ensure accessibility to Air Force inmates by unit, legal and chaplain personnel, etc. and the ability of the facility to temporarily release or re-confine Air Force detainees or inmates as needed.

1.2.2.2.3. MOAs or contracts established with facilities *outside* of the DoD must be coordinated by the MAJCOM, approved by HQ AFSFC/SFC. Installations with this type of MOA or contract shall provide annually status of all valid MOA or contracts to HQ AFSFC/SFC through their MAJCOM. The CSF shall send a letter (no specific format) to arrive at HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119 (DSN fax: 945-5411) NLT 5 Feb.

1.2.2.2.3.1. MOAs with another DoD/sister service facility must have MAJCOM coordination and HQ AFSFC/SFC approval.

1.2.2.2.3.2. Normally, all MOAs at this level will be between HQ AFSFC/SFC and the DoD/sister service agency responsible for the particular facility.

1.2.2.2.4. HQ AFSFC/SFC grants final approval on all MOAs between Air Force installations. Both installations need MAJCOM coordination and approval prior to seeking HQ AFSFC/SFC approval. Normally, all transfers of inmates internal to AFCS will be approved and facilitated by HQ AFSFC/SFC.

1.2.2.2.5. Establish MOAs with base installation support agencies, i.e., Chaplain, Services (dining facility) and Life Skills, to maintain consistency of support service(s) for the confinement/correctional facility, when facility requires assistance above the normal level of service.

1.2.2.2.5.1. **(Added-35FW)** This wing supplement will replace any required Memorandums of Agreement required for confinement support between units assigned to the 35th Fighter Wing as outlined in **4.3.1.2.**

1.2.2.2.6. Costs associated with housing and escorts when transferring an inmate will be the parent unit's responsibility using Operation and Maintenance (O&M) funds. Transferring an inmate into the AFCS is paid by PCS ID code E, covered in paragraph **9.9.**

1.2.3. Do not use confinement/corrections personnel or facilities for Remotivation Program (ne: Correctional Custody). Do not allow Remotivation Program correctees to have direct contact with confined detainees or inmates.

1.2.4. The Air Force confines inmates in facilities that prevent immediate association with enemy prisoners of war or foreign nationals who are not members of the US Armed Forces.

1.2.5. The Major Command (MAJCOM) SFs may approve, on a case-by-case basis, temporary use of their confinement/corrections facilities to house a transient inmate under the control of civilian law enforcement officers. Do not use military personnel as guards for the transient inmate.

1.2.6. All inmates receive fair and humane treatment according to laws, instructions, directives and consistent with custody requirements.

1.2.7. AFCS consists of three levels of facilities: Level 1, Level 2 and Level 3. See **Attachment 1** for definitions.

1.3. Program Responsibilities:

1.3.1. HQ USAF/XOF establishes policy for the AFCS.

1.3.2. HQ 11 WG/CC, Bolling AFB, DC, is the Courts-Martial Convening Authority (CMCA) for inmates assigned (including members placed on appellate leave) to the HQ Air Force Security Forces Center, Corrections Division. This also includes all parolees.

1.3.3. Headquarters Air Force Security Forces Center, Corrections Division (HQ AFSFC/SFC) is the single OPR for management and oversight of the AFCS. Responsibilities include, but are not limited to, correctional program development, training standards and guidance, facility accreditation, bed space management, inmate classification, detainee/inmate transfers and compliance with DoD and Air Force directives on corrections. To meet these responsibilities, HQ AFSFC/SFC is authorized to direct local unit compliance with applicable instructions as necessary to meet the stated goals and objectives of DoDD 1325.4, *Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities*, DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority* and AFI 31-205, *The Air Force Corrections System*.

1.3.3.1. Headquarters Air Force Security Forces Center, Corrections Division (HQ AFSFC/SFC):

1.3.3.1.1. Implements and oversees the AFCS worldwide and approves all waivers unless otherwise delegated in this AFI.

1.3.3.1.2. Is responsible for Air Force inmates gained by HQ AFSFC/SFC. The Director, Air Force Corrections is the HQ AFSFC commander's designated representative on any AFSFC inmate personnel actions requiring a designated representative signature.

1.3.3.1.3. Is responsible for all sister service correctional facilities liaisons within the DoD correctional system. (ref: paragraph **1.2.2.2.** for MOA guidance and restrictions.)

1.3.3.1.4. Directs, approves and coordinates *all* detainee/inmate transfers among military correctional facilities, to include all transfers between Air Force facilities. **NOTE:** Units with MOAs may exercise placement of inmates within the guidelines of the HQ AFSFC/SFC coordinated/approved MOA.

1.3.3.1.5. Maintains administrative records for parolees when they are assigned to HQ AFSFC/SFC and coordinates selected issues regarding the parolee with the United States Disciplinary Barracks, the parolee's assigned permanent duty station. See paragraphs **5.14.2.** and **10.18.9.** for further guidance.

1.3.3.1.6. Develop and provide training, treatment and transition program guidance and assistance to Air Force Level 1 Confinement Facilities (CF) and Regional Correctional Facilities (RCF).

1.3.3.1.7. Develops/implements, via MAJCOM/IGs and SF staffs, a facility inspection program. Facilities are accredited when favorable IG ratings earned.

1.3.3.1.7.1. Facilities designated by HQ AFSFC/SFC as Level 1 RCFs will be inspected on site at least every 3 years by their MAJCOM/IG in conjunction with routine scheduled base wide inspections. If requested, HQ AFSFC/SFC may augment the MAJCOM for the purpose of corrections inspections.

1.3.3.1.7.2. All other Level 1 CFs will be inspected on site at least every 3 years by the MAJCOM/IG in conjunction with routine scheduled base wide inspections or MAJCOM/SF Staff assistance visits.

1.3.3.1.8. Develops self-inspection checklists for Level 1 CFs and RCFs.

1.3.3.2. Serves as the Return-to-Duty Program (RTDP) administrator, providing coordination between SAF/MRBP, involved installation agencies and the NCOIC, Return-to-Duty Program.

1.3.3.3. Designated as the AF Central Repository: a headquarters office which serves as a clearinghouse of information on confinee status and collects and reports data on the delivery of the victim and witness assistance program, including notification of confinee status changes IAW DoDD 1030.1, *Victim and Witness Assistance,* paragraph **5.3.3.** and AFI 51-201, *Administration of Military Justice*, paragraph 7.

1.3.3.3.1. To fulfill these functions, HQ AFSFC/SFC designates a Central Repository Responsible Official (CRRO) for AF VWAP. However, the Judge Advocate General (TJAG) is the Air Force responsible official (RO) for coordinating, implementing and managing the Air Force VWAP.

1.3.3.3.2. The scope of responsibilities for the CRRO include:

1.3.3.3.2.1. Receives a copy of DD Form 2704, **Victim/Witness Certification and Election Concerning Inmate Status,** from the SJA, indicating whether the victim/witness elects notification IAW DoDI 1030.2, *Victim and Witness Procedures*, paragraph 6.4.2. and AFI 51-201, *Administration of Military Justice*, Chapter 7. Establishes responsibility for VWAP at the Headquarters Air Force and installation levels.

1.3.3.3.2.2. Files the DD Form 2704 in the Master Case Disposition File (MCDF) if the inmate is transferred and/or gained to the AFCS. If the inmate does not become part of the AFCS (i.e., not gained by HQ AFSFC), the form is posted alphabetically in binders by year received.

1.3.3.3.2.3. Tracks facility notifications made to victims/witnesses by the VWAP monitors IAW paragraph **3.2.6.**

1.3.3.3.2.4. Ensures CFs and RCFs are making timely notifications, (i.e., random spot checks of witnesses].

1.3.3.3.2.5. Updates victim/witness data and changes in election status to the filed copy of the DD Form 2704 when victims and witnesses, who move or request to change their election status, notify the base legal office. If this option is unavailable, victims and witnesses may write the Air Force Central Repository at HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236. Once written requests are received, the CRRO updates victim/witness notification data and changes in election status and attaches the written request to the filed copy of the form. If circumstances warrant immediate notification after failed attempts to contact the base legal office, victims and witnesses may contact the CRRO, at 1-877-273-3098 or email: **mailto:afcorrections@lackland.af.mil**.

1.3.3.3.2.6. Maintains DD Form 2704 in the MCDF and ensures the appropriate update is made in MILPDS to indicate if the inmate has victim rights attached.

1.3.3.3.2.7. Provides statistical data to HQ AFLSA for inclusion in the Annual Report on Victim and Witness Assistance.

1.3.3.3.2.8. Tracks changes in election or personal data on each DD Form 2704.

1.3.4. The Air Force Chief of Clinical Services for the AFCS is assigned to HQ AFSFC Det 2:

1.3.4.1. Provides a means for rehabilitation, evaluation, treatment and professional recommendations with regard to inmates assigned within the AFCS.

1.3.4.2. Serves as a focal point for behavioral health services and pre-release programs within the AFCS and for consultation with others (i.e., Area Defense Counsel, Judiciary, Air Force Clemency and Parole Board) concerning these services.

1.3.4.3. Serves as liaison with Air Force rehabilitation staff assignments and credentialing agencies.

1.3.4.4. Develops and implements, in coordination with HQ AFSFC/SFC, training, treatment and transition requirements and programs for the Air Force Level 1 CF/RCFs.

1.3.5. Commanders of HQ AFSFC Det 1, Ft Leavenworth, KS; Det 2, Naval Consolidated Brig (NAVCONBRIG) Miramar, CA; and Det 3, NAVCONBRIG Charleston, SC, and their Air Force staff are responsible for the welfare and administration of inmates confined at their respective locations. The commanders also support behavioral health programs, education, vocational testing/counseling and employment programs as required by support agreement(s). ***NOTE: For the purpose of this instruction, detachment commanders have the same responsibilities and authority as described for the installation Chief Security Forces (CSF). Host service (Army, Navy) specific equivalent programs already in place at those institutions satisfy the requirements of this instruction.***

1.3.6. The Executive Secretary of the AF Clemency and Parole Board (AFC&PB), or designee, chairs the Board and announces the decision of the Secretary of the Air Force (SAF) on clemency, parole, restoration to duty and reenlistment of inmates.

1.3.7. The Director, USAF Judiciary (HQ AFLSA/JAJ), advises HQ AFSFC/SFC on corrections, clemency and rehabilitation issues and provides a voting member for the AFC&PB.

1.3.8. Air Force MAJCOM/SFs oversee confinement/corrections activities in their command.

1.3.9. Installation commanders must maintain the capability to house pre-trial detainees and sentenced inmates up to 1 year. This can be accomplished through an organic correctional facility, a HQ AFSFC/SFC coordinated/approved MOA with another correctional facility as described in paragraph **1.2.2.2.**; or a combination of organic and MOA derived bed space. Installations with RCFs maintain the capability to house pre-trial detainees and sentenced inmates up to 15 months. Installations having organic CFs implement programs according to this instruction and will ensure adequate O&M funding.

1.3.10. Inmate's parent unit is responsible for their confined personnel, regardless of location, until the member is formally gained into the AFCS. This responsibility includes, but is not limited to: providing escorts, assisting confined members' families, visiting confined members at least monthly, making monthly telephonic contact when geographically separated and obtaining transfer orders.

1.3.10.1. When Level 1 facility staff cannot meet minimum manning requirements, the inmate's parent unit is responsible for providing manpower to sustain facility operations.

1.3.10.2. The parent unit commander is responsible for updating the personnel data system of changes in duty status until the inmate is transferred to HQ AFSFC/SFC.

1.3.11. The installation CSF, or designee, ensures compliance with the corrections systems guidelines in this instruction. They will monitor, inspect and maintain all facilities, programs and restore all or part of previously forfeited or withheld GCT or EGCT, including time withheld or forfeited at other facilities, as applicable.

1.3.12. The confinement officer supervises staff; provides custody, control, administration and correctional treatment for inmates; and ensures compliance with this instruction. The confinement officer will develop an operating instruction (OI) to ensure uniform daily operation of the facility. The OI will be sufficiently detailed to assist staff in completing assigned tasks.

1.3.13. The CF/RCF staff:

1.3.13.1. Ensure accessibility of training, treatment and transition programs to promote opportunities for rehabilitating inmates for their return to society or return to duty. See paragraph **11.3.**

1.3.13.2. Provides an environment promoting inmate responsibility.

1.3.13.3. Must know and adhere to use-of-force policies established in applicable DoD and Air Force directives. Local training must also consist of policies and use of weapons and special restraint devices unique to the confinement/corrections facility.

1.3.13.4. Act in accordance with the requirements of the UCMJ and observe the constitutional rights of individuals. The following aspects of behavior by confinement/corrections staff members merit special emphasis and the CSF must immediately review any violations:

1.3.13.4.1. Personal dignity of all individuals shall be observed and any act or work assignment that demeans, degrades, humiliates, or serves only to embarrass an inmate is expressly prohibited.

1.3.13.4.2. Physical abuse, hazing, use of unnecessary force and any form of corporal punishment by a staff member are prohibited.

1.3.13.4.3. Striking or laying hands upon inmates is prohibited except in self-defense, to prevent serious injury to self or others, to prevent serious damage to property, to effect an authorized search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

1.3.13.4.4. Staff members are prohibited from bartering, giving, or selling any item or service to inmates and prohibited from permitting others to conduct such activities.

1.3.13.4.5. Staff members are prohibited from extending privileges, favored assignments, or information to individual inmates that are not similarly available to all inmates.

1.3.13.4.6. Staff members shall not use their official position to establish or maintain social contacts or relationships with inmates, their families, or friends.

1.3.13.4.7. Staff members shall not release information on individual inmates without the authorization of the confinement officer.

1.3.13.4.8. Staff members shall set high personal standards of appearance and military bearing.

1.3.13.4.9. Staff members are prohibited from fraternizing with inmates. These restrictions do not prohibit all contact, such as routine social pleasantries between inmates and staff members. Staff members are expected to treat inmates in a fair, firm and consistent manner.

1.3.13.4.10. Sexual harassment is prohibited. This behavior interferes with an individual's performance and creates an intimidating, hostile and offensive environment. Whether an inmate, detainee, or staff member, sexual harassment denies the individual respect and dignity and is contrary to the mission of the facility.

1.3.14. The Staff Judge Advocate (SJA) provides the confinement officer with legal interpretation, guidance on confinement matters and information concerning the offenses, for inclusion in the inmate's DD Form 2710-1, **Inmate Sentence Information.**

Chapter 2

ORGANIZATION, STAFFING AND STAFF TRAINING

2.1. Organization. The installation CSF assigns a commissioned officer, in writing, as the confinement officer. This position may be an additional duty. The confinement NCOs are operationally responsible to the confinement officer.

2.2. Staffing. The installation CSF reviews staffing for their Level 1 facility at least annually. MAJCOMs establish manpower requirements for Level 1 CFs and RCFs, IAW AF Manpower Standards for Security Forces, assigned to their command. HQ AFSFC/SFC determines Air Force personnel (i.e., staff) assigned to Level 2 and 3 facilities. Staffing requirements for AFCS facilities should be determined on more than (projected) inmate population figures and should include a review of staffing needs, as well as, mission requirements.

2.2.1. Staff members must be E-4 or above and a 5-skill level.

2.2.2. Staff members must demonstrate and possess a high degree of maturity and emotional stability.

2.2.2.1. For personnel to work as confinement/corrections staff members, they must not have the following: active Unfavorable Information File (UIF), civilian felony conviction, or courts-martial conviction. If trained confinement/corrections personnel are tasked with other duties not in support of the facility, those duties should not degrade or otherwise compromise security of the facility.

2.2.2.2. Personnel other than 3P0X1, used to supervise and/or guard inmates must meet the requirements in paragraph **2.2.2.1.**

2.2.3. Personnel of the opposite sex may supervise or guard inmate(s). This arrangement must not result in undue invasion of the inmate(s) privacy as determined by the confinement officer. **NOTE:** See **Chapter 9** for escort procedures.

2.3. Training. Confinement/corrections positions are designated as critical duty positions. Confinement officers and confinement NCOs, with or without organic facilities, will establish a structured training program in conjunction with the unit SFT. The training program will be designed to ensure all personnel assigned confinement/corrections duties are fully trained in custody, control, management, VWAP, sex offender registration/notification and correctional treatment of inmates. Additional in-house training is encouraged. Trainers will document and maintain entries in AF Form 623a, **OJT Records,** on all 3P0X1 personnel performing duties involving inmates. Confinement NCOs must do one of the following within 6 months of duty assignment: complete the AF Corrections ADL, a service corrections course; complete a civilian equivalent course; or complete the American Correctional Association (ACA) Correctional Officer course. **NOTE:** It is highly recommended all personnel performing confinement/corrections duties be afforded the opportunity to complete continuation training (i.e., ACA Correctional Officer/Supervisor/Mid-Manager correspondence courses).

2.3.1. Initial and recurring training programs, should contain as a minimum:

2.3.1.1. The mission, purpose and objective of the facility as prescribed in the facility OI. (For units with organic facilities.)

2.3.1.2. Confinement administration, to include confidentiality of inmate information and Privacy Act requirements.

2.3.1.3. Use of force and weapons restrictions.

2.3.1.4. Escort responsibilities and custody requirements.

2.3.1.5. Emergency action plans for fire, natural disaster, escapes, disturbances, inmate injuries or illness. (For units with organic facilities.)

2.3.1.6. The staff/inmate relationship. (For units with organic facilities.)

2.3.1.7. The function and relationship of referral agencies (legal office, clinic, behavioral health, finance, etc.).

2.3.1.8. Suicide prevention. All CFs and RCFs will have a detailed suicide prevention plan that addresses each of the following: training, identification, communication, intervention, reporting, follow-up and review. (For units with organic facilities.)

2.3.1.9. Victim/Witness and sex offender requirements.

2.3.1.10. Inmate rulebook. All staff will be thoroughly familiar with the rules of detainee/inmate conduct, discipline and control measures available (paragraph **8.8.**) and the rationale for the rules. (For units with organic facilities.)

2.3.2. Lesson plans should be developed for each subject of instruction. HQ AFSFC/SFC has training videos with lesson plans and testing material, which may be loaned to units. Ensure training is documented in training records.

2.3.3. Non-3P0XX personnel performing duties in any capacity (i.e., guard, work details and escorts) will have training documented. Maintain this documentation, i.e., computerized spreadsheet, log, general-purpose form, at the facility for 90 days.

2.4. Management of Human Immunodeficiency Virus (HIV) Positive Inmates. Confinement officers ensure a comprehensive education and training program is available for staff and inmates.

2.4.1. Training includes measures to protect against HIV transmission. Design the training to preclude rumors, correct misinformation, calm fears and provide current factual information. Contact the military public health office regularly to update information.

2.4.2. Staff training topics should include:

2.4.2.1. Apprehension and search.

2.4.2.2. Cardio-Pulmonary Resuscitation (CPR), first aid procedures and disposal of contaminated materials.

2.4.2.3. Evidence and property handling.

2.4.2.4. Decontaminating cells and other spaces when blood or other bodily fluids are present.

2.4.3. Upon in-processing, inmate training topics should include:

2.4.3.1. Risk factors.

2.4.3.2. Procedures for potentially contaminated material (razors, sewing needles, bloodied clothing, etc.).

2.4.3.3. First aid procedures.

2.5. Custody and Control of HIV Positive Inmates. An inmate's HIV positive status is not a consideration for transfer requirements unless deemed necessary by medical authorities. Confinement officers ensure the gaining unit is aware of the HIV positive status of the inmate. Confinement officers do not separate HIV positive inmates from the general inmate population based solely on HIV status. Confinement officers also consider the following when planning for HIV positive inmates.

2.5.1. Medical authorities may require special handling of contaminated laundry and linen.

2.5.2. Toilet and shower facilities are no different from those used by other inmates.

2.5.3. Food service sanitation provisions are no different from those used by other inmates.

2.6. Assessment and Treatment of HIV Positive Inmates. Medical staffs test all HIV negative inmates annually as scheduled by the confinement officer. The medical facility will determine post exposure actions.

2.6.1. The parent unit provides escorts for inmates sent for testing or follow-up care.

2.6.2. Medical treatment facility personnel arrange transportation as necessary.

2.6.3. All incidents which could result in transmission of an infectious disease, (i.e., sexual contact, tattooing, intravenous drug use, or body-fluid-to-body-fluid transfer), automatically require immediate HIV testing of participants unless all participants are HIV positive. Medical staffs immediately test all HIV negative inmates and confinement/corrections staff, involved in an incident if one or more participants are HIV positive.

2.6.4. HIV test results are not for public dissemination. As a minimum, the medical facility shall notify the parent unit commander, installation CSF and confinement officer of HIV positive test results. Only inform confinement/corrections staff members designated by the confinement officer as having a need to know which inmates are HIV positive. Confinement/corrections staffs do not annotate HIV status in the Correctional Treatment File (CTF) or other records unless the confinement officer, as advised by legal and medical authorities, directs the entry. Disclosure of an HIV status for official purposes should only be discussed with confinement/corrections, medical and dental personnel. Any voluntary statements made to that effect by an inmate are documented in military records.

2.6.5. The confinement officer may direct HIV testing of any inmate at any time considered necessary, provided they are able to document the purpose of the testing and its necessity as a legitimate penal interest due to close communal living conditions.

Chapter 3

RECORDS, PROGRAMS AND REPORTS

3.1. Policies/Release of Inmate Records. All files maintenance and disposition of records (including CTF, VWAP, and Sex Offender) will be IAW AFMAN 37-139, *Records Disposition Schedule,* Table 31-2.

3.1.1. Release of Inmate Records. To the maximum extent possible, all persons associated with corrections must protect processes involved in corrections (i.e., VWAP, Sex Offender), clemency and parole, restoration and reenlistment in the release of records requested in accordance with the Freedom of Information Act (FOIA) or the Privacy Act. Consult DoD Regulation 5400.7/AF Supplement, *FOIA Program* and AFI 33-332, *Air Force Privacy Act Program,* for procedures on release or denial of FOIA and PA requests.

3.1.2. The Air Force has an exemption under the Privacy Act for all corrections and rehabilitation records. 32 C.F.R. §806b.30 (1998) and 5 USC §552a(j)(2)(West 1996) contains this exemption. Cite both as the reason for not releasing exempt information.

3.1.3. Confinement/corrections staff members may release information in corrections and rehabilitation records under FOIA unless requested documents or portions of the documents fall within exemptions in 5 U.S.C. §552(b). Evaluations and recommendations are usually exempt under 5 U.S.C. §552(b)(5).

3.2. Victim/Witness Assistance Program. Local legal offices contact each victim or witness and determines their desire to participate in the victim/witness notification program. The confinement officer establishes procedures to protect the rights of victims and witnesses who elect to participate in the notification process IAW AFI 51-201, *Administration of Military Justice*; Public Law 97-291, The Victim and Witness Protection Act of 1982, October 12, 1982 (18 U.S.C. §§ 1512 et seq., 3579 et seq.); Public Law 101-647, The Crime Control Act of 1990, November 29, 1990 (42 U.S.C. §§ 5779, 5780 and generally amended Title 18); DoDI 1030.1, *Victim and Witness Assistance*; DoDI 1030.2, *Victim and Witness Assistance Procedures* and this instruction. HQ Air Force Security Forces Center is designated as the service Central Repository.

3.2.1. Victim and Witness Participation. Victims or witnesses associated with a particular inmate's case may request notification when there is a change in the inmate's confinement status. When a military member is sentenced to confinement by courts-martial, the trial counsel informs victims and witnesses, if any, of their rights to notification. The victim or witness elects notification preference using the DD Form 2704, **Victim/Witness Certification and Election Concerning Inmate Status**. The trial counsel, in an urgent and timely manner, forwards the DD Form 2704 to the confinement/corrections facility and the service Central Repository (CR) at HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119, in all cases where confinement is adjudged. (**NOTE:** DD Form 2704 is required for all adjudged inmates whether or not a victim or witness is identified.) Victims and witnesses are responsible for notifying the confinement/corrections facility and the CR of changes in their address/telephone number.

3.2.2. Establishing a Program. Every SF unit located on an installation that conducts courts-martials, with or without a confinement/corrections facility, must establish a Victim/Witness Assistance Program (VWAP). Provides continuity for the VWAP and sex offender notification processes, even in instances when the military member is confined in a civilian facility. The confinement records of all

those adjudged and sentenced to confinement must contain a DD Form 2704, which is completed and provided by the installation legal office in an urgent and timely manner. Maintain contact with SJA until the form is received see paragraph **3.2.9.1.** for reporting instructions when forms are not received. The confinement officer appoints the VWAP monitor in writing. The VWAP monitor for the facility must understand the importance of this program and be sensitive to the needs of the victims or witnesses (i.e., treat with compassion). The VWAP monitor will secure VWAP files and treat the information with strict confidentiality releasing on a need-to-know basis. The identity (i.e., contact information) of victim/witnesses shall not be disclosed to inmates or any unauthorized third party. Ensure emergency action plans provide for immediate access for notifications. These procedures apply to inmates of all sister service personnel confined at USAF CFs and RCFs. For the purposes of this instruction, the facility VWAP monitor is also the Sex Offender Program monitor.

3.2.2.1. All victim/witness requirements will be included in all facility operating instructions and self-inspection checklists.

3.2.2.2. Each facility victim/witness assistance program will be inspected, as a minimum, every three years. Inspections will be accomplished during MAJCOM/IG or HQ AFSFC/SFC inspections utilizing HQ AFSFC/SFC provided checklists/inspection criteria. This inspection will include, as a minimum, a 20 percent spot check of the program through examination of adjunct VWAP files for the inmates confined to ensure compliance for program participants. The inspection will verify the DD Form 2705 was accomplished for each victim/witness requesting notification by verifying each PS Form 3811, **Domestic Return Receipt,** was returned (i.e., stapled to or filed with the DD Form 2705) or verify the form was suspensed for 14 days CONUS or 30 days for OCONUS, to validate a tracking mechanism is in place. Ensure all return receipts are returned. Document unreturned receipts, follow up and make reasonable attempts to locate unreturned receipts. Contact HQ AFSFC/SFC for further instructions if all attempts fail. See paragraph **3.2.3.3.** for undeliverable mail requirements.

3.2.3. Notification Procedures. Trial counsel sends the initial requirement for notification, via DD Form 2704, to the confinement/corrections facility and HQ AFSFC/SFC (Central Repository). A DD Form 2704 shall be completed and forwarded for all cases resulting in a sentence to confinement. The DD Form 2704 is to be sent immediately, i.e., faxed or mailed, along with other court documents at the time of confinement following a court-martial. If a request for information is received directly from a crime victim or witness by means other than a DD Form 2704, the VWAP Monitor will determine if the individual is bona fide victim or witness. This can be accomplished by determining if the DD Form 2704 is on file at the central repository, or by referring to the appropriate legal office. Upon receipt of the DD Form 2704, the individual will be entered into the program. Refer questions from victims and witnesses concerning matters other than release or release-related activities to the appropriate legal office. DD Form 2704 is required on all inmates (i.e., all services) entering confinement IAW AFI 51-201. The date the inmate is eligible for a parole hearing is mandated by Department of Defense policy and indicates only that a hearing may be held. It does not indicate release is imminent. Parole and/or clemency are not automatically awarded. If the hearing is held, the victim or witness will be advised prior to the inmate's case appears before the service Clemency and Parole Board. This will provide the victim or witness with an opportunity, if so desired, to submit an impact statement for consideration by the board. The victim impact statement may be written or taped on either audio or videotape, see paragraph **10.8.6.** All requests for notification from victims or witnesses remain confidential. Therefore, the VWAP monitor is the principal facility point of contact to report any complaint of inmate harassment or threat toward a victim and/or witness. The VWAP monitor reports all com-

plaints to the confinement officer for further investigation and possible disciplinary action. In virtually all reported cases of contact, the commanding officer normally directs the inmate to cease communications with the victim or witness.

3.2.3.1. Service Clemency and Parole Board addresses: Army Clemency and Parole Board, 1941 Jefferson Davis Highway, Arlington VA 22202-4508; telephone (703) 607-1504/1903. Air Force Clemency and Parole Board (SAFPC), 1535 Command Drive, EE Wing, 3rd Floor, Andrews AFB MD 20762-7002; telephone (240) 857-5774; Naval Counsel of Personnel Boards, Building 36, Washington Naval Yard, Washington DC 20374-5023.

3.2.3.2. Canceling the Notification Request. A victim or witness may request removal from the VWAP notification program by writing the service central repository. Forward requests made directly to the confinement/corrections facility to the service central repository. The confinement/corrections facility may recommend canceling a notification request to the service central repository when the victim or witness fails to respond within 60 days to an inquiry (unsuccessful notification attempts) that concerns continued participation.

3.2.3.3. Prior to canceling a notification request, document in the Victim and Witness Notification record all efforts to contact the victim or witness. After the two failed attempts (i.e., undeliverable certified mail and phone contact resulted in disconnected phone number) to contact the victim or witness, the VWAP monitor will notify the central repository in writing, indicating what actions were taken to locate the individual, recommending disenrollment. The Central Repository, HQ AFSFC/SFC, will in turn respond with a decision.

3.2.4. Files. Annotate Correctional Treatment Files (CTF) of inmates included in the victim and witness program for local identification. For example: "VICTIM/WITNESS NOTIFICATION(S) REQUIRED" in 1” high labels and highlight the file ID label to immediately identify inmates with participants. In response to a Privacy Act request, victim or witness information is exempt from release under the PA, 5 U.S.C. Section 552a), the request may be denied pursuant to PA exemption (j)(2). If a request for information is made under the Freedom of Information Act the victim/witness information denied in accordance with FOIA exemptions 6 and 7(C). Do not allow the inmate access to VWAP information. The VWAP Monitor maintains a separate adjunct file containing each Victim/Witness Notification record, filed under the inmate’s last name. Document all contacts with a victim or witness, including telephone calls on the DD Form 2705, **Victim/Witness Notification of Inmate Status**. Annotate the date, time, type of contact, telephone number/address used, staff name and reasons/outcome.

3.2.5. Victim and Witness Records. VWAP monitors will add VWAP files to file maintenance and disposition plans. Establish facility VWAP files or binders and mark as victim/witness file “DO NOT RELEASE TO INMATE” and “Exempt from Freedom of Information Act and Privacy Act Release.” Maintain these files for all inmates assigned IAW AFMAN 37-139, table 31-2. For inmates transferring to another facility, create individual VWAP files by sealing the file in a separate envelope and mark Victim/Witness file “DO NOT RELEASE TO INMATE” and “Exempt from Freedom of Information Act and Privacy Act Release.” This file is hand carried by the escort to the gaining facility. If the inmate is approved for transfer to the AF Return-to-Duty Program, the losing facility will fax or mail the DD Form 2704 to the gaining facility.

3.2.6. Types of Notification and Time Frames. Use the DD Form 2705, **Victim/Witness Notification of Inmate Status**, to make victim and witness notifications. Use this form to advise victims and wit-

nesses of any change in the inmate's confinement status. Attach it to the appropriate cover sheet (**Attachment 7**, **Attachment 8**, or **Attachment 9**). Make notifications at least 45 days in advance to the specific action, unless otherwise prescribed. Annotate all notifications on the Victim/Witness Notification Record (**Attachment 10**), or similar document and file by the accused's last name, with all other VWAP documents. Send all correspondence by certified mail, return receipt requested. Attach all certified registered return receipts to the facility copy of the DD Form 2705 and file in the facility VWAP monitors adjunct file. Provide the service Clemency & Parole Board (C&PB) a statement, IAW paragraph **10.6.14.** indicating whether the notifications were made and whether or not victim/witness statements were submitted to the VWAP monitor.

3.2.6.1. Initial Contact. Send the initial Victim/Witness Notification Cover Letter (**Attachment 7**) to victims and witnesses within 10 working days of receiving the DD Form 2704 or other acceptable request for enrollment in the VWAP. Attach a completed DD Form 2705 to the initial enrollment letter. Additionally, provide the victims and witnesses of the initial Clemency/Parole dates, if applicable.

3.2.6.2. Notice of Clemency/Parole Hearing. Notify victims and witnesses at least 45 days in advance (or as soon as known) of clemency and parole hearings (**Attachment 9**) held by the appropriate military service C&PB. Advise victims and witnesses of their right to submit statements to the service C&PB on the impact the crime has had on their lives. Refer requests from victims and witnesses to appear before a clemency/parole hearing to the appropriate service C&PB. **NOTE**: Personal appearances are not authorized for the AFC&PB or for facility disposition boards considering Air Force inmates.

3.2.6.3. Transfer. Notify victims and witnesses of inmate transfer to another facility (**Attachment 8**). Regardless of military service, forward victim and witness information via separate correspondence to the commander of the receiving facility. Requests for transfer to another confinement/corrections facility must identify cases where victim and witness notification is required. The commander of the receiving facility notifies victims and witnesses of the inmate's new location and enrollment in the facility's victim and witness notification program within 14 days of inmate arrival. Send a copy of the notification to the appropriate service Central Repository, i.e., for AF inmates send to: HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119. For other service central repository addresses contact HQ AFSFC/SFC.

3.2.6.3.1. If transferred to the USDB, forward the victim and witness information separately to the Command Judge Advocate, Attn: USDB VWAP Monitor, 1301 N. Warehouse Road, Fort Leavenworth, KS 66027-2304.

3.2.6.3.2. Refer to the HQ AFSFC corrections division web page **https://wwwmil.lackland.af.mil/afsf** for a complete listing of Level 1 RCFs and higher. It can be located on the Lackland AFB web site under HQ AFSFC.

3.2.6.4. Release. Notify victims and witnesses when an inmate is scheduled for release via DD Form 2705 and **Attachment 8**. Provide the date, method of release and destination (city and state). In parole cases, include the parole officer's name and telephone number. Make notifications by telephone when the inmate is unexpectedly released or when required by short-notice time frames. **NOTE**: If a Military Magistrate determines a detainee should be released from pre-trial confinement, the detainee's commander will be informed of the need to notify any potential victim or witness of the release.

3.2.6.5. Escape. Notify victims and witnesses by telephone as soon as possible after discovery of an escape by an adjudged inmate. Victims and witnesses will be re-notified by telephone upon the inmate's return to confinement. Provide this information to the service Central Repository, HQ AFSFC/SFC by the most expeditious means (fax, e-mail, or telephone). See **3.2.10.** for procedures if a pre-trial detainee escapes. The telephone notification is followed up in writing via DD Form 2705 and **Attachment 8**.

3.2.6.6. Emergency Parole (EP). Exhaust all reasonable efforts to notify victims and witnesses before the inmate's release on EP. Victims/witnesses are normally notified by telephone due to a lack of time prior to release and followed up in writing, via DD Form 2705 and **Attachment 8**. For EP requirements, see paragraph **10.23.**

3.2.6.7. Death. Notify the victim or witness within 10 days of the death of an inmate via, DD Form 2705 and **Attachment 8**.

3.2.7. Victim/Witness Protection. Any time a victim/witness is believed to be in danger, render all assistance possible (within jurisdictional limits) to get protection for them. Assistance may range from advising the victim/witness to contact local law enforcement, to the confinement officer or designee personally advising law enforcement agencies in the victim/witness' jurisdiction of danger. Military authorities should handle protection for victims/witnesses within military jurisdiction. Notify Air Force Office of Special Investigations (AFOSI) in cases involving Air Force inmates. Advise inmates they are not to make contact with any victim or witness of their confining offense either directly or through a third party without the permission of the victim or witness. This prohibition includes contact via telephone calls, visits, written letters, or e-mail. Inmates desiring to communicate with a victim or witness may submit a request to the confinement officer. The VWAP Monitor will contact the victim or witness to determine whether contact is desired. This requirement applies to all cases regardless of whether the victim or witness has elected to participate in this program.

3.2.8. VWAP Training. All confinement/corrections personnel should periodically receive information about VWAP and staff responsibilities. Arrange training with the local SJA. All confinement officers, or delegated representative should become actively involved with the base victim witness assistance council.

3.2.9. Report Control Symbol (RCS): HAF-SF (M) 9611, **Victim/Witness Monthly Status Report**. Each installation housing inmates in their facility (or housing inmates in a civilian facility off-base), must complete and send AF Form 4289, ***Monthly Victim/Witness Activity Report Concerning Inmate Status***, to HQ AFSFC/SFC by the fifth of the following month. Negative reports (i.e., no one confined for the month) are required (form or letter format), with the confinement/corrections officer's name and signature. Reports must be mailed to HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236 or faxed to DSN 945-5411.

3.2.9.1. This activity report collects pertinent inmate data which HQ AFSFC uses to complete DD Form 2720, ***Annual Confinement Report*** and DD Form 2706, ***Annual Report on Victim and Witness Assistance*** for HQ AFLSA, OSD P & R and Department of Justice. Complete AF Form 4289 by listing ***all*** inmates/pre-trial detainees confined (on-base or off-base) during report period in Column's I-VII. Inmates with VWAP notification requirements will be identified by completing Column's VIII-XII. Indicate the number of days the inmate was confined on-base and/or off-base during the report month. If both locations are used, annotate the inclusive dates at each location in the remarks section after the inmate's name. If the inmate has sex offender notification require-

ments, annotate accordingly. Entries pertaining to the number of victims are annotated in the (V) column, witnesses in the (W) column for the following: number informed of rights, number elected notification and number notified (DD Form 2705s sent) during the month. Annotate the numeric code to indicate how the notification was made (i.e., 1 for telephone or 2 for written) followed by the reason code(s) for the inmate status change(s) as defined in paragraph **3.2.6.** Additionally, attach separate MFRs to include information regarding inability to contact a victim or witness in this report. IAW AFMAN 10-206, this report is designated emergency status code D. Immediately discontinue reporting data during emergency conditions.

3.2.10. Pre-trial Detainees. The VWAP Monitor should immediately notify the detainee's commander upon a change in the detainee's status and directs them to make all appropriate victim or witness notifications regarding the change. Changes during pre-trial are not reflected on the monthly Victim Witness Status Report.

3.2.11. Action. The confinement officer establishes internal controls to keep information submitted by victims and witnesses confidential and prevent unauthorized access to associated files. Include the Confinement VWAP in facility operating instructions.

3.3. Sex Offender Notification Program. Appropriate state authorities must be notified in all cases involving the release from confinement of inmates convicted of sexually violent offenses or convicted of sex offenses against victims who were minors (persons under the age of 16 years). Conviction of any of the offenses specified in **Attachment 11** triggers this reporting requirement. However, there are additional sex offenses that trigger the reporting requirement. When in doubt on whether a particular offense must be reported, consult the installation SJA. DD Form 2791, **Notice of Release/ Acknowledgement of Convicted Sex Offender Registration,** is required when a member is convicted of an offense that triggers the sex offender registration requirements, even when confinement is not part of the adjudged punishment or sufficient pretrial or illegal pretrial confinement credit offsets the term of confinement imposed at trial, IAW AFI 51-201. Once notified of the conviction by SJA, the facility shall notify the appropriate agencies immediately, not to exceed 24 hours. Each facility sex offender registration/notification program will be inspected, as a minimum, every three years. This can be accomplished during MAJCOM/IG or SF Staff Assistance Visits using HQ AFSFC/SFC provided criteria. Inspections will include, as a minimum, identification of all sex offenders convicted of a criteria sex offense during the past 12 months. Conduct a review of the sex offender notification files to verify each PS Form 3811, **Domestic Return Receipt,** was received (i.e., stapled to or filed with the DD Form 2705) or verify the form was suspensed for 14 days CONUS or 30 days for OCONUS to ensure the notification (DD Form 2791, **Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements)** is received by the required agencies. The three notifications are: the State Attorney General, Local Law Enforcement and the State Sex Offender Registration Official where the offender will reside (**Attachment 12** & **Attachment 13**). Each facility will ensure notifications are completed as required by this instruction, DoD guidance and Federal Statutes. Attach a copy of AF Form 1359, **Report of Result of Trial**, to the DD Form 2791, prior to sending to the three agencies. Also, ensure the facility sex offender program monitor files the original in the offenders Unit Personnel Records Group (UPRG) maintained at the MPF and maintains a copy. Contact HQ AFSFC/SFC for assistance with unusual situations or circumstances of convicted sex offenders located OCONUS. Additionally, all sex offender requirements will be included in all facility operating instructions and self-inspection checklists.

3.3.1. Procedure. In cases where notification is required, the confinement/corrections staff where the offender is confined and regardless of the branch of service of which the offender is a member, shall:

3.3.1.1. Inform the offender prior to final release that they will be subject to a registration requirement as a sex offender in any state or territory in which they reside, are employed, carry on a vocation, or are a student. **NOTE:** The offender will be informed immediately in cases where there was no confinement.

3.3.1.2. Use the DD Form 2791, to obtain the offender's written acknowledgment of the foregoing notification. Also obtain from the offender and include on the form the address at which they will reside upon release from confinement or upon completion of a court-martial resulting in a conviction of a triggering offense (**Attachment 11**). A confinement/corrections staff member will witness the offender's signature on the form. If offender refuses to sign, contact the SJA for assistance, but as a minimum complete an MFR outlining the refusal and attach to the DD Form 2791.

3.3.1.3. File one copy of the released offender's acknowledgment form in their CTF, another copy in the facility files and provide a third copy to the offender. Forward the original for placement in the offender's Unit Personnel Records Group (UPRG).

