

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

AIR FORCE INSTRUCTION 31-205



LUKE AIR FORCE BASE

Supplement

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THE AIR FORCE CORRECTIONS SYSTEM

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This instruction is a supplement to Air Force Instruction (AFI) 31-205, *The Air Force Corrections System*. This supplement establishes policies and procedures for confinement, corrections and rehabilitation services for pre-trial detainees and post-trial inmates serving a courts-martial sentence at Luke Air Force Base (AFB). Procedures outlined in this supplement apply to all confinement staff and operations personnel assigned to the 56th Security Forces Squadron (SFS) to include all personnel at Luke AFB. This instruction does not apply to Air Force Reserve Command or Air National Guard Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

The revision to this supplement clarifies provisions between the 56th Security Forces Squadron (56 SFS) and 56th Medical Group (56 MDG). It prescribes and implements the use of Luke AFB Form 336, *Medication Log Luke AFB Confinement*. Adds paragraphs 5.9.1.1., 5.9.1.1.1., 5.9.1.1.2., 5.9.1.1.3., 5.9.1.2., 5.9.1.2.1., 5.9.1.2.2., 5.9.1.2.3., 5.9.1.2.4., 5.9.1.2.5., 5.9.3.1.,

5.9.3.2., 5.9.3.3., 5.9.3.4., 5.9.3.4.1., 5.9.3.4.2., 5.9.3.5., and 5.9.4. Adds Attachment 25, Medication Administration Test; and Attachment 26, Oral Medication Administration Competency Checklist.

1.1. Program Purpose. The Luke AFB corrections facility provides quality confinement/corrections and rehabilitation services for pre-trial detainees and post-trial inmates serving a courts-martial sentence. The Corrections Officer ensures a secure, humane and productive environment for inmates and staff. The confinement staff will maintain a high level of discipline and provide for the education, training, rehabilitation and welfare of offenders. Those not retained for further military service will be given the opportunity to return to society as a responsible and productive citizen. The confinement staff is committed to ensuring that crime victims and witnesses are afforded all the rights and privileges to which they are entitled under law. The Corrections Noncommissioned Officer (NCO) will strive to ensure all Victim Witness Assistance Program (VWAP) requirements are met.

1.2.2.1. Florence Correctional Corporation of America (CCA), Florence, Arizona (AZ), has been contracted for use when deemed necessary by the Corrections Officer. Florence CCA has been approved for use by the US Marshals Service and authorized by the 56 FW/CC.

1.2.2.2.5. Costs associated with housing inmates at Florence CCA will be the parent unit's responsibility using Operation and Maintenance (O&M) funds. The Corrections NCO, upon receiving the bill from Florence CCA, will contact the parent unit's resource advisor to ensure the bill is paid on time.

1.2.2.2.5.1. **(Added)** The parent unit will provide a vehicle and necessary escorts to transfer the inmate to Florence CCA. The unit First Sergeant will account for and take control of the inmate's belongings prior to the transfer. The unit First Sergeant will provide the inmate with an accountability listing for his/her belongings.

1.3.10. Inmate's parent unit is responsible for their confined personnel, regardless of location, until the member is formally gained into the Air Force Corrections System (AFCS), which normally occurs upon receiving a sentence of 10 months or longer. This responsibility includes, but is not limited to: providing escorts, assisting confined members' families, visiting confined members at least monthly, making telephonic contact when geographically separated and obtaining transfer orders. Additionally, when inmates are scheduled for appointments (i.e., medical, dental, legal, etc.) and transfers, the inmates' parent unit is responsible for security and escorting the inmate to and from the appointment/transfer. All unit escorts will receive an escort briefing by the Corrections NCO prior to being allowed to perform duties as an inmate escort.

2.3.1.8. Inmate Suicide Prevention Plan is described in further detail in Squadron Operating Instruction (SOI) 31-1, *Security and Law Enforcement Operations*. The 56 SFS/S3T will provide suicide prevention training pertaining to inmate confinement.

2.5.1. 56th Medical Group is responsible for disposition of laundry and linen used by or possibly contaminated by HIV positive inmates IAW local policy.

3.2.6.4. If a Military Magistrate determines a detainee should be released from pre-trial confinement, the detainee's commander will be informed by Judge Advocate (56 FW/JA) of the need to notify any potential victim or witness of the release.

3.2.8. 56 FW/JA will conduct VWAP training with corrections staff periodically.

3.3. (**Sex Offender Notification Program.**) If a person is found guilty of any sexually violent offenses or convicted of sex offenses against victims who were minors and does not receive confinement as part of the conviction, 56 FW/JA is responsible for completing the registration process. Security Forces Corrections will give guidance as needed, but forms must be filed with the Report of Investigation and court documents.