3.3.1.3.1. Inmates convicted of sex offenses must be notified of available community treatment programs prior to release. Inmates will be provided information on community treatment programs available in the community in which they will reside. This requirement applies whether or not the inmate participated in sex offender programs while incarcerated. Releasing inmates convicted of sex offenses poses a unique risk to the community at large. This is one reason why extensive sex offender treatment programs have been instituted at Level 2 and 3 correctional facilities. This notification is intended to supplement these programs and ensure that all inmates convicted of sex offenses are aware of local treatment opportunities before release, whether they were adjudged or sentenced for sex offense(s) against either a minor or an adult. **EXCEPTION:** Inmates transferred to another correctional facility or released to a detainer do not need to be provided this information at the losing confinement/corrections location.

3.3.1.3.2. Prior to release, the confinement NCO will ensure all qualifying inmates receive the Notification of Community Treatment Programs (**Attachment 14**). Include the name, address and telephone number of the treatment agency. Other information may include the length and cost of treatment as well as the modality used. A minimum of one treatment source will be provided. The inmate will sign and date **Attachment 14**. Refusal to sign the form will be documented. A copy of the form will be filed in the inmate's CTF. If released on parole, a copy will be forwarded to the parole officer. To determine what local resources are available, the following clearinghouses can be contacted for assistance in identifying sex offender treatment programs: Safer Society Foundation, P.O. Box 340, Brandon, VT 05733-0340, (802) 247-5141 or Association for the Treatment of Sexual Abusers, 4900 SW Griffith Drive, Suite 274, Beaverton, OR 97005, (503) 643-1023. In addition to the above, the HQ AFSFC Det 2 Clinical Services may also be contacted for assistance in finding local resources.

3.3.1.4. At least two weeks prior to the offender's final release from confinement (to ensure receipt at least five days prior to the offender's release date), complete and send separately addressed copies of DD Form 2791, via certified mail, return receipt requested. Suspense the return receipt request (PS Form 3811) for 14 days CONUS, or 30 days for OCONUS to ensure notification. Once the receipt is returned, attach it to the DD Form 2791 and place in the facility adjunct file. Ensure all return receipts are returned. Document unreturned receipts, follow up and

make reasonable attempts to locate the unreturned receipt. Contact HQ AFSFC/SFC for further instructions if all attempts fail. Notify the following agencies:

3.3.1.4.1. State law enforcement where the offender will reside. This is the Attorney General for the state or territory. See **Attachment 12**.

3.3.1.4.2. Local Law Enforcement. Local law enforcement where the offender will reside. Notify typically the chief of police of the municipality or the sheriff of the county where the offender plans to live. If assistance in identifying the appropriate agency is required in situations involving multiple jurisdictions with overlapping authority, consult the SJA.

3.3.1.4.3. State Sex Offender Registration Official. This is the state or local agency responsible for maintenance of sex offender registration information for the state or territory in which the offender will reside upon release from confinement. **NOTE:** Accomplish the notification regardless whether the state requires this notice. See **Attachment 13**.

3.3.1.4.4. In cases where the inmate is to be released on parole, provide the supervising US Probation Officer a copy of the inmate's written acknowledgment and copies of the three DD Forms 2791 submitted in accordance with paragraph **3.3.1.4.**

3.3.1.4.5. In cases where the convening authority in their action suspends a sentence to confinement adjudged by court-martial, the member's release from confinement on suspension will trigger the above-described notice requirements and the confinement officer shall comply with the procedures detailed in paragraphs **3.3.1.1.** - **3.3.1.4.3.** In the event the suspension is subsequently vacated and the member is required to serve his sentence to confinement, the notification requirements will be re-accomplished before the inmate is again released from confinement.

3.3.2. The confinement officer may delegate the above victim/witness and sex offender release notification responsibilities to a subordinate officer or noncommissioned officer.

3.4. Compliance with DNA Collection under Federal Law. On 16 May 2001, DoD issued a memorandum establishing DoD policy for implementing Section 5 of the DNA Analysis Backlog Elimination Act of 2000, 10 U.S.C. § 1565. In accordance with this legislation and DoD policy, DNA samples must be collected from each member of the armed forces who has been convicted of a "Qualifying Military Offense" (**Attachment 15**), except for those members currently in the custody of the Federal Bureau of Prisons or on parole under supervision of a federal probation office. The requirement (**Attachment 16**) to maintain a stock of kits is based on a facility's size of five or more beds (**Attachment 17**). All other CFs need to contact HQ AFSFC/SFC for a kit. The collection will be obtained prior to the members placement on appellate review leave or parole. Once complete, submit to USACIL as identified in paragraph A16.1.2.7. Then fax or mail a copy of the collection kit card to HQ AFSFC/SFC.

3.5. Annual Confinement Report. A confinement officer responsible for housing inmates sends this report, via DD Form 2720, to the appropriate MAJCOM/SF. The report covers the periods from January to December. MAJCOM/SFs consolidate the reports into one report and submit no later than 5 February, to HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119 (DSN fax: 945-5411). MAJCOMS will include copies of the individual installation reports. Assign Report Control Symbol (RCS): DD-P&R (A) 2067 to the Annual Confinement Report**.** This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions.

3.6. Requests for Deviation from Security Criteria. Use AF Form 116, **Request for Deviation from Security Criteria** for instances relating to physical security deficiencies only. Installation commanders may approve deviations for all physical security deficiencies as outlined in AFI 31-101, *Air Force Installation Physical Security Program.*

3.6.1. Submit other deviation requests pertaining to safety, comfort measures, transfers and escort requirements by letter. Include the reason and condition for the deviation with an estimated completed date.

3.6.2. The installation commander approves deviations for Level 1 CFs except those relating to safety, transfer and escort requirements which require HQ AFSFC/SFC approval.

3.6.3. HQ AFSFC/SFC approves all waivers, exceptions and variances for all Level 1 RCF and higher facilities as well as issues relating to safety, transfer and escort requirements at any level facility.

3.6.4. Confinement officers send information copies of approved waivers, exceptions and variances approved by the installation commander to the responsible MAJCOM/SF and HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119.

3.7. Incident Reporting. The confinement officer or NCOIC, reports any serious or significant incidents in accordance with OPREP-3 reporting requirements. Serious incidents include, but are not limited to: allegations of abuse, escape, major disturbances, or death of an inmate or detainee. (RCS: HAF-XOO (AR) 7118) (Refer to AFMAN 10-206, *Operational Reporting*) Submit OPREP-3 reports to the parent MAJCOM/SF, HQ AFSFC LACKLAND AFB TX//SFC// and HQ USAF WASH DC//XOFO//. This report is designated emergency status code C2. Continue reporting during MINIMIZE.

3.8. DIBRS/NIBRS Reporting. Security Forces Management Information System (SFMIS). Inmates will be entered into Defense Information-Based Reporting System/National Incident-Based Reporting System (DIBRS/NIBRS), IAW AFI 31-203.

Chapter 4

FACILITY MANAGEMENT

4.1. Establishing, Changing Designation and Closing Level 1 CFs and RCFs. Installation commanders must maintain the capability to house pre-trial detainees and post-trial inmates as outlined in **1.3.9.** Installation commanders without a correctional facility are encouraged to establish an organic capability on their installation but must seek guidance from HQ AFSFC/SFC prior to establishing capability.

4.1.1. Installations having an organic correctional facility may not close that facility without MAJCOM coordination and HQ AFSFC/CC. HQ AFSFC will, in turn, coordinate approval IAW DoDD 1325.4. Normally, approval to close an existing facility will not be given, except in situations involving safety, security, health and well being of inmates/staff, or emergency conditions. At a minimum, the proposal should be staffed for comment at least 60 days before final approval is desired.

4.1.2. Changes in status or alterations/renovations of an existing facility must be coordinated with MAJCOM and HQ AFSFC/SFC to enable planning while the facility is unable to house inmates. HQ AFSFC/SFC, with MAJCOM coordination, determines designation of a facility as a Regional Correctional Facility (RCF), based on overall needs of the Air Force and DoD correctional systems. Send information copies of changes to HQ AFSFC/SFC, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119.

4.2. Level 1 CF and RCF Requirements. The facility requirements for CFs and RCFs include areas for administration, housing of inmates, training, recreation and the means for making the facility secure against escape.

4.2.1. New construction or modification of existing structures for incarceration purposes will be based on designs approved by the Chief of Civil Engineers IAW applicable federal building codes for penal institutions.

4.2.2. AFCS facilities should be located away from (as determined by the CSF) installation perimeter fences, childcare facilities/schools, public thoroughfares, gates, swimming pools, base exchanges, theaters, family housing, airman billets, service clubs, open messes, foliage or wooded areas, active flight lines or firing ranges.

4.3. Level 1 CF and RCF Standards. The term Level 1 includes CFs and RCFs. Reference paragraph **3.6.** for submitting deviations (waivers, variances and exceptions). The confinement officer ensures space is available for inmate housing, recreation, administration and education. The facility design must include escape prevention as well as safety and emergency evacuation procedures. A CF and RCF must have as a minimum: hot/cold running water, HVAC, lighting and toilet within the secured perimeter to operate (each standard is specified in paragraphs **4.3.1.** through **4.7.6.** A CF and RCF shall also provide the following capabilities:

4.3.1. Segregation cells (Administrative/Disciplinary) located so physical contact with non-segregated and other segregated inmates is impossible and to minimize the possibility of escape and self inflicted injury. The following minimum standards for buildings used to house inmates are as follows:

4.3.1.1. For all CFs and RCFs built prior to 1 Jan 97, the space allotment for dormitory type facilities will be designed on the basis of 72 square feet per inmate (except under circumstances

described in **4.3.1.2.** below), computed on a net room area that includes open aisle but excludes latrines, closed corridors and utility space.

4.3.1.2. When conditions prevent the use of standard allocation during temporary periods of increased inmate population, provide 50 square feet per inmate. MAJCOM/SF commanders may approve operations under the reduced space allocation rule for up to 60 days. Only HQ AFSFC/SFC may approve emergency minimum space allocation for any period beyond 60 days.

4.3.1.2.1. **(Added-35FW)** A confinement overflow could exist when the facility houses more than two (2) inmates at one time, housing inmates of opposite gender at the same time or housing officers and enlisted at the same time. The primary location for prisoner overflow will be the first available dormitory room, provided by the 35th Civil Engineer Squadron Housing Flight. In the unlikely event a dormitory room is not immediately available, the 35th Services Squadron Lodging will provide, as available, a single lodging room until a dormitory room can become available.

4.3.1.2.2. **(Added-35FW)** 35th Security Forces Squadron will:

4.3.1.2.2.1. **(Added-35FW)** Immediately notify the Housing Office when a prisoner overflow situation exists.

4.3.1.2.2.2. **(Added-35FW)** Ensure adequate security for inmate (parent unit or SF, as required).

4.3.1.2.2.3. **(Added-35FW)** Ensure inmate has (3) meals daily.

4.3.1.2.2.4. **(Added-35FW)** Provide an entry list for all personnel authorized visitation.

4.3.1.2.3. **(Added-35FW)** 35th Civil Engineering Squadron Housing Office will:

4.3.1.2.3.1. **(Added-35FW)** Immediately identify a vacant room for prisoner use, meeting the below requirements.

4.3.1.2.3.2. **(Added-35FW)** Space allocation must be a minimum of 8-feet long, 6-feet wide and 8-feet high.

4.3.1.2.3.3. **(Added-35FW)** Provide one (1) room key to be secured by the 35 SFS Confinement NCO.

4.3.1.2.3.4. **(Added-35FW)** Room must be sterile of food, beverages, kitchenware and kitchen appliances.

4.3.1.2.3.5. **(Added-35FW)** Room must have a bed and mattress at least 12" off of the floor.

4.3.1.2.3.6. **(Added-35FW)** Room must have a writing surface and proximate area to sit.

4.3.1.2.3.7. **(Added-35FW)** Room must have a storage space for personal items and a place to suspend clothes.

4.3.1.2.3.8. **(Added-35FW)** Room must have a shower and toilet.

4.3.1.2.3.9. **(Added-35FW)** Dormitory must have access to a washer and dryer.

4.3.1.2.3.10. **(Added-35FW)** When feasible, the room should be located on an upper-level floor, to assist with the prevention of escape.

4.3.1.2.4. **(Added-35FW)** 35th Services Squadron will:

4.3.1.2.4.1. **(Added-35FW)** Be prepared to provide temporary quarters in the event a dormitory room is unavailable.

4.3.1.2.4.2. **(Added-35FW)** Coordinate with the parent unit of the inmate for reimbursement as needed.

4.3.1.2.4.3. **(Added-35FW)** Space allocation must be a minimum of 8-feet long, 6-feet wide and 8-feet high.

4.3.1.2.4.4. **(Added-35FW)** Provide one (1) room key to be secured by the 35 SFS Confinement NCO.

4.3.1.2.4.5. **(Added-35FW)** Quarters must be sterile of food, beverages, kitchenware and kitchen appliances.

4.3.1.2.4.6. **(Added-35FW)** Quarters must have a bed and mattress at least 12" off of the floor.

4.3.1.2.4.7. **(Added-35FW)** Quarters must have a writing surface and proximate area to sit.

4.3.1.2.4.8. **(Added-35FW)** Quarters must have a storage space for personal items and a place to suspend clothes.

4.3.1.2.4.9. **(Added-35FW)** Quarters must have a shower and toilet.

4.3.1.2.4.10. **(Added-35FW)** Make available laundry services (washer and dryer).

4.3.1.2.4.11. **(Added-35FW)** When feasible, the room should be located on an upper-level floor, to assist with the prevention of escape.

4.3.1.2.5. **(Added-35FW)** The inmate's parent unit is responsible for their confined personnel as outlined in paragraph **1.3.10.** Specifically, the parent unit will:

4.3.1.2.5.1. **(Added-35FW)** Provide security over the inmate as required in AFI 31-205, *The Air Force Corrections System.* Ensure personnel meet requirements for confinement duty as outlined in paragraph **2.2.2.**

4.3.1.2.5.2. **(Added-35FW)** Pay for all associated billeting or room costs using unit Operations and Maintenance funds.

4.3.1.2.5.3. **(Added-35FW)** Identify unit personnel for confinement duties and ensure they are available for required training.

4.3.1.2.5.4. **(Added-35FW)** Provide escorts for inmates to obtain meals or other necessities as required.

4.3.1.2.5.5. **(Added-35FW)** Ensure any billeting or dormitory rooms used are returned to their original state.

4.3.1.3. Space allotment for individual cells or rooms and for cells that are used for segregation of inmates will be: 8 feet long, 6 feet wide and 8 feet high (minimum inside measurements). When any cell or room does not meet this minimum space requirement, a medical doctor or physician's assistant must inspect and certify it as acceptable for confinement. The facility must obtain a

waiver (via memorandum) from the installation commander. Do not use AF Form 116, in this instance.

4.3.1.4. As of 1 Jan 97, all new construction and/or renovation of existing facilities will provide each inmate 60 square feet in individual cells and open bays with 35 square feet of space unencumbered by furnishings or fixtures. Ensure ceiling to floor distance is at least 8 feet.

4.3.1.5. When confinement exceeds 10 hours per day, provide at least 80 square feet of total floor space per occupant. **NOTE:** Does not include normal sleep time.

4.3.1.6. Ensure dayrooms and recreation rooms provide a minimum of 35 square feet per inmate allowed to use the room at one time. No day room or recreation room will contain less than 100 square feet.

4.3.2. Division of inmates by status (Pre-trial/Post-trial), custody grade, sex and officer or enlisted.

4.3.3. Provisions for reasonable comfort consistent with good order and discipline.

4.3.4. Administrative areas separate from security functions.

4.3.5. Secure storage space for personal property.

4.3.6. Health and comfort storage area.

4.3.7. Secure janitorial supply storage area.

4.3.8. A visiting area with controlled entry and exit that allows for private conversation and has storage space for visitors' personal property i.e., coats, handbags, etc.

4.3.9. Dayrooms with space for reading, writing and table games at RCF's. Level 1 CFs can fulfill this requirement by having access to a room/area outside the cell or use of installation library when custody/escort requirements are met.

4.4. Security, Safety, Fire Prevention and Comfort Measures. The confinement officer determines the level of monthly inspections through written policy and procedure, for facility compliance with security, safety and fire prevention standards. **NOTE:** Local or State fire codes must be strictly adhered to in order to ensure the safety and well being of inmates and staff. In the event local and/or state codes are not applicable, the requirements of the National Fire Protection Association Life Safety Code will apply. The following guidelines will be established:

4.4.1. Physical Barriers. Control public entry into inmate areas and to prevent inmate escape. Facility boundary fences for stand-alone facilities must be, as a minimum, 7-foot-high, 9-guage steel wire, chain-link fence fabric, with 3-strand barbed wire mounted on an inward 45-degree angle. Secure fence fabric at the bottom. Ensure gates are wide enough to permit entry for all emergency vehicles.

4.4.1.1. The confinement officer develops a written policy for a monthly inspection by a qualified fire and safety officer to determine facility compliance. Additionally, the confinement officer will annually review policies and procedures with the qualified inspector.

4.4.1.2. The confinement NCO (or a confinement/corrections staff member) will trained to conduct weekly security, safety, fire prevention and sanitation inspections. At a minimum, use on-the-job training from applicable qualified sources (i.e., base personnel, instructions or regulations and checklists).

4.4.1.3. Weekly security inspections will include checking all bars, locks, windows, walls, floors, vent covers, glass panels, access plates, protective screens, doors, devices and other areas within the secured environment to ensure they are fully operational (list can be tailored to local needs). Emergency keys should be checked quarterly to ensure they are in working order. All defective security equipment will be replaced or repaired immediately.

4.4.2. Augmented Security. When possible, use Closed Circuit Television (CCTV) for internal and external control.

4.4.2.1. Ensure CCTV does not clearly invade inmate privacy unless suicidal or violent behavior dictates otherwise.

4.4.2.2. Do not have members of the opposite sex monitor inmate latrine and shower areas.

4.4.2.3. Keep CCTV monitors from public view.

4.4.3. Locks and Keys. Appropriate (jail/prison) hardware must be used to secure cell(s) and bays. Do not secure cells with padlocks. Keep all keys in a secure location and establish procedures to issue, receive and inventory keys.

4.4.3.1. Duplicate keys must be immediately available for emergencies and covered in emergency plans. Ensure key sets are regularly rotated to ensure they function properly.

4.4.3.2. Electronic locks must have a manual backup. Monitor control panels on a 24-hour basis. Ensure panels contain a "group release" for cell or room doors.

4.4.4. Comfort measures.

4.4.4.1. Interior and exterior lighting. When feasible, light each cell and facility through windows or skylights large enough to emit natural light (facilities built after 1 Jan 97 should have windows or skylights installed) with one or the other.

4.4.4.1.1. Artificial light in rooms, cells and personal hygiene areas is at least 20 foot-candles at desktop level. Annual surveys are conducted and documented by Bio-environmental flight or in some locations, CE.

4.4.4.1.2. When feasible provide all individuals confined in cells or rooms with a view to the outside of at least three square feet.

4.4.4.1.3. Provide adequate exterior lighting for security and safety.

4.4.4.1.4. Install wire mesh covering or safety glass for lighting fixtures in areas where inmates are present.

4.4.4.1.5. Provide battery powered emergency lights to illuminate the facility interior during power outages.

4.4.4.2. Indoor Temperatures. Indoor temperatures will be prescribed locally and maintained at appropriate summer and winter comfort zones. Air circulation is at least 10 cubic feet of fresh or re-circulated, filtered air per minute per occupant for inmate rooms/cells, control stations and common areas built prior to 31 Dec 96. Facilities built after 1 Jan 97 must provide at least 15 cubic feet of fresh or re-circulated air. Annual surveys are conducted and documented by Bio-environmental flight or in some locations, CE.

4.4.4.3. Noise Levels. Ensure noise levels do not exceed 70 dBA (A scale) in the daytime and 45 dBA (A Scale) at night. Schedule annual inspections with your installation Bio-environmental Flight.

4.4.4.4. Plumbing Standards. Conventional porcelain toilets, without water tanks and washbasins are appropriate in standard cells or areas. Provide metal, round-edged toilets and washbasins in segregation cells and equipped with self-closing tamper-proof valves, index buttons, soap dish, drinking bubbler and overflow. Provide toilets, washbasins and showers as follows:

4.4.4.4.1. Toilets: A minimum ratio of one toilet for every 12 males and one toilet for every eight females, available on a 24-hour basis. You may substitute urinals for up to one half the toilets in male facilities.

4.4.4.4.2. Dormitory type facilities capable of housing three or more inmates will have a minimum of two toilets.

4.4.4.4.3. Washbasins: A ratio of at least one for every 6 inmates.

4.4.4.4.4. Built-in shower stalls: A ratio of one shower stall for eight inmates. Showers must have concealed and tamper-proof supply fittings, surface mounted fixed prison type showerhead and tamper-proof hot and cold water valves. To avoid injury from hot water, thermostatically control shower water temperatures between 100 and 120 degrees Fahrenheit.

4.4.4.5. Sanitation. A high standard of sanitation will be maintained at all times. Inmates must be informed of their responsibilities and instructed on carrying out the daily routine necessary in keeping the facility clean and neat.

4.5. Prohibited Security Measures. Confinement officers ensure enforcement of the following prohibitions during both the design and operation of the confinement/corrections facility.

4.5.1. Do not use electrically charged fences or wires.

4.5.2. Do not house non-inmates in the facility.

4.5.3. Do not allow temporary inmates to have contact with military inmates (see paragraphs **1.2.4.** and **1.2.5.**).

4.5.4. Do not divide visiting areas by any type of barrier.

4.5.5. Do not use "black-out" cells.

4.5.6. Do not guard inmates with canine teams. Patrol dogs may be used to assist in the search of escaped inmates. Detector dogs may be used to conduct facility contraband checks.

4.5.7. Do not use chemicals other than riot control agents.

4.5.8. Do not use firearms to guard pre-trial detainees and post-trial inmates, except under escort.

4.5.9. Do not use restraining devices, such as leg irons, during inmate employment to create a “chain gang”.

4.5.10. Do not secure (restrain) inmates to fixed objects, except in emergencies, or when specifically approved by the confinement officer, to prevent potential danger to corrections personnel or the community.

4.6. Furnishings. Confinement officers ensure each cell or area has at least one sleeping surface. The surface consists of a mattress at least 12 inches off the floor (per inmate); a writing surface and proximate area to sit (required only if inmate is inside more than 10 hours per day); storage space for personal items; and place to suspend clothes. Provide sufficient furnishings, consistent with inmate custody levels, in day rooms for every occupant using it at one time.

4.7. Equipment. Confinement officers ensure CFs and RCFs provide the following:

4.7.1. Office equipment to support the administrative function.

4.7.2. Janitorial supplies for use in the facility and serviceable tools for inmate work projects.

4.7.3. A two-way intercom system (as required).

4.7.4. Sufficient recreational equipment and day room equipment such as TVs and/or radios.

4.7.5. Religious supplies and literature as provided or approved by the installation chaplain.

4.7.6. Maintain appropriate blood borne pathogens supplies (i.e., protective gloves, CPR masks, splash shields, bio-hazard bags). Determine amount of supplies needed based on inmate population.

4.8. Holding and Detention Cells. A Holding Cell is a temporary detention cell which holds an individual up to 8-hours (maximum). A Detention Cell holds an individual up to 72-hours (maximum). Normally, these facilities support law enforcement operations. These facilities are only used, after careful evaluation, as a temporary location for pre-trial detainees or post-trial inmates until transferred to an acceptable confinement/corrections facility location. Reference DoD Mil-HDBK-1037/4. **NOTE:** Pre-trial detainees/post-trial inmates will not be co-mingled with individuals detained for law enforcement processing (i.e., DUI suspect, etc.). Specific holding/detention cell standards are prescribed locally or by the respective MAJCOM.

Chapter 5

ADMINISTRATION AND MANAGEMENT

5.1. Inmate Status. An individual awaiting the filing of charges, disposition of charges, trial by courts-martial or trial by foreign court is a pre-trial detainee. Subsequent to the sentence being announced in open court, but not approved by the convening authority, the inmate's status is adjudged (post-trial). An inmate becomes sentenced when the convening authority (CA) takes action to execute the sentence.

5.1.1. Pre-trial. Complete AF Form 444, **Advisement of Rights Upon Pre-trial Confinement** and DD Form 2707, **Confinement Order** for each pre-trial detainee. The unit representative affecting the confinement completes the AF Form 444 and is witnessed by a confinement/corrections staff member, IAW Rules for Courts-Martial (R.C.M.) 304 and 305.

5.1.2. Post-trial. Ensure completion of the DD Form 2707, **Confinement Order** for each post-trial inmate. An authorized commissioned, warrant, or noncommissioned officer may sign the DD Form 2707, authorizing confinement. (See Articles 9(b) and 11(a) of the UCMJ and MCM, R.C.M. 1101.) The AF Form 1359, **Report of Result of Trial**, may serve in lieu of the DD Form 2707, if the accused was in continuous pre-trial confinement from the confinement date to the adjudged date.

5.1.3. Civilians and military personnel can be detained in AFCS facilities pending their release to competent authorities. The detention must meet any local, host tenant or Status of Forces Agreements. The detainment of any member not subject to the UCMJ requires coordination with SJA.

5.1.3.1. Inmates of other services of the United States (Army, Navy, Marines, Coast Guard) will be incarcerated in AFCS facilities, per DoD directives and other appropriate inter-service support agreements.

5.1.3.2. Inmates of other services incarcerated in AFCS facilities will be subject to the policies contained in this instruction, except as directed by HQ AFSFC/SFC.

5.1.4. The installation SJA will supervise the administration of military justice and ensure appropriate legal assistance is provided for inmates. Inmates will be afforded access to their attorney, usually the ADC, concerning the status of their case, sentence and other pending legal matters.

5.1.5. The installation SJA will serve as legal advisor to the confinement officer/NCOIC and staff. The SJA will also assist in providing legal materials necessary to support inmate needs for access to legal libraries.

5.2. Determining the Place of Confinement. All Air Force detainees/inmates serve sentences within the Air Force or DoD corrections system according to policies set forth in this instruction.

5.2.1. Pre-Trial Detainees: Under normal situations, pre-trial detainees will be detained locally. Pre-trial detainees are confined IAW Rules for Courts-Martial, 304-308 and Article 13, UCMJ. Pre-trial detainees are confined if they specifically meet the criteria outlined in R.C.M., Rule 305 (h) (2) (B). For housing and uniform requirements, refer to paragraphs **5.8.** and **7.1.** HQ AFSFC/SFC approves deviations from local place of confinement criteria and directs detainee transfers as appropriate.

5.2.2. Post Trial Inmates (Male) with Adjudged Sentence over Seven Years or Death: Male inmates (officer, enlisted or cadet) under sentence of death or with a sentence of more than seven years, will

serve their sentences at the USDB, Ft Leavenworth, KS, or as determined by the Director, Air Force Corrections (sentences must be at least seven years and one day upon arrival at the USDB). Requests for housing inmates in other Army confinement/corrections facilities require HQ AFSFC/SFC to coordinate and obtain approval from HQ Army (DAPM-MPD-CI) 48-hours prior to transfer. **NOTE:** Refer to terms in **Attachment 1** for facility levels.

5.2.3. Post Trial Inmates (Male) with Adjudged Sentence Less than Seven Years: Male inmates (officer, enlisted or cadet) with sentences of more than 15 months but less than seven years will serve their sentences at any Level 2 Facility or as determined by the Director, Air Force Corrections. Male inmates (officer, enlisted or cadet) with sentences of more than 180 days but less than 15 months may serve their sentence at Level 1 RCFs or as determined by the Director, Air Force Corrections. Male inmates (officer, enlisted or cadet) with approved sentences of less than 180 days may serve their sentence at Level 1 CFs or as determined by the Director, Air Force Corrections.

5.2.4. Post Trial Inmates (Female): Female inmates (officer, enlisted or cadet) under sentence of death or with an sentence of more than 15 months will serve their sentences at the Naval Consolidated Brig Miramar, CA, or as determined by the Director, Air Force Corrections. Female inmates (officer, enlisted or cadet) with sentences of more than 180 days but less than 15 months may serve their sentence at Level 1 RCFs or as determined by the Director, Air Force Corrections. Female inmates (officer, enlisted or cadet) with sentences of less than 180 days may serve their sentence at Level 1 CFs or as determined by the Director, Air Force Corrections.

5.2.5. In rare circumstances, detainees/inmates in previously high-profile positions (e.g., senior leadership) in pre-trial or post-trial status may present a unique housing problem. The CSF should coordinate with Director, Air Force Corrections for guidance.

5.3. Processing Inmates into a Facility. The confinement officer ensures all confinement/corrections staff members are proficient in-processing new inmates. Processing includes at least one briefing on facility rules and an interview by the confinement officer or NCOIC. Provide a rulebook to the detainee/inmate which contain facility rules and formal complaint process. In-processing includes the following: completing DD Form 2711, **Initial Custody Classification,** issuing health and comfort items (if applicable) and conducting a National Crime Information Center (NCIC)/National Law Enforcement Telecommunications System (NLETS) inquiry. CONUS inquires are mandatory through established agreements with civil law enforcement. OCONUS will coordinate the inquiry with HQ AFSFC. With SJA assistance, this inquiry needs to screen for prior sex offender criteria offenses (civilian or military) and needs to encompass applicable files or sources, i.e., Computerized Criminal History (CCH). If the inmate was previously convicted as a sex offender, obtain the names and addresses of any victims or witnesses from the appropriate agency (to contact them of the re-confinement). If the inmate was convicted and confined as an AF member, locate the confining installation for the DD Form 2704, for VWAP notifications (if applicable) and DD Form 2791 for sex offender notifications upon re-confinement. If the inmate was previously convicted as a sex offender without confinement, locate the appropriate notification documents (i.e., DD Form 2791, if military convicted). Notify the appropriate agencies of the re-confinement. See paragraphs **3.2.** and **3.3.** for VWAP and sex offender notification requirements.

5.3.1. The inmate will maintain a copy of the facility rulebook until departure. The inmate must sign a statement acknowledging that they understand the rules. The rulebook should contain all appropriate inmate activities, making anything not listed as prohibited or unauthorized. This is particularly effective in contraband control, since the staff confiscates unauthorized articles and takes appropriate

action. Rules should be kept to a minimum and be positive in nature. The rulebook will also include the formal complaint process specified in paragraphs **6.3.3.** - **6.3.4.2.**, confinement/corrections facility offenses (**Attachment 5**) and discipline and control measures specified in paragraph **8.8.** In-processing also includes accomplishing the following: photographing and fingerprinting, search of the inmate's property, receipt for property and a complete search of the inmate. Ensure an appropriate gender witness is present while conducting a complete search. Annotate all findings such as scars, marks and tattoos. In conducting the search, inmates shall not be searched by members of the opposite sex, except in emergency situations. When no female staff members are available and no emergency exists, seek assistance from hospital personnel or the detainee/inmate's unit. **NOTE:** If during the initial interview, the interviewer determines an inmate needs immediate medical or behavioral health care, contact the medical or mental (behavioral) health clinic for assistance.

5.3.2. Initial Confinement Examination. This determination will be a physical examination by a medical officer. The examining official shall certify the person's fitness for confinement on the confinement order within 24 hours after entry into confinement or next duty day for processing on weekends or holidays. Fitness for confinement is not synonymous with fitness for arduous duty. However, the examining official should specify physical limitations to full duty performance in writing. This examination, at a minimum, includes a medical and behavioral health records review and physical examination.

5.3.2.1. The examining official will use DD Form 2707, **Confinement Order**, or locally generated form and will annotate the presence of cuts, bruises, or unusual marks. Additionally, the medical officer will test for communicable diseases, including HIV, Tuberculosis (TB) and Hepatitis B and conduct urinalysis screening for illegal drug and narcotic use. The medical officer will also inspect all body cavities to prevent the introduction of contraband into the facility. The DD Form 2707, will be filed in the CTF with all of the documented results, except HIV results, which is annotated in the medical treatment file and discussed between the examining official and confinement/corrections NCO. Female inmates will also be administered a pregnancy test, with results annotated on the confinement order and in the medical treatment record.

5.3.2.2. If the inmate displays irrational or inappropriate behavior which is symptomatic of mental disturbance, consult the behavioral health officer immediately for disposition. If the inmate displays the effects of hallucinatory substance, the inmate shall be placed in a medical facility and not be certified as fit for confinement until such time as they are capable or participating in their legal defense. **NOTE:** The medical staff documents HIV test results in the inmate's medical records.

5.3.2.3. Urinalysis testing is conducted as an inspection for contraband, pursuant to MRE 313(b). Testing is conducted under the AF Drug Testing Program, category MO (medical drug test), IAW AFI 44-120, *Drug Abuse Testing Program.*

5.3.2.4. DNA samples must be collected from each member of the armed forces who has been convicted of a "Qualifying Military Offense" as listed in **Attachment 15**. The DNA sample will be collected in accordance with **Attachment 16**, paragraph A16.1.2.2.

5.3.2.5. The designated mental (behavioral) health officer shall screen the inmate's medical records for behavioral health consultation entries within 72-hours of the inmate's confinement entry to include off-base facilities. Determine if the inmate requires follow-on behavioral health support or is a danger to self or others.

5.3.3. When possible, segregate new inmates from others during initial processing and administration. Rank or grade has no privilege. Officer and NCO inmates do not exercise command or supervisory authority over other persons.

5.3.4. Fingerprinting. Complete two originals of the FD-249, **Arrest and Institution Card** and attach the inmate's photograph to the form on all post-trial inmates. One is mailed to FBI, CJIS Division, 1000 Custer Hollow Road, Clarksburg, WV 26306, and the second is maintained in the CTF.

5.3.4.1. Upon receipt of Convening Authority (CA) action in which the adjudged sentence is set aside, remitted or overturned, accomplish FBI Form R-84, **Final Disposition Report**. Mail one to the above address and maintain the second in the CTF.

5.3.4.2. If an inmate with a FD-249 on file escapes, complete two originals of the FBI Form I-12, **Flash/Cancellation Notice,** in addition to reporting requirements referenced in paragraph **3.7.** Upon recapture, complete another set of FBI Form I-12. For both situations, forward one form to the FBI CJIS Division; file the other in the CTF.

5.3.4.3. If an inmate with a FD-249 on file dies, immediately notify the FBI CJIS Division of the death by letter. Include postmortem fingerprints for humanitarian purposes only.

5.3.4.4. Order FBI forms from the FBI, Criminal Justice Information Services Division (CJIS), Attn: LSU, 1000 Custer Hollow Road, Clarksburg, WV 26306 or (304) 625-3983; for questions or training materials call (304) 625-2000.

5.3.5. Complete DD Form 2710, **Inmate Background Summary.**

5.3.6. Complete DD Form 2715, **Clemency/Parole Submission**. Inmates may consult their area defense counsel or attorney prior to completing their request.

5.3.7. Use DD Form 2715-2, **Inmate Summary Data**, to record changes in inmate status: progress during confinement, psychiatric or mental (behavioral) health evaluations and parole officer recommendations.

5.3.8. Use DD Form 2719, **Continuation Sheet**, to continue information from DD Forms 2710-1, 2715, 2715-2 and DD Form 2715-1, **Disposition Board Recommendation**.

5.3.9. Record all inmate information on the Security Forces Desk Blotter, including date and time of confinement, name, rank, organization and home station of the new inmate. Other blotter entries would include inmate incident information such as, date, time of incident and action taken.

5.3.10. The confinement/corrections staff ensures the installation commander is informed within 24 hours of an inmate's entry into confinement, IAW local instructions.

5.3.11. Place all victim and witness notification information and request letters you receive from the judge advocate's office in the CTF. **NOTE:** Make all letters available for review by disposition board members.

5.3.12. The parent unit completes an AF Form 2098, **Duty Status Change**, to update the inmate's duty status code and processes the form through the local Military Personnel Flight (MPF) and Financial Services Office (FSO).

5.3.13. Inmates with dependents apply for household goods relocation according to AFI 36-3020, *Family Member Travel* and the *Joint Federal Travel Regulation* (JFTR) paragraph U5370-J.

5.4. Confinement. The confinement/corrections staff will use DD Form 506, **Daily Strength Record of Prisoners**, to report entries into confinement when there are changes in custody, status change, releases, gains, losses, transfers and death. A new report is not necessary if there is no change from day to day. Accomplish a new report only when changes occur. DD Form 515, **Roster of Prisoners**, supplements DD Form 506.

5.4.1. Confinement of Pregnant Inmates. Confinement officers and NCOICs will consult medical personnel for the care and management of confined pregnant inmates. Pregnancy does not preclude confinement as long as appropriate prenatal care is provided and there is a medical treatment facility near the confinement/corrections facility, which can provide for labor, delivery and management of obstetric emergencies.

5.4.1.1. Arrangement for placement for any child born while the mother is in custody must be made as soon as possible after the pregnancy is known, but no later than the seventh month of pregnancy. It is the responsibility of the expecting mother to decide what care arrangements will be made for the child. Alternatives include placing the child with relatives, in a foster home or for adoption. Corrections personnel will assist the mother in making arrangements with legal and family support services. Infants must be moved to the location of placement directly from the hospital. If the mother refuses or is unable to make arrangements the CSF will coordinate with SJA and civil authorities for temporary foster care. The person designated to provide temporary care must come to the hospital to receive the child.

5.4.1.2. Following an uncomplicated delivery, the normal period of reduced activity is six weeks. The examining medical officer will determine reduced activities.

5.4.1.3. All non-medical care expenses involved will be borne by the inmate.

5.4.1.4. If the pregnancy of an inmate presents special or unique situations, it should be noted that the inmate may request deferment of the sentence to confinement in accordance with R.C.M. 1101(c).

5.4.2. An inmate considering elective abortion will be permitted to discuss the matter with a medical officer or nurse practitioner and, if desired, with a chaplain or other counselor. Other than offering the services of a counselor, medical officer or a chaplain, facility personnel will not attempt to influence the inmate's desires regarding abortion.

5.4.2.1. 10 U.S.C. § 1093 prohibits the use of appropriated funds to perform abortions except when the life of the mother would be endangered if the fetus were carried full term. Consult medical personnel for further guidance.

5.4.2.2. If an inmate desires to seek an abortion, she must submit a written request to the confinement officer. Except in instances where the life of the inmate would be endangered if the fetus were carried full term, the abortion must be funded by the inmate and, unless available in a military treatment facility, be arranged through a civilian facility. If assistance is needed, the confinement officer may only authorize transportation and security for visits to the location the abortion is to be performed and any subsequent follow-up care. Following an abortion at a civilian medical facility, the inmate will be examined by a military or government employed contract physician to determine the need for additional treatment and follow-up care.

5.4.2.2.1. Following an abortion, a period of reduced activity is normal. For an uncomplicated abortion, the period of reduced activity would be approximately 72 hours.

5.4.2.2.2. The attending physician will make the final determination regarding the necessary length of hospitalization.

5.4.2.2.3. Postoperative counseling is to be made available, if desired.

5.5. Correctional Treatment File (CTF). The corrections staff establishes a CTF for each inmate during initial in processing, refer to **Attachment 2**. The confinement officer is responsible for proper disposition of the CTF as follows:

5.5.1. When AF inmates complete confinement sentences at Level 1 CF or RCF and are returned to their unit of assignment, the CTF will remain at the facility. The facility is responsible for the disposition of the CTF, IAW AFMAN 37-139, *Records Disposition Schedule*. Inmates are not allowed access to VWAP or CTF files since these files are FOIA and PA exempt. The CTF of inmates with participants in the VWAP will be identified (i.e., "HAS VWAP PARTICIPANTS", or another appropriate annotation). Place VWAP forms in a separate file/binder and clearly mark it "CONTAINS VICTIM OR WITNESS INFORMATION" and "Do Not Release to Inmate." Place it in a separate, secured file location with restricted access (i.e., VWAP Monitor, Confinement Officer etc.). Also, safeguard and apply appropriate restrictions on access to inmate medical treatment files.

5.5.2. When temporarily transferred to another facility, transfer the CTF and medical record with the inmate's escort. The CTF returns when the inmate returns to the base of assignment. Do not allow the inmate access to the CTF.

5.5.3. When a detainee/inmate transfers, the CTF and medical record go with the inmate. The losing facility keeps copies of documents closing the Personal Deposit Fund (PDF), a copy of the transmittal letter listing all transferred items (including the CTF) and a copy of the DD Form 2708, **Receipt for Inmate or Detained Person**.

5.6. Status and Custody Grades. Upon initial confinement, the confinement officer or NCOIC may convene a panel to determine the inmate's custody grade or may personally determine the inmate custody grade. The confinement officer or NCOIC classifies inmates as pre-trial, post-trial or casual (inmates in transient or awaiting pick up or transportation) and assigns one of the following custody grades to all inmates. (**Attachment 3**)

5.6.1. Custody Grade Factors. The confinement officer or NCOIC should consider many factors when determining an inmate's custody grade. These factors may include indications of emotional instability or disturbance, irresponsibility, prior escapes, Absent Without Leave (AWOL), maturity, degree and severity of offense and charges still pending. You may also consider an inmate's history of emotional stability, violence and demonstrated sense of productive work. DD Form 2710, **Inmate Background Summary** may also contain information for determining the most appropriate custody grade.

5.6.2. Changing Custody Grades. Corrections staff members should always pay close attention to an inmate's conduct, mental state and work outlet performance. Subtle or pronounced changes in an inmate's behavior may warrant changing the inmate's custody grade. The corrections staff should annotate any such behavioral observations in the inmate's record so the confinement officer can monitor and make custody grade decisions. Custody grades include trustee, minimum, medium and maximum security classifications. Facility commanders may subdivide these custody grades to facilitate additional security controls.