4.7.5. The base chaplain (56 FW/HC) will provide adequate religious supplies and literature to the corrections facility, and be available for counseling.

5.1.1. Unit representatives may order a person into pre-trial confinement only if designated in writing by the unit commander. Designation letters will be kept on file at the corrections facility.

5.1.4. 56 FW/JA and the Area Defense Counsel (ADC) will provide legal services to inmates. These services will be conducted in building 179. The corrections officer or designee is authorized to make exceptions to this policy. Refer to AFI 31-205, paragraph 6.4.5.

5.1.4.1. (**Added**) Before an individual is placed into pre-trial confinement, 56 FW/JA will complete a legal review to determine if the pre-trial confinement is legal.

5.3.2. 56 FW/JA will inform unit First Sergeants to contact the corrections facility prior to the courts-martial. First Sergeants will ensure they have escorts trained and available prior to the courts-martial. Within 24 hours after entry into confinement or next duty day for processing on weekends or holidays (pre-trial and post-trial confinement) the unit First Sergeant will ensure a medical examination has taken place. The examination, at a minimum, includes a medical and behavioral health records review and physical examination. The examining official will use Department of Defense (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 Correctional Treatment File (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.

5.3.2.5. The inmate's unit First Sergeant will ensure the Mental Health officer has advance notice of the courts-martial time. The Mental Health officer will, upon initial entry into the confinement facility, screen the inmate's medical records for Mental Health consultation entries. The (behavioral) Mental Health officer will determine if the inmate requires follow-on mental health support, is a danger to self or others, or has difficulty adjusting to confinement and will advise the corrections staff of the results.

5.4.1. 56th Medical Group will provide medical support and advice to pregnant inmates.

5.9.1.1. (**Added**) 56th Medical Group (56 MDG) agrees to the following provisions:

5.9.1.1.1. (**Added**) During duty hours, the Chief Nurse (SGN) or a predetermined nurse assigned by the SGN will travel to the confinement facility to administer a controlled medication to the inmate. In the event the SGN cannot be reached, SGN will designate a point of contact (POC) who will then assign another nurse the duties to administer the controlled medications.

5.9.1.1.2. **(Added)** During non-duty hours, “on-call” nursing personnel will be made available to respond to the confinement facility as needed to issue controlled substances to inmates; the 56 MDG SGN will provide an on-call listing of nursing personnel to the Confinement NCO based on the projected days of confinement.

5.9.1.1.3. **(Added)** If the inmate is receiving a controlled medication the detainee has not received previously, the nurse administering medications will remain 15 minutes after watching the detainee take the medication to ensure no immediate adverse reaction.

5.9.1.2. **(Added)** 56th Security Forces Squadron (56 SFS) agrees to the following provisions:

5.9.1.2.1. **(Added)** Medications other than controlled substances can and will be administered by security personnel trained by local medical authority. MDG personnel will be responsible for training 56 SFS personnel annually on the safe administration of non-controlled medications and on an “as needed” basis. The training will include a Medication Administration Test (Attachment 25) and Competency Checklist (Attachment 26). Training will be provided by a predetermined nurse assigned by the SGN. Documentation of the training will be annotated on an AF Form 1098, *Special Task Certification and Recurring Training*. Training is good for one calendar year. Controlled items are identified by the prescription number starting with the number “2” or “3”. The prescription numbers for all non-controlled substances start with the number “5 or 6”.

5.9.1.2.2. **(Added)** A controlled item inventory will be conducted jointly each shift by 56 SFS personnel, on-coming and off-going. The count will be verified with the medication log.

5.9.1.2.3. **(Added)** If a non-controlled medication error is made by the corrections staff (medication given to the wrong inmate, two pills given instead of one, etc.), they should call the provider who assessed the inmate or the provider’s nurse at the MDG, along with completing an AF Form 1168, *Statement of Suspect/Witness/Complainant*. The statement will be routed through 56 SFS and a redacted copy provided to 56 MDG.

5.9.1.2.4. **(Added)** When an inmate is transferred to another facility the scheduled medications will not be taken with him/her, the medications will be destroyed by the inmate’s First Sergeant and witnessed by 56 SFS/S3C according to the guidance of the US Food and Drug Administration, Disposal of Unused Medicines located in paragraph 5.9.4.

5.9.1.2.5. **(Added)** Inmates will be escorted to the medical facility by Security Forces or an authorized escort official IAW AFI 31-205. Escorts will be properly trained by the corrections staff.

5.9.3.1. **(Added)** The Luke AFB Form 336 will be used to track inmate/detainee medication.