5.6.3. Maximum Custody. Pose a serious threat to themselves or others, are an extreme escape risk, or whose behavior is seriously disruptive to the operation of the facility. Do not remove from the facility except in emergencies or unusual circumstances.

5.6.4. Medium Custody. Medium custody inmates can be classified into two categories. Medium-In and Medium-out.

5.6.4.1. Medium-In requires continual supervision. The inmate poses an escape risk, but does not present a significant threat to others or property. Assign this custody grade to inmates who demonstrate a poor adjustment to confinement. Do not assign medium-in custody inmates to work details away from the facility.

5.6.4.2. Medium-Out Custody poses a minimal escape risk. Assign medium-out inmates work details inside or outside the facility under escort.

5.6.5. Minimum Custody. Does not present an apparent threat of escape or danger. Assign minimum custody inmates work details inside or outside the facility. Parent unit personnel escort minimum custody inmates using the ratio of one escort per five inmates. When security forces personnel escort, the ratio is one per ten.

5.6.6. Trustee (Community) Custody. Demonstrates a keen sense of responsibility and trust and requires very little supervision. This custody grade is reserved for inmates receiving long-term sentences who have demonstrated years of exceptional conduct and behavior throughout their incarceration. ***The AFCS does not use this custody grade in Level 1 CFs or RCFs***.

5.7. Sentence Computation. The accurate computation of inmate sentences ensures proper administration. It is also an essential element in protecting inmate legal rights. The confinement officer or designated corrections staff member computes sentence and Good Conduct Time (GCT) according to DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority* and AFJI 31-215, *Military Sentences to Confinement*. The DD Form 2710-1, **Inmate Sentence Information,** or a computer-generated equivalent shall be used to compute sentences.

5.7.1. The adjudged court-martial date will mark the Confinement Start Date (CSD) of the sentence to confinement. If an inmate served pre-trial confinement for the offense(s) for which the sentence was imposed, the CSD will be administratively adjusted to reflect the time spent in pre-trial confinement and any additional pre-trial confinement credit ordered by the military judge, convening authority, or appellate court. As a minimum, the following computation dates will be determined: maximum release date, minimum release date. For inmates with sentences over one-year, determine the disposition board due date and parole and clemency eligibility date (**Attachment 18**). The confinement officer or NCO assist eligible inmates in preparing the disposition board case file, unless specifically waived or postponed by the inmate in writing.

5.7.1.1. Credit an inmate, at the beginning of the sentence, with the monthly GCT deduction for the full term of sentence. Also, credit the inmate any confinement time credit awarded by the court as stipulated on the Report of Result of Trial. This establishes the inmate's MRD.

5.7.1.2. Good Conduct Time (GCT) shall be accorded each inmate serving a sentence imposed by a court-martial or other military tribunal for a definite term or terms of confinement. It shall not be given to inmates who have life sentence. GCT shall be credited monthly with a deduction from the term of sentence(s) beginning with the day the sentence begins. GCT shall be credited at the rates described below:

5.7.1.2.1. Five days for each month of the sentence, if the sentence is less than one year. For sentences over one year, refer to DoDI 1325.7., E26.1.1.

5.7.1.2.2. Extra Good Conduct Time (EGCT). Confinement officers are authorized to grant EGCT as an additional incentive to reward good performance in work projects, education, behavioral health programs, or other activities deemed appropriate. Evaluations are used to award EGCT. **Note:** EGCT is synonymous with Earned Time (ET) Abatement prescribed in DoDI 1325.7. Those inmates enrolled in ECGT programs who receive unfavorable evaluations due to disciplinary reasons will not be awarded abatement. The following applies:

5.7.1.2.2.1. Inmates must earn EGCT. The confinement officer does not grant it just because an inmate meets minimum expectations.

5.7.1.2.2.2. Complete all EGCT projections at least 30 days prior to release.

5.7.1.2.2.3. Compute the maximum allowable EGCT, IAW DoDI 1325.7, at three days per month for the first year and five days per month for subsequent years. Adjust an inmate's MRD (factoring in granted or forfeited EGCT) monthly.

5.7.1.2.2.4. The confinement officer provides a copy (fax/mail) of the DD Form 2710-1 **Inmate Sentence Information**, or computer generated equivalent to HQ AFSFC/SFC for inmates earning EGCT.

5.7.1.2.3. If a release falls upon a weekend, or a federal holiday, the inmates may be released on the preceding duty day, per AFJI 31-215, paragraph 4(g).

5.7.2. Inmates will have their sentence read by the confinement officer or a designated representative when the court-martial order promulgating the sentence is received and when a court-martial order remits or suspends a sentence or vacates a suspended sentence. The inmate will acknowledge that the court-martial order was read by signing a statement entered on the order containing the date of acknowledgement and the name and grade of the person that read the order. The signed order will be placed in the inmate's CTF. If an inmate refuses to sign, the confinement officer, or a designated representative will annotate accordingly. Any supplemental orders, suspensions of confinement, or final orders received by the facility after the inmate is placed on excess leave will be mailed, return receipt requested, to the member's leave address.

5.8. Quarters Assignment. The corrections staff assigns inmate quarters based on status, rank, sex and custody grade. AFCS facilities use administrative segregation, disciplinary segregation, special quarters and procedures for inmates under sentence of death.

5.8.1. Administrative Segregation. Place inmates in administrative segregation as a minimum for the first 24 hours (up to a maximum of 72 hours) upon arrival into the facility. In all cases, administrative segregation is used for protective custody, medical reasons or prevention of injury while awaiting final disposition or during a pending investigation. Advise the inmate of the purpose. The corrections staff will continuously review all cases in an effort to keep the use of these restrictions to a minimum. A review will be conducted within 72-hours by corrections staff, who in turn makes the recommendation to the confinement officer for a decision. The facility commander, or designee, will formally advise the inmate of any decision to continue administrative segregation beyond the 72-hour period.

5.8.1.1. Inmates in administrative segregation will be afforded the same cell furnishings as those not segregated. The confinement officer or designee determines when temporary removal of fur-

nishings are necessary to prevent injury or property damage. Removal of furnishings will be reviewed every time an inmate's status is reviewed.

5.8.1.2. All pre-trial detainees will be housed in separate cells or sleeping areas, separated by sight, from post-trial inmates. They may share the same common areas at the same time. Pre-trial detainees are housed IAW Article 13, UCMJ and AFJI 31-215, paragraph 4(g).

5.8.1.3. Female and male inmates can share the same common areas at the same time provided sufficient supervision is in place. Facilities designated for housing female inmates will be modified as required to provide for separate living and personal hygiene areas. Separate female and male living and hygiene areas by both sight and sound.

5.8.1.4. Officer and enlisted segregation. Although DoD no longer requires separation of officer from enlisted inmates, facility staff may face unique challenges, which may warrant separate quarters. CSFs should consider the following issues when determining quarters: Chain-of-command, personal familiarity and other interpersonal associations that may adversely impact the safety and security of the facility and the effects of morale/welfare and good order and discipline of the installation. Officer inmates may share the same common areas as enlisted inmates at the same time. **NOTE:** HQ AFSFC/SFC will assist as necessary (IAW Paragraph **5.2.**) and when appropriate with transferring officers and senior enlisted inmates to serve their sentences at a location other than their home station.

5.8.1.5. Segregate maximum custody inmates from all others.

5.8.2. Disciplinary Segregation. Disciplinary segregation is a formal disciplinary measure and will be administered under administrative discipline per paragraph **8.8.5.2.**

5.8.3. Special Quarters. Temporarily house inmates within the area used for administrative segregation, if their emotional state, adjustment to confinement, or mental/physical characteristics warrant such action. Normally, special quarters will be determined based upon the recommendations of professional medical support and treatment staff. If placed in special quarters for behavioral health reasons, a life skills professional must interview the inmate at least every 30 days.

5.8.4. Confinement of Inmates under Sentence of Death. Segregate adjudged inmates who have been sentenced to death from the remainder of the inmate population at all times. Do not allow them to be commingled with other than death sentence inmates in housing, recreation, inmate employment and mealtime.

5.8.4.1. Except in times of war, a long-term correction facility is the only authorized place to confine inmates under sentence of death.

5.8.4.2. During times of war, the SAF may designate other facilities for such confinements.

5.9. Issuance and Control of Medication. Confinement officers establish local procedures for secure storage, issue, accountability (log) and destruction of inmate medications. The corrections staff strictly controls medical supplies and medication, documents all medication issues and dispositions and files completed records in the CTF.

5.9.1. Only medical personnel will administer controlled substances as medication for inmates/detainees. Confinement NCOs, or after hours personnel in charge of the facility, after proper training from medical personnel, may administer inmate medication (other than controlled substances), as directed by medical personnel (ensure specific instructions are indicated). The confinement NCO, or

others in charge of administering medication, will ensure the detainee/inmate consumes the medication in their presence.

5.9.2. Over-the-counter medications (e.g., Tylenol, aspirin, etc.) may be maintained/issued for detainees/inmates in the facility. The confinement officer will maintain issue records in a log (see paragraph **5.9.3.**) and develop local procedures for over-the-counter medications in consult with medical authorities. All other self-medication for detainees/inmates is prohibited.

5.9.3. Medication Log. The medication log is a permanent facility record. The log will indicate the inmate's name and SSAN (last four). When the inmate's medication was issued, the person issuing will annotate the starting medication count and number of medications issued. The person issuing and the inmate receiving the medication will print and sign the log entry.

5.10. Hospitalized Detainees/inmates. The medical officer on duty is responsible for all inmate medical matters. The confinement officer is responsible for custody and control matters.

5.10.1. The confinement officer provides the hospital commander a brief history of the inmate's conduct and custody grade.

5.10.2. Detainees/inmates do not receive per diem or other TDY allowances while in a TDY status. When projecting detainees/inmates to go Temporary Duty (TDY) for hospitalization, the parent installation confinement officer:

5.10.2.1. Informs the TDY installation CSF of the projected TDY.

5.10.2.2. Provides the necessary transfer information.

5.10.2.3. Establishes the inmate's custody grade with the TDY installation CSF.

5.10.3. The inmate's parent unit commander provides escort and guard personnel when required, consistent with custody grade and security requirements.

5.11. Public Affairs. Access by the public to AFCS facilities should be limited to authorized tours and visits. Care should be taken to avoid criticism, grounds of defamation, embarrassment and mental anguish to detainees/inmates confined within the facility resulting from visit and tour policies.

5.11.1. Videotaping and photographing detainees/inmates will not be permitted except in support of medical documentation, for official identification purposes, (i.e., criminal activities) or IAW AFI 35-101, *Public Affairs Policies and Procedures*. If the inmate consents to a photograph, the inmate must sign a consent statement.

5.11.2. Photographing an AFCS facility is not permitted unless authorized by the confinement officer or as an exception to policy when the stated purpose justifies such action. When photography is authorized, it will not include:

5.11.2.1. Areas where detaining fences, restraining walls, bars, locks and other restraining devices are located.

5.11.2.2. Scenes including inmates who are identifiable.

5.11.2.3. Scenes depicting detainees/inmates under custodial control.

5.11.2.4. Use of restraining devices.

5.11.3. All requests for media interviews (face-to-face, on camera or telephonic) with military detainees/inmates should be coordinated with public affairs and security forces personnel. Media interviews must be conducted without compromising security procedures established by the confinement/corrections facility. Authorize written communication subject to the provisions of paragraph **6.3.2.**

5.11.4. Written material prepared by detainees/inmates for publication must be submitted to the confinement officer or delegated representative for review prior to release. In addition, such material is subject to national security and policy review by Public Affairs under the provisions of AFI 35-101.

5.12. Alien Notification. When non-US citizens are convicted of crimes and confined in an AFCS facility, forward the final judicial action (charges) and place of the incarceration to the US Immigration and Naturalization Service, ATTN: Investigations Division; 4420 Fairfax Drive; Arlington, VA 22203.

5.13. American Red Cross. The American Red Cross may be used, in accordance with existing agreements, as an agency to provide detainees/inmates with timely community and family information.

5.14. Release From Confinement. Inmate release is a two-step process. It begins with a pre-release conference and ends with an actual release. Prior to the pre-release conference, acquire professional assistance for the inmate through the Transition Assistance Program, if a punitive discharge is to be executed. The installation CSF coordinates the release of inmates with the installation commander and the unit commander when they complete their sentences to confinement, or, are approved by the AFC&PB for release on parole. The Convening Authority directs inmates to be placed on excess leave upon completion of confinement (reference AFI 51-201, *Administration of Military Justice*.). The corrections staff, in the presence of the inmate's squadron commander or designated representative, conducts a pre-release conference with the inmate three calendar days before release. Use DD Form 2718 to authorize release from confinement. **Note:** When parent unit commander or designated representative are geographically separated, the corrections staff provides a memorandum for record of the conference details. The inmates are then released on their own recognizance. The confinement officer releases pre-trial detainees upon order of an authorized official (i.e., confining official).

5.14.1. The parent unit is responsible for submitting proper documentations to MPF/FSOs to place member on excess leave. Timely coordination with the confinement/corrections facility, unit commander and the MPF/FSOs ensures prompt release from confinement and the member will no longer be entitled to receive pay and allowances.

5.14.2. Members approved for release on parole will be reassigned (PAS Code) to HQ AFSFC/SFC, Lackland AFB, TX. The permanent duty station will be USDB, Ft Leavenworth, KS or as designated by HQ AFSFC/SFC. Coordinate the transfer of members approved for release on parole with HQ AFSFC/SFC.

5.14.3. A discharge or dismissal will not be executed until appellate review is completed and discharge or dismissal has been ordered executed (Final Order). An accused awaiting appellate review of an unsuspended punitive discharge, who has already completed the period of confinement, may be involuntarily placed on excess leave by direction of the convening authority IAW Article 76a, UCMJ and AFI 51-201. When legal reviews are completed, members will be discharged and AF Form 100, **Request and Authorization for Separation** and DD Form 214, **Certificate of Release or Discharge from Active Duty** will be executed and copies furnished to member. Members convicted of crimes at

a TDY location (whether in TDY or PCS w/TDY Enroute status) will have punitive discharge (if any) executed by the CA of the servicing MPF.

5.14.4. If released on parole or excess leave pending completion of appellate review, the inmate's unit ensures inmates and dependents are issued armed forces identification card(s) *with an expiration date of one year from date of release*. CFs and RCFs shall ensure DD Form 2717, **Department of Defense Voluntary/Involuntary Appellate Leave Action,** or comparable document is prepared and maintained upon each inmate's final release from the facility. All military benefits associated with appellate leave cease when the discharge is executed. (This *does not* mean discharge from confinement – this means discharge from the service. Contact HQ AFSFC/SFC for additional information, if needed.)

5.14.5. The confinement officer can provide release gratuities upon release from confinement at the expiration of sentence by punitive discharge or release on parole or appellate leave in accordance with the following:

5.14.5.1. Civilian (appropriate) clothing if needed, for travel (provided by parent unit).

5.14.5.2. Transportation, in kind, at government expense according to the JFTR.

5.14.5.3. A cash donation not to exceed $25, IAW DoDI 7000.14-R, *Financial Management Regulation*, Volume 7A, Chapter 35, Table 35-11 (Military Pay Policy and Procedures Active Duty and Reserve Pay).

5.14.5.4. Ensure all VWAP and Sex Offender notifications/registration, if applicable, have been made prior to release. Reference paragraphs **3.2.** and **3.3.**

Chapter 6

ALLOWANCES AND SERVICES

6.1. Health and Comfort Items. The confinement officer or NCOIC ensures inmates receive health and comfort items. As a minimum, the following guidelines apply:

6.1.1. Health and comfort items for detainees/inmates in non-pay status are issued according to facility guidelines and may be procured in several ways. Items are purchased using parent unit O&M funds, or the confinement officer establishes an issue stock of items, purchased through installation O&M funds. (See **Attachment 4** for listing of health and comfort items.) As a minimum, provide items for personal hygiene. Detainees/inmates shall comply with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel.)* Additional guidance is found in DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency Parole Authority.*

6.1.1.1. Detainees/inmates in pay status must purchase health and comfort items, including postage stamps and envelopes using their Personal Deposit Fund (PDF). The CSF may impose reasonable limitations on inmate use of personal funds.

6.1.1.1.1. **(Added-35FW)** The DoD Military Banking Facility overseas is unable to open a Personal Defendant Funds account. The Chief of Security Forces has determined the inmate's parent unit will be responsible for controlling any personal inmate funds needed to purchase health and comfort items. The confinement officer or NCO will coordinate with the inmate's parent unit when health and comfort items are required.

6.1.1.2. Detainees/inmates in non-pay status will be provided postage and envelopes for personal outgoing mail. Issue as needed, but no more then 10 first class postage stamps and accompanying envelopes may be issued per month.

6.1.1.3. If the facility does not allow detainees/inmates to have postage stamps in their possession, use DD Form 499, **Prisoner's Mail and Correspondence Record,** to account for postage and control authorized correspondence.

6.1.2. Detainees/inmates in non-pay status may use official mail for official correspondence subject to the following:

6.1.2.1. Place a return address of a post office box or building number and installation on the envelope. Official envelopes for privileged correspondence will only be limited to reasonable quantities at the discretion of the CSF.

6.1.2.2. Mail will not exceed one ounce in weight and will be limited to first-class mail. Pictures and clippings, which are incidental to the message of the letter sent, may be enclosed. Christmas or other holiday cards are not authorized to be mailed as official mail. All mail to commercial suppliers/vendors will be at the detainee/inmate's expense regardless of pay or work release status.

6.1.3. Inmates in pay status are required to pay for their hair care. To meet standards in AFI 36-2903, inmates in non-pay status are provided hair care at government expense.

6.1.4. Transfer inmates with their health and comfort items by agreement with the gaining facility, which should include amounts, deemed adequate for a 7-day period.

6.1.5. Maintain an emergency stock of issue health and comfort items.

6.1.6. AFI 40-102, *Tobacco Use in the Air Force*, governs smoking and tobacco use. Coordinate smoke-free facility designations with the installation SJA. Make tobacco cessation treatment available to detainees or inmates who use tobacco.

6.2. Inmate Finances. The inmate's servicing Financial Services Office maintains pay records unless otherwise directed by HQ AFSFC/SFC. When an inmate goes on excess leave, HQ AFSFC/SFC will become the inmate's FSO.

6.3. Inmate Communications. The corrections staff ensures inmates receive postal service. Other communications are permitted with certain limitations as allowed by the confinement officer.

6.3.1. The confinement officer or NCOIC, may authorize inmates to make outgoing calls. All long distance calls are collect to the party called. Calls may be monitored or recorded, unless they are between the inmate and an individual considered a privileged correspondent under paragraph **6.3.2.1.**

6.3.1.1. For larger facilities, the confinement officer should consider installing commercial telephones that allow only collect calls. Limit calls made using government telephones to the local area or DSN for official business.

6.3.1.2. Do not allow incoming calls except from the inmate's attorney(s), commander or first sergeant. In addition, allow inmates to receive emergency telephone calls (after verification), through the corrections staff, if a death or serious illness occurs in the inmate's immediate family.

6.3.2. Inmates use normal mail to conduct non-emergency communications. Outgoing mail should have no markings or return address on the envelope, which indicate the inmate's confinement status, past or present. The confinement officer ensures inmates are aware of what articles they may receive through the mail and that they must notify all authorized correspondents of the authorized articles. Except as provided in paragraph **6.3.2.1.**, below, the corrections staff inspects incoming and outgoing mail, to intercept contraband, (i.e., monies, valuables, stamps, etc.), to detect criminal activities and to control mail which violates postal regulations, contains obscenities, or communicates threats.

6.3.2.1. All privileged communication outlined below is exempt from rejections or censorship. The confinement officer or appointee may inspect the communication in the presence of the inmate only if there is a reasonable basis to believe the mail contains contraband or for authenticity.

6.3.2.1.1. President or Vice-President.

6.3.2.1.2. Member of Congress.

6.3.2.1.3. Secretary of Defense.

6.3.2.1.4. Attorney General or their representative.

6.3.2.1.5. SAF or a representative.

6.3.2.1.6. The Judge Advocate General or a representative.

6.3.2.1.7. The Inspector General or a representative.

6.3.2.1.8. Clergy. (**NOTE**: Verify address and clergy's pastoral status)

6.3.2.1.9. State and Federal courts.

6.3.2.1.10. Inmate's military or civilian attorney.

6.3.2.2. The staff stores unauthorized items received in the mail with inmate's personal property. They issue the inmate a receipt for such items.

6.3.3. Except for Air Force Inspector General complaints, inmates submit complaints or requests, using a DD Form 510, **Request for Interview**, through the confinement officer or NCOIC, to the person or agency to which the complaints are submitted.

6.3.4. Inspector General Complaints. Air Force inmates may submit complaints using the Air Force complaint system. Procedures vary based on the confinement/corrections location and the inmate's command of assignment. Inmates wishing to complain about facility operations or procedures will use the complaint system of the facility housing them, regardless of which service operates the facility.

6.3.4.1. Inmates housed in Level 1 CFs and RCFs not assigned to HQ AFSFC, submit Air Force specific complaints through their parent unit/installation complaint channels.

6.3.4.2. Inmates assigned to HQ AFSFC submit Air Force specific complaints to HQ AFSFC/IG, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119.

6.4. Inmate Visits. Only persons authorized by the confinement officer or confinement NCOIC may visit inmates. The confinement officer establishes visiting days and times locally and ensures all visits are supervised. Normally correspondence between and visits by the inmate's spouse, children, parents, brothers and sisters should be approved unless the security needs of the facility, protection of the victims, or the circumstances of the offense committed warrant disapproval. An example would be visitation to sex offenders, who should not have contact, or only limited supervised contact, with their victims, or with any minors, including their own children. Prior to permitting such visitation, consult Family Advocacy Office, Child Protective Worker (if assigned) or HQ AFSFC (Director, Inmate Clinical Services.) Disapproval of correspondent and visitor requests shall be documented as a permanent part of the inmate's file.

6.4.1. Visits will be documented, i.e., facility visitor log (hardcopy, or computerized). Facilities will determine files management locally, but as a minimum, will include the date/time of visit, name of inmate and visitors name. Access by the public to AFCS facilities should be limited to authorized tours and visits. Care should be taken to avoid criticism, embarrassment, mental anguish and grounds of defamation.

6.4.2. Normally, visitor searches will be limited to checks of their person with a metal detection device and checks of handbags and parcels, before entering the facility. The installation CSF or designated representative (E-7 or above) has discretion to direct physical searches of visitors when deemed appropriate.

6.4.3. Implement instructions to secure all visitors' hand carried items during a visit. Ideally, the storage area should have lockers with individual locks and keys that the visitor can keep during the period of visit.

6.4.4. The confinement officer or NCOIC will determine if an inmate will be authorized contact or non-contact visitation. Non-contact visitation may be authorized in those instances of substantiated risks. Physical contact between visitors and inmates will be limited to a short embrace at the beginning and termination of the visit.

6.4.5. Official Visits. Parent unit commanders or their appointees in the grade of E-7 or higher may visit detainees/inmates at anytime. If possible, provide separate visiting areas for privileged communication visits (attorneys, chaplains, etc.). Maximum and medium-in custody inmate visits will take

place in a secure area within the confinement/corrections facility. Visits with medium-out and minimum custody inmates may take place outside the facility (i.e., in the recreation yard or an adjacent picnic area) but only under supervision. There are no restrictions of official visits as long as they do not interrupt normal facility operations.

6.4.6. Authorized Visits. Normally inmates can receive visitors on weekends and holidays. However, the confinement officer may grant exceptions to permit a visit during weekdays. For instance, when a visitor travels a long distance, or when such a visit appears advisable for other reasons. Maximum and medium-in custody inmate visits will take place in a secure area within the confinement/corrections facility. Visits with medium-out and minimum custody inmates may take place outside the facility (i.e., in the recreation yard or an adjacent picnic area) but only under supervision. The confinement officer approves group visits in advance.

6.4.6.1. Inspect visiting rooms or areas for contraband before and after each visiting period. The corrections staff members search inmates before and after visits at the discretion of the confinement officer. These searches should take place out of sight of the visitors.

6.4.6.2. Staff members should always treat visitors with courtesy and should never subject the inmate or visitor to any type of embarrassment during the visit.

6.4.6.3. Do not allow victims of sexual offenses to visit the offender. However, in rare circumstances and after the Family Advocacy Officer and/or social worker assigned to the case and installation VWAP monitor concur, the installation CSF may approve such visits. For sexual offenders convicted of offenses against a child see paragraph **6.4.**

6.4.6.4. Visitors must request advance approval from the confinement officer to visit an inmate on non-prescribed visiting days. If the visitor is requesting to visit an inmate convicted of offenses against a child, determine the age of the visitor to control contact with minors pursuant to paragraph **6.4.** To the extent possible, accommodate visits by the inmate's family members who arrive unannounced if they are not from the local area.

6.5. Support Services. Inmates receive other services from base support agencies in much the same manner as active duty military. The inmate's custody grade or local requirements determine the level or extent of service.

6.5.1. Inmates may request interviews with the American Red Cross by filling out a DD Form 510.

6.5.2. Inmates receive the same medical and dental care as active duty persons, to include emergency services. Additionally, if a staff member determines an inmate requires immediate behavioral health care, the staff member contacts the servicing Life Skills clinic.

6.5.3. The installation SJA provides legal assistance to inmates on personal civil legal matters IAW AFI 51-504, *Legal Assistance, Notary and Preventive Law Programs*. Inmates seeking advice on criminal matters should consult the area defense counsel or their appellate defense counsel. The SJA informs inmates of the status of their cases, sentences, or other legal matters.

6.5.4. Inmates have the right to exercise religious beliefs, IAW DoDD 1300.17, *Accommodation of Religious Practices within Military Services* and the Religious Freedom Restoration Act. Confinement/corrections staff must understand and apply these guidelines when placing reasonable restrictions to maintain safety and security. Corrections personnel will respect the inmate's religious beliefs. For example, while conducting in-processing or cell searches, treat religious items with care and

respect. The installation chaplain appoints a chaplain staff representative to provide consultations and pastoral services for detainees/inmates.

6.5.5. Detainees/inmates receive the same food service as active duty personnel.

6.5.5.1. Detainees/inmates in segregation receive meals in their quarters.

6.5.5.2. Annotate meal refusals in the Security Force Desk Blotter and CTF. Any significant and prolonged deviation (normally three consecutive days), from a normal diet must be referred to the medical officer for consultation.

6.5.6. The confinement officer or NCOIC provides O&M funds for laundry service to detainees/inmates in non-pay status. Detainees/inmates in pay status pay for the service. Allow use of washers and dryers if commercial or installation laundry and dry cleaning service is not available.

6.5.7. The confinement officer/NCO arranges barber and beautician service with the Base Exchange or other contract service. Detainees/inmates in pay status pay for this service. Use O&M funds to pay for services inmates receive who are in a non-pay status. Detainees/inmates do not perform these services unless they are trained and certified by a certified barber or beautician.

6.6. Inmate Marriages. Inmate marriages are not prohibited, but should be encouraged to wait until after sentence to confinement is complete for those housed in an AF Level 1 facility. For further guidance, reference **Attachment 24**.

Chapter 7

CLOTHING, PERSONAL PROPERTY AND FUNDS

7.1. Clothing. Pre-trial detainees and post-trial inmates confined in the AFCS (i.e., Level 1 CFs and Level 1 RCFs) will wear the BDU uniform. Distinctive uniforms will only be authorized on a case-by-case basis for those detainees/inmates posing a danger to the public or an escape risk and then only after MAJCOM coordination and HQ AFSFC/SFC approval. (See **7.1.1.** and **7.1.2.** below) Approval may be requested via e-mail or telephone. An individual determined to be appropriate for wear of a distinctive uniform may be inappropriate for confinement at a Level 1 facility. HQ AFSFC will determine potential transfer issues during distinctive uniform consideration. **NOTE:** Refer to paragraph **1.2.** for the AFCS philosophy. Placing detainees/inmates, especially those with short sentences for relatively minor crimes, in clothing that draws attention to their status, is detrimental to rehabilitative efforts as it further ostracizes them from society. It is not appropriate to draw attention to detainees/inmates for the purpose of "deterrence" to others, to "remind" them of their status, or in any manner that would subject them to ridicule or be degrading. Distinctive uniforms will normally not be approved for the entire population of an AFCS facility. Facilities may utilize local custody identification cards (i.e., name, SSN, custody grade/status, photo) to further identify inmates. Installation O&M funds will be used to purchase approved distinctive uniforms.

7.1.1. Pre-trial detainees. Military members in pre-trial status are not convicted of a crime and will continue to wear the BDU uniform with authorized rank insignia, badges, patches, devices, etc. If it is determined by the CSF that a pre-trial detainee poses a threat or an escape risk and coordinated with MAJCOM, approved by HQ AFSFC/SFC, a distinctive uniform (recommended: white jumpsuit) may be used with the following items worn as a minimum: cloth USAF tape, cloth nametape and cloth rank insignia. An aircrew style patch may be used on the jumpsuit as a substitute for tapes/insignia. Pre-trial detainees will not be placed in the same color distinctive uniform worn by adjudged and sentenced inmates IAW MCM, Part II, Chap. 3, Rule 304(f).

7.1.2. Adjudged and Sentenced inmates. Individuals in this status are military members, however, they are not afforded many of the privileges of military members (see paragraph **5.3.3.** and **8.2.10.**) and will wear the BDU uniform with only the cloth USAF and name tapes". If the CSF determines that an adjudged or sentenced inmate poses a threat or an escape risk and coordinated with MAJCOM, approved by HQ AFSFC, a distinctive uniform (recommended: orange jumpsuit) may be used and the inmates last name should be displayed as a minimum. An aircrew style name patch may be used on the jumpsuits as a substitute for a nametape. **EXCEPTION:** All adjudged and sentenced inmates will wear grade insignia and authorized badges and devices only on service dress uniforms for court proceedings/hearings (and church services, only if other military members are in attendance), if not a threat/escape risk. **NOTE**: Inmates who are not reduced to Airman Basic, or for officer inmates, no rank insignia will be worn during the period of confinement. This aspect is for the purpose of inmate population management and control and is not to be viewed as a form of "punishment

7.1.3. The parent unit commander ensures an detainee/inmate has all required clothing upon entry into confinement. Unless otherwise approved by HQ AFSFC/SFC, detainees/inmates will have, as a minimum, one complete set of service dress, four complete sets of BDUs, one field jacket (or GORTEX), one short sleeve light blue shirt (or service equivalent), one pair of boots, one pair of low quarter shoes, appropriate belts, headgear, undergarments, socks and one set of athletic attire and athletic shoes. The parent unit provides missing or unserviceable items prior to confinement or transfer.

7.1.4. When necessary, the corrections staff removes items the inmate could use to inflict self-injury.

7.2. Personal Property. Confinement officers authorize possession of personal property. The corrections staff inspects and inventories all personal property brought to the facility by the inmate. The inmate and their parent unit are responsible for disposing of unauthorized personal property. Corrections staff members use AF Form 807, **Receipt-Inmate's Personal Property**, to document personal property and file in CTF.

7.3. Funds. The installation CSF appoints a primary and alternate personal deposit fund (PDF) custodian by letter and furnishes a copy to the servicing bank and FSO. The custodian deposits inmate personal funds into the PDF. The custodian may use on base banking facilities, charging bank fees and costs to the installation O&M fund. The custodian uses the PDF to purchase health and comfort items as well as other inmate expenditures (dependent support, educational material, attorney fees, debts, etc.). The custodian maintains the PDF using the guidelines below:

7.3.1. Balance the PDF each duty day and conduct an audit at least quarterly by a disinterested party unassociated with the PDF (**Attachment 19**) in the grade of E-7 or above or civilian equivalent. This reporting requirement is exempt from licensing in accordance with paragraph 2.11.2 of AFI 33-324, *The Information Collections and Reports Management Program.*

7.3.2. Changes of custodian require transfer of PDF accountability. Use the certificate at **Attachment 20** to document the custodian change.

7.3.3. Secure all cash, checks, vouchers and receipts according to AFI 31-209, *Air Force Resource Protection Program.*

7.3.4. Use AF Form 1387, **Receipt-Inmate's Personal Deposit Fund**, to receipt for all funds (negotiable instruments). Deposit only military paychecks, PDF custodian checks, money orders, cashier checks, cash, or non-US currency in the PDF account. Do not accept personal checks. The servicing bank determines exchange rates for non-US currency. Provide the inmate a copy of the AF Form 1387 as a receipt and file the duplicate copy with the AF Form 1388, **Summary Receipt Voucher-Inmate's Personal Deposit Fund**.

7.3.4.1. Use a duplicate copy of a payroll statement to post amounts credited to each inmate's account and file a copy with the AF Form 1388.

7.3.4.2. Do not use the AF Form 1387 to receipt for payroll deposits to a PDF account.

7.3.5. Use AF Form 1388 to total daily receipts and assign a voucher number to the form, (i.e., AXX-01). XX indicates the last two digits of the current year; and 01 indicates the first voucher of the year, add a number for each subsequent voucher. This procedure applies to AF Forms 1391 and 1393.

7.3.6. Use AF Form 808, **Cash Account-Inmate's Personal Deposit Fund**, to chronologically post and balance each inmate's account.

7.3.6.1. Detainees/inmates verify their personal cash accounts, upon request, on the AF Form 808.

7.3.6.2. Upon release or transfer, detainees/inmates verify the account and the custodian draws a check for the listed balance, annotates a "0" in the balance column and writes or stamps "account closed" following the last entry on the form. The custodian authenticates the entry with his or her signature. All entries are in ink.

7.3.7. The PDF custodian makes deposits daily, if possible, but at least weekly. Deposit receipts for more than $100 by the next banking day. Detainees/inmates endorse all checks "FOR DEPOSIT ONLY" to the PDF account. Maintain a check deposit receipt or duplicate of the deposit slip with the AF Form 1388.

7.3.8. The confinement officer or appointee approves withdrawals from the PDF. The custodian uses the forms listed below to complete the transactions described.

7.3.8.1. Use DD Form 504, **Request and Receipt for Health and Comfort Supplies**, to process health and comfort purchase requests.

7.3.8.2. Use AF Form 1390, **Withdrawal Request- Inmate's Personal Deposit Fund**, to make purchase requests or forward money.

7.3.8.3. Use AF Form 1391, **Group Purchase Voucher- Inmate's Personal Deposit Fund**, for requests involving more than one inmate. Assign voucher numbers (BXX-01) in the same manner as the AF Form 1388.

7.3.8.4. Use AF Form 1392, **Summary Disbursement Voucher- Inmate's Personal Deposit Fund**, to list all checks drawn from the PDF.

7.3.8.5. Use AF Form 1393, **Petty Cash Voucher-Inmate's Personal Deposit Fund**, for locally authorized expenditures of $50 or less. Assign voucher numbers (CXX-01) in the same manner as the AF Forms 1388 and 1391.

7.3.9. Stamp all PDF checks "void after (30, 60, 90 days)" as determined appropriate.

7.3.10. Use AF Form 1398, **Daily Status-Inmate's Personal Deposit Fund**, to record the daily balance of the PDF.

7.3.11. When you transfer more than one inmate to another facility, write one check to cover the total amount transferred. Attach a memo and a voucher to list the amount credited to each transferred inmate. When transferring an inmate to the USDB the check will be made payable to USDB/PDF, not the inmate.

7.4. Transfer of PDF for RTDP Candidates. Allow candidates transferring to the Air Force RTDP to hand carry their PDF check. Additionally, inmates may be given $25.00 cash from their PDF to cover miscellaneous travel expenses.

Chapter 8

CONTROL OF INMATES

8.1. Internal Control. Facilities maintain inmate control by the impartial enforcement of reasonable rules and regulations necessary for safe and orderly operation of CFs or RCFs. The confinement officer establishes local procedures for the control of all assigned inmates and the security of the quarters' area, facility entrance, work and recreation area and other areas deemed appropriate.

8.1.1. Inmate counts verify the inmate population. As a minimum, conduct inmate counts at shift change, during sleeping hours (irregular checks), during work hours or when inmates are away from the facility (by telephone or in person) to ensure accountability on a 24-hour basis.

8.1.2. Normally, do not wake inmates to accomplish inmate counts during sleeping hours, except when an inmate cannot be physically seen or during emergencies such as fire or immediate inmate counts due to an escape.

8.2. Local Area Escorts. The confinement officer ensures compliance with prescribed security requirements based on the custody grade and classification of the inmate. The use of a vehicle driver as an escort is up to the discretion of the installation CSF when inmates are escorted outside the facility, but within the installation. Release inmates via DD Form 2708, **Receipt of Inmate or Detained Person**, to non-facility personnel and provide an escort briefing. When off the installation, the vehicle driver will not be used as an escort. Escorts will be military or DoD civilians.

8.2.1. When mixing custody grades for escort, the most restrictive escort procedures will be used according to classification.

8.2.2. Escort maximum custody inmates with two personnel, at least one of which is an armed security force member. Use approved restraining devices, i.e., handcuffs, belly chain/belt and leg irons as appropriate.

8.2.3. Parent unit personnel escort medium-in custody inmates using a ratio of one escort per inmate. When escorted by security forces, the ratio is one per two inmates. When inmates require restraint during movement, escorts must be trained on the use of restraint devices.

8.2.4. Parent unit personnel escort medium-out custody inmates using a ratio of one escort per three inmates. When escorted by security forces, the ratio is one per six inmates.

8.2.5. Parent unit personnel escort minimum custody inmates using a ratio of one escort per five inmates. Inmates in this custody grade may be signed out for work details. Local procedures must be established for escorts of these inmates while away from the facility. When using security forces, the ratio is one per ten.

8.2.6. Local area escorts. For local area escorts the parent unit commander and the CSF will determine appropriate escort rank, which must be at least an E-5 (or GS equivalent) if a non-SF escort is used. Security forces and parent units must be careful not to assign escort duty to any person who may sympathize with the inmate (i.e., a peer who previously worked with the inmate). Rank restrictions do not apply to security forces personnel responsible for local area escorts or inmate security/control.

8.2.7. The corrections staff briefs escorts on inmate security requirements prior to departing the confinement/corrections facility. The greatest opportunity for escape attempt exists while an inmate is

away from the confinement/corrections facility. Inmates are always under escort when away from the facility. Because of escape opportunities during an escort situation, escorts require training by the corrections staff. An assigned trainer should emphasize escort responsibilities to include:

8.2.7.1. Responsibilities for the safety and welfare of the inmate and the public.

8.2.7.2. The inmate's custody grades (related requirements) and any special instructions such as controlling and administering prescribed medication.

8.2.7.3. Detailed instructions for unplanned or emergency situations such as unexpected delays during transfer, escape or attempted escape and medical emergencies.

8.2.7.4. How and when to use restraining devices.

8.2.7.5. Reporting instructions at the final destination (if any).

8.2.7.6. Disposition of the inmate's property (in case of transfer).

8.2.8. Escorts should never allow an inmate to leave their control (before properly relinquishing control to competent authority such as the inmate's attorney or the corrections staff). One means of maintaining constant control is with restraining devices. Confinement officers determine what devices, if any, to use while the inmate is away from the facility.

8.2.9. Corrections staff will train escorts on the use of restraining devices and escape prevention measures. Escorts should never allow an inmate to lag behind or leave the immediate area of the escort. This gives an inmate a slight advantage if escape is on their mind. Visual contact, coupled with the ability to achieve immediate physical contact with an inmate, will deter most escape attempts.

8.2.10. Unless it degrades security, unrestrained inmates **are not** denied the privilege of rendering the hand salute when appropriate.

8.3. Contraband Control. Local instructions must specify what items an inmate can have in their possession. Anything else, or any amounts in excess of what is prescribed is considered contraband. The corrections staff prohibits items, which threaten the safety or security of the facility, staff and inmate population, or are prohibited by law or directives. They control contraband through close supervision and unannounced searches.

8.4. Inmate Searches. Staff members do not conduct searches on inmates of the opposite sex unless required for emergency purposes. Search techniques trained by civilian correctional courses will be coordinated and approved with the local SJA, MAJCOM and HQ AFSFC/SFC. Recommend using latex protective gloves during searches of the inmate and clothing to protect against blood borne pathogens. Follow the basic rules below:

8.4.1. Conduct simple searches for contraband or weapons anytime the inmate leaves or returns to the facility, before and after visits and as determined by the confinement officer.

8.4.2. Conduct complete searches as part of inmate in-processing and as determined by the confinement officer. This search includes removing and checking all jewelry and clothing from the inmate, combing out hair, checking underarms, between fingers and toes and foot soles. Check under any bandages or tape unless removal could inflict further injury. While corrections staff may visually check body openings and orifices, they do not use any type of probe or poking device to check these areas. Only medical personnel may physically examine interior body openings. The person placing the

inmate into confinement (usually, an escort, first sergeant, or commander) should remain at the facility at least until the search is complete. This allows the corrections staff to return any contraband for disposition. Following the initial confinement search, have the inmate shower and then issue clean, previously searched clothing.

8.4.3. Conduct searches of cells/bays and areas of the facility. Remove inmates from the cell/bay area and search all interior and exterior areas of the facility. Searches of quarters for contraband should be completed at irregular intervals. The amount of contraband found during these searches largely determines the frequency of such searches. Large amounts of contraband should result in more frequent searches. Search all visiting areas before and after visitation. Search doorways, recreation areas and outside areas at irregular intervals. Handle property carefully.

8.5. Emergency Plans. Confinement officers ensure they have emergency plans for their facility. Specific actions are dependent upon local conditions and nature of the emergency. As a minimum, the plan must include: Emergency evacuations (fire/structural damage), response to disturbances and disorders, hostage situations, bomb threats, natural disasters, medical emergency response, power failures, apprehension of escapees, forced cell moves/extractions. Plans must focus on control and safety of inmates and staff and include primary/alternate assembly locations. Coordinate plans with appropriate installation agencies, as required and tailor to local needs. Additionally, the confinement officer or appointee:

8.5.1. Posts these plans within the facility and ensures supporting checklists, special instructions and other appropriate documentation are available at the facility, law enforcement desk, or other location designated by the installation CSF. **Attachment 6** is a list of recommended points to address in each emergency action plan.

8.5.2. Trains all personnel assigned to the facility or responsible for the inmate population in implementing the emergency plans. Tests emergency plans as determined locally.

8.5.3. Develops plans to establish, train, equip and supervise a Forced Cell Move Team to respond to situations requiring individual inmate interventions. Situations requiring employment of the team may include an inmate refusing to exit a cell or other location, an inmate undergoing behavioral health related “acting out”, or any other situation requiring use of physical forced to subdue an individual inmate. Forced cell move situations are not to be confused with multiple inmate unrest situations. You may obtain a Forced Cell Move lesson plan from the AFSFC website or HQ AFSFC/Det 1 Air Force Liaison, United States Disciplinary Barracks (USDB), 1301 N. Warehouse Road, Fort Leavenworth, KS 66027-2304.

8.6. Weapons and Other Means of Force. Corrections staff members always use the minimum force necessary. In addition to the requirements stated in AFI 31-207, *Arming and Use of Force by Air Force Personnel*, other requirements apply to corrections staff using force in CFs or RCFs

8.6.1. Do not use weapons when escorting or supervising medium or minimum custody inmates, unless the supervisor’s routine duties require a weapon; i.e., law enforcement desk sergeant or a law enforcement patrol.

8.6.2. Never carry a weapon (firearm, club and or baton) or Ortho-Chlorobenzylidene Malonitrile (CS) gas or Oleoresin Capsicum (OC) pepper spray into the confinement/corrections facility except in emergency situations as directed by the CSF.

8.6.3. The CSF authorizes the use of military working dogs (MWDs) to augment other inmate control procedures (prohibitions referenced in paragraph **4.5.6.** still apply). Consider other methods of inmate control (i.e., CS gas or OC pepper spray) and MWD safety prior to authorizing the use of an MWD. When using MWD(s) for inmate control ensure the dog remains under total control of the handler. This does not prevent using MWDs for contraband control or as part of a team for a show of force during disorders.

8.6.4. Use decisive action to quell disturbances. Chemical irritants or high-pressure water may be used in extreme situations, but only under the order of the confinement officer or higher authority. Ensure only trained persons administer CS gas and that a supply of CS gas and gas masks are available. When possible, the corrections staff should videotape all actions involving use of force within the corrections environment. The tape could protect both the staff and the inmates should the need arise. Examples of minimum force are:

8.6.4.1. Unarmed Restraint Techniques. Unarmed restraint techniques are effective for self-defense, to prevent escape, to prevent an injury to persons or damage to property, or to quell a disturbance. To control or move an unruly inmate, get help from corrections or other security force personnel to preclude the need to strike or inflict bodily injury on the inmate.

8.6.4.2. Equipment and additional personnel. A show of force consists of demonstrating to inmates engaged in a disturbance or general disorder that equipment and personnel are available for use to quell such disorders. This force consists of sufficient personnel and equipment to apply the measures of force required by the situation. If the disturbance has not reached the state of overt violence and lives and the security of the facility are not in danger, the CSF or designee should consider making an attempt to reason with leaders of the disturbance prior to further application of force. Steps to quell the disturbance may include:

8.6.4.2.1. Informing leaders of the disturbance that forces, equipment and facilities are available to reestablish control and continuing the disorder would be futile. This action is not the same as bargaining or making concessions.

8.6.4.2.2. Issuing an order to personnel engaged in the disturbance to end their actions (this is more effective if the force is present).

8.6.4.2.3. Immediately applying stronger measures of force to contain the situation when all attempts to reason have failed. Do not bluff.

8.6.4.3. Employing riot control formations. The CSF may direct using riot control teams and tactics when deemed necessary. In order to restore a disorder to normal and peaceful operations, SF personnel must be proficient in these tactics and formations.

8.6.4.4. Firearms. CSF may approve using firearms only when all other means of restoring order have failed. ONLY THE GRAVEST AND MOST UNUSUAL SITUATION REQUIRES THE USE OF FIREPOWER. For the safety of staff members and inmates, the following rules apply:

8.6.4.4.1. Armed escorts of maximum custody inmates should have a weapon most suited to the existing conditions. In selecting the type of weapon, consider the attitude and conduct of inmates, training of the supervisors, population density of the area, proximity of explosives or flammable materials, numbers of supervisors available and any other local factors which may be pertinent.

8.6.4.4.2. Hospitalized maximum custody inmates should be in a secure ward when available. When secure wards are not available, guards may carry handguns when the situation warrants.

8.6.4.4.3. The use of a firearm must be in compliance with AFI 31-207, *Arming and Use of Force by Air Force Personnel*.

8.7. Escape of Inmate or Detainee. For the purposes of apprehension and return to military control, an escapee is any inmate who is absent from custody or confinement, fails to return from temporary parole; or has been released on parole and fails to return after proper authority has suspended or revoked the parole, except those suspended without prejudice.

8.7.1. In cases of inmates who are members of other services, procedures in this paragraph regarding reporting, disposition of records and detainers, should be modified to meet requirements of the service of which the inmate is a member.

8.7.2. If a detainee/inmate escapes or fails to return, the corrections staff immediately prepares DD Form 553, **Deserter/Absentee Wanted by the Armed Forces** and distributes the form pursuant to the provisions of AFI 36-2911, *Desertion and Unauthorized Absence*. In addition the confinement officer, installation commander or designated representative will communicate directly and expeditiously with the police agency of the military installation nearest an escapee's home of record, home of escapee's spouse, close friends and other logical sources requesting assistance in apprehending the escaped inmate. Additionally the confinement officer or appointee will:

8.7.2.1. Initiates OPREP-3 procedures as stated in paragraph **3.7.**

8.7.2.2. Notify the MAJCOM/SF and HQ AFSFC/SFC via OPREP-3 Beeline.

8.7.2.3. Ensure VWAP notifications are made in accordance with paragraph **3.2.6.**

8.7.2.4. Use AF Form 807 to inventory the escaped inmate's property and personal effects as soon as possible after escape. Deposit funds found in the inmate's personal effects into the PDF.

8.7.2.5. Escaped inmates who are not captured within 90 days will be dropped from confinement accountability rolls; however, the CTF will be retained at the facility. Return any personal property to the parent unit for disposition. Turn funds over to the servicing FSO, which holds the funds until the inmate returns to military control. Make the check payable to the servicing FSO.

8.7.2.6. The CSF prepares and forwards lessons learned report to HQ AFSFC/SFC through their MAJCOM within 30 days of escape. HQ AFSFC/SFC will coordinate with AFPC to make appropriate personnel actions on the escapee.

8.7.3. When an escapee (or AWOL/deserter) is located in custody of civil authorities, a detainer, in coordination with SJA, will be placed with the civil authorities for return of the inmate to military control. The nearest Air Force installation security forces will be responsible for returning the Air Force escapee to military control for the completion of any remaining period of confinement. For travel expenditures for the return of absentees, deserters and escapees, reference AFI 65-601Vl, *Budget Guidance and Procedures,* paragraph 12.7. Request complete information from civil authorities, such as the offense the escapee committed, the length of confinement and pertinent social history while in escapee status. DD Form 616, **Report of Return of Absentee,** will be completed and distributed per instructions in AFI 36-2911.

8.7.4. Parole Violators. The USDB Parole Section will complete a DD Form 553 when a parolee's parole has been suspended or revoked. HQ AFSFC/SFC will assist in securing an AF fund site so the nearest Air Force installation security forces unit can provide escorts for the return of a parole violator.

8.7.5. If an inmate being transferred escapes, the installation from which they are being transferred will be responsible for the procedures indicated above as well as telephonic notifications and reporting procedures. Unless otherwise directed by HQ AFSFC/SFC, CONUS inmates who escape are returned to the installation from which they escaped. For OCONUS inmates who escape in CONUS, the gaining installation or facility will be responsible.

8.7.6. All escapes and major disorders will be formally investigated.

8.7.7. Once the escapee is returned to military control, a medical examination is conducted for signs of communicable or contagious diseases. HIV, TB, Hep-B, pregnancy and drug testing will be completed within 24 hours of the return.

8.8. Discipline and Control Measures.

8.8.1. Discipline

8.8.1.1. Punishable Conduct. While confined at military confinement/corrections facilities, all inmates are subject to disciplinary action for violations of the UCMJ, relevant federal laws and institutional rules, even after discharge from the service. This jurisdiction over an inmate continues even after departing a military confinement/corrections facility (i.e., parole or excess leave), as long as the inmate remains under the administrative control of the Air Force Corrections System or the armed services. Misconduct is dealt with through trial by courts-martial, charges brought before a Discipline and Adjustment Board (D&A Board) see paragraph **8.8.3.** and other management or administrative actions. Actions taken as a result of a D&A Board do not preclude punishment under the UCMJ.

8.8.1.2. Legal Procedures. When appearance before a D&A Board is required, the inmate suspected of the offense receives written notice stating the following:

8.8.1.2.1. Violation(s) charged.

8.8.1.2.2. That the inmate has the right to a minimum of 24-hours notice of the charges prior to the board convening. (If an inmate is scheduled to be released from confinement before the expiration of the 24-hour period, they may be required to appear before the D&A board prior to expiration of the 24-hour notification period.)

8.8.1.2.3. The right to consult with an attorney before the convening of the three-member board, but not the right of representation by an attorney during the board proceedings. Respondents appearing before a one-member board are not afforded the right to consult with an attorney.

8.8.1.2.4. The right to present relevant evidence at the hearing, both in defense and in extenuation and mitigation. At three-member boards, an inmate also has the right to request the presence of accusers and merit witnesses, as well as examine or cross-examine accusers and witnesses through the Chairman of the Board.

8.8.1.2.5. The right to be present for all open sessions of the D&A Board hearing, unless the respondent declines to appear or is removed for misconduct. Any absence will be noted in the summarized record and supported by appropriate documentation to establish the circumstances of declination or removal for cause.

8.8.1.3. Inmates charged with an Air Force confinement/corrections facility violation may seek legal counsel. Legal counsel is limited to assisting the inmate prepare for the D&A Board, since legal counsel is not authorized at a D&A Board. Legal defense services can assist inmates in preparing a request to review the investigative file prior to the D&A Board. Inmates may request a delay in the hearing by submitting a written request to the D&A Board Chairman. Reasons for the request must be fully explained and warranted before being granted.

8.8.1.4. Violations of facility rules or commission of an offense could result in forfeiture of all or part of any earned GCT or EGCT. The confinement officer will use the Discipline and Adjustment Board (see paragraph **8.8.3.**) to make recommendations to the CSF, for forfeitures of GCT or ECGT. The CSF approves forfeited or withheld GCT or EGCT. Adjust an inmate's MRD (factoring in granted or forfeited GCT and EGCT) monthly (see paragraph **5.7.1.2.2.3.**).

8.8.2. Disposition of adverse reports is accomplished by any of the following actions:

8.8.2.1. Filing a DD Form 2714, **Inmate Disciplinary Report** as an unfavorable Incident/Observation Report in the Correctional Treatment File (CTF).

8.8.2.2. A hearing under Article 72, UCMJ, to vacate a previously suspended court-martial sentence.

8.8.2.3. Referral to a D&A Board for either a one-member or three-member board.

8.8.2.4. Non-judicial Punishment.

8.8.2.5. Recommendation for trial by court-martial.

8.8.3. Discipline and Adjustment Board. A D&A Board will be convened for the purpose of evaluating all facts and circumstances surrounding the inmate misconduct, infractions, violations of confinement/corrections facility rules and violations of the UCMJ. A D&A Board is required in order to impose loss of good time on the inmate. Depending on the severity of the infraction, the confinement officer determines if a one or three member D&A board will be convened. Inmates proposed for a one-member board will be offered the opportunity to request a three-member discipline and adjustment board. This advisement will also provide a comparison of the levels of punishment involved in each particular board.

8.8.3.1. The Board Chairman of a D&A Board (one or three member) must be a disinterested (Reference terms in **Attachment 1**) E-7 or above, or civilian equivalent. The other two panel members for a three-member Board must be E-5 or above, or civilian equivalent. Members of the D&A Board must not be assigned to the security forces unit, inmate's unit or units of victims or witnesses. In addition to the DD Form 2714, **Inmate Disciplinary Report,** the D&A Board will make a written record of the evidence presented at the hearing and state the reasons for recommending disciplinary action, if applicable. In making its recommendations, the D&A Board must give full consideration to the causes for the adverse behavior, the setting and the circumstances in which it occurred, the individual's accountability and the correctional treatment goals. The Board should recommend disciplinary measures only to regulate and control the inmate's behavior as necessary within acceptable limits and are never to be recommended capriciously or in the nature

of revenge or retaliation. Imposed disciplinary actions should be progressive in nature. Each case is considered individually and on its own merits, based on a thorough and impartial evaluation of all relevant facts and circumstances. The corrections staff files a copy of the DD Form 2714 and Board findings memo in the CTF.

8.8.3.2. Installation commanders or appointees can, in addition to or instead of, punishments prescribed by law, impose administrative disciplinary measures on inmates under their jurisdiction to maintain control, protect the safety and welfare of inmates and other personnel and to assure the orderly operation and administration of AFCS facilities. Installation commanders may delegate the approving authority to impose administrative disciplinary measures to the installation CSF. The Board will recommend action to the approval authority. The approving authority may reduce the D&A Board findings and decrease recommended punishment as appropriate, but not increase punishment.

8.8.3.3. The corrections staff documents facility rule violations and behavior problems on DD Form 2714. The installation CSF approves corrective action. The confinement officer or appointee will ensure the inmate receives a copy of the D&A Board Findings Memorandum and the DD Form 2714.

8.8.3.4. General Board Procedures:

8.8.3.4.1. When an inmate is having difficulty comprehending the English language, or the complexity of the issues require special assistance, a request may be made to the D&A Board Chairman to have a staff member act as an interpreter or spokesperson for the inmate.

8.8.3.4.2. Witnesses. At the time the inmate is notified of the anticipated D&A Board appearance date, the inmate must provide their final list of merit witnesses. Merit witnesses are those members the inmate wants to appear at the Board and are the only witnesses the D&A Board staff will notify to be present for the hearing. When an inmate receives written notice, or at any time thereafter, up to 24-hours in advance of the hearing, the inmate may request to review the investigative D&A Board file.

8.8.3.4.3. Formal reply to charges. After rights advisement against self-incrimination and the reading of the alleged violation(s), the Board chairman will ask the inmate if they understand each charge. All questions are resolved before continuing. The inmate must either:

8.8.3.4.3.1. Plead GUILTY to any or all violations.

8.8.3.4.3.2. Plead NOT GUILTY to any or all violations.

8.8.3.4.3.3. Plead NO PLEA to any or all violations. No Plea is neither a “guilty” or “not guilty” plea, but allows inmates to explain the circumstances surrounding the infraction and allows the Board to determine the guilt or innocence of the inmate. **NOTE:** If the inmate fails to enter a plea to a charge, the Board chairman directs the recorder to enter a plea of “NO PLEA.”

8.8.3.4.4. Board Findings. Once all relevant and available evidence has been presented, the Board reconvenes in a closed session to consider all facts, reasonable inferences/deductions and conclusions. The Board may enter one of the following findings per charge:

8.8.3.4.4.1. GUILTY – A majority (2 to 1) of the Board members must be convinced the inmate committed the charged violation, or a lesser included offense of the charged violation.

8.8.3.4.4.2. ACQUITTED – If the Board members cannot obtain a majority (2 to 1) vote to convict on any specific charge, the finding will be entered as "Acquitted." Do not file or record findings in the inmate's CTF for inmates who are acquitted.

8.8.3.4.4.3. DISMISSED – Is entered when the Board unanimously finds the charge is not a violation of AFI 31-205 or the UCMJ, or the charge is multiplicious (charges describe the same misconduct) with other violations for which the inmate was found "Guilty." Do not file or record findings in the inmate's CTF for inmates who are acquitted.

8.8.3.4.5. In the case of a "Guilty" finding, violations may be considered individually or together in determining the Board's recommendations. The Board considers, but is not bound to give credit for time spent in Administrative Segregation Pending Investigation (ASPI). Subject to category limitations, one and three member Boards may recommend any of the actions listed below:

Table 8.1. D&A Board Administrative Disciplinary Actions.

Action	1-Man Board	3-Man Board
1. Written/Oral Reprimand/Warning	Yes	Yes
2. Deprivation of Privileges	Yes	Yes
3. Extra Duty	Yes	Yes
4. Recreation Restriction	Yes	Yes
5. Disciplinary Segregation	No	Yes
6. H&C Reduction/Restriction	No	Yes
7. Forfeiture of GCT/EGCT	No	Yes
8. Vacating Suspended (D&A) Actions	Yes (minor)	Yes

8.8.4. Appeals.

8.8.4.1. D&A Board recommendations that result in approved disciplinary segregation, forfeitures of GCT or EGCT may only be appealed to the superior of the approving authority. D&A Board cases not resulting in disciplinary action as listed above are final and not subject to appeal. Forward all appeals through the Staff Judge Advocate (SJA).

8.8.4.2. Appeals must be submitted to the SJA within three working days of acknowledgement of receipt of the action. When circumstances prevent an inmate from presenting the appeal during this period, the inmate may submit a request for delay to the SJA within the initial appeal period, with a statement describing the circumstances that necessitate the delay. SJA reviews the request and grants delays where warranted, however, a delay is not automatic.

8.8.4.3. An appeal must have substantive merit, or it is returned by the SJA without further action. Appeals must be based upon showing that findings of the Board were in error, the hearing did not comply with applicable requirements, or the corrective actions were too severe.

8.8.4.4. Approved D&A Board recommendations are ordered into immediate execution without regard to appeal action.

8.8.4.5. Inmates are provided written notification of appeal results, normally within 30 days of the date received by SJA.

8.8.5. Category of Offenses and Punishment.

8.8.5.1. Violations of this AFI are divided into five categories. Each category has recommended maximum disciplinary and management actions. These actions will not be exceeded, unless one of the following conditions are met:

8.8.5.1.1. The D&A Board members believe the maximum level should be exceeded due to unusual circumstances. The D&A Board chairman will justify in writing to the CSF the reasons for recommending actions that exceed the category level.

8.8.5.1.2. The D&A Board may recommend actions not to exceed the next higher category of the latest offense if the inmate has two or more guilty findings (during separate board proceedings) within a 90-day period.

8.8.5.2. The maximum recommended disciplinary and management actions for each category of Air Force confinement/corrections facility offenses are listed below. A definition of each offense is at **Attachment 5**.

CATEGORY I.

OFFENSES:

1. Aiding Another (of Cat I offenses)
2. Attempt (of Cat I offenses)
3. Being Unsanitary or Untidy
4. Communications Tampering
5. Loitering
6. Running

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 30-days recreation privileges
3. 14 days extra duty (not to exceed 2-hours per day)
4. Forfeiture of 14-days GCT or EGCT
5. Vacation of any previously suspended actions
6. Disciplinary Segregation (15-days maximum)

MANAGEMENT ACTIONS:

1. Suspension of any above actions Not to Exceed (NTE) 180-days
2. Detail and/or housing unit change
3. Other recommendations considering extenuating circumstances and the violation

CATEGORY II.

OFFENSES:

Aiding Another (of Cat II offenses)

Attempt (of Cat II offenses)

Cell Alteration

False Statement

Malingering

Medicine Misuse

Personal Ration Misuse

Rules Violation

Staff Harassment

Suffering Loss of Property

Unauthorized Ordering

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 45-days recreation privileges
3. 14-days extra duty (NTE 2 hours per day)
4. Forfeiture of 30-days GCT or EGCT
5. Disciplinary Segregation (30-days maximum)
6. Forfeiture of H&Cs NTE 25% of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180-days
2. Detail and/or housing unit change
3. Other recommendation considering extenuating circumstances and the violation

CATEGORY III.

OFFENSES:

1. Academic Misconduct
2. Aiding Another (of Cat III offense)
3. Assault (Threatening)
4. Attempt (of Cat III offense)
5. Breach of Peace
6. Conduct Which Threatens
7. Contact Between Male and Female Inmates
8. Disobedience
9. Disorderly Conduct
10. Gambling
11. Indecent Exposure
12. Larceny
13. Misuse, Rations
14. Mutilation
15. Non-Support of Dependents
16. Prohibited Property
17. Provoking Words or Gestures
18. Trafficking
19. Unauthorized Contact with Former Inmates, Family or Friends of Former Inmates, Staff Members or Former Staff Members and their Families, or any Unauthorized Person
20. Unauthorized Use of Mail or Telephone
21. Unauthorized Writing

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 60-days recreation privileges
3. Disciplinary Segregation (not to exceed 30-days)
4. 14-days Extra Duty (NTE 2-hours per day)
5. Forfeiture of 90-days GCT or EGCT
6. Forfeiture of H&Cs NTE 25% of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180-days
2. Detail and/or housing unit change
3. Other recommendations considering extenuating circumstances and the violation

CATEGORY IV.

OFFENSES:

1. Aiding Another (of Cat IV offenses)
2. Any Violation of the UCMJ
3. Assault
4. Assault Consummated by Battery
5. Attempt (of Cat IV offenses)
6. Bribery
7. Communicating a Threat
8. Counterfeiting
9. Damaging or Destroying Property
10. Disrespect
11. Extortion
12. Funds Manipulation (unauthorized transferring or receiving of funds)
13. Interfering with Count
14. Larceny
15. Lock Tampering
16. Out of Place
17. Possession of Stolen Property
18. Profiteering/Racketeering
19. Rules Violation (Includes the terms of Trusty or Minimum Custody Pledges or Work Release)
20. Sexual Misconduct

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 60-days recreation privileges

3. 14-days extra duty (NTE 2 hours per day)

4. Disciplinary Segregation (indefinite, normally NTE 60-days in any one period)

5. Forfeiture of all GCT and/or EGCT

6. Forfeiture of H&Cs NTE 25 % of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180-days

2. Detail and/or housing unit change

3. Other recommendations considering extenuating circumstances and the violation

CATEGORY V.

OFFENSES:

Aiding Another (of Cat V offenses)

Any Violation of the UCMJ

Arson

Assault (on a Staff Member)

Assault Consummated by Battery (on a Staff Member)

Attempt (of Cat V offenses)

Disrespect (to a Commissioned Officer)

Escape

Intoxicants

Possession, Introduction, or Use of a Weapon

Resisting Forced Cell Moves

DISCIPLINARY ACTIONS:

1. Reprimand

2. Forfeiture of 60-days recreation privileges

3. 14 days extra duty (NTE 2-hours per day)

4. Disciplinary Segregation (indefinite, normally NTE 60-days in any one period)

5. Forfeiture of all GCT and/or EGCT

6. Forfeiture of H&Cs NTE 25% of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180-days
2. Detail and/or housing unit change
3. Other recommendations considering extenuating circumstances and the violation

8.9. Administrative or Disciplinary Segregation. Confinement officers determine when to use segregation to prevent injury, maintain health, or discipline standards. Segregation provides a secure setting for isolation or intensive correctional treatment. The corrections staff keeps segregated inmates under close supervision, conducting frequent checks throughout the 24-hour day. Facility commanders or their designated representative shall conduct a daily visit to all inmates in disciplinary segregation.

8.9.1. Within 24-hours of an inmate's entry into segregation, the confinement officer reviews the circumstances behind the segregation and the need for further segregation.

8.9.2. Medical staff members evaluate each inmate as soon as possible within 24-hours of entering administrative or disciplinary segregation. Thereafter, medical personnel shall visit at least once every 72-hours to evaluate inmate's health and the sanitary conditions. The facility commander shall be notified of any unhealthy, unsafe, or unsanitary condition for immediate corrective action. Confinement/corrections staff records the evaluations and cell checks on a DD Form 509, **Inspection Record of Prisoner in Segregation.**

8.10. Suicide Watch. Confinement officers determine when it is necessary to place detainees/inmates on suicide watch to prevent injury, maintain health, or discipline standards. The confinement officer develops procedures to ensure the safety of suicidal inmates. Detainees/inmates are segregated to protect themselves against self harm and a medical officer will evaluate the individual and make a determination regarding the appropriateness of continued segregation as soon as possible and within 24-hours of the initiation of segregation. Additionally, a medical authority will review the appropriateness of continued suicide watch at a minimum every 24-hours after the initiation of the segregation to evaluate their health and sanitary conditions. The facility commander shall be notified of any unhealthy, unsafe, or unsanitary condition for immediate corrective action. Corrections staff records the evaluations on a DD Form 509, **Inspection Record of Prisoner in Segregation.** Facility commanders or their designated representative shall conduct a daily visit to all detainees/inmates in suicide watch.

8.10.1. Suicide watch cells will not contain anything an detainee/inmate can use to self-inflict injury. Items to be considered for removal may include clothing, safety razors, removable or breakable hard plastics or metal objects (including bed parts), or glass. Suicide watch cells will have hard deck ceilings.

8.10.2. Staff members conduct frequent (not to exceed 15 minutes) randomly spaced cell checks. The confinement officer determines if CCTV coverage of suicide watch detainees/inmates is sufficient instead of 15-minute physical checks. Regardless of the manner used, confinement/corrections staff records the cell checks on a DD Form 509, **Inspection Record of Prisoner in Segregation.**

8.10.3. Ensure established procedures exist and are followed. Only same sex staff members conduct frequent checks of the detainee/inmate.

Chapter 9

DETAINEE/INMATE TRANSFERS

9.1. Pre-Transfer Requirements. HQ AFSFC/SFC arranges transfers of all inmates within the AFCS except those being transferred within the guidelines of HQ AFSFC/SFC coordinated and approved MOAs. (See **1.2.2.2.**, **1.3.9.** and **1.3.3.1.4.**) Normally, when the sentence retains the inmate to be housed locally, it is a recommended the closest confinement/corrections facility be contacted first even though it may not be within the same command.

9.1.1. Parent units are responsible for the inmate's orders and transportation arrangements.

9.1.2. Prior to transfer, the confinement/corrections staff conducts a pre-transfer conference with the inmate (reference paragraph **9.2.**). If approved for transfer to an RCF or higher facility, HQ AFSFC/SFC provides additional instructions by Defense Message System.

9.1.3. The inmate's original CTF accompanies the inmate and is hand-carried by the escort.

9.1.4. Prior to transfer, the losing commander provides documents relating to security clearance suspension or withdrawal for inclusion in the CTF.

9.1.5. Ensure the parent unit commander understands inmates transferred without an adjudged discharge will administratively remain assigned to their unit.

9.1.6. Prior to transfer, make all necessary victim/witness notifications and ensure all DD Form 2704s and 2705s are sealed in a separate envelope and placed with the CTF.

9.1.7. At the time of transfer, medical recertification to determine fitness for confinement is not required, except for cause. A break in confinement for periods over 24 hours requires a new physical examination. Examinations may be requested for shorter periods when circumstances indicate cause. Inmates transferred between facilities normally do not require a new medical certification unless deemed appropriate by either the receiving facility or the inmate escort upon arrival.

9.1.7.1. The medical officer will annotate the recertification in the health record or computer generated form, for inmates with confinement interruptions. Escorts will ensure this document is readily accessible upon arrival.

9.1.7.2. Inmates determined by a medical officer to be mentally unstable will be segregated from other inmates. A medical officer will determine whether a medical attendant should accompany the escort. If the inmate requires special medical attention, transfer will be accomplished through medical channels and escorts are provided IAW custody requirements.

9.1.8. Ensure VWAP and sex offender notifications have been accomplished (i.e., ensure DD Form 2791 was placed in the members UPRG/CTF/facility files).

9.2. The Pre-Transfer Conference. The inmate, the inmate's commander or appointed representative and confinement officer attend the conference to explain the purpose of the transfer and resolve the disposition of property and funds. The confinement officer or appointee:

9.2.1. Schedules the conference just prior to transfer. Ensure adequate time is provided for the inmate to accomplish any personal actions prior to transfer. The inmate **will not** be notified of the exact date and time for transfer.

9.2.2. Advise the inmate of dependent travel and shipping entitlements.

9.2.2.1. There is no entitlement for single and divorced members without dependents to ship or store household goods and personal property at government expense.

9.2.2.2. Inmates with authorized dependents transferring within CONUS may ship household goods according to JFTR paragraph U5370-J.

9.2.2.3. Inmates coming from an overseas location (their previous assignment) may ship household goods to the home of record or designated place according to JFTR paragraph U5370-D8.

9.2.2.4. Personal property or household goods will not accompany the inmate to the gaining facility.

9.2.3. Confiscate inmate and dependent Armed Forces identification cards. Place the inmate's Armed Forces identification card in the CTF prior to transfer. The inmate's parent unit issues dependents new cards according to AFI 36-3026 (I), *Identification Cards for Members of the Uniformed Services, Their Family Members and Other Eligible Personnel*.

9.2.4. The time just before transfer may be a period of emotional turmoil for the inmate, consideration should be given to changing the custody grade of the inmate, if warranted.

9.3. Transfer of Convicted Offenders. CAs designate confinement for court-martialed offenders according to AFI 51-201. Inmates under USAF control usually transfer to a DoD RCF so they can capitalize on treatment programs offered only at those facilities. In order to keep track of all USAF inmate transfers, HQ AFSFC/SFC directs these transfers. Many situations can be solved early if HQ AFSFC/SFC is involved especially in the trial preparation stages, in case the result of trial is a conviction. If the confinement officer has questions contact HQ AFSFC/SFC directly.

9.3.1. Post-trial inmates may be transferred at the direction of HQ AFSFC/SFC to the appropriate level facility following their court-martial. Normally, inmates are housed in a Level 1 facility while pending convening authority action unless circumstances warrant immediate transfer or delay in transfer. Post-trial inmates in Level 1 CFs and RCFs must have 90-days or more confinement remaining to be transferred to an appropriate Level 2 or long-term facility. Deviation from these minimum time requirements must be justified in the transfer request and approved by HQ AFSFC/SFC. It is recommended that senior NCOs and officers serving sentences in a Level 1 facility be transferred to a facility other than on their home station.

9.3.2. To initiate a transfer of an Air Force inmate, Security Forces shall send a transfer request message via Defense Message System to HQ AFSFC/SFC. To ensure coordination of this transfer, send a copy to the inmate's unit, SJA, CA and MAJCOM/SF. Use the message format in **Attachment 22** to request transfers. Justify requests for immediate or delay in transfer in paragraph 14. Compute clemency, parole and minimum and maximum release dates according to AFJI 31-215 (AR 633-30), *Military Sentences to Confinement.* In addition to the message, fax a copy of the DD Form 2707, **Confinement Order** and AF Form 1359, **Report of Result of Trial**, to HQ AFSFC/SFC.

9.3.3. Housing inmates in Army correctional facilities require a memorandum of agreement (MOA). HQ AFSFC/SFC approves all other transfers to Army facilities after coordination with HQ Army (DAPM-MPD-CI).

9.3.4. When notified of a pending court-martial, where bed space in the Level 1 CF or local support facilities is not available, pre-coordinate a request for immediate transfer. Provisions for an immediate transfer after the court-martial will be considered individually.

9.3.5. HQ AFSFC/SFC shall respond within five duty days of receiving a transfer request. Transfer approval messages will be sent to the local unit, MPF, SJA, Comptroller Squadron, CA, confinement facility, MAJCOM and AFPC.

9.3.6. Upon receipt of transfer approval, the escort will make telephonic contact with the Air Force liaison or gaining facility staff to obtain information on local travel conditions and to coordinate a pick up detail or escort accommodations. Verify that all required documents are in the CTF and the inmate has all clothing and health and comfort items required for the facility (**Attachment 21**). Ensure inmates arrive with documentation, which clearly indicates their legal status and sentence as imposed by a military court (or as modified by subsequent convening authority action). Include copies of AF Form 1359, **Report of Result of Trial,** deferment orders, accurate documentation of pre-trial confinement, documentation relative to any emotional or behavioral problems and a record of trial (when required by AFMAN 51-203 and when available).

9.3.7. When classifying inmates for transfer to Level 3, as required by DoDI 1325.7, the Report of Investigation will be forwarded in accordance with AFOSI 71-107, *Processing Investigative Matters*, to: Commandant, United States Disciplinary Barracks, Director of Inmate Administration, 1301 N. Warehouse Rd., Ft Leavenworth, KS 66027-2304.

9.3.8. Once travel arrangements have been made, the unit requesting transfer sends an itinerary message to HQ AFSFC/SFC and gaining facility NLT 72-hours prior to the inmate's departure. Include the inmate's name and Social Security Number (SSAN), estimated departure date and time, mode of travel (airline and flight number, government vehicle, etc.) and grade and name of escorts.

9.3.9. Escorts will not hand-carry the Unit Personnel Records Group (UPRG) to the designated confinement/corrections facility. The member's MPF forwards the UPRG and a current records review report on individual duty within 15-days after transfer, to HQ AFSFC/SFC, 1517 Billy Mitchell Blvd, Lackland AFB TX 78236-0119. Medical records will be hand-carried by the escort and dental records mailed to the designated facility.

9.3.10. Inmates will not be transferred prior to publication of official permanent change of station (PCS) orders. In cases where transfer is completed prior to CA action the orders will reflect PCS without permanent change of assignment (PCA).

9.3.11. HQ AFSFC/SFC cannot gain AF inmates to the AFCS (to relinquish the unit and base of the inmate) until the Court Martial Convening Authority (CMCA) completes the promulgating order. Additionally, the inmate must have received a punitive discharge and still have 90-days confinement time remaining at the time of transfer to the facility. Inmates not receiving a punitive discharge, upon completion of confinement will return to the parent unit. However, if the parent unit administratively discharges the inmate prior to release from confinement, the inmate will be released upon expiration of sentence or released from the facility on parole.

9.3.11.1. Prior to HQ AFSFC/SFC gaining an inmate, all required clothing and administrative items must be complete. Level 1 RCFs must notify HQ AFSFC/SFC at least 10 duty days prior to the gain, to facilitate processing of all pertinent documents.

9.3.11.2. Level 1 RCFs must notify HQ AFSFC/SFC at least 10 duty days prior to the release of an inmate, to facilitate processing of all pertinent documents.

9.4. Transfers From Overseas. When transferring an adjudged inmate from overseas, the following actions must occur prior to arrival at a CONUS location:

9.4.1. When the inmate completes confinement overseas and is awaiting completion of appellate review and subsequent execution of an approved punitive discharge, the overseas commander places the member on required excess leave IAW AFI 51-201.

9.4.2. When the sentence to confinement has not expired and punitive discharge is pending, the overseas commander ensures the inmate is transferred into a RCF or higher if the inmate has 90 days or more remaining in confinement. The member will be reassigned to HQ AFSFC/SFC.

9.4.3. When the sentence has not expired and no discharge is pending, the inmate completes the sentence overseas and administrative action, if appropriate, is initiated according to AFI 36-3208, *Administrative Separation of Airmen*.

9.5. Movement Aboard Military Aircraft. Confinement officer adheres to the following when inmate transport is aboard military aircraft. Refer to paragraph **8.2.** for additional guidance on conducting escorts.

9.5.1. Separate maximum custody from other custody grade inmates.

9.5.2. Provide passenger terminal personnel with a passenger manifest at least 24-hours prior to transport. Include the name, grade, SSAN of inmate(s) and escorts and any other information required by passenger terminal personnel.

9.5.3. Brief escorts on their responsibilities.

9.5.4. Perform complete searches of inmates and luggage prior to leaving the confinement/corrections facility.

9.5.5. Escorts hand-carry hazardous material (matches, lighters, etc.) and administer prescribed inmate medication.

9.5.6. Maximum custody escorts may carry weapons and munitions on the aircraft as approved by the aircraft commander. If not approved, they store weapons and munitions in a locked container, not accessible to the inmate.

9.5.7. Escorts carry one set of handcuffs per inmate. If used, escorts normally remove them during flight except for maximum custody inmates or other inmates who become unruly during the movement. Except for seat belts, never restrain or cuff inmate to any part of the aircraft.

9.5.8. Maximum custody and inmates with severe behavioral health problems require two escorts; at least one-armed security forces member. Non-security forces personnel can escort inmates in all other custody grades upon completion of proper escort training. The escort training (i.e., certification) will highlight their duties and responsibilities and will be documented IAW paragraph **2.3.** Use approved restraining devices during the movement. Escorts must accompany an inmate leaving their seat.

9.5.9. Medium-in inmates require one escort for every inmate and require an escort to move about the aircraft.

9.5.10. Medium-out inmates require one escort for every two and must be under surveillance at all times.

9.5.11. Minimum custody inmates require one escort for every five inmates and must be under surveillance at all times.

9.6. Movement Aboard Commercial Aircraft. Escort requirements are the same as those for military aircraft. The Transportation Security Administration (TSA) allows escorted inmates on commercial aircraft only under the following conditions:

9.6.1. When making initial travel arrangements, the confinement officer or assigned escorts must find out if the airline has requirements for escorting inmates that are additional to those listed below. If so, they supersede all others.

9.6.2. The losing confinement officer notifies the appropriate airline representative and identifies the inmate and escort(s) at least 1 hour prior to departure. The notice includes whether or not the inmate is dangerous (maximum custody). Generally, airlines permit only one dangerous inmate per flight.

9.6.3. The escort must certify the inmate underwent a complete search.

9.6.4. Escorts carry one set of handcuffs per inmate. If used, escorts normally remove them during flight except for maximum custody inmates or other inmates who become unruly during the movement. Except for seat belts, never restrain or cuff inmate to any part of the aircraft.

9.6.5. Maximum custody and inmates with severe behavioral health problems require two escorts; at least one-armed security forces member. Non-security forces personnel can escort inmates in all other custody grades upon completion of proper escort training. The escort training (i.e., certification) will highlight their duties and responsibilities and will be documented IAW paragraph **2.3.** Use approved restraining devices during the movement. Escorts must accompany an inmate leaving their seat.

9.6.6. Escorts and inmates will sit together, preferably in the rear of the aircraft and not sit next to or directly across from any exits. Escorts will sit between the inmate and the aisle.

9.6.7. Escorts and inmates board prior to other passengers and deplane after all other passengers. Escorts must account for utensils.

9.6.8. Prior to flying, armed escorts must receive “Law Enforcement Officers (LEO) Flying While Armed training”, IAW 49 Code of Federal Regulations, Part 1544. For further assistance contact HQ AFSFC/SFC. Armed escorts will have LEO Training Certification annotated on DD Form 1610, **Request and Authorization for TDY Travel of DoD Personnel** or separate page memorandum.

9.7. Movement Aboard Ground Transportation. Escort requirements are the same as those for movement aboard military aircraft. In addition, escorts:

9.7.1. Use government or government rented vehicles only.

9.7.2. Do not operate the vehicle.

9.7.3. Never restrain the inmate to the vehicle except for the proper use of seat belts.

9.7.4. Limit stops to those needed for rest, fuel and emergencies.

9.8. Confinement Officer Responsibilities. The confinement officer ensures unit escorts are trained and ensures at least one escort is of the same sex as the inmate. Brief escorts on:

9.8.1. Mode of transportation and security requirements based on inmate's custody grade.

9.8.2. Procedures and arrangements for delays or stopovers and delivery, procedures for inmate illness, escape, or injury and procedures for uncontrollable or unstable inmates.

9.8.3. Inmate clothing and equipment requirements and receipt of inmate's property.

9.8.4. Expected escort performance and conduct and need for compliance with Air Force appearance standards.

9.8.5. Receipt requirements for medically transferred inmates.

9.8.6. Need for several blank DD Forms 2708 and their use.

9.8.7. Escort responsibilities as outlined in paragraph **9.5.**

9.9. Out-Processing Inmates and Assigning Transfer Escorts. The parent unit out-processes the inmate. When the transfer of an inmate has been requested and is approved for continued confinement at a Level 1 RCF or higher, the inmate's parent unit commander provides escort personnel consistent with custody grade and security requirements IAW paragraphs **9.5.** and **8.2.** The inmate's parent unit under provisions in AFI 65-601V1, *Budget Guidance and Procedures*, paragraph **10.2.1.**, provides funding of escorts. The confinement officer determines custody grade. All inmates must be escorted, regardless of status or rank. When the confinement officer determines the inmate to be maximum custody or the commercial airline requires law enforcement escort, the security forces will conduct the escort and the parent unit will provide the funding. Escorts will be assigned under the following criteria:

9.9.1. Transfer escorts must be at least a NCO. **EXCEPTION:** Security Forces in the grade of E-4 or higher may be a transfer escort.

9.9.2. Never assign escorts who may sympathize with or are biased against the inmate.

9.9.3. Escorts must be the same sex as the inmate (at least one must be the same sex if assigning more than one escort).

9.9.4. When transferring inmate by vehicle, parent unit must provide driver and escort (driver does not count as an escort).

9.9.5. Preventative measures should be taken to protect escorts against blood borne pathogens (e.g., carrying latex gloves and disposal bags).

9.10. Transfer Escort Responsibilities. Escorts monitor the appearance and conduct of inmates and will restrain inmates who become a security risk. They avoid crowds and actions that cause public attention. Escorts and inmates will wear the appropriate uniform (normally, the service uniform), unless otherwise authorized by the confinement officer. Escorts and inmates will not consume alcohol during the transfer.