5.9.3.2. **(Added)** The medication nurse will document the inmate’s pain level on the Luke AFB Form 336 prior to administration and then reassess the pain 30 minutes to 1 hour afterwards. The medication nurse will sign the medication log noting the amount given and will sign the far right column.

5.9.3.3. **(Added)** The medication nurse will count the number of controlled meds prior to any administration and will confirm the amount with the on-duty Security Forces personnel. This number should match the number on the Luke AFB Form 336.

5.9.3.4. **(Added)** Inmates who have a medical/surgical procedure performed at a civilian facility must be escorted to the 56 MDG, within 24 hours following a procedure and preferably

immediately following the procedure in order to be assessed by a provider. Inmates who are empanelled at the 56 MDG will see their normal provider. Inmates who are not empanelled will be seen by the duty provider on call for that evening.

5.9.3.4.1. **(Added)** Inmates should be booked against an acute appointment when possible or an opened scheduled appointment. If neither exists, then the detainee must be worked in as a “walk-in” patient.

5.9.3.4.2. **(Added)** In the event the inmate cannot travel to the 56 MDG following the procedure, a 56 MDG provider will perform his/her assessment at the confinement facility using the same time frame as stated above. The provider, upon return to the 56 MDG, will enter the medications into AHLTA based on his/her clinical assessment. If controlled medications are ordered for pain, a nurse will pick up the medications from the pharmacy, sign the Luke AFB Form 336 along with the Pharmacy Staff, and then take the controlled medications to the confinement facility. Upon arrival, the Corrections NCO will sign the Luke AFB Form 336 verifying the amount received matches the amount dispensed. (A total of three signatures will be on the forms upper section.)

5.9.3.5. **(Added)** If the inmate is physically able to come to the 56 MDG, the dispensing 56 MDG pharmacy personnel will fill out and sign the Luke AFB Form 336 (in the Pharmacy Signature block) along with documenting the beginning medication count. The Corrections NCO or Unit Escort will also sign the form (Confinement/Escort Signature block) validating the correct number of pills, prior to escorting the inmate back to the confinement facility. (A total of two signatures will be in the fifth row). The Corrections NCO will lock up the controlled medications upon arrival to the confinement facility.

5.9.4. **(Added)** Destroying Inmate Medication. If inmate medication needs to be destroyed, the following process will be used. Take medication out of its original container and mix medication with an inedible substance, such as used coffee grounds or kitty litter. Put medication in a sealable bag, empty can, or other container to prevent the medication from leaking or breaking out of a garbage bag. Before throwing out a medicine container, scratch out all identifying information on the prescription label to make it unreadable.

6.1.1. If an inmate is in non-pay status, his/her unit will provide health and comfort items using unit O&M funds. A list of health and comfort items can be obtained from the corrections facility.

6.5.4. The installation chaplain will appoint a chaplain staff representative to provide consultations and pastoral services to the inmate population. These services will take place in building 179.

7.1. **Clothing.** Pre-trial detainees and post-trial inmates will wear the Airmen Battle Uniform (ABU) 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 Headquarters (HQ) Air Force Security Forces Center (AFSFC)/SFC approval. If approved pre-trial detainees will wear a white jumpsuit and post-trial inmates will wear an orange jumpsuit. The distinctive uniform will be worn in the same manner as the ABU (bloused, black or brown t-shirt, boots, and ABU hat).

7.1.3. The parent unit commander will ensure an inmate has all required clothing and equipment (no more and no less) upon entry into confinement. The Luke AFB ADC office (regardless of

who is assigned the case) will inform the unit First Sergeant of this requirement at least a week prior to the courts-martial. All clothing items will be in serviceable condition. If the inmate is to be transferred, the list will be modified to meet the requirements of the accepting facility. The unit First Sergeant will take control of any additional or unauthorized items immediately.

8.2.6. Local area escorts. For local area escorts the parent unit commander and the Defense Force Commander (DFC) will determine appropriate escort rank, which must be at least an E-5 (or GS equivalent) if a non-Security Forces (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.

8.8.1.2.3. Anytime an inmate violates the Uniform Code of Military Justice (UCMJ), local laws, or facility rules, the corrections officer may direct a Discipline and Adjustment (D&A) board. If determined a D&A board will be held, the inmate will receive 24-hour notice to prepare for the board. The inmate is authorized legal advice within this 24-hour period; however his/her legal representative will not be present at the board. If legal advice is requested, the ADC will consult with the inmate within the 24-hour notice.

8.9.2. 56th Medical Group/Mental Health personnel will evaluate (in the corrections facility) any inmate placed into segregation. This evaluation will be completed as soon as possible upon notification not to exceed 24 hours. Medical personnel will inform the corrections officer of their findings after each visit.