9.11. Appearance of Inmates as Witnesses.

9.11.1. Civil proceedings: In legal proceedings in which the United States federal government does not have an interest, temporary absence of inmates from CFs and RCFs for appearance as witnesses requires prior approval of the confinement officer. Confinement officers will cooperate to the extent

practicable with civil authorities in the appearance of inmates as witnesses in civil proceedings. There are no circumstances in which inmates can be released from the control of the Department of the Air Force for this purpose; therefore, the cost of transportation, housing and meals of inmates and accompanying escorts must be borne by the requesting civil authorities. A formal acknowledgment of these provisions will be required before approval and release of an inmate for this purpose and cleared with the SJA.

9.11.2. Military proceedings: If an inmate is not housed locally and their presence is required as a witness in a courts-martial, request a letter from the prosecuting Judge Advocate to the confinement officer where the inmate is housed. The cost of transportation, housing and meals of the inmate and accompanying escorts will be coordinated with the requesting SJA. Refer to AFI 51-201, Table 6.1. for funding requirements.

9.11.3. Request and coordinate any movement of Air Force inmates for the purposes mentioned in paragraphs **9.11.1.** – **9.11.2.** with HQ AFSFC/SFC. The temporary transfer request shall include the travel itinerary, escort names and fund cites to be used. Once the Director, Air Force Corrections approves the request forward a copy of the travel orders to HQ AFSFC/SFC.

Chapter 10

CLEMENCY AND PAROLE

10.1. Disposition Board Purpose. A disposition board is usually convened at the facility housing the inmate and considers eligible inmates for clemency, parole, mandatory supervised release, return to duty and reenlistment. It is not a forum for inmates to appeal sentences or convictions. The board provides recommendations to CAs and the AFC&PB for:

10.1.1. Returning inmates to duty by participating in and completing the Air Force Return to Duty Program (RTDP).

10.1.2. Granting inmates clemency in the form of suspension or remission of any part or amount of the unexecuted part of any sentence, including all uncollected forfeitures other than a sentence approved by the President. A disposition board need not consider annual clemency reviews of Federal Bureau of Prisons (FBOP) inmates.

10.1.3. Parole, if requested by eligible inmates and Mandatory Supervised Release (MSR).

10.2. Considerations. A disposition board considers the inmate's offense(s), attitude, aptitude, adaptability to confinement, record of confinement performance, rehabilitation potential/efforts and potential for further military service or adjustment to the civilian life. Board proceedings are not open to the public, victims, or witnesses. When formulating a recommendation for approval/disapproval of parole, MSR, clemency, or RTDP, consider the following as applicable:

10.2.1. Confinement record.

10.2.2. Acceptable parole plan (residence and employment, or school intentions).

10.2.3. Active rehabilitative efforts.

10.2.4. Restitution to victims.

10.2.5. Acceptance, responsibility and remorse for offenses.

10.2.6. Impact of offense on victims.

10.2.7. Danger to himself, herself, or society.

10.2.8. Extenuating circumstances which warrant action.

10.2.9. Personal hardships.

10.2.10. Prior military and civilian criminal record.

10.2.11. Potential to be an asset to the military (i.e. RTDP).

10.2.12. Military history (ability to meet standards).

10.2.13. Other matters as appropriate.

10.3. Level 1 CF and RCF Boards. The confinement officer at Level 1 CF or RCFs will convene a disposition board for eligible inmates and process results to the AFC&PB (1535 Command Dr., EE Wing, 3rd Fl., Andrews AFB, MD 20762-7002), for final disposition. Forward a copy of the complete case file to the Convening Authority and HQ AFSFC/SFC.

10.4. Level 1 CF and RCF Board Composition and Procedures. A disposition board consists of at least three members: one commissioned officer or civilian equivalent (chairperson) and two board members (either commissioned or noncommissioned officers, or civilian equivalent to either). At least one board member must be an Air Force military member. Confinement/corrections staffs or other officials must not release recommendations to inmates. The following is a sequence of events for a disposition board at Level 1 CF and Level 1 RCF facilities.

10.4.1. The confinement NCO will deliver a copy of the inmate's disposition case file to each board member at least 24 hours prior to the actual board. The board members will review the package and formulate their questions for the inmate prior to the board.

10.4.2. The chairperson will convene the board. The inmate will report to the chairperson and make a request for or decline parole, clemency, and/or restoration to duty. The inmate will be allowed to present documentation. Any questions will be kept relevant to the inmate's request. After questioning is completed, the chairperson will allow the inmate an opportunity to make a closing statement for the board's consideration.

10.5. Boards at Level 2 and Level 3 Facilities. The facility commander at a Level 2 or higher facility convenes disposition boards for eligible inmates and forwards results directly to AFC&PB for final disposition. The board forwards a copy of the board case file (see paragraph **10.6.**), including (DD Forms 2710-1, 2715, 2715-1, 2715-2 and 2719) and recommendations of the board, the facility commanding officer and the detachment commander to the AFC&PB.

10.5.1. Board Composition and Procedures. A disposition board consists of at least three members: one commissioned officer or civilian equivalent (chairperson) and two board members (either commissioned or noncommissioned officers, or civilian equivalent to either). At least one board member must be military and a member of the Air Force.

10.5.2. Confinement/corrections staff or other officials must not release recommendations to inmates.

10.6. Disposition Board Case File. The confinement officer or NCO assist eligible inmates, (reference **Attachment 18**), in preparing the disposition board case file, unless specifically waived or postponed by the inmate in writing. The following items are forwarded to AFC&PB.

10.6.1. Disposition board members' recommendations. (Submit in typewritten form and include members' rationale for the majority and minority recommendations.)

10.6.2. Inmate Disposition Board Brief. Contains pertinent information about the inmate's court-martial, background and confinement data.

10.6.3. Inmate's parole, clemency and restoration statement.

10.6.4. Inmate's personal letter (optional).

10.6.5. Inmate's Tender of Residence Statement.

10.6.6. Inmate's Tender of Employment (Written offer of employment, employment assistance from a legitimate agency, or school admission letter.)

10.6.7. Confinement officer or case managers evaluation of the inmate's performance in confinement, e.g., domicile and at work assignments.

10.6.8. Clinical Services Evaluations. (Inmate's psychological evaluation.)

10.6.9. Clinical Services Social History Reports. (Inmate's background report.)

10.6.10. DD Form 2715-2, **Inmate Summary Data**, used to record inmate's current offense(s), personal history, prior offense(s) and evaluations and planning information.

10.6.11. General Court-Martial Order (GCMO).

10.6.12. AF Form 1359, **Report of Result of Trial**.

10.6.13. Character reference letters and miscellaneous documents submitted by or on behalf of the inmate.

10.6.14. A statement from the confinement/corrections facility's victim/witness coordinator that all individuals enrolled in the Victim/Witness Program were informed of the disposition board hearing by written notification, the date of the notification and whether or not victim impact statements were submitted. If victim impact statements were submitted, they shall be attached and included in the disposition board case file.

10.7. Scheduling Boards. Normally, the confinement officer or facility commander convenes disposition boards after CA action. The CSF, confinement officer, or facility commander schedule timely disposition boards according to **Attachment 18**, unless specifically waived or postponed by the inmate in writing. Schedule disposition boards and forward their recommendations to arrive at the AFC&PB in order for it to meet the AFC&PB's consideration timelines.

10.7.1. The board considers cases annually from the initial disposition board case unless the inmate waives or postpones consideration in writing.

10.7.2. The AFC&PB, the General Court-Martial Convening Authority or the facility commander may grant or disapprove requests for special consideration, e.g., earlier or out-of-cycle consideration. Cases given out-of-cycle consideration do not affect an inmate’s annual consideration date.

10.7.3. Convene a disposition board on an annual basis to consider inmates in Level 2 and 3 facilities for transfer to the FBOP, even if clemency consideration is waived and parole, restoration and reenlistment are not requested.

10.8. Air Force Clemency and Parole Board. The AFC&PB makes clemency, RTDP, transfer to the Federal Bureau of Prisons (FBOP), MSR and parole decisions on behalf of the Secretary.

10.8.1. The Director, Air Force Review Boards Agency appoints members to the board. It will meet at the direction of the Director of the SAFPC. As a minimum, the board consists of the Director of SAFPC, a representative from AFLSA/JAJR and a representative from either HQ AFSFC or HQ USAF/XOF and the Chairperson. The Executive Secretary of the AFC&PB is the Chairperson.

10.8.2. The chairperson or designee authenticates the official entries into Department of the Air Force records and provides written notification of approved actions to institutions.

10.8.3. The chairperson or designee maintains liaison with the Judge Advocate General of the Air Force, HQ USAF/XOF, the Departments of the Army and Navy C&PBs, the FBOP, the US Parole Commission and the Administrative Office of the US Courts.

10.8.4. The AFC&PB executes the SAF’s clemency authority established under 10 USC §953. The board may suspend or remit all or any part of an unexecuted sentence under Article 74a of the UCMJ,

including changing a dishonorable discharge to a bad conduct discharge. There is no right of appeal from a clemency decision of the Board.

10.8.5. The AFC&PB considers eligible inmates, to include those in federal and state facilities, to:

10.8.5.1. Adjust significant disparities in approved sentences, to affect uniformity for similar offenses and similar offenders, as far as possible and otherwise modify approved sentences consistent with good order and discipline and in the best interest of the Air Force, society and the inmate.

10.8.5.2. Release eligible inmates in military corrections facilities to parole supervision.

10.8.5.3. Direct entry into the RTDP, return to duty, or reenlistment (10 USC §§ 951, 953 and 954).

10.8.5.4. Recommend to the Secretary, substitution of an administrative discharge for a punitive discharge or dismissal under Article 74b, UCMJ.

10.8.5.5. Direct inmates on to MSR at their MRD.

10.8.5.6. Approve transfer of inmates to the Federal BOP.

10.8.6. AFC&PB proceedings are not open to the public and the Board does not permit personal appearances by or on behalf of the inmate, victims, or other interested individuals. The Board considers any written, audio, or video material sent by or on behalf of the inmate, victims, witnesses and other interested individuals.

10.8.7. The chairperson or authorized representative of the AFC&PB may initiate discussions and correspondence with inmates, victims and individuals in the law enforcement, correction institution, or probation and parole fields to assist the Board in carrying out its responsibilities.

10.8.8. The AFC&PB develops and recommends uniform policies with respect to clemency and parole. These policies become effective when implemented by the Chairperson or designee.

10.9. Clemency and Parole Considerations. Along with recommendations from the disposition board, AFSFC/SFC detachment commanders and CA, the AFC&PB considers the following for clemency or parole:

10.9.1. Nature and circumstances of the offense(s) and the impact of the offense(s) on the victim.

10.9.2. Inmate's military, civilian and confinement records, including custody level attained and participation in rehabilitation programs.

10.9.3. Inmate's personal characteristics (age, education, civilian, personal support system and psychological profile).

10.9.4. Protection and welfare of society.

10.9.5. The need for good order and discipline and deterrent effect of a decision.

10.9.6. Inmate's combat and/or overseas records.

10.9.7. Inmate's insight into wrongfulness of the offense(s) and demonstrated sense of responsibility, as well as the feasibility of a proposed parole plan.

10.9.8. Inmate's efforts to make restitution to the victim.

10.10. Eligibility for Clemency, Restoration, Reenlistment and Transfer to the Federal Bureau of Prisons (FBOP). The AFC&PB considers clemency, transfer to the FBOP and, when requested, restoration and reenlistment, after CA action, IAW **Attachment 18**.

10.10.1. The AFC&PB does not normally consider inmates with approved sentences of less than 12 months confinement.

10.10.2. The AFC&PB considers inmates with approved sentences to confinement of 12 months or more.

10.10.3. Inmates with an approved sentence to confinement of 20 years or more, but less than 30 years, will be reviewed by the AFC&PB initially at 9 months and annually beginning 3 years from the date of confinement.

10.10.4. Inmates with an approved sentence to confinement of 30 years or more (including life) will be reviewed by the AFC&PB initially at 9 months and annually beginning 5 years from the date of confinement.

10.10.5. Inmates sentenced to death do not have their cases reviewed by the AFC&PB.

10.10.6. Inmates may receive special consideration for an out-of-cycle AFC&PB hearing, for cause.

10.10.7. Inmates released on parole and MSR will be considered by the AFC&PB upon request for clemency, restoration and reenlistment 12 months after release on parole and annually thereafter, until sentence expires. Inmates, who have parole or MSR revoked, are not normally considered for clemency until 12 months after the effective revocation date.

10.10.8. Inmates with an approved sentence to confinement for life without the possibility of parole will normally be considered by the AFC&PB after the inmate has served 20 years confinement and at least every three years thereafter. If the AFC&PB considers clemency appropriate for an inmate sentenced to confinement for life without the possibility of parole, it will forward its recommendation to the Secretary of the Air Force for final decision. Only the Secretary of the Air Force may grant clemency to inmates with an approved sentence to confinement for life without the possibility of parole.

10.10.9. Additional information or guidance can be found in DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*.

10.11. Announcement of Clemency Results. Confinement officers promptly notify inmates of the AFC&PB's decision. However, before making the notification, the confinement officer notifies the Board immediately if an inmate's conduct has significantly changed, or if there is other relevant information the Board should consider.

10.12. Eligibility for Parole. Unless waived in writing, the AFC&PB considers inmates for release on parole when they first become eligible and annually thereafter. The Board or a confinement/corrections facility commander may advance an inmate's parole eligibility date or order an out-of-cycle disposition board. Inmates may make special requests for advancement of parole eligibility or an out-of-cycle disposition board to the confinement/corrections facility commander.

10.12.1. Unless directed otherwise by the AFC&PB, an inmate is eligible for parole when:

10.12.1.1. The inmate has an approved unsuspended sentence to a punitive discharge or dismissal, an approved administrative discharge, or is either retired or approved for retirement; and

10.12.1.2. The unsuspended sentence or aggregate sentence to confinement is 12 months or more and the inmate has served one-third of the term of confinement, but in no case less than 6 months; or after having served 10 years of a sentence to confinement for 30 years or more, or after having served 20 years of a sentence to confinement for life, but not a sentence of confinement for life without the possibility of parole. Refer to Attachment 18.2., rule 6b.

10.12.2. The AFC&PB normally does not consider inmates whose parole was revoked for parole violations and returned to confinement until the inmate serves 12-months confinement after return to confinement.

10.12.3. An inmate with an approved sentence to death or confinement for life without the possibility of parole is not eligible for parole.

10.12.4. The AFC&PB considers inmates, if otherwise eligible for parole in accordance with paragraph **10.12.1.**, with an approved sentence including confinement for 12 months or more and a fine with a provision for further confinement if the fine is not paid, for parole based on the approved sentence to confinement and without regard to that confinement made contingent upon failure to pay the fine.

10.12.5. The AFC&PB considers inmates with an approved sentence including a fine with no confinement, but with a provision for confinement if the fine is not paid, for parole upon the inmate's imprisonment for not paying the fine, if otherwise eligible, in accordance with paragraph **10.12.1.**

10.12.6. When computing eligibility for parole date, do not factor GCT and EGCT.

10.12.7. The AFC&PB can waive any of the above eligibility requirements, except those relating to inmates with an approved sentence to confinement for life without the possibility of parole or with an approved sentence to death.

10.13. Objectives of Parole. The objectives of parole are:

10.13.1. Assisting the inmate through supervision and guidance in making the transition from a controlled environment to life in the community.

10.13.2. Making available a focal point through which community services may contribute to the inmate's positive social adjustment.

10.13.3. Protecting the community and the inmate from stresses associated with unsupervised release.

10.14. Parole/Mandatory Supervised Release Preparation Assistance. Confinement officers appoint an individual to provide the following assistance to inmates. The appointee must have no direct connection with the individual inmate's prosecution.

10.14.1. The appointee advises inmates of requirements and eligibility criteria for parole and mandatory supervised release (MSR). The appointee assists them in developing an acceptable supervision plan (either a parole plan or an inmate's plan for MSR) and if applicable, a restitution plan. Lastly, upon completion of the plan, the appointee verifies the inmate's plans.

10.14.2. The appointee will interview inmates and formulate a recommendation to the disposition board on DD Form 2715-1. The recommendation is based on the merits of the inmate's parole plan and suitability for parole., The appointee will recommend any specific conditions for parole; e.g.,

involvement in Alcoholics Anonymous (AA) or Narcotics Anonymous (NA) sessions, community-based behavioral health or substance abuse rehabilitation programs and urinalysis testing.

10.14.3. If parole was approved, the appointee contacts the Parole Branch at the USDB to determine the US Probation Office nearest the inmate's residence while on parole.

10.14.3.1. The appointee contacts the designated US Probation Office to relinquish responsibility of the inmate.

10.14.3.2. The appointee shall forward a copy of the inmate's supervision plan and parole/MSR certificate with attachments to the designated US Probation Office to coordinate an inmate's supervision plan.

10.15. Conditions for Release on Parole/MSR. The AFC&PB paroles inmates when it is consistent with the ends of justice and as soon as inmates demonstrate they can assume the responsibilities of productive, law-abiding citizens. Parole is not a means to manage inmate populations. Prior to release on parole, inmates must have an approved supervision plan and agree in writing to abide by the plan and the conditions of supervision.

10.15.1. The inmate's plan includes where and with whom the inmate will live. Additionally, it must include the full address, county or parish, telephone number and relationship of and written acknowledgment by the person with whom the parolee will live. The plan must include the names and relationships of all residents in the household and birth dates of all residents under the age of 18.

10.15.2. The plan also includes employment information except in the case of a medically disabled inmate. The inmate can meet this requirement by presenting written proof of either guaranteed employment, an offer of effective assistance to obtain employment, or acceptance to a bona fide educational or vocational program. Employment in a family member's household or an offer of employment assistance by a family member is normally not acceptable.

10.15.3. If the inmate's crime involved pecuniary (financial) loss by a victim the supervision plan shall address restitution IAW AFC&PB guidance.

10.15.4. The AFC&PB establishes and subsequently modifies any conditions for release it considers reasonable and appropriate. The Board may also grant parole up to the expiration of full sentence.

10.16. Announcement of Parole Results. The AFC&PB immediately forwards its decision to the commander of the facility housing the inmate. The commander ensures the inmate acknowledges the appropriate section (i.e., parole approval or parole denial) and signs the DD Form 2716, **Parole Acknowledgement Letter.** When the Board denies parole, its decision includes the reason for denial. When the Board approves parole, the decision package includes the DD Form 2716-1, **Department of Defense Certificate of Parole**. Before notifying the inmate of the results, the confinement officer notifies the Board immediately if the inmate's conduct significantly changed or there is other relevant information that the Board should consider.

10.17. Appeal of Parole Denial. Inmates denied parole may appeal through the commander or designee of the facility within 30 days of receiving written notification of denial. The inmate should submit new or additional information not previously considered. The commander or designee verifies the accuracy of the inmate's statement and indicates by attached statement whether the factors justify changing the AFC&PB's decision. The commander or designee forwards the statement, the inmate's appeal and the

board case file to AFC&PB (1535 Command Dr., EE Wing, 3rd Fl., Andrews AFB, MD 20762-7002), for final decision by the Director, Air Force Review Boards Agency. Inmates receive no further appeals.

10.18. Parole Processing. The confinement officer releases inmates on parole, in coordination with the appropriate US Probation Office, as specified on the DD Form 2716-1, **Department of Defense Certificate of Parole.** Misconduct by an inmate after parole approval may delay or preclude release. If the confinement officer delays release for cause, promptly notify the AFC&PB of the reason for delay and make a recommendation for further delays or rescission of parole.

10.18.1. Upon approval of parole, the Chairperson, or designee prepares DD Form 2716-1, **Department of Defense Certificate of Parole** and forwards it, with the notification of parole approval, to the confinement officer having custody of the inmate.

10.18.2. Confinement officers responsible for Level 1 CFs and RCFs notify HQ AFSFC/SFC when releasing an inmate on parole.

10.18.2.1. The inmate will sign all copies of the parole certificate acknowledging receipt and understanding of the contents. The certificate, which will serve as a release order, will also contain any special conditions or limits to parole.

10.18.2.2. The confinement/corrections facility distributes the original of the DD Form 2716-1 to the USDB Parole Office, the first copy to the inmate, the second copy to the designated US Probation Officer, the third copy to the AFC&PB and the fourth is placed in the CTF.

10.18.3. If discharge is complete, the confinement officer gives AF Form 100, **Request and Authorization for Separation** and DD Form 214, **Certificate of Release or Discharge From Active Duty**, to the inmate before release on parole.

10.18.4. Inmates released on parole receive the same gratuities as inmates released from confinement.

10.18.5. A medical officer will give parolees a physical examination according to AFI 48-123, *Medical Examination and Medical Standards*. This physical examination will suffice for the discharge physical for those inmates undergoing appellate review and not previously discharged.

10.18.6. Inmates released on parole, pending completion of appellate review, or whose parole changes to excess leave status following completion of sentence to confinement while on parole, remain members of the military service and are authorized ID card privileges. Individuals released on parole are issued ID cards for the duration of their parole, i.e., maximum release date.

10.18.7. While an individual is on parole, HQ AFSFC/SFC will determine the parolee's line of duty after suffering injury, disease, or death.

10.18.8. Individuals released on parole are directly responsible to the assigned US Probation Officer and through the Commandant, USDB, to the AFC&PB.

10.18.8.1. Normally, confinement/corrections staff or other Air Force agencies address all communications with the parolee to or through the US Probation Officer concerned.

10.18.8.2. The parolee may not travel outside the parole limits without prior approval. The parole limits include the geographical areas in which an inmate released on parole will reside. Unless otherwise directed by the AFC&PB, the parolee's movement will be prescribed by the probation officer, who may extend or further restrict the parole limits as required for the adjustment and

supervision of the parolee. However, the parolee must obtain prior approval of the AFC&PB, through the probation officer, for an absence from the parole limits for more than 20 days or for any travel outside of the United States. The probation officer should advise the AFC&PB through the USDB parole office of any such requests.

10.18.9. Upon receipt of parole approval from AFC&PB, the confinement/corrections staff will contact the servicing MPF of the inmate concerned and provide them a copy of the letter approving parole. HQ AFSFC/SFC provides specific actions for completing PCS orders and for releasing the inmate. The prepared DD Form 2716-1, **Department of Defense Certificate of Parole** serves as the release order. DO NOT complete DD Form 2718, **Inmate's Release Order.** Upon release on parole, the confinement officer ensures the original correction records, as well as copies of all documents about the parole approval and subsequent release are forwarded to the USDB Parole Branch. Ensure all VWAP and Sex Offender notifications/registration, if applicable, have been made prior to release. Reference paragraphs **3.2.** and **3.3.** All parolees are reassigned to HQ AFSFC/SFC.

10.18.10. The AFC&PB considers parolees for clemency. The clemency review package must include the assigned US Probation Officer's report on the parolee's adjustment.

10.19. Termination of Parole. Expiration of the term of confinement ends parole.

10.19.1. If a parolee's punitive discharge has been executed or the parolee is eligible to retire at the end of the parolee's service of confinement, then at the completion of the full term of confinement, the parolee will be released from supervision.

10.19.2. If the parolee's sentence expires before appellate review is complete and before execution of a discharge or retirement, the GCMCA may place the parolee on excess leave.

10.19.3. Upon completion of the above paragraphs, the Parole Office at the USDB prepares and distributes DA Form 1708-R, **Certificate of Release from Parole**, according to USDB procedures.

10.19.4. When the AFC&PB authorizes assignment of a parolee to the RTDP, the Commandant, USDB, returns the parolee to military custody. Transportation costs incident to return to military custody under these conditions are borne by the government.

10.20. Suspension of Parole. When the Commandant, USDB, receives information that the parolee may have violated one or more conditions of parole, the Commandant forwards this information immediately to the Board. The Chairperson, or designee, determines whether to suspend parole. If considered necessary to assure the presence of the parolee, pending a determination of the parolee's status, or when the parolee presents a substantial threat to public safety, the Chairperson or designee may direct the parolee be taken into custody. The Chairperson or designee advises the AFC&PB of the action taken as soon as possible. Transportation costs incident to return to military custody under these conditions will be borne by the government.

10.21. Revocation of Parole. The AFC&PB, revokes parole according to standards and procedures in DoDI 1325.7.

10.21.1. The AFC&PB will consider the findings and recommendations of the officer or panel conducting the parole violation hearing. The AFC&PB makes a decision to revoke parole based on the preponderance of the evidence that the parolee violated a condition of parole and that the violation warrants parole revocation. In determining whether the violation warrants revocation of parole, the

Board should consider the factors set forth in paragraph **10.9.** as well as the impact the revocation will have on the parolee and the parolee's family.

10.21.2. After conducting a parole violation hearing, the officer or panel immediately forwards a summary of the proceedings to the AFC&PB. If the AFC&PB revokes parole and does not immediately reparole the parolee and the parolee is confined in a civilian institution, the AFC&PB initiates action to lodge a detainer with civilian authorities. If the parolee is at large in the district of the violation, pending decision on revocation, the AFC&PB initiates action to return the parolee to military control.

10.21.3. When the AFC&PB suspends or revokes parole, the Board may order a warrant for the parolee's return to custody. The AFC&PB furnishes a copy of its decision to order a warrant to the Commandant, USDB, and in the case of parole revocation, furnishes an information copy to HQ AFSFC/SFC and AFLSA/JAJM. Rules on apprehension and return to military control of escaped inmates apply. When a parole violator is located in the custody of civil authorities, the USDB will place a detainer with civil authorities for return of the inmate to military control. The nearest Air Force Installation Security Forces will be responsible for returning Air Force parole violators to military control for the completion of any remaining period of confinement.

10.21.4. Upon the direction of the Chairperson, or designee, ordering a warrant, the USDB parole office completes FBI Form I-12 on a parolee whose apprehension or location is desired. Check the "wanted for" box and give the reason for the notice. Completing the form does not mean the FBI will initiate arrest. They will merely notify the Commandant, USDB, of arrests coming to the attention of the FBI Identification Division. The USDB parole office will cancel the "Wanted" notice by completing the applicable portion of the FBI Form I-12 and forwarding it directly to the FBI.

10.22. Mandatory Supervised Release (MSR) Eligibility of Inmates Not Paroled. Mandatory supervision only applies to inmates, whose approved finding of guilty included at least one offense that occurred on or after August 16, 2001. The AFC&PB will normally place the following inmates, who are not paroled, under supervised release on their minimum release dates: an inmate convicted of a violent offense or a sex offense (see sex offense list at Enclosure 27, DoDI 1325.7), if they have an approved sentence to confinement of 12 months or greater; an inmate with an approved sentence to confinement of 3 years or greater; and other inmates deemed appropriate for mandatory supervision by the confinement/corrections facility commander and the AFC&PB. The Board's decision is final. Inmates placed on mandatory supervised release shall be deemed as if on parole until the expiration of their sentence to confinement. The AFC&PB will provide corrections staff with guidance on implementing the procedures detailed in DoDI 1325.7, paragraph 6.20. The AFC&PB considers inmates released on MSR for clemency 12 months after release and annually thereafter until the sentence expires. If the supervisee is ordered returned to a correctional facility, the HQ AFSFC/SFC shall determine the location.

10.23. Emergency Parole (EP). Confinement officers can authorize EP for inmates in extreme emergency circumstances. An extreme circumstance is normally one in which the physical presence of the inmate is considered necessary to save the life of another, e.g., an organ donation/bone marrow donation. The death(s) of an inmate's family member(s), or the birth of a child(ren), for example, are not normally considered extreme circumstances. Confinement officers authorize EP for as long as deemed necessary, but normally should not exceed seven days or a period considered medically necessary. ***Inmates return to confinement after EP***. Verify the emergency with agencies such as the American Red Cross, or by direct consultation with medical professionals requesting the inmate's presence. Ensure actions are consistent

with correctional requirements and public safety. Notifications of victims and witnesses participating in the VWAP will be made by the most direct means prior to release on EP. Telephonic notification will be confirmed by written notification. The US Government must not incur financial responsibility for any inmate expenses during an EP situation. Travel and subsistence expenses of any guards/escorts determined by the confinement officer to be necessary will be borne by the inmate's parent unit.

Chapter 11

REHABILITATION SERVICES AND AIR FORCE RETURN TO DUTY PROGRAM

11.1. Required Programs. All able-bodied inmates will participate in work assignments, adult basic education (as needed), correctional treatment, physical training and be afforded the opportunity to participate in correctional treatment programs.

11.1.1. Work Programs. Confinement officers set up local inmate work programs so they are consistent with custody level and civilian employment potential. Inmates should perform duties or services that contribute to Air Force mission, as well as inmate's rehabilitation. Use AF Form 512, **Inmate Utilization,** to record the work assignments and DD Form 2712, **Inmate Work and Training Report,** or equivalent form to evaluate the performance.

11.1.2. The confinement officer assigns post-trial inmates to tasks duty airmen may perform. When assigning work to inmates, confinement/corrections staff:

11.1.2.1. Must not assign pre-trial detainees work as disciplinary action. They will perform house-cleaning tasks with post-trial inmates in their cell, bay, or dormitory. They may volunteer, in writing, for work assignments commensurate with their grade. An inmate is considered in on-duty status, except for periods of mandatory sleep, meals and during periods of voluntary religious observations, as determined by the confinement officer in coordination with the installation chaplain.

11.1.2.2. Shall assign officer inmates to clean their assigned living quarters area including common areas. Pre-trial officer detainees may request, in writing, other work assignments, which are approved by the installation CSF. Post-trial officer inmates will work as assigned by the installation CSF.

11.1.2.3. During normal duty hours, inmates should work in a work outlet commensurate with their custody grade. When possible, assignments should focus on obtaining and learning a skill the inmate may use upon discharge from the Air Force. This does not preclude periodically assigning inmates to details such as base litter patrol. When the CSF approves, inmates in minimum or community custody grades may work within their Air Force Specialty Code (AFSC). Inmates with special skills (for example, mechanic, electrician and carpenter) should receive work assignments to put their skill to productive use. Brief escorts and work outlet supervisors on escort procedures and restrictions to inmate employment. Refer to paragraph **8.2.** Document the initial briefing.

11.1.2.4. While an inmate is in confinement, use AF Form 511, **Individual Inmate Utilization**, to record inmate work program participation, training and other utilization information and document the initial briefing. Use DD Form 2712, **Inmate Work and Training Evaluation**, to document performance.

11.1.3. Prohibit the following types of inmate employment:

11.1.3.1. Operating a vehicle.

11.1.3.2. Handling classified material, medical or behavioral health records, personal or official mail, personal property, funds, or sensitive files.

11.1.3.3. Working with hazardous materials, such as access to drugs, narcotics, intoxicants, firearms, or munitions.

11.1.3.4. Providing personal services or working in an authoritative capacity over another individual.

11.1.3.5. Labor inherently more hazardous than that required of active duty personnel, which violates civilian labor contracts, or under the supervision of a non-DoD foreign national.

11.1.3.6. Food service, unless in a correction dining facility.

11.1.3.7. Labor that permits close association with the opposite sex, unless closely supervised.

11.1.3.8. Labor that may bring financial gain to inmates or the confinement/corrections staff, may bring criticism to the US military, or violate Air Force standards of conduct.

11.1.3.9. Performing work details outside the facility on Sundays and federal holidays unless the inmate(s) volunteer in writing. Non-Christian inmates, who practice their religion and non-religious individuals, will share in the Sunday and federal holiday exception, or will be reasonably accommodated when practical.

11.2. Correctional Treatment Programs. Correctional treatment programs are equal in importance to work assignments.

11.2.1. Confinement officers ensure programs include:

11.2.1.1. Crisis intervention and corrections counseling.

11.2.1.2. Drug and alcohol counseling.

11.2.1.3. Self-growth groups (such as AA and NA).

11.2.1.4. Religious programs (in-facility programs also, if possible).

11.2.1.5. Pre-release counseling, including preparation of parole plans, if the inmate will be parole eligible.

11.2.1.6. Facilities without treatment programs must provide access to crisis intervention, drug/alcohol counseling and pre-release counseling.

11.2.1.7. Academic Instruction. Courses are offered for general education, allowing the inmate without a high school diploma to attain a GED. Those with serious reading and/or writing deficiencies will be offered the opportunity to pursue Air Force sponsored, if locally available, remedial training. Adult basic education is designed to contribute to the inmates' social adjustment.

11.2.2. Confinement/corrections staff refers inmates to base level specialty certified services (i.e., behavioral (Life Skills) health, ADAPT, education center, chapel, etc.) or other approved personnel for appropriate services.

11.2.3. If AA and NA are unavailable on base, the confinement officer will attempt to arrange AA and NA visits to the facility, if needed.

11.2.4. Religious programs. Inmates will be permitted to worship and participate in religious activities according to their faiths, subject to their particular custody and control requirements. They are not, however, required to attend religious meetings or services. If inmates are to attend religious services in an installation chapel in which other military personnel may be present, they shall be permitted to wear the appropriate service uniform. If escorts are required in this situation, they should be as

unobtrusive as possible in maintaining custody and control. When manning is an issue, confinement NCOs will request parent unit support (escorts) if custody grade permits, reference paragraph **1.3.10.**

11.3. Training, Treatment and Transition Program (TTTP). Confinement/corrections staff will ensure HQ AFSFC/SFC TTTP materials, identified in the TTTP Resource Guide, are made available to inmates who voluntarily elect to participate. The TTTP Resource Guide is available on the corrections website at **https://wwwmil.lackland.af.mil/afsf**. TTTP is designed to provide information and resources to the correctional staff in Level 1 CFs and RCFs to assist in an inmate's rehabilitation and successful transition back to the community. Corrections staff will not act as Life Skills counselors.

11.3.1. Use DD Form 2712, **Inmate Work and Training Evaluation,** or locally generated form, to document weekly progress and to determine an inmate's eligibility for Extra Good Conduct Time (EGCT). EGCT will be awarded at the rate of up to 3 days a month consistent with participation in earned time programs (refer to DoDI 1325.7., E26.3.). Confinement officers will determine the amount EGCT awarded.

11.3.2. When completing the DD Form 2712, for TTTP evaluation, the purpose is "other". In Section 1, Attitude & Traits, complete "Initiative" and "Interest in Facility Treatment Program" on a weekly basis. All other areas pertain to the inmate's general conduct while confined. Section 2, Work Performance, will not be used for TTTP evaluation, but can be completed for participation in work assignments and combined with TTTP and general conduct evaluations.

11.4. Adult Basic Education/Academic Instruction. Inmates should be encouraged to further their civilian and military education by participating in base level programs, pursuing self-study courses and enrolling in various correspondence courses. Allow inmate's without a high school diploma to attain a GED, as needed. Those with serious reading and/or writing deficiencies will be offered the opportunity to pursue Air Force sponsored, if locally available, remedial training. Adult basic education is designed to contribute to the inmates' social adjustment.

11.5. Physical Training/Exercise and Recreation. Experience indicates the majority of facility disorders are planned or instigated during inmates' un-programmed time. It is with this in mind that the facility must provide, as an integral part of the correctional treatment program, recreational and welfare activities that are intended to constructively occupy the inmate's leisure time and fill the gaps between details, training and administrative activities that comprise the schedule. One of the essential elements of successful correctional treatment is the provision for inmate free time. Recreational activities also and help relieve stress brought on by living in confinement.

11.5.1. Confinement officers ensure inmates receive at least one hour of physical training, three times a week. They also provide recreational activities such as library, table games, television and radio. For inmate safety, security and possible access to contraband, the confinement/corrections staff closely supervises team sports and individual activities. Facilities that do not have their own recreation yards must coordinate with the services commander for use of installation fitness centers. Ensure adequate escorts are available according to custody grades.

11.5.2. Inmate Recreation. Inmates should participate in recreational activities. They may participate in individual or team activities directed at enabling the inmate to attain physical fitness and keep them active. These type activities are effective in preventing periods of idleness and boredom among the population.

11.5.3. Recreation Rooms. Each correctional facility should have a recreation room where inmates have access to inside recreational equipment, particularly in the evenings and on holidays. The room should be separate from the dayroom/television area.

11.5.4. Dayroom and Television Area. Furnishings for the area should be comparable to those in squadron dayrooms. Television and/or radios should be available. Tables and chairs for table games and an area where inmates can engage in hobbies (painting, leatherwork and other kit-type hobbies) should be available. Inmates may view video movies, when approved, in this area. The staff will monitor the types of movies inmates view.

11.5.5. Inmate Recreational Reading Area. All reading material will be screened and approved prior to introduction into the facility. **NOTE:** Inmates in pay status shall be allowed to purchase approved reading material (i.e., hometown newspaper, local newspaper or magazines) with their personal funds. Commercial reading material must arrive in the mail from the publisher/supplier (not from an individual) or be purchased directly from a vendor, such as the Base Exchange.

11.6. The Air Force Return to Duty Program (RTDP). The Air Force maintains a service unique RTDP (reference 10 USC § 953) currently located at Detachment 3, HQ AFSFC, Naval Weapons Station, Charleston, SC. The program offers selected court-martialed enlisted personnel with exceptional potential the opportunity to be returned to active duty and have their punitive discharge, if adjudged, remitted. Program participants, referred to as candidates, live in housing free of physical security and control measures as much as possible. There is no social segregation by sex. They are provided with therapy and education programs individually designed to improve their conduct, attitude and productivity for continued Air Force service.

11.6.1. Responsibilities:

11.6.1.1. HQ AFSFC/CC has ultimate responsibility for administering the RTDP.

11.6.1.2. The Director, Air Force Corrections, HQ AFSFC/SFC, approves the RTDP procedures and is responsible for the overall operation of the program.

11.6.1.3. The Director of Clinical Services, Detachment 3, HQ AFSFC/SFC, NAVCONBRIG Charleston, SC, develops and implements evaluation and treatment procedures for the RTDP.

11.6.1.4. The Commander, HQ 11th Wing/CC is the CMCA for all Air Force RTDP candidates reassigned to AFCS. Members approved for entry into the program without an approved punitive discharge will remain assigned to their original CMCA.

11.6.1.5. The AFC&PB makes the final decision with respect to return to duty except for the elimination of candidates for cause during the program or for self-initiated elimination.

11.6.1.6. The Commander, Detachment 3, HQ AFSFC, NAVCONBRIG Charleston, SC, may eliminate candidates during the program for cause (unsatisfactory behavior, progress, etc.) or due to self-initiated elimination. A candidate eliminated “for cause” must be advised in writing of the basis for the action. Within three business days of this notice, the candidate may appeal their elimination by submitting a letter with such attachments as they deem necessary through the Detachment Commander to the AFC&PB. The Detachment Commander may reverse the causal decision or action or forward the candidate’s package, with comments and supporting material, to the AFC&PB within three business days by the most expeditious manner. The AFC&PB may direct,

for good cause, the re-entry of the candidate in the RTDP. There is no appeal from the AFC&PB decisions.

11.6.2. Entry into Program. Eligible inmates, may be entered into the program by the authorities set out in paragraph **11.6.6.** as described below:

11.6.2.1. Eligible inmates regardless of length of confinement may apply to their CA for entry into the RTDP as part of their clemency request following courts-martial and prior to CA action. If approved by the CA, inmates will be transferred to the RTDP at NAVCONBRIG Charleston.

11.6.2.2. An eligible inmate who applies to the CA for entry into the RTDP, but is not approved for entry, may apply directly to the AFC&PB for entry into the RTDP. The inmate must submit the application within 30 calendar days of notification of the CA's action on the sentence, unless good cause for the delay is shown. The inmate should send the application to the Executive Secretary, AFC&PB (SAFPC, 1535 Command Dr., EE Wing, 3rd Fl., Andrews AFB, MD 20762-7002) for action. At the same time as submitting the application to the AFC&PB, the inmate must provide a copy of the application to the CA.

11.6.2.2.1. In the application include copies of all clemency matters previously submitted to the convening authority, the SJA's recommendation, action of the convening authority and any new or additional information not considered by the convening authority to include the documentation required by paragraph 11.4.4.

11.6.2.2.2. Upon review of the application, the CA may provide a recommendation to the Executive Secretary, AFC&PB (SAFPC, 1535 Command Dr., EE Wing, 3rd Fl., Andrews AFB, MD 20762-7002) for consideration by the AFC&PB.

11.6.2.2.3. Upon notification that an inmate has applied to the AFC&PB for entry into the RTDP, the HQ AF/XOF or HQ AFSFC representative to the AFC&PB will check the criminal record of the applicant in the NCIC or the other sources and report the findings to the AFC&PB.

11.6.2.2.4. There is no appeal from the AFC&PB decision.

11.6.2.3. Inmates, who have not applied to the CA or the AFC&PB under paragraphs **11.6.2.1.** and **11.6.2.2.** respectively, may apply to any of the remaining approving authorities set out in paragraph **11.6.6.**

11.6.2.4. Inmates with sentences of 12 months or more, who are disapproved entry, may re-apply annually to the AFC&PB.

11.6.2.5. All confinement/corrections facilities will provide new Air Force inmates with information concerning the RTDP. Refer inmates with questions about the RTDP to their ADC.

11.6.3. To be eligible for the RTDP applicants must:

11.6.3.1. Not have an executed discharge or be retirement eligible and not be past their ETS.

11.6.3.2. Be enlisted and have been court-martialed.

11.6.3.3. Have a minimum of 30 days remaining to serve upon arrival at the RTDP or be willing to exceed their maximum release date as stated in paragraph **11.6.4.1.** The CA or the AFC&PB may waive the minimum time requirement.

11.6.3.4. Accept responsibility for their crime(s) and have a strong desire to change negative attitudes and behaviors.

11.6.3.5. Be approved for worldwide duty by medical authorities.

11.6.3.6. Have personality characteristics, as established by a psycho-social behavioral health evaluation, that on balance support a reasonable expectation of successful rehabilitation. No specific personality characteristics guarantee success or failure, but some personality attributes are assets and others are hindrances to successful rehabilitation.

11.6.3.6.1. The following characteristics have been found valuable to the successful completion of the RTDP: ability to accept constructive criticism, team orientation, dependability, assertiveness, motivation for change, adequate stress tolerance, at least average intelligence and good interpersonal skills.

11.6.3.6.2. The following characteristics have been found less desirable in successfully completing the RTDP: patterns of poor judgment, patterns of impulsivity, history of violent behavior or serious psychological problems (bipolar disorder, recurrent major depression, any psychotic disorder, diagnosed personality disorder), untreated sexual offense, conflict avoidance and lack of initiative.

11.6.3.6.3. A behavioral health specialist, counselor, or psychologist may complete the psycho-social behavioral health evaluation.

11.6.3.7. Have no record of violent or sex offenses. Any entry approval authority can, in exceptional cases, waive this prohibition against violent offenders. The AFC&PB may waive this prohibition against sex offenders. Before applying for the RTDP, all drug abusers and violent offenders must have completed a crime-specific evaluation by Life Skills or ADAPT, as appropriate. The results of this evaluation must be part of the application.

11.6.3.8. Have no more than a limited history of prior civilian and military offenses.

11.6.3.9. Have a positive record of military training, experience and performance.

11.6.4. An applicant will prepare an application with the assistance of his defense counsel, if available. Additionally, some of the application documents may be in possession of the confinement/corrections staff or CA's Staff Judge Advocate. Upon request of the applicant, they should provide the applicant those documents for inclusion in the application. The application should include a letter (no specific format), stating the applicant is a volunteer for the program. This volunteer statement should also set out a brief description of the offense, brief military history, restitution plan (if any) and signature of the inmate submitting the application. The application, *with the following attachments*, should be submitted through the confinement/corrections staff to the AFC&PB or other approval authority.

11.6.4.1. A memorandum (**Attachment 23**) consenting to the conditions of the

RTDP, indicating they are willing to forfeit all forms of good conduct time, waive parole eligibility and be willing to remain in "voluntary confinement", if they exceed their maximum release date, in order to complete the RTDP. The candidate's GCT is restored if they are removed from the RTDP before reaching their maximum release date, unless discipline and adjustment board actions remove GCT. Parole rights are restored (if eligible) for members who are removed from the RTDP. Eligibility for parole when an inmate is removed from the program, is set out in paragraph **11.6.15.**

11.6.4.2. Personal Data Sheet (from Record of Trial (ROT)).

11.6.4.3. Court-Martial Order (Promulgating Order, R.C.M. 1114).

11.6.4.4. Stipulation of Fact (if any) from the ROT.

11.6.4.5. Letters of support/character statements, to include from commanders and supervisors.

11.6.4.6. Application made to and responses from, other approval authorities (paragraph **11.6.6.**)

11.6.5. The confinement/corrections staff prepares the RTDP case file to be forwarded to the AFC&PB or other approval authority. The case file should include the letter and attachment set out in paragraph **11.6.4.** and the following:

11.6.5.1. Letter of facility performance prepared by the confinement NCOIC, or designated representative. Include an objective report on the inmate's behavior and attitude while in confinement.

11.6.5.2. Social history, including inmate's version of the offenses, past civilian and military offenses, including contact with law enforcement during adolescence, substance abuse history, prior and present substance abuse treatment, other behavioral health treatment, progress in treatment and military record. Facility staff or base Life Skills staff may complete treatment recommendations. If done by a behavioral health specialist or counselor, it should also indicate the inmate's potential for successful short-term treatment.

11.6.5.3. Confinement Summary Data (or computer-automated equivalent). Should include minimum and maximum release dates, date entered confinement, DD Form 2710-1, **Inmate Sentence Information,** DD Form 2715, **Clemency/Parole Submission,** DD Form 2715-2, **Inmate Summary Data** and DD Form 2719, **Continuation Sheet**.

11.6.5.4. Military personnel data. Include all EPRs, date entered AF, years of good time in service, expiration time in service date, time left on enlistment, AFSC and title and disciplinary action(s) (Article 15s, unfavorable information files, letters of reprimand, letters of counseling).

11.6.5.5. NCIC Check. Include a copy of a NCIC check (or other similar source) report on the applicant. **NOTE:** Once produced, this document will not be provided to the applicant and must remain in official channels. The CSF is responsible to obtain and provide to the approving authorities.

11.6.6. The following may approve entry into the RTDP:

11.6.6.1. The Convening Authority (CA). The applicant's convening authority as part of initial clemency review. **NOTE:** Applicants who are directed by the CA will not enter the program until the action of the CA is received by HQ AFSFC/SFC indicating entry into the RTDP. HQ AFSFC/SFC will then make transfer arrangements.

11.6.6.2. The Air Force Judge Advocate General (TJAG). TJAG will not consider application until CA action has been taken. Applications to TJAG should be sent to AFLSA/JAJR, 172 Luke Avenue, Bolling AFB, DC 20332. The other approving authorities cannot overturn disapproval by the TJAG.

11.6.6.3. The Air Force Clemency & Parole Board (AFC&PB). The other approving authorities cannot overturn disapproval by the AFC&PB.

11.6.7. Entry into the RTDP and completion of program requirements do not guarantee subsequent return to duty. Upon completion of the RTDP, the candidate's progress and training records will be reviewed by the AFC&PB, which will decide if the candidate shall be returned to active duty.

11.6.8. Upon approval (see paragraph **11.6.5.**), HQ AFSFC/SFC makes the necessary transfer arrangements for candidates not located at NAVCONBRIG Charleston, SC.

11.6.8.1. All candidates will travel to Detachment 3, AFSFC/SFC, Charleston NAVCONBRIG, unescorted. Candidates arrive at the RTDP in the custody grade assigned by the losing facility, normally minimum custody. They remain in this custody grade until re-classified by the Commander, Detachment 3. If recommended by the treatment team and approved by the Detachment Commander, candidates will be placed in community custody status and remain at that level until reclassified or removed from the program. **NOTE**: Candidates past their MRD, or approved by HQ AFSFC/SFC, should be placed in community custody upon arrival.

11.6.8.2. The confinement/corrections staff at the losing facility should ensure the candidate carries a copy of the Record of Trial (ROT) with them, when transferred to the RTDP. The ROT will be for the RTDP staff.

11.6.8.3. Upon arrival in the RTDP the treatment team conducts a complete psycho-social history, psychological evaluation and individualized treatment plan. The team reviews the record of trial, personnel and medical records and substance abuse treatment record in the assessment process.

11.6.9. Program Design:

11.6.9.1. Length. The goal is to complete the core program in 14 weeks; however, the total program will not exceed 6 months except upon recommendation by the treatment team and approval by AFC&PB.

11.6.9.2. Treatment Approach. Cognitive-behavioral intervention led by an interdisciplinary team in a peer group living environment with focus on return to active duty. The program design allows close alignment of activities, housing environment, uniforms and interactions with an active duty environment when possible.

11.6.9.3. The Evaluation and Treatment Team. The team individualizes treatment plans and program duration to meet the candidate's needs. The team uses records, interviews, observations, psychological and academic tests and program performance to conduct initial and ongoing evaluations and case conferences.

11.6.9.3.1. The team consists of a team leader, social worker, psychologist, behavioral health technicians, military training leaders and a chaplain.

11.6.9.3.2. The team provides candidates with individual and group therapy, seminars and physical and military training. Candidates also participate in self-help groups and meaningful work outlet assignments.

11.6.9.3.3. Provides a recreation program (off-site sport/recreation/cultural events) at least once a month escorted by Military Training Leaders and/or RTDP team members.

11.6.9.3.4. Provides pre-release preparation classes, priority access to brig treatment programs, as needed, OPTIONS cognitive skills program, crossroads program, substance abuse program and adult basic education program including College Level Exam Program (CLEP), college or vocational courses.

11.6.9.3.5. Meets on a regular basis to evaluate each candidate's progress. It may recommend elimination from the program at any time. The detachment commander acts on the recommendation.

11.6.9.3.6. Serious infractions of the RTDP or facility rules will result in a discipline and adjustment board chaired by the Director of Clinical Services. The Detachment 3 commander directs the disciplinary action.

11.6.9.3.7. Provides and encourages a visitation program during the weekend brig visitation hours.

11.6.10. Treatment Team Final Evaluation. Upon completion of treatment goals, the treatment team makes a final evaluation and recommendation to the Detachment Commander.

11.6.10.1. The treatment team makes the final recommendation with respect to return-to-duty using the following factors:

11.6.10.1.1. Judgment, coping skills, impulse control, tolerance for frustration and delay.

11.6.10.1.2. Acceptance of personal and social responsibilities.

11.6.10.1.3. Maintenance of good order and discipline.

11.6.10.1.4. Potential for further inappropriate or illegal behavior.

11.6.10.1.5. Potential to contribute to the Air Force mission.

11.6.10.1.6. Answers to the questions: "As a commander or supervisor, would I want this airman working for me?" and "Should we return this airman to duty considering their entire civilian and military history and potential value to the Air Force?"

11.6.10.2. The treatment team will recommend that the candidate be retained for further evaluation or treatment, removed from the program, or returned to duty. If the treatment team recommends removal from the program, it will include recommendations for clemency and parole consideration, if eligible and requested. Clemency and parole packages will be assembled according to facility guidelines and **Chapter 10**.

11.6.10.3. The treatment team will forward recommendations through the Detachment 3 Commander, who may add a recommendation, to AFC&PB for final decision.

11.6.10.4. Candidates who have completed program requirements, are past their MRD and are awaiting final decision from the AFC&PB will be placed in casual status and housed at Charleston AFB (when feasible) on work release. Those candidates who are not past MRD will remain in the RTDP housing unit and may participate in work release programs.

11.6.11. Program Completion:

11.6.11.1. Candidates who are returned to duty will have the unexecuted part of any sentence suspended for up to 1 year, or as determined by the AFC&PB. The suspended punishment, unless the suspension is sooner vacated, will be remitted at the end of the suspension period or upon the order of the AFC&PB. The airman will serve at least one year or until ETS, whichever is longer. Unless otherwise stated, the action of the AFC&PB to suspend a sentence includes, as a condition of the suspension, that the RTDP graduate not violate any punitive article of the UCMJ (see MCM Rule 1108 (c.)).

11.6.11.2. The losing base of candidates who are returned to duty will initially PCS w/PCA to HQ AFSFC/SFC and remain in casual status. Once gained, HQ AFSFC initiates reassignment actions to a CONUS location. Member may have to apply for retraining due to loss of a security clearance. Actions are done by HQ AFSFC/SFC.

11.6.11.3. Assignment upon return to duty. The airman will not be reassigned overseas, to the duty station where they were originally tried and convicted, or to the installation operating/supporting the RTDP.

11.6.11.3.1. The Director, Air Force Corrections may waive this restriction, upon receipt of Wing Commander (or equivalent) support for the return of the airman to the originating installation or the operating/supporting installation.

11.6.11.3.2. The Director, Clinical Services Department at Charleston NAVCONBRIG, provides conviction and rehabilitation history only to the gaining commander.

11.6.11.4. High Year of Tenure (HYT) issues. Program staff shall advise candidates who are returned to duty that if they complete their enlistments honorably but face HYT issues, they may petition the Air Force Board for Correction of Military Records for relief.

11.6.12. Elimination from Program:

11.6.12.1. After consultation with the Treatment Team, the Detachment 3 Commander may eliminate candidates from the program for cause (unsatisfactory behavior, progress, etc.) or due to self-elimination. Eliminated candidates may appeal the decision within 10 days to AFC&PB. The Detachment 3 Commander will prepare a package detailing the reason for elimination from the program including the treatment team recommendation. The appeal and package will be forwarded to AFC&PB for final action.

11.6.12.2. A candidate may quit the RTDP at any time by revoking their volunteer statement after consulting with a legal representative. The candidate will have a 24-hour "cooling off" period to allow time to consider the ramifications of their decision. A candidate can only use the cooling-off period once while in the RTDP, therefore, any subsequent revocation of their volunteer status will result in immediate elimination from the program. The Detachment Commander then removes the candidate from the program and takes the appropriate action indicated in this paragraph and IAW NAVCONBRIG Charleston procedures.

11.6.12.3. Disposition of eliminated candidates:

11.6.12.3.1. If past MRD and sentenced to a punitive discharge, HQ AFSFC/SFC places the inmate on excess leave pending completion of appellate review.

11.6.12.3.2. If not past MRD and sentenced to a punitive discharge, the inmate returns to confinement until sentence completion or release on appellate leave or parole.

11.6.12.3.3. If past MRD without a punitive discharge, HQ AFSFC/SFC makes the necessary arrangements to return the inmate to their parent unit or initiate separation procedures IAW AFI 36-3208, *Administrative Separation of Airmen*.

11.6.12.3.4. If not past MRD and does not have a punitive discharge, return to confinement until sentence completion. HQ AFSFC/SFC makes necessary arrangements to return the inmate to their parent unit or initiate separation procedures IAW AFI 36-3208, *Administrative Separation of Airmen.*

11.6.13. Leave Procedures. The detachment commander authorizes leave for RTDP candidates as recommended by the Director, Det 3 Clinical Services Department. Charge leaves according to AFI 36-3003, *Military Leave Program* and DOD7000.14-R, Volume 7A. Ordinary leave is not normally authorized. Emergency leave may be authorized when the emergency has been verified. The facility

commander or designated representative may also authorize special holiday leave for Christmas and New Year holidays. Candidates in community custody grades do not require escorts but must sign the travel without escort agreement.

11.6.13.1. The Director, Det 3 Clinical Services, may grant special passes of up to 72 hours to upper level candidates in order to visit with immediate family in the Charleston area.

11.6.13.2. The Director, Det 3 Clinical Services, normally grants each candidate no more then one such pass while assigned to the RTDP.

11.6.14. Victim/Witness Program (as related to the RTDP). The VWAP Coordinator ensures all necessary notifications take place whenever a candidate is allowed movement outside the facility in accordance with applicable VWAP instructions.

11.6.15. Clemency and Parole. Clemency consideration for candidates in the RTDP will be in accordance with guidelines established in paragraph **10.10.**, "Eligibility for Clemency, Restoration, Reenlistment and Transfer to the Federal BOP." As a condition of RTDP participation, candidates must waive consideration for parole while in the program. Parole consideration for candidates who are removed from the program will be in accordance with paragraph **10.12.** "Eligibility for Parole".

11.6.16. Follow-up evaluation. The gaining commander on a semi-annual basis evaluates candidates for at least two years. The Clinical Services Department oversees the evaluation, sends the evaluation packages to the gaining commander and tracks statistical data. Candidates returned to duty are not eligible for promotion during the probation period IAW AFI 36-2502, *Airman Promotions Program,* Table 1.1. They may, however, petition the Air Force Board for Correction of Military Records at the end of the probation period for some or all of the rank lost as a result of a court-martial sentence.

11.7. Casual Program. NCOIC of the RTDP also directs the administration and supervision of candidates, assigned to RTDP, who have been and placed in casual status.

11.8. Forms Prescribed or Adopted.

11.8.1. **Forms Prescribed:**

AF Form 444**, Advisement of Rights upon Pre-trial Confinement**

AF Form 511, **Individual Inmate Utilization**

AF Form 807, **Receipt-Inmate's Personal Property**

AF Form 808, **Cash Account-Inmate's Personal Deposit Fund**

AF Form 1387, **Receipt- Inmate's Personal Deposit Fund**

AF Form 1388, **Summary Receipt Voucher-Inmate's Personal Deposit Fund**

AF Form 1390, **Withdrawal Request-Inmate's Personal Deposit Fund**

AF Form 1391, **Group Purchase Voucher-Inmate's Personal Deposit Fund**

AF Form 1392, **Summary Disbursement Voucher-Inmate's Personal Deposit Fund**

AF Form 1393, **Petty Cash Voucher-Inmate's Personal Deposit Fund**

AF Form 1398, **Daily Status-Inmate's Personal Deposit Fund**

AF Form 4289, **Monthly Victim/Witness Activity Report Concerning Inmate Status**

11.8.2. **Forms Adopted:**

AF Form 53, **Security Forces Desk Blotter**

AF Form 100, **Request and Authorization for Separation**

AF Form 116, **Request for Deviation from Security Criteria**

AF Form 899, **Request and Authorization for PCS (for inmates)**

AF Form 1297, **Temporary Issue Receipt**

AF Form 1359, **Report of Result of Trial**

AF Form 2098, **Duty Status Change**

AF Form 3545, **Incident Report**

DA Form 1708-R**, Certificate of Release from Parole**

DD Form 214, **Certificate of Release or Discharge from Active Duty**

DD Form 499, **Prisoner's Mail and Correspondence Record**

DD Form 504, **Request and Receipt for Health and Comfort Supplies**

DD Form 506, **Daily Strength Record of Prisoners**

DD Form 509, **Inspection Record of Prisoner in Segregation**

DD Form 510, **Request for Interview**

DD Form 515, **Roster of Prisoners**

DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**

DD Form 616, **Report of Return of Absentee**

DD Form 1610, **Request/Authorization for TDY Travel of DoD Personnel (for escorts)**

DD Form 2704,**Victim/Witness Certification and Election Concerning Inmate Status**

DD Form 2705, **Victim/Witness Notification of Inmate Status**

DD Form 2706, **Annual Report on Victim and Witness Assistance**

DD Form 2707, **Confinement Order**

DD Form 2708, **Receipt for Inmate or Detained Person**

DD Form 2709, **Privacy Act Statement**

DD Form 2710, **Inmate Background Summary**

DD Form 2710-1, **Inmate Sentence Information**

DD Form 2711, **Initial Custody Classification**

DD Form 2711-1, **Custody Reclassification**

DD Form 2711-2, **Custody Initial/Reclassification Summary Addendum**

DD Form 2712, **Inmate Work and Training Evaluation**

DD Form 2713, **Inmate Observation Report**

DD Form 2714, **Inmate Disciplinary Report**

DD Form 2715, **Clemency/Parole Submission**

DD Form 2715-1, **Disposition Board Recommendation**

DD Form 2715-2, **Inmate Summary Data**

DD Form 2715-3, **Inmate Restoration/Return to Duty, Clemency and Parole Statement**

DD Form 2716, **Parole Acknowledgement Letter**

DD Form 2716-1, **Department of Defense Certificate of Parole**

DD Form 2717, **Department of Defense Voluntary/Involuntary Appellate Leave Action**

DD Form 2718, **Inmate's Release Order**

DD Form 2719, **Continuation Sheet**

DD Form 2720, **Annual Confinement Report**

DD Form 2791, **Notice of Release/Acknowledgement of Convicted Sex Offender Registration Requirements**

FBI Form I-12, **Flash/Cancellation Notice**

FD-249, **Arrest and Institution Fingerprint Card**

R-84, **Final Disposition Report Form.**

RONALD E. KEYS, Lt Gen, USAF
DCS/Air and Space Operations

(35FW)

WILLIAM J. REW, Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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AFMAN 10-206, *Operational Reporting,* 14 May 2002

AFMAN 37-139, *Records Disposition Schedule,* 1 Mar 1996

AFMAN 51-203, *Records of Trial,* 1 Oct 1999

AFOSI 71-107, *Processing Investigative Matters*, 15 Mar 2000

AFPD 31-2, *Law Enforcement,* 6 May 1994

Abbreviations and Acronyms

AA—Alcoholics Anonymous

ADAPT—Alcohol and Drug Abuse and Treatment

ADC—area defense counsel

ADL—Advanced Distributed Learning

AFC&PB—Air Force Clemency and Parole Board

AFCS—Air Force Corrections System

AFI—Air Force Instruction

AFJI—Armed Forces Joint Instruction

AFM—Air Force Manual

AFOSI—Air Force Office Special Investigations

AFPC ——Air Force Personnel Center

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFSFC/CC—Commander, Air Force Security Forces Center

ASPI—administrative segregation pending investigation

AWOL—absent without leave

BAS—basic allowances for subsistence

BDU—battle dress uniform

BOP—Bureau of Prisons

CA—convening authority

CCTV—closed circuit television

CF—confinement facility

CMCA—court-martial convening authority

CONUS—continental United States

CPR—cardio pulmonary resuscitation

CRRO—Central Repository Responsible Official (AF Central Repository Manager)

CSD—confinement start date

CSF—chief, security forces

CS Gas—ortho-chlorobenzylidene malonitrile

CTF—correctional treatment file

D&A—discipline and adjustment

DoD—Department of Defense

EETA—extra good conduct time

EP—emergency parole

FBI—Federal Bureau of Investigation

FBOP—Federal Bureau of Prisons

FOIA—Freedom of Information Act

FSO—financial services office (formerly AFO)

GCMCA—general courts-martial convening authority

GCT—good conduct time

HIV—human immunodeficiency virus

HQ 11 WG/CC—Commander, Headquarters 11th Wing

HQ AFSFC/SFC—Headquarters Air Force Security Forces Center/Corrections Division

HQ USAF/XOF—Headquarters US Air Force/Director of Security Forces

HYT—high year of tenure

JFTR—Joint Federal Travel Regulation

MAJCOM—major command

MAJCOM/SF—major command/security forces

MCM—Manual for Courts-Martial

MILPDS—Military Personnel Data System

MOA—memorandum of agreement

MPF—military personnel flight

MRD—minimum release date

MWD—military working dog

NA—Narcotics Anonymous

NAVCONBRIG—naval consolidated brig

NCIC—National Crime Information Center

NCO—noncommissioned officer

NCOIC—noncommissioned officer in charge

NLETS—National Law Enforcement Telecommunications System

NTE—not to exceed

O&M—operation and maintenance

OCONUS—outside the continental United States

OC Pepper Spray—oleoresin capsicum

OSI—Office of Special Investigations

PA—Privacy Act

PCS—permanent change of station

PDF—personal deposit fund

PED—parole eligibility date

RCF—regional correctional facility

RCM—Rule(s) for Courts-Martial, found in the Manual for Courts-Martial

RO—responsible official (Victim Witness Assistance Program)

ROT—record of trial

RTDP—return-to-duty program

SAF—Secretary of the Air Force

SAF/MRB—Secretary of the Air Force, Military Review Board

SAFPC—Secretary of the Air Force Personnel Council

SF—security forces

SJA—staff judge advocate

SPCMA—special courts-martial authority

SSN/SSAN—social security number

TDY—temporary duty

TJAG—the judge advocate general

UCMJ—Uniform Code of Military Justice

UPRG—unit personnel records group

USAF—United States Air Force

USC—United States Code

USDB—US Disciplinary Barracks (Ft. Leavenworth, KS)

VWAP—Victim Witness Assistance Program

Terms

adjudged—The status of an inmate from the time sentence is announced until the convening authority takes action.

administrative discharge—Action taken to separate an airman from the US Air Force according to AFI 36-3208.

administrative segregation—The physical segregation of an inmate for observation, medical reasons, protection, or as a control measure.

aggregate sentence—The total sentence time pending against an inmate when adding the results of two or more sentences from courts-martial actions.

appellate review—The process of factual and legal sufficiency review and sentence appropriateness review which commences immediately after judgment and continues through issuance of a final court-martial order after all appeals have been exhausted.

central repository—A headquarters office, which serves as a clearinghouse of information on inmate status and collects and reports data on the delivery of victim and witness assistance including notification of inmate status changes. HQ AFSFC/SFC is the Air Force's Central Repository.

classification—The process and act of evaluating and observing an inmate and making a decision as to the degree of custody and control required for that inmate.

clemency —Under Article 74, UCMJ**,** the act of an authorized individual or body modifying a court-martial sentence by suspension or remission of any unexecuted portion of the sentence. Under Article 74(b), UCMJ, the SAF, may for good cause substitute an administrative discharge for a dismissal or punitive discharge.

contraband—Any item in the possession of an inmate or located within a confinement or correction facility, which is not specifically authorized by regulation or the confinement officer.

convening authority action—The approval, disapproval or modification of a court-martial sentence and possibly the findings by the court-martial convening authority with jurisdiction over that case. R.C.M. 1107 (c) & (d).

correctional treatment file (CTF)—A file established on each inmate upon admission to the confinement/corrections facility and following the inmate through the sentence to final discharge or return to duty.

custody—Having control over a detainee or inmate.

custody levels—The classification level assigned to each inmate signifying the degree of supervision and type of restraint appropriate based on the inmate, the circumstances of the confinement and all other appropriate factors. The basic custody levels used in AFCS are maximum custody, medium custody and minimum custody.

detainee—A person subject to the UCMJ who has been lawfully entered into confinement not as a result of an adjudged court-martial sentence. Detainees include persons ordered into pre-trial confinement, persons pending a rehearing on charges or sentence and persons pending the vacation of a suspended sentence, which includes confinement or a punitive discharge.

detainer—A warrant placed against a person in federal, state or local correctional facility that notifies the holding authority of the intention of another jurisdiction to take custody of that individual when they are released.

detention warrant—A warrant that authorizes the arrest and temporary detention of a parolee pending preliminary revocation proceedings. A detention warrant should be distinguished from a warrant for the return of a parolee to prison, although return warrants are sometimes used as detainers. For the purpose of these standards, return warrants used as detainers also are deemed to be detention warrants.

deviation—A waiver, variance, or exception to required standards.

discipline and adjustment board—Personnel appointed to review and make disciplinary recommendations on an inmate who has been accused of a violation of confinement rules or regulations.

disinterested—Someone who has no connection with the inmate in terms of confining offense or through the misconduct, which is subject of the D&A Board or any official or unofficial involvement with the inmate that would tend to bias an individual for or against the inmate.

disposition board—Personnel appointed to review information, interview an inmate and formulate recommendations for clemency and parole, as the inmate becomes eligible.

emergency parole (EP)—A conditional release which confinement officers can authorize. EP is for extreme emergency circumstances normally requiring the physical presence of the inmate to save the life of another, e.g., an organ donation/bone marrow donation. Inmates return to confinement after EP.

escape—The unauthorized absence of an inmate or detainee from custody.

escort—A person or persons detailed to provide custody and control of an inmate while not within the confinement/corrections facility.

exception—The approved continuance of a non-correctable condition, which varies from a confinement/corrections standard. Exceptions require compensatory measures.

excess leave—Voluntary or involuntary non-chargeable leave taken by a person upon release from confinement pending completion of appellate review. Also known as appellate leave.

extra good conduct time—That time credited towards an inmate's sentence to confinement that is over and above good conduct time provided by law and according to AFJI 31-215 (AR 633-30), *Military Sentences to Confinement* and this AFI.

forfeitures—That portion of a sentence, which partially or totally removes pay and entitlements from an inmate's pay as they accrue.

good conduct time—That time which is credited towards an inmate's sentence to confinement that is allowed according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement* and this AFI.

health and comfort items—Those items deemed necessary by the confinement officer or this instruction for issue to inmates.

inmate—A person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority whether or not the sentence has been ordered approved by convening authority.

inoperative time—Any period of time during which an inmate is not credited with serving his sentence to confinement.

level 1 confinement facility (CF)—Facilities housing pre-trial detainees or post-trial inmates, normally 180 days or less (can house up to 1 year with HQ AFSFC/SFC approval) and those awaiting transfer to Regional Correctional Facilities, or as directed by HQ AFSFC/SFC. Treatment programs will be offered consistent with security requirements and available resources. Inmates with sentences less than 1-year confinement and no adjudged discharge will remain assigned to parent unit.

level 1 regional correctional facility (RCF)—Facilities housing pre-trial detainees, or post-trial inmates with sentences of 15 months or less, or inmates awaiting transfer to other Regional Correctional Facilities, or as directed by HQ AFSFC/SFC. Treatment programs will be offered consistent with security requirements and available resources. Inmates may be gained to the Air Force Corrections System while in place.

level 2 facility —Facilities housing all female inmates (except Charleston NAVCON Brig), male inmates with sentences up to 7 years and may house some male inmates with longer than a 7-year sentence, requiring specialized treatment only available at the Level 2 facility (e.g., Charleston and Miramar NAVCON Brigs), or at the direction of the Level 3 executive agency. These facilities provide the following treatment programs: Crisis Intervention, Corrections/Offense related counseling, Sex Offender Treatment Program, Drug and Alcohol Education including NA and AA, Stress Management, Pre-Release, Vocational Training, Functional Skills Testing and Remedial Education.

level 3 facility—Facilities housing post-trial inmates with sentences exceeding that of Level 2 facilities up to confinement for life and death sentences. Level 3 facilities provide all the programs and services available in Level 2 facilities based upon assessed inmate needs. AFCS uses the USDB, Ft. Leavenworth, KS. Refer to Level 2 Facility for housing Level 3 female inmates. The Air Force may also transfer inmates to the Federal BOP when approved by the AFC& PB. The US Army is the executive agency for Level 3 corrections.

maximum custody—Classification assigned to inmates requiring continuous supervision or for those who are considered extremely violent, or are an escape risk.

maximum release date—The date of release for an inmate sentenced to confinement without deduction of good conduct time as authorized by (AR 633-30) AFJI 31-215, *Military Sentences to Confinement*.

minimum custody—Classification assigned to inmates considered sufficiently dependable as to require little supervision.

minimum release date—The date of expected release for an inmate sentenced to confinement when computation of good conduct time has been deducted according to (AR 633-30) AFJI 31-215, *Military Sentences to Confinement*.

parole—The conditional release of an eligible inmate, on order of the AFC&PB or the SAF, to the supervision of a US Probation Officer.

parolee—An inmate who has been released by order of the AFC&PB or SAF and who is under the

supervision of a US Probation Officer.

personal deposit fund—A government controlled fund, which is established for control and safekeeping of the inmates' funds.

post-trial inmate—An inmate's status after court-martial, where confinement is included in the sentence.

pre-release conference—A conference convened to counsel and prepare an inmate for release from confinement.

pre-transfer conference—A conference convened to counsel and prepare an inmate for transfer to another confinement/corrections facility.

pre-trial detainee—A detainee awaiting filing of charges, disposition of charges, trial by court-martial or trial by a foreign court.

release-related activities—Any action, hearing, or review that releases or affects the scheduled release date of an inmate.

sentenced—The status of an inmate after convening authority approval action.

training treatment and transition program (TTTP)—A voluntary workbook-based, modular, self-paced program for inmates who want to address issues that resulted in their confinement and to prepare for release. The Level 1 staff implements the program with on-call advice from Detachment 2 or 3 advisors, requiring minimal base agency support.

variance—A nonstandard condition, which technically varies from a requirement, but provides essentially the same level of standard. A variance does not require compensatory measures.

victim—A person who suffers direct physical, emotional, or financial harm as a result of the commission of a crime.

waiver—The approved contingence of a temporary condition that varies from a requirement and creates a vulnerability to the protected area. A waiver requires compensatory measures.

witness—A person who participates in a criminal investigation or proceeding for the purpose of providing information or evidence concerning the offense. When the witness is a minor child, this term includes the minor's parents or any person having legal custody of the minor. The term witness does not include defense witness or an individual involved in the crime as a perpetrator or accomplice.

Attachment 2

CONTENT OF THE CORRECTIONAL TREATMENT FILE

Table A2.1. Content of the Correctional Treatment File.

Section A—In-processing and Identification 1. AF Form 899, Request and Authorization for Permanent Change of Station-Military, for inmates transferred through HQ AFSFC/SFC. 2. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, for escorts' TDY orders when issued for inmate transfer. 3. FD-249, Current Arrest Card (fingerprint card). 4. Individual Clothing Inventory. 5. AF Form 807, Receipt for Inmate's Personal Property. 6. Initial Confinement Interview (may be memorandum for record, local form letter, or checklist). 7. DD Form 2710, Inmate Background Summary 8. AF Form 1297, Temporary Issue Receipt, (used to record issue of facility rule or other items). 9. DD Form 2707, Confinement Order. 10. Inmate's photographs. 11. DD Form 2708, Receipt for Inmate or Detained Person. **Section B—**Courts-Martial Actions and Sentence Computation 1. AF Form 1359, Report of Result of Trial. 2. AF Form 444, Advisement of Rights Upon Pre-trial Confinement. 3. Courts-Martial Order. 4. Staff judge advocate review. 5. US Air Force Court of Criminal Appeals decision.	6. United States Court of Appeals for the Armed Forces decision. 7. Sentence computation worksheets 8. Other paperwork relating to or affecting sentence, to include abatements, forfeitures, credits for pre-trial, deferments, etc. 9. AF Form 100, Request and Authorization for Separation. **Section C—**Work Release and Inmate Utilization 1. AF Form 511, Individual Inmate Utilization. 2. Sign-in and sign-out logs. 3. Communication relating to job performance. **Section D—**Confinement History 1. DD Form 510, Request for Interview. 2. DD Form 2714, Inmate Disciplinary Report 3. Custody grade determinations. 4. Classification panel actions and results. 5. On-the-Spot-Reports. 6. DD Form 509, Inspection Record of Inmate in Segregation. 7. Any other documents relating to confinement history. **Section E—**Disposition Boards and Considerations 1. All disposition board-related documents. 2. Copy of all disposition board proceedings. 3. Clinical evaluations. **Section F—**Medical and Miscellaneous 1. Report of illness/injury. 2. Copies of physical examination and test results. 3. Any documents not relating to other sections

Attachment 3

INMATE CLASSIFICATION AND GUIDELINES FOR CUSTODY LEVELS

Table A3.1. Inmate Classification and Guidelines for Custody Levels. The following descriptions illustrate behavior characteristics that are typical of inmate custody levels.

	Risk of Escape	Violence	Mental/Emotional
MAXIMUM	Conduct that indicates high probability of escape, history of escape or escape attempts. Specialized training (Escape & Evasion).	Recent history of violent crimes and/or violent conduct. Active member gang/group advocating violence or recent assault on staff.	Highly unpredictable. History of serious mental instability Or extremely violent behavior. Record of suicide gestures or attempts.
MEDIUM-IN	Escape history involves flight from custody or attempts. Conduct indicates probability of escape.	History of violent behavior involving weapons or history of serious injury to victims.	Major emotional disorder. Record of instability or Suicide gestures or attempts.
MEDIUM-OUT	Poses minimal escape risk. No history of escape or attempts.	Limited history of violent behavior not involving weapons.	Stable personality and record of suicide gesture or attempts.
MINIMUM	No history of escape or attempts.	No history of violent behavior.	Stable personality and No record of suicide gesture or attempts.
COMMUNITY (TRUSTEE) ***Not used in AF Level 1**	No history of escape or escape attempts and requires minimal supervision.	No history of violence.	Stable personality. No record of suicide gesture or attempts.

NOTE: These characteristics are used only as guidelines. To determine the proper initial custody level assignment the classifications committee (including life skills and security staff) should base their decisions on documented behavior (pre and post incarceration). Subsequently, during incarceration, inmates may have custody levels increased or decreased based on behavior.

GUIDELINES FOR INMATE CUSTODY LEVELS

The custody classification levels and level of supervision often considered appropriate are indicated in the following chart:

Table A3.2. Custody Levels.

ACTIVITY	MINIMUM	MEDIUM	MAXIMUM
Observation by staff	Occasional by staff; appropriate to situation	Frequent and direct	Always supervised when outside cell
Day movement inside facility	Unrestricted	Observed periodically by staff	Restricted; directly observed or escorted when outside cell
Movement after dark	Intermittent observation	Restricted, with direct supervision	Out of cell only for emergencies. In restraints when outside cell or as approved by confinement officer.
After evening lockdown	Intermittent observation	Escorted and only on order of confinement officer	Out of cell only for emergencies. In restraints when outside cell or as approved by confinement officer.
Meal periods	Intermittent observation	Supervised	Directly supervised or in cell
Access to jobs	Eligible for all, both inside and outside perimeter	Inside perimeter only	Only selected day jobs inside perimeter, or Directly supervised within the housing unit
Visits	Contact; periodic supervision, indoor and/or outdoor	Contact, supervised	Non-contact or closely supervised (1-1)
Leave the Facility	Escorted	Direct staff escort, handcuffs with chains and leg irons (optional); armed escort (optional)	Minimum of two escorts with one armed, full restraints, strip search prior to departure and on return

Attachment 4

HEALTH AND COMFORT ITEMS

A4.1. Inmates in pay status will purchase health and comforts items with the PDF. Inmates in non-pay status will be issued health and comfort items at limits established by the facility. Items issued may be paid for through the inmate's parent unit O&M funds or provided as part of the facility's established stock purchased through installation O&M funds.

A4.2. The following personal hygiene/health items will be issued when such items are not already in the inmate's possession. These items will be made available to all persons per limits established by the confinement officer. Generic items may be purchased as a means of controlling cost.

1. Toothbrush
2. Razor, disposable (electric razors may be substituted at the discretion of the confinement officer)
3. Hair brush
4. Comb, or Afro comb, rubber or plastic
5. Soap and soap dish
6. Towel (bath and face)
7. Tooth paste or powder
8. Shaving soap or cream
9. Shower shoes
10. Deodorant
11. Shoe polish and brush
12. Sanitary napkins/tampons (female inmates)
13. Skin lotion
14. Shampoo/conditioner
15. Any other item deemed appropriate as a personal hygiene/health item by the confinement officer

A4.3. The following comfort items may be issued at the inmate's request:

1. Writing instruments (as approved by the confinement officer)
2. Writing tablet
3. Envelopes
4. Face cream
5. Nail clipper (without file)
6. Chapstick
7. Detergent (if no laundry detail)

8. Panty liners (female inmates)
9. Hair curlers-sponge type (female inmates)
10. Hair gel (female inmates)
11. Barrettes/hair ties (female inmates)
12. Stamps (inmates in non-pay status use official mail for official correspondence only)
13. Any other item deemed appropriate as a comfort item by the confinement officer

NOTE: Tobacco products and food items are not considered health and comfort items

Attachment 5

CONFINEMENT/CORRECTIONS FACILITY OFFENSES

A5.1. Confinement/corrections Facility Offenses :

A5.1.1. The laws, rules and regulations applicable to confinement are too numerous to quote in their entirety. Copies of appropriate AFIs, the Uniform Code of Military Justice (UCMJ/Manual for Court-Martial) and other regulatory guidance applicable to confinement may be made available to inmates.

A5.1.2. This lists describes some of the offenses in the Air Force corrections program. This is not a complete list of offenses for which inmates may be disciplined. The UCMJ also applies to all military inmates housed in CFs and RCFs.

A5.1.2.1. Academic Misconduct (Category III Offense). Missing class through design or misconduct, cheating or assisting another to cheat on any academic or vocational training examination, disrupting an academic or vocational training session.

A5.1.2.2. Aiding Another (Category I, II, III, IV or V Offenses). Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A5.1.2.3. Arson (Category V Offense). Igniting any item, which could cause personal injury or damage to any property.

A5.1.2.4. Assault (Category III, IV and V Offenses). To attempt or offer to do bodily harm to another with unlawful force or violence, with apparent ability to do so. Category IV offense, if with a weapon or consummated by battery. Category V offense, if against a staff member or commissioned officers.

A5.1.2.5. Assault Consummated by Battery (Category IV or V Offense). To intentionally and without consent, strike, touch, or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or an offensive touching of any form.

A5.1.2.6. Attempt (Category I, II, III, IV or V Offenses). Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A5.1.2.7. Being Unsanitary or Untidy (Category I Offense). Failing to keep one's person, clothing, or living area sanitary and in accordance with prescribed standards. This offense includes littering of common use areas, etc.

A5.1.2.8. Breach of Peace (Category III Offense). Use of rough (offensive), loud, profane, boisterous language or action, which disturbs or threatens the peace and good order of the confinement/corrections facility.

A5.1.2.9. Bribery/Solicitation (Category IV Offense). Asking, offering, rendering, accepting or receiving anything of value, this includes personal services, with intent to influence another to make a decision or commit an act that is prejudicial to the good order and discipline. This offense also includes bribing or soliciting civilian and military personnel while in the performance of their official duties.

A5.1.2.10. Cell Alteration (Category II Offense). Making unauthorized changes to living quarters such as, but not limited to, moving furniture, painting or marking walls, hanging items to block the view into the living area, or affixing shading devices to lights.

A5.1.2.11. Communicating a Threat (Category IV Offense). Communicating verbally, in writing, or by physical gestures, a message intended to, or which may reasonably be expected to intimidate or threaten another, either directly or indirectly. This includes conditional threats or intimidation.

A5.1.2.12. Communications Tampering (Category I Offense). Tampering with any part of a radio jack, headset, television, telephone, etc.

A5.1.2.13. Conduct Which Threatens (Category III Offense). Any conduct which interferes with the orderly running, safety, good order and discipline or security of the confinement/corrections facility.

A5.1.2.14. Contact Between Male and Female Inmates (Category III Offense). Any physical contact between male and female inmates is prohibited, except within the scope of duties. Verbal communication between male and female inmates is prohibited except, as necessary on a detail, or at official confinement/corrections facility programs. Written correspondence is covered in the unauthorized writing rule. Female and male inmates will not socialize during fellowship times at religious services or gatherings.

A5.1.2.15. Counterfeiting (Category IV Offense). Knowingly making, submitting, reproducing, or altering any signature, writing, document, article, or identification, money, security, or official paper without proper authority.

A5.1.2.16. Damaging or Destroying Property (Category IV Offense). Defacing, altering, or destroying property belonging to the government, or belonging to an individual. Anything issued to an inmate is government property (i.e., rulebook, identification badges, cell furnishings, clothing and all equipment). This offense also includes marking, defacing, or destroying any posted instructions/orders.

A5.1.2.17. Disobedience (Category III Offense). Disobeying an order given by civilian or military personnel in the performance of their duties, to include failure to comply with any order in a timely manner.

A5.1.2.18. Disorderly Conduct (Category III Offense). Conduct of such a nature as to affect the peace and quiet of individuals, or who may thereby be disturbed or provoked to resentment. This charge could encompass all participants in a fight, regardless of who started the fight, or against individuals who engage in disruptive conduct, such as trashing the confinement/corrections facility (i.e., throwing things on the floors, or flooding the facility by any means).

A5.1.2.19. Disrespect (Category IV and V Offenses). Being disrespectful in language or actions toward or about any member of the military service confinement/corrections staff or commissioned officers, or other person of authority.

A5.1.2.20. Escape (Category V Offense). Leaving custodial control, including departing the confinement/corrections facility or detail under escort, or job site without proper authority.

A5.1.2.21. Extortion (Category IV Offense). Demanding or receiving anything of value, to include personal services from another, by threatening to harm or exposure to authorities, etc.

A5.1.2.22. False Statement (Category II Offense). Lying to a staff member about an official matter, either verbally or in writing. Signing or printing the name of another on any official document without authority of confinement/corrections staff. Any inmate who, with intent to deceive, signs any false record, return, order, regulation, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, is guilty of this offense.

A5.1.2.23. Funds Manipulation (Category IV Offense). Directly or indirectly transferring money or negotiable instruments, including, but not limited to, checks and money orders to another, except as specifically authorized by this AFI. Receiving money or negotiable instruments from a person or persons is identified as a prohibited source for funds transfers under this AFI.

A5.1.2.24. Gambling (Category III Offense). Participating in games of chance for anything of value, to include personal services. Use of authorized recreational equipment for games of chance, or operating of any gambling pool. Possession of gambling paraphernalia.

A5.1.2.25. Indecent Exposure (Category III Offense). Intentionally exhibiting one's sexual organs, bare buttocks, or in the case of a female, bare breast, to another or to public view.

A5.1.2.26. Interfering with Count (Category IV Offense). Delaying or interfering with count. Inmates will have three minutes to move to their cells or areas when lockdown is ordered. They will position themselves so they are readily visible to the staff member conducting count. Cell lights will remain on during count (except during normal sleeping hours).

A5.1.2.27. Intoxicants (Category V Offense). Possession, introduction, manufacture, or use of any narcotic, narcotic paraphernalia, drug, or intoxicant not prescribed by the medical staff.

A5.1.2.28. Larceny (Category III or IV Offense). The taking of any property (Category III – Personal or Category IV – Government owned) without authority.

A5.1.2.29. Lock Tampering (Category IV Offense). Tampering with locking devices or other security equipment, to include obstructing doors to prevent them from locking.

A5.1.2.30. Loitering (Category I Offense). Lingering, moving slowly, stopping, or pausing in any area during individual or mass movement. Taking more than the prescribed time to consume a meal.

A5.1.2.31. Malingering (Category II Offense). Self-inflicted injury, or faking an injury or sickness (includes abuse of sick call), for purposes of avoiding any responsibility, requirement, or order.

A5.1.2.32. Medicine Misuse (Category II Offense). Use, possession, or storage of medicine, except as authorized by the confinement/corrections medical staff. Failure to take medication as prescribed by confinement/corrections medical staff.

A5.1.2.33. Mutilation (Category III Offense). Tattooing, piercing, marking, or maiming any part of the body or another person's body.

A5.1.2.34. Non-support of Dependents (Category III Offense). Failing to provide the minimum amount of support required to care for dependents. For inmates in non-pay status, this includes failing to provide support when an inmate has assets from which they could draw, in order to satisfy in whole or in part, support obligations. This offense also includes failing to comply with support related requirements of court orders (i.e., requirements to provide copies of tax returns or make property distributions).

A5.1.2.35. Out of Place (Category IV offense). If an inmate is not at their designated detail, housing unit, scheduled appointment, religious activity, recreational activity, or dining area and is not on pass or under escort, they are out of place. Simply stated, if an inmate is not where they are supposed to be, they're out of place. This includes inmates who deviate from the most direct authorized route from one authorized location to another.

A5.1.2.36. Possession, Introduction or Use of a Weapon (Category V Offense). Construction, introduction, possession, or the use of weapons, is expressly forbidden. Weapons include, but are not limited to: guns, knives, clubs, brass knuckles, saps, blackjacks and hard object(s) in a sock or similar container, or any item modified so it could be used as a weapon (i.e., modifying a disposable razor to expose the cutting edge, or placing a bar of soap in a sock, etc.).

A5.1.2.37. Possession of Stolen Property (Category IV Offense). Having on one's person or in one's living area property belonging to another or the government, which has been stolen. While actual knowledge that the property was stolen is required, such knowledge may be inferred and proved by circumstantial evidence.

A5.1.2.38. Profiteering/Racketeering (Category IV). The loaning, buying, selling, transferring, receiving, lending of property, or anything of value for profit or increased return.

A5.1.2.39. Prohibited Property (Category III Offense). Anything not specifically authorized by proper authority to be in an inmate's possession is prohibited. Inmates must obtain and keep written permission from the confinement officer, superintendent, or Noncommissioned Officer, to possess any item not authorized by this AFI. Any item not specifically authorized and found in an inmate's possession while outside his housing unit will be considered prohibited property. Possession of property obtained from trash receptacles, or that which was discarded in any other way by other inmates or staff is prohibited.

A5.1.2.40. Provoking Words or Gestures (Category III Offense). Verbal or written communications or physical gestures that may anger, irritate, or incite another to induce a breach of peace under the circumstances.

A5.1.2.41. Rations Misuse – Confinement/corrections Facility (Category III Offense). Use of any ration in any manner for which it was not intended, such as throwing a ration item, using rations to make intoxicants, using rations in other illegal acts, wasting rations, or adding foreign substances to rations.

A5.1.2.42. Rations Misuse – Personal (Category II Offense). Use of any health and comfort (H&C) items or other personal rations for other than their intended purpose.

A5.1.2.43. Resisting Forced Cell Moves (Category V Offense). Any action taken to impede, resist or interfere with the actions of a forced cell move team, including, but not limited to, trying to keep the cell door closed, throwing objects at the team, attempting to grab a team member while in the performance of his duties, etc.

A5.1.2.44. Rules Violation (Categories II and IV Offenses). Violation of any posted or published facility rule. This includes, but is not limited to, the rules or instructions posted in housing units, details and other offices/work areas, limitations imposed by recreation restriction, quarters and medical profiles, the terms of minimum custody or trusty pledges, visitation rules and requirements not otherwise specified as institutional offenses.

A5.1.2.45. Running (Category I Offense). Running anywhere inside the confinement/corrections facility is prohibited, except as appropriate when engaged in authorized recreational activities, or as part of the confinement/corrections training program.

A5.1.2.46. Sexual Misconduct (Category IV Offense) Soliciting, threatening, or engaging in sexual or lewd conduct with another.

A5.1.2.47. Staff Harassment (Category II Offense). Any comment, conversation, question, or other communication (verbal or non-verbal expressions) intended to or which may reasonably be expected to anger, irritate, or demean a staff member. Such communications will be considered staff harassment, when directed to a staff member or to another and overheard or observed by a staff member.

A5.1.2.48. Suffering Loss of Property (Category II Offense). Loss of property due to carelessness, to include loss of property due to unsecured lockers within the living areas, whether or not the inmate is present.

A5.1.2.49. Trafficking (Category III Offense). Selling, buying, trading, giving, receiving, or lending any item within the confinement/corrections facility is prohibited except as specifically authorized by the proper authority.

A5.1.2.50. Unauthorized Ordering (Category II Offense). Purchasing or ordering goods or services that are not authorized, or purchasing or ordering goods or services in a manner that is prohibited.

A5.1.2.51. Unauthorized Contact with Staff Members, Former Staff Members, or Former Inmates (Category III Offense). Any contact or communications by an inmate with confinement/corrections staff members, other than during the normal course of duty performance, or during a confinement/corrections facility sponsored activity, is prohibited. Inmates are also prohibited from communicating with, or having contact with, inmates confined in other institutions, former inmates, or former staff members, except as authorized in advance through a request by the inmate concerned to the confinement officer.

A5.1.2.52. Unauthorized Use of Mail or Telephone (Category III Offense). Using the mail or telephone for unauthorized purposes as specified by law, regulation or confinement/corrections facility rules.

A5.1.2.53. Unauthorized Writing (Category III Offense). Writing, distributing, or possessing any written motto, creed, saying, or drawing within the inmate population, whose content is designed to or could disrupt the confinement/corrections facility by encouraging strikes, disturbances, fights, racial or religious hatred, or other prohibited acts. Written correspondence between inmates is also prohibited, to include correspondence with former inmates and inmates in other institutions (civilian or military). Correspondence with staff or former staffs, except as authorized by the confinement officer, is prohibited.

A5.1.2.54. Violation of the Uniform Code of Military Justice (Category IV and V Offenses). Violation of any punitive articles of the UCMJ, regardless of whether the misconduct violates a confinement/corrections facility rule. Category V if the violation meets the specifications for any Category V Offense.

Attachment 6

EMERGENCY ACTIONS

A6.1. Emergency Evacuations (i.e., Fire, Structural Damage) Recommended actions (not all inclusive):

A6.1.1. Sound the alarm, (i.e., whistle, shout "Fire, Fire, Fire", etc.)

A6.1.2. Notify the fire department (911)

A6.1.3. Post guards on fire evacuation routes and exits.

A6.1.4. Evacuate inmates a safe distance (away from danger) depending on the emergency. Ensure all inmates are under constant supervision and control.

A6.1.5. Transport Med-In/Max custody inmates in handcuffs/shackles and march Med-out/minimum custody inmates to rally point with appropriate escorts

A6.1.6. Conduct headcount

A6.1.7. Notify the SF Control Center of evacuation, request appropriate escort(s)

A6.1.8. Assign personnel to fire fighting equipment and attempt to extinguish

A6.1.9. Notify CSF, confinement officer/NCO

A6.1.10. If possible, assign personnel to remove records

A6.1.11. Ensure duplicate door keys are available at all times to responsible personnel

A6.1.12. Once emergency is declared safe, return inmates to the facility. Conduct count

A6.2. Disturbances and Disorders. Recommended actions (not all inclusive):

A6.2.1. Lockup or isolate the situation(s) to the smallest area

A6.2.2. Notify SF Control Center

A6.2.3. Contact confinement NCO (if not on duty) and confinement officer. CSF determines need for recall of off-duty personnel

A6.2.4. If order is not restored, review the following with the CSF:

A6.2.4.1. Another call for offenders to restore order

A6.2.4.2. Show of force (i.e., riot control formations, MWD Teams)

A6.2.4.3. Shut off power and water sources

A6.2.4.4. Use of tear gas (CN or CS)

A6.2.4.5. Use of high pressure water (Fire Dept)

A6.2.4.6. Use of firearms (IAW AFI 31-207)

A6.2.5. Identify and segregate ringleaders involved

A6.2.6. Remove peaceful inmates from the affected area

A6.2.7. Conduct count

A6.2.8. Designate units that will furnish additional personnel (if needed)

A6.2.9. Assist in the investigation and Incident Report

A6.3. Hostage Situations. Recommended actions (not all inclusive):

A6.3.1. Alert SF Control Center (recall)

A6.3.2. If possible, isolate the hostage taker and hostage(s)

A6.3.3. Determine whether to evacuate or secure remaining inmates

A6.3.4. Notify CSF, confinement officer/NCO

A6.3.5. Contact Hostage Negotiator, CSF determines recall of EST

A6.3.6. Make floor plans available

A6.3.7. Summon Medical Personnel available

A6.3.8. Complete Incident Report/Lessons Learned Report

A6.4. Bomb Threats. Recommended Actions (not all inclusive):

A6.4.1. Remain calm, DO NOT HANG UP THE PHONE

A6.4.2. Complete AF Form 440

A6.4.3. Alert SF Control Center (CSF determines recall)

A6.4.4. Notify the fire department

A6.4.5. CSF determines whether to evacuate inmates

A6.4.6. If evacuated, secure inmates/provide constant supervision and control with appropriate escort/inmate ratio based on custody grade

A6.4.7. Notify CSF, confinement officer/NCO

A6.4.8. Conduct count

A6.5. Natural Disasters. Recommended actions (not all inclusive):

A6.5.1. Place all inmates into structurally enhanced (i.e., segregation cells, etc.)

A6.5.2. Segregate inmates by custody grade and gender

A6.5.3. Conduct count

A6.5.4. Notify SF Control Center

A6.5.5. Once “all clear”, determine damage and notify CE

A6.5.6. CSF, confinement officer/NCO, determines to reenter facility

A6.6. Medical Emergency Reponses. Recommended actions (not all inclusive):

A6.6.1. Send an unarmed guard into the facility to evaluate the emergency

A6.6.2. If a medical emergency exists, call 911

A6.6.3. Render first aid as appropriate; use communicable diseases control techniques (i.e., wear protective gear- mask, gloves, etc.)

A6.6.4. If blood is present; use a Blood Borne Pathogens kit (i.e., splash shield, apron, etc)

A6.6.5. Notify CSF, confinement officer/NCO

A6.6.6. If the inmate(s) must be transported, send an escort(s)

A6.6.7. Notify the hospital that an armed/unarmed guard will be escorting the inmate

A6.6.8. Ensure all used/contaminated supplies are gathered in a BIO Hazard bag and discarded IAW local guidance

A6.6.9. All surfaces must be sanitized (i.e., bleach and water)

A6.6.10. If hospitalized, notify the parent unit as soon as possible/provide escort/guard IAW with custody grade

A6.6.11. Secure remaining inmates and conduct count

A6.6.12. Notify SF Control Center of pertinent information

A6.6.13. Have all responding personnel check themselves for suspected hazardous contact (cuts, needle sticks, splashes in eyes/mouth) go to ER immediately for treatment

A6.7. Power Failure. Recommended actions (not all inclusive):

A6.7.1. Know the location and procedure for activating an emergency lighting system

A6.7.2. Use pre-positioned flashlights

A6.7.3. Execute procedures to secure the inmate(s) in an orderly manner

A6.7.4. Notify SF Control Center, request assistance (i.e., patrol(s), CE etc.)

A6.7.5. Conduct frequent counts

A6.7.6. Plan procedures for obtaining mobile emergency lighting (generator)

A6.7.7. Notify confinement officer/NCO

A6.8. Apprehension of Escapees. Recommended actions (not all inclusive):

A6.8.1. Secure remaining inmates/return to cells (if out of facility)

A6.8.2. Notify the SF Control Center with the following: Name, where escape occurred, direction of travel, description, mode, armed/unarmed, etc.

A6.8.3. Conduct count

A6.8.4. Patrols will secure avenues of escape

A6.8.5. Notify confinement officer/NCO

A6.8.6. Determine the identity of escapee/secure personal belongings for investigation

A6.8.7. Post guards at critical points along the most probable route of escape

A6.8.8. Plan pursuit actions

A6.8.9. Notify victims or witnesses, according to the Victim and Witness Protection Act

A6.8.10. Provide all investigating agencies with photos and background data

A6.8.11. Inspect personal property/review information from escapee's file that might aid in apprehension

A6.8.12. Complete Incident Report/Lessons Learned

A6.9. Forced Cell Moves/Extractions. Recommended actions (not all inclusive):

A6.9.1. Secure remaining inmates and facility

A6.9.2. Request medical personnel (physically available)

A6.9.3. Notify commander, confinement officer/NCO

A6.9.4. Gather move team (recall)

A6.9.5. Determine team setup and objectives

A6.9.6. Equipment to use in the extraction

A6.9.7. If the Inmate is resisting to be moved from the cell, complete the following :

A6.9.7.1. Shut off their water and turn off the lights

A6.9.7.2. Initiate a recall of at least five personnel

A6.9.8. All five members will have a shield, helmet and flak vest

A6.9.9. Set-up move team:

A6.9.9.1. First person should be the largest, objective - pin inmate against wall or floor

A6.9.9.2. Second person’s objective- moves to left and secure inmate’s hand/arm

A6.9.9.3. Third person’s objective- moves to right and secure inmate’s hand/arm (This person carries/applies handcuffs)

A6.9.9.4. Fourth person’s objective- moves to left and secure inmate’s leg

A6.9.9.5. Fifth person’s objective- moves to right and secure inmate’s leg (This person carries/applies leg restraining device)

A6.9.10. Warn the inmate to: "Comply with our commands or we will extract you from your cell!"

A6.9.11. Before use of ASP, OC/pepper spray or riot baton, ensure CSF has authorized

A6.9.12. Complete Incident Report/Lessons Learned

Attachment 7

SAMPLE – INITIAL VICTIM/WITNESS NOTIFICATION COVER LETTER

TO BE PREPARED ON LETTERHEAD Date

YOUR ORGANIZATION/ADDRESS

VICTIM or WITNESS ADDRESS
Re: (ACCUSED'S NAME)

Dear (NAME),

1. We have received your request for enrollment into the Victim and Witness Notification Program. The impact of crime is devastating to innocent victims, witnesses and their families. We will make every effort to be responsive and sensitive to your request. We will notify you, using the attached form (**Victim/Witness Notification of Inmate Status –** DD Form 2705) of pending release or release-related activities of the above-named individual. This includes notification of initial parole and clemency eligibility dates, clemency and parole hearing dates (if eligible), transfer to another confinement/corrections facility and temporary releases (i.e., emergency parole, etc.). Some inmates earn a portion off their sentence for good behavior. This is referred to as "earned good conduct time" and, if earned, will affect the release date.

2. The date an inmate is eligible for a parole hearing is mandated by Department of Defense policy and indicates only that a hearing will be held. You will be advised prior to the inmate appearing before the service Clemency and Parole Board. This will provide you with an opportunity, if you desire, to submit an impact statement to that Board.

3. We intend that your request for notification remain confidential. If this inmate learns through other means that you have made this request, or threatens or attempts to intimidate you in any manner, notify this office immediately. To continue to receive notification of status changes, it is important that you keep us informed of any changes in your address or telephone number. Should you decide to remove yourself from the program, submit a written request to the Service Central Repository, (HQ AFSFC/SFC) 1517 Billy Mitchell Boulevard, Lackland AFB, Texas 78236. Also, your request may be canceled if you do not respond within 60 days to any subsequent inquiries pertaining to this notification.

4. If you have any question or concerns, or would like more information, you can reach your victim and witness monitor at (NAME), at (COMM TELEPHONE).

Sincerely,
Commander or OIC

Attachment:
DD Form 2705, **Victim/Witness Notification of Inmate Status**

Attachment 8

SAMPLE – INMATE STATUS CHANGE LETTER

TO BE PREPARED ON LETTERHEAD Date

Your Organization/Address

Victim or Witness Address

Dear (NAME),

1. Our records reflect that you previously requested notification regarding the arrival of the above named inmate and/or all significant release and release-related activities pertaining to the above referenced inmate during the period of incarceration. We fully recognize that the impact of crime is devastating to innocent victims, witnesses and their families. Therefore, we will make every effort to be responsive, informative and sensitive to your request.

2. Unless otherwise requested, you will be notified of all future releases and/or release proceedings regarding this inmate. Please advise Central Repository in writing of any changes to your address or telephone number. Notification(s) ordinarily terminate when the inmate has completed the sentence to confinement for the crime that resulted in your request for notification. You may also cancel your request for notification at any time by contacting the Central Repository in writing. This information should be sent to the following address:

Manager, Central Repository
HQ AFSFC/SFC
1517 Billy Mitchell Boulevard
Lackland AFB, TX 78236-0119

3. We will make every effort to ensure your request for notification remains confidential. However, if the inmate learns through other means that you have made this request and threatens or attempts to intimidate you in any manner, please notify this facility immediately.

4. The attached form indicates what action is pending or has been taken in this case. Should you have any questions or concerns, or would like more information, please contact my victim and witness monitor (name) at (telephone).

Sincerely,

Commander or OIC

Attachment:
DD Form 2705, **Victim/Witness Notification of Inmate Status**

Attachment 9

SAMPLE – CLEMENCY/PAROLE NOTIFICATION COVER LETTER

TO BE PREPARED ON LETTERHEAD Date

Your Organization/Address

Victim or Witness Address

Re: (ACCUSED'S NAME)

Dear (NAME),

1. As requested, this is to notify you the above is scheduled for a clemency/parole initial/review hearing tentatively set for ___. If you wish to submit comments to be considered by the Air Force Clemency and Parole Board (AFC&PB), please send your comments no later than ____ to:

Executive Secretary, AFC&PB (SAFPC)
1535 Command Drive EE Wing, 3rd Floor
Andrews AFB, MD 20762-7002

2. Interested parties are permitted to offer a victim impact statement for the parole hearing. The AFC&PB considers any written, audio, or video material received by you or on your behalf. The chairperson or authorized AFC&PB representative may initiate discussions and correspondence with you and will make every effort to be responsive and sensitive to your request.

3. Please understand the scheduling of a clemency/parole hearing is required at this time by law/regulation and does not signify or imply that actual release on parole will result. The Board, at an initial parole hearing, will establish an appropriate guideline range for the inmate. This guideline will range can be located in Title 28 Code of Federal Regulations (CFR) §2.20.

4. Statutory interim (review) hearings are for the sole purpose of considering changes that may have occurred since the inmate's case last Board appearance. The merits of prior parole hearings will not reconsidered, but the release decision may be changed if new events or information warrant. Regardless of the type of parole hearing, the Board takes into account the seriousness of the offense, including surrounding circumstances and the risk to public welfare.

5. You may also request to keep you informed of any future case decisions even if you do not have comments to submit. If you have any questions, please contact the AFC&PB.

Sincerely,
Commander or OIC

Attachment: DD Form 2705, **Victim/Witness Notification of Inmate Status**

Attachment 10

SAMPLE – VICTIM/WITNESS NOTIFICATION RECORD

Victim/Witness Notification Record
(file in the accused's adjunct file)

The accused's Name:_____

SSN: _____

Date	Person Contacted †	Reason for Contact	Method *	Initials

† = Including unsuccessful attempts

* = Method

CERT = certified mail/RRR

PHON = telephone call

Attachment 11

OFFENSES REQUIRING PROCESSING OF SEX OFFENDER REGISTRATION

A11.1. Convictions of any of the following offenses punishable under the Uniform Code of Military Justice shall trigger requirements to notify state and local law enforcement agencies and to provide information to inmates concerning sex offender registration requirements. A "minor" is a person under the age of sixteen (16) for this purpose.

UCMJ Article	DIBRS Code	Offense
120	120A	Rape
120	120B1/2	Carnal Knowledge
125	125A	Forcible Sodomy
125	125B1/2	Sodomy Involving a Minor
133	133D	Conduct Unbecoming an Officer (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor)
134	134-B6	Pandering of Prostitution Involving a Minor
134	134-C1	Indecent Assault
134	134-C4	Assault with Intent to Commit Rape
134	134-C6	Assault with Intent to Commit Sodomy
134	134-R1	Indecent Act with a Minor
134	134-R3	Indecent Language to a Minor
134	134-S1	Kidnapping of a Minor (by a person not parent)
134	134-Z	Conduct Prejudicial to Good Order and Discipline or Service Discrediting that Constitutes Pornographic Acts Involving a Minor
134	134-Z	Conduct Prejudicial to Good Order and Discipline or Service Discrediting (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor)
134	134-Y2	Assimilative Crime Conviction (of a sexually violent offense or criminal of a sexual nature against a minor or kidnapping of a minor)
80		Attempt (to commit any of the foregoing)
81		Conspiracy (to commit any of the foregoing)
82		Solicitation (to commit any of the foregoing)

Attachment 12

STATE LAW ENFORCEMENT AGENCY LIST FOR SEX OFFENDER REGISTRATION

1. **Alabama**
   Attorney General of Alabama
   Office of the Attorney General
   11 South Union Street
   Montgomery, AL 36130
   334-242-7300
2. **Alaska**
   Attorney General of Alaska
   Office of the Attorney General
   Post Office Box 110300
   Dimond Courthouse
   Juneau, AK 99811-0300
   907-465-3600
3. **American Samoa**
   Attorney General of American Samoa
   Office of the Attorney General
   Post Office Box 7
   Pago Pago, AS 96799
   684-633-4163
4. **Arizona**
   Attorney General of Arizona
   Office of the Attorney General
   1275 West Washington Street
   Phoenix, AZ 85007
   602-542-4266
5. **Arkansas**
   Attorney General of Arkansas
   Office of the Attorney General
   200 Tower Building
   323 Center Street
   Little Rock, AR 72201-2610
   501-682-2007
6. **California**
   Attorney General of California
   Office of the Attorney General
   1300 I Street, Suite 1740
   Sacramento, CA 95814
   916-324-5437
7. **Colorado**
   Attorney General of Colorado
   Office of the Attorney General
   Department of Law
   1525 Sherman Street
   Denver, CO 80203
   303-866-3052
8. **Connecticut**
   Attorney General of Connecticut
   Office of the Attorney General
   55 Elm Street
   Hartford, CT 06141-0120
   860 808-5318
9. **Delaware**
   Attorney General of Delaware
   Office of the Attorney General
   820 North French Street
   Wilmington, DE 19801
   302-577-3838
10. **District of Columbia**
    D.C. Corporation Counsel
    Office of the Corporation Counsel
    441 4th Street NW
    Washington, DC 20001
    202-727-6248

11. **Florida**
Attorney General of Florida
Office of the Attorney General
The Capitol, PL 01
Tallahassee, FL 32399-1050
904-487-1963

12. **Georgia**
Attorney General of Georgia
Office of the Attorney General
40 Capitol Square, S.W.
Atlanta, GA 30334-1300
404-656-4585

13. **Guam**
Attorney General of Guam
Office of the Attorney General
120 West O'Brien Drive
Agana, GU 96910
671-475-3324

14. **Hawaii**
Attorney General of Hawaii
Office of the Attorney General
425 Queen Street
Honolulu, HI 96813
808-586-1282

15. **Idaho**
Attorney General of Idaho
Office of the Attorney General
Statehouse
Boise, ID 83720-1000
208-334-2400

16. **Illinois**
Attorney General of Illinois
Office of the Attorney General
100 West Randolph Street
Chicago, IL 60601
312-814-2503

17. **Indiana**
Attorney General of Indiana
Office of the Attorney General
402 West Washington Street
Indianapolis, IN 46204
317-233-4386

18. **Iowa**
Attorney General of Iowa
Office of the Attorney General
Hoover State Office Building
Des Moines, IA 50319
515-281-3053

19. **Kansas**
Office of the Attorney General
Judicial Building
301 West Tenth Street
Topeka, KS 66612-1597
913-296-2215

20. **Kentucky**
Attorney General of Kentucky
Office of the Attorney General
State Capitol
Room 116
Frankfort, KY 40601
502-564-7600

21. **Louisiana**
Attorney General of Louisiana
Office of the Attorney General
Department of Justice
Post Office Box 94095
Baton Rouge, LA 70804-4095
504-342-7013

22. **Maine**
Attorney General of Maine
Office of the Attorney General
State House Station Six
Augusta, ME 04333
207-626-8800

23. **Maryland**
Attorney General of Maryland
Office of the Attorney General
200 Saint Paul Place
Baltimore, MD 21202-2202
410-576-6300

24. **Massachusetts**
Attorney General of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, MA 02108-1698
617-727-2200

25. **Michigan**
Attorney General of Michigan
Office of the Attorney General
Post Office Box 30212
525 West Ottawa Street
Lansing, MI 48909-0212
517-373-1110

26. **Minnesota**
Attorney General of Minnesota
Office of the Attorney General
State Capitol
Suite 102
St. Paul, MN 55155
612-296-6196

27. **Mississippi**
Attorney General of Mississippi
Office of the Attorney General
Department of Justice
Post Office Box 220
Jackson, MS 39205-0220
601-359-3692

28. **Missouri**
Attorney General of Missouri
Office of the Attorney General
Supreme Court Building
207 West High Street
Jefferson City, MO 65101
573-751-3321

29. **Montana**
Attorney General of Montana
Office of the Attorney General
Justice Building
215 North Sanders
Helena, MT 59620-1401
406-444-2026

30. **Nebraska**
Attorney General of Nebraska
Office of the Attorney General
State Capitol
Post Office Box 98920
Lincoln, NE 68509-8920
402-471-2682

31. **Nevada**
Attorney General of Nevada
Office of the Attorney General
Old Supreme Court Bldg.
198 South Carson
Carson City, NV 89710
702-687-4170

32. **New Hampshire**
Attorney General of New Hampshire
Office of the Attorney General
State House Annex
25 Capitol Street
Concord, NH 03301-6397
603-271-3658

33. **New Jersey**
Attorney General of New Jersey
Office of the Attorney General
Richard J. Hughes Justice Complex
25 Market Street
CN 080
Trenton, NJ 08625
609-292-4976

34. **New Mexico**
Attorney General of New Mexico
Office of the Attorney General
Post Office Drawer 1508
Santa Fe, NM 87504-1508
505-827-6000

35. **New York**
Attorney General of New York
Office of the Attorney General
Department of Law - The Capitol
2nd Floor
Albany, NY 12224
518-474-7330

36. **North Carolina**
Attorney General of North Carolina
Office of the Attorney General
Department of Justice
Post Office Box 629
Raleigh, NC 27602-0629
919-733-3377

37. **North Dakota**
Attorney General of North Dakota
Office of the Attorney General
State Capitol
600 East Boulevard Avenue
Bismarck, ND 58505-0040
701-328-2210

38. **N. Mariana Islands**
Attorney General of the Northern Mariana Islands
Office of the Attorney General
Administration Building
Saipan, MP 96950
670-664-2341

39. **Ohio**
Attorney General of Ohio
Office of the Attorney General
State Office Tower
30 East Broad Street
Columbus, OH 43215-3428
614-466-3376

40. **Oklahoma**
Attorney General of Oklahoma
Office of the Attorney General
State Capitol
2300 North Lincoln Boulevard
Room 112
Oklahoma City, OK 73105
405-521-3921

41. **Oregon**
Attorney General of Oregon
Office of the Attorney General
Justice Building
1162 Court Street, N.E.
Salem, OR 97310
503-378-6002

42. **Pennsylvania**
Attorney General of Pennsylvania
Office of the Attorney General
Strawberry Square, 16th Floor
Harrisburg, PA 17120
717-787-3391

43. **Puerto Rico**
Attorney General of Puerto Rico
Office of the Attorney General
Post Office Box 192
San Juan, PR 00902-0192
809-721-7700

44. **Rhode Island**
Attorney General of Rhode Island
Office of the Attorney General
150 S. Main Street
Providence, RI 02903
401-274-4400

45. **South Carolina**
Attorney General of South Carolina
Office of the Attorney General
Rembert C. Dennis Office Building
Post Office Box 11549
Columbia, SC 29211-1549
803-734-3970

46. **Virginia**
Attorney General of Virginia
Office of the Attorney General
900 East Main Street
Richmond, VA 23219
804-786-2071

46. **South Dakota**
Attorney General of South Dakota
Office of the Attorney General
500 East Capitol
Pierre, SD 57501-5070
605-773-3215

47. **Tennessee**
Attorney General of Tennessee
Office of the Attorney General
500 Charlotte Avenue
Nashville, TN 37243
615-741-6474

48. **Texas**
Attorney General of Texas
Office of the Attorney General
Capitol Station
Post Office Box 12548
Austin, TX 78711-2548
512-463-2191

49. **Utah**
Attorney General of Utah
Office of the Attorney General
State Capitol, Room 236
Salt Lake City, UT 84114-0810
801-538-1326

50. **Vermont**
Attorney General of Vermont
Office of the Attorney General
109 State Street
Montpelier, VT 05609-1001
802-828-3171

51. **West Virginia**
Attorney General of West Virginia
Office of the Attorney General
State Capitol
Charleston, WV 25305
304-558-2021

52. **Virgin Islands**
Attorney General of the Virgin Islands
Office of the Attorney General
Department of Justice
G.E.R.S. Complex
48B-50C Kronprinsdens Gade
St. Thomas, VI 00802
809-774-5666

53. **Washington**
Attorney General of Washington
Office of the Attorney General
P.O. Box 40100
1125 Washington Street, SE
Olympia, WA 98504-0100
360-753-6200

54. **Wisconsin**
Attorney General of Wisconsin
Office of the Attorney General
State Capitol
Post Office Box 7857
Suite 114 East
Madison, WI 53707-7857
608-266-1221

55. **Wyoming**
Attorney General of Wyoming
Office of the Attorney General
State Capitol Building
Cheyenne, WY 82002
307-777-7841

Attachment 13

STATE AGENCY LIST FOR SEX OFFENDER REGISTRATION

1. **Alabama**
Alabama Bureau of Investigation
Sex Offender Registration Office
2720 Gunter Park Dr W, #A
Montgomery AL 36109
(334) 260-1135

2. **Alaska**
Sex Offender Registry State Police
Sex Offender Registration Office
117 W Fourth Ave
Anchorage AK 99501
(907) 269-0396

3. **America Samoa**
Sex Offender Registration Office
Dept of Human and Social Services
American Samoa Government
Pago Pago, America Samoa 96799
(684) 633-2827; Fax (684) 633-2979

4. **Arizona**
Sex Offender Registration Office
Sexual Offender Community Notification Coordinator
Arizona Dept of Public Safety
PO Box 6638
Phoenix AZ 85005-6638
(602) 223-2416

5. **Arkansas**
Sex Offender Registration Office
Arkansas Crime Information Center
Number One Capitol Mall
Little Rock AK 72201
(501) 682-2222; Fax (501) 682-2269

6. **California**
Sex Offender Registration Office
Sex & Arson Registration Program – Assistant Manager
California Dept of Justice
PO Box 903387
Sacramento CA 94203-3870
(916) 227-3288

7. **Colorado**
Sex Offender Registration Office
Colorado Bureau of Investigation
690 Kipling Street
Denver CO 80215
(303) 239-4251

8. **Connecticut**
Sex Offender Registration Office
Connecticut Dept of Public Safety
PO Box 2794
Middletown CT 06457-9294
(860) 685-8000; Fax (860) 685-8354

9. **Delaware**
Sex Offender Registration Office
Delaware State Police
PO Box 430
Dover DE 19903
(302) 739-5882; Fax (302) 739-5888

10. **District of Columbia**
Sex Offender Registration Office
Operational Services Records Division
Metropolitan Police Dept
300 Indiana Ave, NW Rm 3058
Washington DC 20001
(202) 727-4407

11. **Florida**
Sex Offender Registration Office
Criminal Justice Information Services
Florida Dept of Law Enforcement
PO Box 1489
Tallahassee FL 32302
(850) 410-8572; (888) 357-7332

12. **Georgia**
Georgia Bureau of Investigation
Sex Offender Registration Office
3121 Panthersville Rd
PO Box 370808
Decatur GA 30037-0808
(404) 244-2895

13. Guam
Sex Offender Registration Office
Acting Attorney General
Ste 2-200E Judicial Ctr Bldg
120 W O'Brien Dr
Agana, Guam 96910
(671) 475-3324 or (671) 475-3192; Fax (671) 477-3390

14. Hawaii
The Dept of the Attorney General
Sex Offender Registration Office
Hawaii Criminal Justice Data Center
465 S King St
Honolulu, HI 96813
(808) 587-3100; Fax (808) 587-3109

15. Idaho
Sex Offender Registration Office
Bureau of Criminal Identification
Idaho Dept of Law Enforcement
PO Box 700
Meridian ID 83680-0700
(208) 884-7136

16. Illinois
Sex Offender Registration Office
Illinois State Police
500 Iles Park Pl, Ste 400
Springfield IL 62718
(217) 557-1791; Fax (217) 785-3328

17. Indiana
Indiana Criminal Justice Institute
Sex Offender Registration Office
302 W Washington St, Rm E209
Indianapolis IN 46204-2767
(317) 232-1232

18. Iowa
Sex Offender Registration Office
Dept of Public Safety
Wallace State Office Bldg
Des Moines IA 50319
(515) 281-4976; Fax (515) 281-4898

19. Kansas
Kansas Bureau of Investigation
Sex Offender Registration Office
Center Manager
1620 SW Tyler
Topeka KS 66612-1837
(785) 296-8277

20. Kentucky
Sex Offender Registration Office
Dept of Corrections
Division of Probation and Parole
5th Fl, State Office Bldg
Frankfort KY 40601
(502) 564-4221

21. Louisiana
Sex Offender Registration Office
Bureau of Identification
Louisiana State Police
PO Box 66614
Baton Rouge LA 70896
(504) 925-6095

22. Maine
Sex Offender Registration Office
State Bureau of Identification
36 Hospital St
Augusta ME 04330
(207) 624-7009

23. Maryland
Crimes Against Children and Sex Offender Registry Unit
Information Technology and Communication Division
Dept of Public Safety and Correctional Services
Sex Offender Registration Office
PO Box 5743
Pikesville MD 21282-5743
(410) 764-5665, Ext 317

24. Massachusetts
Criminal History Systems Board
Sex Offender Registration Office
200 Arlington St, Ste 2200
Chelsea MA 02150
(617) 660-4632; Fax (617) 660-4613

25. Michigan
Sex Offender Registration Office
Dept of State Police
4000 Collins Rd
PO Box 30637
Lansing MI 48909-8137
(517) 336-6246; Fax (517) 333-5399

26. Minnesota
Bureau of Criminal Apprehension
Sex Offender Registration Office
1246 University Ave
St Paul MN 55104
(651) 642-0600

27. Missouri
Missouri State Highway Patrol
Criminal Records
Sex Offender Registration Office
1510 E Elm St
Jefferson City MO 65101
(573) 526-6153; Fax (573) 751-9382

28. Mississippi
Sex Offender Registration Office
Dept of Public Safety
Criminal Information Center
3891 Hwy 468W
Pearl MS 39208
(601) 933-2600; Fax (601) 933-2676

29. Montana
Sex Offender Registration Office
Division of Criminal Investigation
Montana Dept of Justice
303 N Roberts
Helena MT 59620
(406) 444-3875; Fax (406 444-2759

30. Nebraska
Nebraska State Patrol
Sex Offender Registration Office
1600 Nebraska Hwy #2
PO Box 94907
Lincoln NE 68509-4907
(402) 471-4545

31. Nevada
Sex Offender Registration Office
Nevada Hwy Patrol
555 Wright Way
Carson City NV 89711
(702) 687-6675; Fax (702) 687-3168

32. New Hampshire
New Hampshire Dept of Safety
Division of State Police
Sex Offender Registration Office
10 Hazen Dr
Concord NH 03305
(603) 271-2663

33. New Jersey
Capt Rudy Chesko
New Jersey State Police
State Bureau of Identification
Sex Offender Registration Office
PO Box 7068
West Trenton NJ 08628-0068
(609) 882-2000 Ext 2318

34. New Mexico
Sex Offender Registration Office
Dept of Public Safety
TESD – Law Enforcement Records
4491 Cerrillos Rd
PO Box 1628
Santa Fe NM 87504-1628
(505) 827-9191; Fax (505) 827-3388

35. New York
Sex Offender Registration Office
Board of Examiners of Sex Offenders
1220 Washington Ave, Bldg 2
Albany NY 12226
(518) 457-4185; Fax (518) 457-4162

36. North Carolina
Sex Offender Registration Office
North Carolina State Bureau of Investigation
Division of Criminal Information
407 N Blount St
Raleigh NC 27601
(919) 733-3171

37. North Dakota
Sex Offender Registration Office
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054
(701) 328-5500

38. Northern Mariana Islands
Sex Offender Registration Office
Legal Counsel
Dept of Public Safety
PO Box 10007, Civic Center
Saipan MP 96950
(670) 234-6505 Ext 312; Fax (670) 234-8531

39. Ohio
Sex Offender Registration Office
Bureau of Criminal Identification & Investigation
PO Box 365
London OH 43140
(614) 466-8204 Ext 224 or 436; Fax (740) 852-1603

40. Oklahoma
Oklahoma Dept of Corrections
Sex Offender Registration Office
PO Box 11400
3400 Martin Luther King Ave
Oklahoma City OK 73136
(405) 425-2872

41. Oregon
Oregon State Police
Sex Offender Registration Office
400 Public Service Bldg
Salem OR 97310
(503) 378-3720 Ext 4415/7/8; Fax (503) 363-5475

42. Pennsylvania
Sex Offender Registration Office
Pennsylvania State Police
1800 Elmerton Ave
Harrisburg PA 17110
(717) 783-4363; Fax (717) 772-3681

43. Puerto Rico
Sex Offender Registration Office
Criminal Justice Information System
Dept of Justice
PO Box 9020192
San Juan PR 00902-0192
(787) 729-2121

44. Rhode Island
Sex Offender Registration Office
Dept of the Attorney General
150 S Main St
Providence RI 02903
(401) 274-4400 Ext 2353; Fax (401) 222-1331

45. South Carolina
Sex Offender Registration Office
State Law Enforcement Division
PO Box 21398
Columbia SC 29221
(803) 737-9000

46. South Dakota
South Dakota Office of Attorney General
Division of Criminal Investigation
Sex Offender Registration Office
East Hwy 34
500 E Capital Ave
Pierre SD 57501-5070
(605) 773-3331; Fax (605) 773-4629

47. Tennessee
Sex Offender Registration Office
Tennessee Bureau of Investigation
1148 Foster Ave
Nashville TN 78765-4143
(615) 741-0430; Fax (615) 532-8315

48. Texas
Sex Offender Registration Office
Texas Dept of Public Safety
PO Box 4143
Austin TX 78765-4143
(512) 424-2471; Fax (512) 424-5911

49. Utah
Sex Offender Registration Office
Director of Constituent Services
Utah Dept of Corrections
6100 S Fashion Blvd
Murray UT 84107
(801) 265-5583; Fax (801) 265-5569

50. Vermont
Sex Offender Registration Office
Dept of Public Safety
Vermont Crime Information Center
103 S Main St
Waterbury VT 05671
(802) 244-8727

51. Virgin Islands
Sex Offender Registration Office
Deputy Attorney General
Virgin Islands Dept of Justice
48B-50C Kronprindsens Gade
GERS Bldg, 2nd Fl
St Thomas, US Virgin Islands 00802
(340) 774-5666; Fax (340) 774-9710

52. Virginia
Sex Offender Registration Office
Dept of State Police
PO Box 27472
Richmond VA 23261-7472
(804) 674-4656 (Capt RL Vass)

53. Washington
Sex Offender Registration Office
Dept of Corrections
410 W 5th Ave
PO Box 41100
Olympia WA 98504-1100
(360) 753-6791

54. West Virginia
West Virginia State Police
Sex Offender Registration Office
725 Jefferson Rd
South Charleston WV 25309
(304) 746-2133

55. Wisconsin
Sex Offender Registration Office
Wisconsin Dept of Corrections
149 E Wilson St
Madison WI 53703
(608) 266-3831

56. Wyoming
Division of Criminal Investigation
Sex Offender Registration Office
316 W 22nd St
Cheyenne WY 82002-0150
(307) 777-7545; Fax (307) 777-7252

Attachment 14

NOTIFICATION OF COMMUNITY TREATMENT PROGRAMS

1. In accordance with the provisions of the Violent Crime Control and Law Enforcement Act of 1994 and AFI 31-205, name of releasing confinement facility is required to notify you of available treatment programs in the community in which you will reside. We have identified the following treatment program(s) in or about your release area, which may be of assistance to you. We strongly encourage you to contact these programs, or other similar programs.

a. Recommended Treatment Program:

_____

_____

_____

Address

_____

Telephone Number _____

Other:_____

_____

b. Additional Treatment Program:

_____

_____

_____

Address:_____

Telephone Number _____

Other:_____

_____

Inmate's signature _____ Date _____

Staff signature _____ Date _____

Attachment 15

QUALIFYING MILITARY OFFENSES UNDER 10 U.S.C. § 1565 DNA PROCESSING REQUIRED

Definition:

Court-Martial Conviction. The findings of a general court-martial (10 U.S.C. § 818) or special court-martial (10 U.S.C. § 819) after the court-martial convening authority has taken action under 10 U.S.C. § 860.

Offense	UCMJ Article	Title 10 Section	NIBRS Code	DIBRS Code
Murder	118	918	09A	118A-D
Voluntary Manslaughter	119	919	09A	119-A
Rape	120	920	11A	120A
Carnal Knowledge	120	920	36B	120B1/2
Forcible Sodomy	125	925	11B	125A
Sodomy With a Child	125	925	11B	125B1/2
Aggravated Assault (with dangerous weapon or other means or force likely to produce death or grievous bodily harm)	128	928	13A	128-J1-J2
Aggravated Assault (in which grievous bodily harm was intentionally inflicted)	128	928	13A	128-H1-H2
Indecent Assault	134	934	11D	134-C1
Indecent Acts With Another	134	934	11D	134-R5
Indecent Acts With a Child	134	934	11D	134-R1
Indecent Language to a Child	134	934	90Z	134-R3
Pandering (By compelling or by arranging or by receiving consideration for arranging)	134	934	40B	134-B5*
*Only in cases when accused arranged for, or received valuable consideration for arranging for, a certain person to engage in sexual intercourse or sodomy with another person.				
Prostitution involving a minor	134	934	40A	134-B6
Kidnapping	134	934	100	134-S1
Robbery	122	922	120	122A-B
Burglary	129	929	220	129--
Housebreaking	130	930	220	130--
Maiming	124	924	13A	124--
Arson	126	926	200	126A-B2
Assault With Intent to Commit Murder	134	934	13A	134-C2

Offense	UCMJ Article	Title 10 Section	NIBRS Code	DIBRS Code
Assault With Intent to Commit Rape	134	934	11A	134-C4
Assault With Intent to Commit Voluntary Manslaughter	134	934	13A	134-C3
Assault With Intent to Commit Robbery	134	934	13A	134-C5
Assault With Intent to Commit Sodomy	134	934	11B	134-C6
Assault With Intent to Commit Arson	134	934	13A	134-C0
Assault With Intent to Commit Burglary	134	934	13A	134-C8
Assault With Intent to Commit Housebreaking	134	934	13A	134-C7
Solicitation of Another To Commit a Qualifying Offense	134	934	90Z	134-U7**

** For this offense, the offense code will be the code of the offense solicited and "S=Solicit" will be reflected in Data Element 18 of the offense information field.

The following offenses do not have a related DIBRS code:

Attempt to Commit a Qualifying Offense - Article 80, UCMJ (10 U.S.C. § 880)

Conspiracy to Commit a Qualifying Offense – Article 81, UCMJ (10 U.S.C. § 881)

Conviction for any conduct similar to the above offenses, any conduct which involves any form of sexual abuse and any conduct of a sexual nature that involves a minor, when charged as an assimilative offense under Article 134, UCMJ.

Conviction for any conduct similar to the above offenses, any conduct which involves any form of sexual abuse and any conduct of a sexual nature that involves a minor, when charged as conduct unbecoming an officer and a gentleman in violation of Article 133, UCMJ, or conduct that is prejudicial to good order and discipline or is service discrediting, under Article 134, UCMJ.

Conviction for conduct described in Chapter 117, §§ 2421, 2422, 2423, 2425 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

Conviction for conduct described in Chapter 110 §§ 2251, 2251A, 2252 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

Peonage or Slavery: Conviction for conduct described in Chapter 77 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

Attachment 16

GUIDANCE ON DNA FINGERPRINTING

A16.1. HQ AFSFC/SFC Responsibilities:

A16.1.1. Maintain a supply of USACIL collection kits that may be expeditiously dispatched to Air Force commanders, RCFs or CFs in immediate need of kits.

A16.1.2. Maintain copies of all initial promulgating orders containing an annotation that DNA processing is required, regardless of where or if the member is confined.

A16.1.3. When requested, assist USACIL in reconciling why a DNA sample for a particular Air Force member has not been received at the lab for analysis (i.e., in cases where USACIL has received an annotated initial promulgating order reflecting conviction of a "qualifying military offense" but no corresponding sample). This includes contacting the facility at which the member is confined and ascertaining the status of the DNA collection requirement. If the member is not in confinement at the time the request is received, this will require contacting the convening authority's staff judge advocate for assistance in ascertaining the status of the DNA collection requirement.

A16.1.4. Assist USDB in answering questions about "qualifying military offenses" involving Air Force members.

A16.2. Air Force Correctional Facility Responsibilities:

A16.2.1. Designated Air Force CFs and RCFs (5 beds or more) are required to maintain USACIL collection kits. Maintain current address, phone number and POC and notify USACIL of changes.

A16.2.2. Determine if any inmates confined at their facilities on or after 19 June 2001, regardless of service affiliation, have a conviction of a "qualifying military offense" for which initial action has been taken by the convening authority. Ascertain the existence of a "qualifying military offense" by examining the initial court-martial promulgating orders published for each inmate. DNA samples are not collected upon conviction of a qualifying offense, but upon convening authority action approving the member's sentence.

A16.2.2.1. Promulgating orders published on and after 19 Jun 01 will annotate in bold print at the top of the first page if the inmate has been convicted of a "qualifying military offense": "DNA processing required. 10 U.S.C. §1565."

A16.2.2.2. Promulgating orders published prior to 19 Jun 01 will not be annotated. Examine such promulgating orders for each inmate to ascertain the existence of convictions for "qualifying military offenses," which are listed on **Attachment 15**. When in doubt, consult with your local SJA.

A16.2.3. For each inmate identified pursuant to paragraph **A16.2.1.** with a conviction of a "qualifying military offense," ensure a DNA sample is promptly collected and sent to USACIL. Use USACIL DNA collection kits, including the instructions contained in these kits, for processing DNA collection. If an inmate refuses to cooperate in providing a DNA sample, contact HQ AFSFC/SFC for guidance.

A16.2.4. Document DNA processing in each inmate's confinement records. If an inmate is subsequently transferred to another correctional facility after a DNA sample has been sent to USACIL, ensure paperwork reflecting DNA processing is included with the other documentation provided to the gaining correctional facility. If the inmate is transferred to another correctional facility before a

required DNA sample can be obtained, notify the receiving facility that DNA processing requirements must still be accomplished for the transferred inmate.

A16.2.5. If an inmate identified pursuant to paragraph **A16.2.1.** must be released from confinement before collection of a DNA sample is possible (i.e., USACIL kits are unavailable), immediately notify SJA of the convening authority. The SJA will notify appropriate agencies to ensure DNA processing is accomplished.

A16.2.6. If designated by HQ AFSFC/SFC, pursuant to paragraph **A16.2.1.**, as a facility required to maintain USACIL collections kits, ensure an adequate supply. This includes monitoring kit expiration dates. When supplies are low, request additional kits from USACIL.

A16.2.6.1. If not designated to maintain USACIL collection kits, obtain kits when needed from HQ AFSFC/SFC or from another Air Force confinement/correctional facility.

A16.2.6.2. A list of these facilities is provided in **Attachment 17.**

A16.2.7. When members did not receive confinement or are no longer in confinement provide full assistance to commanders who are responsible for ensuring a DNA sample is collected, when the initial promulgating order is published. Assist such commanders regardless of service affiliation. This includes completing items 1 - 6 and 8 on the USACIL collection card, witnessing local medical personnel draw the blood and complete item 7 on the USACIL collection card and mailing the DNA sample to USACIL.

A16.2.7.1. For installations that do not operate a correctional facility, SF personnel should assist local commanders in fulfilling their DNA processing responsibilities, including assistance as described in paragraph **A16.2.6.** above.

A16.2.7.2. Coordinate with SJA and owning commanders to develop procedures to deal with inmates on appellate leave who refused to comply with requirements following notification.

Attachment 17

FACILITIES DESIGNATED AS RECIPIENTS FOR USACIL DNA COLLECTION KITS

Points of Contact:

HQ AFSFC/SFC, Director, Air Force Corrections, mailto:afcorrections@lackland.af.mil, Tel: DSN 945-7733 or Commercial (210) 925-7733, Fax: DSN 945-5411.

For USAF CFs and RCFs: Contact the security forces squadron commander at the location and/or telephone number provided below.

HQ AFSFC/SFC
1517 Billy Mitchell Boulevard
Lackland AFB TX 78236-5226
DSN 473-0945 / COM (210) 671-0945

2 SFS/CC
425 Lindbergh Dr E Ste 200
Barksdale AFB LA 71110
DSN 781-2223 / COM (318) 456-2223

27 SFS/CC
112 East Sextant Ave
Cannon AFB, NM 88103
DSN 681-2353 / COM (515) 784-2356

355 SFS/CC
3895 S. Sixth St.
Davis Monthan AFB, AZ 85707-3835
DSN 228-4792 / COM (520) 228-4792

95 SFS/CC
105 E Yeager Blvd
Edwards AFB, CA 93524-1145
DSN 527-4959 / COM (805) 277-4959

96 SFS/CC
302 West D. Ave. Ste 102
Eglin AFB, FL 32542-6841
DSN 872-3512 / (850) 882-3627

39 SFS/CC
Unit 7080 Box 95
Incirlik AB, Turkey
APO AE 09824
DSN 314-676-3632 / COM 90-322-316-3632

28 SFS/CC
2740 Eaker Dr. Ste 109
Ellsworth AFB, SD 57706-4829
DSN 675-4028 / COM (605) 385-4028

92 SFS/CC
2 E. Arnold St
Fairchild AFB, WA 99011
DSN 657-8289 / COM (509) 247-8289

90 SFS/CC
7100 Garrison Loop
F.E. Warren AFB, WY 82005-5000
DSN 481-1931 / COM (307) 773-1931

319 SFS/CC
690 First Ave
Grand Forks AFB, SD 58205
DSN 362-4203 / COM (701) 747-5351

66 SFS/CC
130 Eglin Street
Hanscom AFB, MA 01731-1643
DSN 478-8749 / COM (781) 377-8749

49 SFS/CC
750 First St
Holloman AFB, NM 88330
DSN 867-5881 / COM (505) 475-5881

42 SFS/CC
130 W Selfridge St
Maxwell AFB, AL 36112
DSN 493-4118 / COM (334) 953-4118

81 SFS/CC
405 Larcher Blvd
Keesler AFB, MS 39534
DSN 597-3040 / COM (601) 377-3040

377 SFS/CC
1351 First Street SE
Kirtland AFB, NM 87117-5527
DSN 246-7156 / COM (505) 846-7156

37 SFS/CC
2020 Third St
Lackland AFB, TX 78236-5136
DSN 473-3356 / COM (210) 671-3356

48 SFS/CC
P.O. Box 7001
RAF Lakenheath, UK
APO AE 09464
DSN 314-226-1425

314 SFS/CC
480 Cannon Dr
Little Rock AFB AR 72099-5011
DSN 731-7791 / COM(501) 987-7791

56 SFS/CC
7333 N Bong Ln
Luke AFB, AZ 85309-1428
DSN 896-3607 / COM (602) 856-3607

6 SFS/CC
7235 Bayshore Blvd.
MacDill AFB, FL 33621
DSN 968-2049 / COM (813) 828-2049

341 SFS/CC
7506 Flightline Drive
Malmstrom AFB, MT 59402-7529
DSN 632-2144/COM (406) 731-2144

20 SFS/CC
524 Nelson Ave
Shaw AFB, SC 29152
DSN 965-3608 / COM (803) 895-3608

22 SFS/CC
53403 Kansas St, Ste 147
McConnell AFB, KS 67221
DSN 743-4658 / COM (316) 652-4658

5 SFS/CC
330 Tanker Trail Suite 226A
Minot AFB, ND 58705-5012
DSN 453-4437 / COM (701) 723-4437

35 SFS/CC
Unit 5018
Misawa AFB, Japan
APO AP 96309
DSN 318-226-4011 / COM
011-81-3117-66-4001

366 SFS/CC
270 7th Ave
Mt Home AFB, ID 83648
DSN 728-6228 / COM (208) 828-6228

99 SFS/CC
4455 Grissom Ave
Nellis AFB, NV 89191
DSN 682-7217 / COM (702) 652-7217

55 SFS/CC
110 Airman Circle, P.O. Box 3551
Offut AFB, NE 68113
DSN 271-3545 / COM (402) 294-3545

375 SFS/CC
201 West Winters Street
Scott AFB, IL 62225
DSN 576-4883 / COM (618) 256-4883

4 SFS/CC
2585 Andrews Street
Seymour Johnson AFB, NC 27531
DSN 488-6307/COM (919) 722-2359

509 SFS/CC
1031 Vandenberg Ave., Ste 113B
Whiteman AFB, MO 65305
DSN 975-6829 / COM (660) 687-6829,
ext 63178

325 SFS/CC
515 Swanneey Rd. Stop #35
Tyndall AFB, FL 32403
DSN 523-2553 / COM (850) 283-2553

30 SFS/CC
108 Colorado Ave
Vandenberg AFB, CA 93473
DSN 276-3178 / COM (805) 734-8232

88 SFS/CC
1800 Van Patten Dr., Bldg 168
Wright-Patterson AFB, OH 45433
DSN 787-6065 / COM (937) 656-6065

374 SFS/CC
Unit 5118
Yokota AB, Japan
APO AP 96328-5118
DSN 315-225-8052

Attachment 18

DISPOSITION BOARD CONSIDERATION SCHEDULE

Table A18.1. Disposition Board Consideration Schedule for Clemency, Remission and Restoration

	A	B	C	D
RULE	If sentence to confinement is	Then unless an earlier board is directed, the board is (Note 6)	And results of the board reach SAFPC	And approval authority is
1	Less than 12 months	Not required (Note 12)	Not required	GCMCA or SPCMCA for special clemency (note 1)
2	12 months or more but less than 20 years & initial reviews (note 9)	Not later than the end of the 7th month (notes 3 & 4) and annually thereafter	15 days prior to the end of the 9th month for the initial review and within 45 days following subsequent annual disposition board reviews (note 5)	SAFPC
3	20 or more but less than 30 years	After initial review, no later than 60 days before 3 years served from the time of confinement and annually thereafter	Within 45 days following the disposition board (note 5)	SAFPC
4	30 years or more, including life	After initial review, no later than 60 days before 10 years served from the date of confinement and annually thereafter; unless confinement began before 15 February 2000, then annual review begins after 5 years (note 4)	Within 45 days following the disposition board (note 5)	SAFPC
5	Life Without Parole	After initial review, no later than 60 days before 20 years served from the date of confinement and annually thereafter. (note 7 & 11)	Within 45 days following the disposition board	SAF
6	Death	Contact SJA for instructions	N/A	N/A

Table A18.2. Disposition Board Consideration Schedule for Parole

	A	B	C	D
RULE	If sentence to confinement is (note 9)	Then unless an earlier board is directed, the board is	And results of the board reach SAFPC	And approval authority is
1	Less than 12 months	Not required (note 12)	Not required	GCMCA or SPCMCA for special clemency (note 1)
2	12 or more months and no discharge (note 2)	Not required; not eligible w/o waiver	Not required; not eligible w/o waiver	
3	12 to 18 months with a discharge (notes 2 & 8)	Not later than the end of the 4th month (notes 3 & 4)	15 days prior to the eligibility date (note 5)	SAFPC
4	18 months or more but less than 30 years	Not later than the end of the 60 days before inmate serves 1/3 of confinement then annually thereafter	15 days prior to the eligibility date (note 5)	SAFPC
5	30 years or more but less than life	No later than 60 days before 10 years of confinement served; then annually thereafter	Within 45 days following the disposition board (note 5)	SAFPC
6	Life	No later than 60 days before 20 years from the date of confinement is served and annually thereafter, unless confinement began before 15 February 2000, then annual review begins after 10 years	Within 45 days following the disposition board (note 5)	SAFPC
7	Life without parole	Contact SJA for instructions	N/A	N/A
8	Death	Contact SJA for instructions	N/A	N/A

NOTES:

1. Inmates with sentences of less than 12 months may request clemency consideration in writing to the GCMCA/SPCMCA. (See AFI 51-201, paragraphs 11.17 and 11.19.)
2. "Discharge" as used in this schedule includes an approved unsuspended punitive discharge, dismissal, administrative discharge, or retirement. An individual must have one of these to be parole eligible.
3. Schedule inmates who reach or surpass their initial clemency and/or parole eligibility dates for a disposition board as soon as possible but not later than 30 days after completion of CA action. If an inmate transfers while a disposition board is due, but before a disposition board convenes, the new facility staff convenes a disposition board at the new facility within 30 days.

4. For this purpose, a sentence to confinement includes all confinement (for example, pre-trial or credit for illegal pre-trial confinement) and excludes any inoperative time (for example, deferment of sentence).
5. If you are unable to meet the requirements of column “C”, submit a letter of explanation to SAFPC prior to the clemency/parole eligibility date.
6. If a parole eligibility date is within 120 days of the clemency disposition board, consider inmates for parole.
7. The AFC&PB will not normally consider an inmate with an approved sentence to confinement for life without the possibility of parole until the inmate has served 20 years confinement. If the AFC&PB considers clemency appropriate for an inmate sentence to confinement for life without the possibility of parole, it will forward its recommendation to the Secretary of the Air Force for final decision. Only the Secretary of the Air Force may grant clemency to the inmates with an approved sentence to confinement for life without the possibility of parole.
8. An inmate returned to military control as a parole violator will be considered for parole, clemency, restoration and reenlistment 12 months after return to military control and annually thereafter upon request.
9. For provisions regarding inmates with fines and confinement, or contingent confinement, see DoDI 1325.7, paragraph 6.17.3 and 4 (Jul 17, 2001).
10. An inmate considered for parole may also be considered for clemency and upon request, restoration to duty or reenlistment.
11. Inmates sentenced to confinement for life without parole may, for cause, be granted special consideration for clemency, restoration, or reenlistment by the AFC&PB.
12. The SAF may direct the AFC&PB consider those cases when the approved sentence includes a punitive discharge or dismissal, see DoDI 1325.7, paragraph 6.16.6.1 (Jul 21, 2001).

Attachment 19

SAMPLE - PERSONAL DEPOSIT FUND ACTIVITY REPORT

Installation:_____.

Period of _____ through _____.

1. According to AFI 31-205, *Air Force Corrections System,* an inspection of the personal deposit fund was conducted as directed by (installation commander or other authorized official).

2. The inspection included a review of the accounting system, internal controls and a detailed inspection of all transactions for the period of _____ through _____.

3. Statement of operations as follows:

a. Balance on hand as of (ending date of previous inspection):

b. Deposits:

c. Withdrawals:

d. Balance on hand as of (ending date of this inspection):

e. Petty cash:

f. Bank balance as of (ending date of this inspection):

g. Outstanding checks:

h. Outstanding deposits:

i. Revised checkbook balance:

4. Recommended improvement areas: (Auditor's remarks)

Disinterested Official's Signature
(Include typed name, grade, organization and duty title)

Custodian, Personal Deposit Fund, Signature
(Include typed name and grade)

Installation Commander or Authorized Official's Signature

Attachment 20

SAMPLE - CERTIFICATE OF TRANSFER OF ACCOUNTABILITY

1. Certificate of Outgoing Custodian:

I certify that I have, on _____ 20__, transferred to (Name, Grade, SSN), the new custodian appointed by (Name, Grade, SSN), dated_____20__, $_____ cash on hand and $_____ on deposit to the credit of the personal deposit fund for (Name, Grade, Office).

This represents the total of the balance on deposit with me as custodian of the individual accounts of all inmates listed below:

NAME OF INMATE	BALANCE ON DEPOSIT
_____	_____
_____	_____
_____	_____
_____	_____

At the same time, I conducted an inventory of the personal effects in my custody of all inmates in confinement as of this date at _____(hrs) and all items of material value as listed on the individual account sheets in the effects section of the inmate's property record were present.

(Signature)

2. Certificate of New Custodian:

I certify that I have, on _____20__, received from (Name, Grade, SSN), the sum of $_____, representing (Name, Grade, SSN), the balances due inmates listed above together with the personal effects, as listed on the individual account sheets in the effects section of the inmate's personal property record, of all inmates in confinement as of this date at _____(hrs) and I hereby relieve the previous custodian from all responsibility for the same.

(Signature)

Attachment 21

INMATE TRANSFER DOCUMENT REQUIREMENTS

A21.1. Mail all items in this list if the inmate travels without escort. Unless otherwise specified, the inmate's escort carries them when escorted.

A21.2. Documents or personal items relating to transfer:

A21.2.1. Cover letter of transmittal of items.

A21.2.2. Copies (20) of orders directing travel. The escort or inmate (if traveling unescorted) carries additional copies unsealed.

A21.2.3. Transportation request (copy) for each inmate.

A21.2.4. List of clothing and equipment in possession of each inmate on departure (For a list of required items, check the HQ AFSFC web page by going to HQ AETC, Lackland, AFSFC and Corrections).

A21.2.5. All health and comfort items; not in a sealed package and may be used in transit. (Carried by escort or by inmate if traveling unescorted.)

A21.2.6. Agreement to travel without escort.

A21.2.7. All other items in inmate's case file not otherwise listed in this attachment.

A21.2.8. HIV test status.

A21.2.9. Court-martial orders (six copies) promulgating or modifying sentence. If court-martial orders are not yet published, one copy of the following:

A21.2.9.1. Charge sheet.

A21.2.9.2. AF Form 1359, **Report of Result of Trial**.

A21.2.10. Action of Convening Authority.

A21.2.11. Copies of any DD Forms 2714

A21.2.12. Incident complaint report, Article 15 (prior or current), additional court-martial orders, reports, or counseling documentation, etc.

A21.2.13. Staff Judge Advocate's Review/Summary of Offense

A21.2.14. Record of Trial

A21.2.15. Notice of any additional civil or military charges pending with a copy of the charges (when applicable, include notice of suspended sentences and periods of probation).

A21.2.16. Decision of the Air Force Court of Criminal Appeals (and the United States Court of Appeals for Armed Forces when applicable), if the decision has been received and not yet disposed of by final supplementary court-martial order.

A21.2.17. Report of status of appellate review, so far as not otherwise covered. If the Air Force Court of Criminal Appeals' decision has been received, indicate whether the inmate has petitioned the US Court of Appeals for a grant of review; if so, include a copy of the petition.

A21.2.18. FD-249.

A21.2.19. DD Form 2710. Enter any inoperative time in the remarks section. Also, include any earned, forfeited, or waived GCT or EGCT in item 16, with supporting documentation.

A21.2.20. Any other reports on file regarding the inmate's history, which may assist in classification, clemency consideration, decision to return to duty, or parole.

A21.2.21. DD Form 553 and DD Form 616, or other documented evidence when escape and return to military control affects release date. Also, documentation of any unauthorized absence while serving sentence.

A21.2.22. Documented evidence of physical examination by medical officer.

A21.2.23. Report of any neuropsychiatry examination.

A21.2.24. Copies of all DD Forms 2710, 2715-2 and 2719.

A21.2.25. Copy of DD Form 2718, showing date of and authority for release of inmate, when applicable.

A21.2.26. Detainer for return to military custody or to civilian authorities and permission from court concerned to transfer inmate from its jurisdiction, when applicable.

A21.3. Inmates personnel and pay records:

A21.3.1. Coordinate with the MPF to mail the UPRG within 15 days after the transfer of inmate. AF Form 899, PCS Order and Medical Records are hand carried by the escort. Dental records are mailed to the confinement/corrections facility. DO NOT send these to a federal facility.

A21.3.2. Hand carry PDF check plus a properly certified voucher, or a copy of the appropriate AF Form 1392 covering personal money of transferred inmates.

A21.3.3. Hand carry DD Form 504, AF Form 808 and appropriate PDF account paperwork to the designated confinement/corrections facility.

A21.3.4. AF Form 214, **Certificate of Discharge**, if applicable.

A21.3.5. Completed AF Form 2098.

NOTE: HQ AFSFC/SFCI is responsible for all personnel actions on inmates transferred through HQ AFSFC/SFCI only. File the unfavorable information file in the UPRG and mail to HQ AFSFC/ SFCI, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119.

Attachment 22

SAMPLE INMATE TRANSFER REQUEST MESSAGE

DMS

SAMPLE

From: **CONFINEMENT/CORRECTIONS FACILITY WHERE INMATE IS HELD**
To: **HQ AFSFC LACKLAND AFB TX//SFC//**
MAJCOM//SF// (For delay in or immediate transfer)
INMATE'S UNIT OF ASSIGNMENT//CC//
LOSING INSTALLATION MPF//MSSQ//
LOSING INSTALLATION FSO//CPTS//
LOSING INSTALLATION//SJA//
Cc: **HQ USAF BOLLING AFB DC//JAJD//JAJM//**
MAJCOM//JA/SF// (for transfers upon Convening Authority (CA) Action)
HQ OF CONVENING AUTHORITY//JA/SF//

SUBJECT: (U) REQUEST FOR INMATE TRANSFER
"FOR OFFICIAL USE ONLY"

1. NAME: SSN: GRADE: SEX:
2. LOCATION OF CONFINED INMATE:
3. OFFENSES FOR WHICH CONVICTED: Example: ART 112, USE OF COCAINE; ART 133 INDECENT ACTS (***NOTE***: IDENTIFY DRUG AND SEX OFFENDERS)
4. LIST THE COMPLETE SENTENCE AS ADJUDGED, TO INCLUDE TYPE OF PUNITIVE DISCHARGE (ADVISE IF NO DISCHARGE WAS ADJUDGED); **LENGTH OF CONFINEMENT. LIST FORFEITURES AND REDUCTION IN GRADE.**
5. ADJUDGED DATE (IF CONFINEMENT WAS DEFERRED, SO STATE AND PROVIDE APPLICABLE DATES): ADJUDGED _____, SENTENCE WAS DEFFERRED TO __Date_____ (Number of days). PRE-TRIAL CONFINEMENT STARTED ON _____AND ENDED _____. INMATE WAS AWARDED 25 DAYS PRE-TRIAL CREDIT BY CONVENING AUTHORITY.
6. CONVENING AUTHORITY ACTION, COURT MARTIAL ORDER NUMBER and DATE OF SENTENCE APPROVAL: CA, GCMO NUMBER, DATE
7. UNIT OF ASSIGNMENT AND SERVICING MPF AT THE TIME OF THE INMATE'S COURT-MARTIAL: UNIT/BASE and UNIT MPF/BASE
8. HOME OF RECORD: TOWN, STATE. **PLACE OF REENLISTMENT:** CITY/STATE
9. MINIMUM RELEASE DATE: MAXIMUM RELEASE DATE:
10. **PAROLE ELIGIBILITY DATE**: (IF SENTENCE IS OVER 12 MONTHS)
11. DATE CLEMENCY AND PAROLE DISPOSITION BOARD DUE (IF SENTENCE IS OVER 12 MONTHS):
12. REASON FOR TRANSFER: CONTINUED CONFINEMENT OR REHABILITATION.
13. POINT OF CONTACT AND DSN NUMBER: (Full Name, Rank/DSN phone number)
14. REASON FOR IMMEDIATE TRANSFER OR DELAY OF TRANSFER: IF TRANSFER IS BEFORE OR AFTER CA ACTION, STATE THE CIRCUMSTANCES PROMPTING THE TRANSFER. ALSO INCLUDE THE NAME AND DSN TELEPHONE NUMBER OF THE SJA RECEIVING CA COORDINATION TO TRANSFER THE INMATE PRIOR TO CA ACTION. THIS TYPE REQUEST GOES THROUGH THE MAJCOM FOR DISPOSITION (AFI 31-205).
15. REMARKS: INCLUDE INFORMATION WHICH MAY AFFECT THE TRANSFER ACTION, i.e., (**CUSTODY LEVEL, IF VWAP NOTIFICATIONS ARE REQUIRED, MEDICAL OR MENTAL CONDITION, GUARD OR RESERVE INMATE ON ACTIVE DUTY ORDERS**). *NOTE*: *DO NOT IDENTIFY HIV POSITIVE INMATES IN THIS MESSAGE. CONTACT HQ AFSFC/SFCI AND GAINING FACILITY VIA TELEPHONE OR "FOR EYES ONLY" CORRESPONDENCE.*

Attachment 23

SAMPLE – MEMO FOR RETURN TO DUTY PROGRAM MANAGER

MEMORANDUM FOR RETURN-TO-DUTY (RTDP) MANAGER

FROM: Name of RTDP candidate
Military address of candidate
SSN

SUBJECT: Consent to RTDP Conditions, Waiver of Good Conduct Time and Consent to Participate in RTDP Beyond Maximum Release Date

1. As a participant in the United States Air Force's RTDP conducted at the Naval Consolidated Brig Charleston, South Carolina, I voluntarily agree to comply with all of the rules, conditions and policies of the program, which include but are not limited to the following:

a. I agree to share sleeping quarters, eating facilities and rehabilitative training facilities with all other RTDP candidates, including those who have not completed their confinement sentences. I further understand that noncompliance with any rules and conditions of the RTDP may result in disciplinary action if deemed appropriate.

b. I fully understand that I may not be finished with the RTDP prior to my minimum/maximum release from confinement dates. If necessary, I voluntarily consent to remain housed in and abide by the rules of NAVCONBRIG Charleston, beyond my maximum release date of _____, in order to complete the RTDP. I also understand that a successful completion of the program is not a guarantee that I will be approved for return to active duty. I understand that if I elect to withdraw from or fail to complete the program due to removal, any time after my maximum release date, I will receive a release from the confinement/corrections facility. The release will occur as soon as possible, but not later than the duty day following the day I sign my withdrawal statement. I have been fully advised of my right to be released from confinement by _____, Legal Representative.

c. I agree to waive any good conduct time and extra good conduct time I have accrued or will accrue while in the RTDP I understand that signing this waiver may result in extending my time in confinement to and past the maximum release date of _____. I further understand that by this waiver, I will continue to live in a confinement environment.

d. I agree to waive parole consideration while participating in the RTDP. I understand that I will receive parole consideration, if otherwise eligible and in accordance with AFI 31-205, in the event I withdraw from or fail to complete the RTDP due to withdrawal or removal and return to confinement.

e. I agree to surrender my driver's license, all credit cards, telephone cards, checkbooks, personal checks and Airman/NCO club membership cards to NAVCONBRIG staff for safekeeping. I further agree that I will not enter into any contracts while I am a participant in the RTDP.

f. I understand that if my participation in the RTDP is terminated, I have 10 days to make an appeal concerning my termination from the program.

2. I acknowledge that I have read and fully understand this document. I further understand that failure to comply with any of the rules and conditions of the RTDP may result in termination of my participation in the program and my separation from the United States Air Force. In addition, failure to comply with any

of the rules and conditions of the program can lead to disciplinary action, as determined to be appropriate, against me.

_____
(Signature and SSN of Candidate)

1st Ind, Legal Representative

_____

Date

MEMORANDUM FOR NCOIC RTDP

Prior to signing the foregoing consent, I fully advised _____ of their rights regarding their sentence to confinement, including a prompt release from NAVCONBRIG Charleston, if they fail to complete the Return-to-Duty Program due to removal, or if they elect to withdraw from the program any time after their maximum release date.

_____
Signature of Legal Representative

PROTECTED BY THE PRIVACY ACT OF 1974 - this communication contains personal information which must be protected IAW DOD5400.11R and is FOR OFFICIAL USE ONLY

(SAMPLE)

Attachment 24

MARRIAGE OF INMATES

A24.1. PURPOSE AND SCOPE. Provide confinement/corrections facilities guidelines for the marriages of inmates. The CSF shall approve an inmate's request to marry except where a legal restriction to the marriage exists, or where the proposed marriage presents a threat to the security or good order of the facility, or to the protection of the public. The CSF may approve the use of the facility for the marriage ceremony. If a marriage ceremony poses a threat to the security or good order of the facility, the CSF may disapprove a marriage ceremony in the facility, but will seek SJA guidance for an alternate means (i.e., most states recognize a marriage ceremony performed over speaker phones or a proxy marriage via affidavit of absent applicant for marriage license).

A24.2. PROGRAM OBJECTIVE. The expected result of this program: Inmate marriages will be requested, approved and conducted in accordance with all applicable laws, rules and regulations.

A24.3. PRE-TRIAL AND OR DETAINEE PROCEDURES. Procedures specified in this Program Statement apply to all Air Force pretrial, detainee and designated inmates. U.S. Marshals' holdovers and Immigration and Naturalization Service (INS) temporarily housed in Air Force custody shall be referred to those agencies for marriage consideration.

A24.4. AUTHORITY TO APPROVE A MARRIAGE. The CSF may approve the marriage of an Air Force inmate confined in an Air Force facility. This authority may not be delegated below the level of Acting CSF.

A24.5. ELIGIBILITY TO MARRY. An inmate's request to marry shall be approved provided:

A24.5.1. The inmate (and intended spouse) is legally eligible to marry. If overseas, some countries require citizenship of that country;

A24.5.2. The inmate is mentally competent;

A24.5.3. The intended spouse has verified, ordinarily in writing, an intention to marry the inmate; and

A24.5.4. The marriage poses no threat to facility security or good order, or to the protection of the public. For example, staff shall review the marriage request of all inmates. This scrutiny is to ensure the request is not made to circumvent existing visiting policy, thereby posing a threat to facility security or good order.

A24.6. APPLICATION TO MARRY.

A24.6.1. An Air Force inmate confined in an Air Force confinement/corrections facility who wants to get married shall submit a DD Form 510, requesting to marry to the confinement NCO. Requirements will vary by facility according to country (international) or State law. Obtain the requirements from the nearest city courthouse or foreign consulate. The confinement NCO will evaluate the request based on the criteria identified in paragraph 7. The confinement NCO will submit a written report of the findings and make a recommendation to the CSF for a final decision. Seek SJA assistance if there

is a question about the age of the intended spouse. The intended spouse must obtain the needed documents.

A24.6.1.1. Information on the inmate's legal eligibility to marry is determined through conversation with the inmate and by reviewing the Inmate Correction Treatment File (CTF). Indication of a present or prior marriage, including a common-law marriage, requires written verification that the marriage is legally dissolved. The status of a common-law marriage and its dissolution, are determined under the law of the state where the marriage occurred. Questions on an inmate's legal eligibility to marry shall be referred to the SJA.

A24.6.1.2. Information on an inmate's mental competence may be obtained by reviewing behavioral health reports prepared on the inmate prior to and/or during the present period of confinement. A mental competency examination should not be conducted specifically to determine the inmate's mental competence to marry.

A24.6.1.3. The confinement NCO should contact and request a written statement from the intended spouse, to verify that party's interest in marrying the inmate. If requested, the staff member may reveal public record information from the inmate's file, but this contact shall not include a specific discussion of the inmate's personal history, or suitability for marriage. An intended spouse who requests this information shall be advised to discuss these issues with the inmate, or, if preferred, to write the ADC.

A24.6.1.4. The confinement NCO shall assess whether the marriage poses a threat to facility security or good order, or to public protection. As part of their review, the confinement NCO shall consult with the confinement officer for his or her assessment.

A24.6.2. The CSF will notify the inmate in writing whether the inmate's request to marry is approved or disapproved. A copy of this notification shall be placed in the inmate's CTF. When the CSFs decision is to disapprove the inmate's request, the notification to the inmate shall include a statement of reason(s) for that action. The CSF shall advise the inmate that the decision may be appealed to the installation commander.

A24.7. SPECIAL CIRCUMSTANCES.

A24.7.1. Detainers and Pending Charges. Staff review of a marriage request from an inmate who has a detainer and/or a pending charge, shall include an assessment by the SJA for the legal effects of the marriage on these actions. For example, an inmate could request to marry a potential witness in litigation pending against that inmate. Approving this marriage could affect the status of this litigation.

A24.7.2. Pretrial Inmates. A pretrial inmate may request permission to marry in accordance with the provisions of this rule. Staff shall contact the court, U.S. Attorney and in the case of an alien, the Immigration and Naturalization Service, to advise of the marriage request of the pre-trial inmate and to request their comments. Comments received should be specifically mentioned and considered, in the confinement NCOs report to the CSF.

A24.7.3. Federal Inmates Not in Federal Facilities. An AF inmate who is not confined in a federal facility who wants to get married shall submit a request to the appropriate installation confinement NCO. Prior to making a decision on the inmate's request, the confinement NCO shall advise the confining authority of the inmate's request and ask that information on the criteria identified in paragraph **A24.6.**, be furnished.

A24.8. MARRIAGE CEREMONY IN THE FACILITY.

A24.8.1. The CSF may approve the use of the facility for a short simple marriage ceremony. If a marriage ceremony poses a threat to the security or good order of the facility, the CSF may disapprove a marriage ceremony in the facility. The CSF may not delegate the authority to approve or to disapprove a marriage ceremony in the facility below the level of Acting CSF. A marriage ceremony in the facility shall not be denied because it may inconvenience the facility. Ordinarily, if there is concern about facility security or good order, the matter can be resolved by controlling the place, time and number of participants for the ceremony, or by placing conditions or restrictions on the ceremony. When the CSF approves an inmate's application to marry, but *denies the use of facility* for the marriage ceremony, the CSF shall document the reasons for this disapproval and consult the SJA for other options (i.e., conduct the ceremony over speakerphones or conduct the marriage by proxy via a completed affidavit of absent applicant for marriage license).

A24.8.2. Expenses for a marriage ceremony in the facility shall be paid by the inmate, the inmate's intended spouse, the inmate's family, or other appropriate source must be determined in advance and approved by the CSF. The method of payment will be in a money order. The CSF may not permit appropriated funds to be used for the marriage ceremony. Upon request of the inmate, military Chaplain (clergy); a justice of the peace; an officiate may be authorized to assist in a marriage ceremony at the facility.

A24.8.2.1. The marriage ceremony may be performed by any military chaplain, community clergy, or by a justice of the peace. The facility chaplain must confirm that a community person requested to perform the marriage ceremony is either a member of the clergy or a justice of the peace.

A24.8.2.2. Because of ecclesiastical constraints, chaplains may decline to perform the marriage ceremony. Upon request of the inmate, the chaplain will assist the inmate in preparing for an approved marriage; for example, by providing, or arranging for an inmate to receive, prenuptial marriage counseling.

A24.8.3. The CSF shall require that the marriage ceremony be a short private ceremony conducted without media publicity and without a best man or bride’s maids. There will not be visiting time between the couple after the ceremony unless a situation, i.e., sign legal documents, warrants approval from the CSF. The CSF shall notify the appropriate MAJCOM and HQ AFSFC/SFC of the proposed marriage of an inmate whose marriage might attract national attention, or significant local or regional attention.

A24.9. FACILITY SUPPLEMENT. Each CSF shall develop a facility Supplement establishing local procedures to implement this Program Statement. It should include, but not be limited to, information on the local marriage laws and processing procedures (for example, marriage license requirements, blood tests). Also note the military members responsibility to complete all requirements in arranging for the military identification card and DEERS and Tri-Care enrollment.