9.1.7.2. If an inmate is to be transferred to another facility and it is determined by Mental Health or medical personnel that the inmate is mentally or medically unstable, the 56th Medical Group will provide medical support to assist in the transfer. The cost associated with the transfer will be the responsibility of the inmate's parent unit.

11.3.3. **(Added)** Inmates may earn extra good conduct time IAW AFI 31-205. Good time will be documented using Luke AFB Form 334, *Earned Time Computation Sheet Luke AFB Confinement*.

11.5.1. All inmates are required by AFI 31-205 to receive at least 1 hour of physical training, three times a week. This is usually conducted through a self-paced exercise program at the base gym, and requires the parent unit escort the inmate and remain with him/her throughout their exercise routine, maintaining constant eyesight of the inmate at all times. Physical training is only conducted throughout the normal work week (Mon- Fri), and the parent unit must coordinate their planned escort schedule with the Corrections NCO. All unit escorts will receive an escort briefing by the Corrections NCO prior to being allowed to perform duties as an inmate escort.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 31-205, *The Air Force Corrections System*, 7 April 2004

AFMAN 33-363, *Management of Records*, 1 March 2008

SOI 31-1, *Security and Law Enforcement Operations*, 7 March 2009,

Prescribed Forms

Luke AFB Form 334, *Earned Time Computation Sheet Luke AFB Confinement*

Luke AFB Form 336, *Medication Log Luke AFB Confinement*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1098, *Special Task Certification and Recurring Training*

AF Form 1168, *Statement of Suspect/Witness/Complainant*

DD Form 2707, *Confinement Order*

Abbreviations and Acronyms

ABU—Airmen Battle Uniform

ADC—Area Defense Counsel

AF—Air Force

AFB—Air Force Base

AFCS—Air Force Corrections System

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFSFC—Air Force Security Forces Center

ANG—Air National Guard

AZ—Arizona

CCA—Correctional Corporation of America

CTF—Correctional Treatment File

D&A—Discipline and Adjustment

DD—Department of Defense

DFC—Defense Force Commander

HIV—Human Immunodeficiency Virus

HQ—Headquarters

IAW—In Accordance With

JA—Judge Advocate

NCO—Noncommissioned Officer

O&M—Operation and Maintenance

SF—Security Forces

SFS—Security Forces Squadron

SOI—Squadron Operating Instruction

TB—Tuberculosis

UCMJ—Uniform Code of Military Justice

USAF—United States Air Force

VWAP—Victim Witness Assistance Program

Attachment 25 (Added-Luke AFB)**MEDICATION ADMINISTRATION TEST**

Objective: Passing score of 80%

A25.1. The following area is most critical to assess before medication administration:

- A. Diet history
- B. Drug Tolerance
- C. Drug Allergy
- D. Surgical History

A25.2. What should you check the expiration date on all medications?

- A. True
- B. False

A25.3. Who is responsible for administering medications with prescription number starting with 2 or 3?

- A. 56 Security Personnel
- B. Inmate
- C. Nurse
- D. There are no prescription number starting with 2 or 3

A25.4. The 6 Rights of Medication Administration Safety are right medication, dose, time, route, patient, and documentation?

- A. True
- B. False

A25.5. To administer a buccal medication, the security personnel should instruct the inmate to:

- A. Chew the medication before swallowing
- B. Hold the medication against the cheek membranes
- C. Swallow the medication after 30 seconds
- D. Hold the medication under the tongue

A25.6. Mrs. Solo has an order for Medication X 150mg by mouth. You have Medication X 100mg tablets on hand. How many tablets will you administer?

- A. 150
- B. 15
- C. 1.5
- D. 10.5

A25.7. You have Medication Y (10mg per 1 ml syrup). Mr. Keesler requires 30 mg of Medication Y. How many ml will you administer?

- A. 3 ml

- B. 30ml
- C. 0.3ml
- D. 20 ml

A25.8. Mr. Glassman has an order for Medication A 250mg by mouth. You have a multi-dose bottle that reads: each 0.5ml contain 50mg. How many ml do you need to administer?

- A. 25.5 ml
- B. 250 ml
- C. 2.5 ml
- D. 0.25 ml

A25.9. Where is the medication administration documented?

- A. AF Form 1098
- B. Inmate Medication Log
- C. AF IMT 2665
- D. Notepad

A25.10. The prescription numbers for all non-controlled substances start with what number?

- A. 1
- B. 5
- C. 6
- D. Both B and C

Trainee Signature: _____

Trainer Signature: _____

Date: _____

Developed from Perry AG, Potter PA: *Clinical nursing skills & techniques*, ed 7, St. Louis, 2010, Mosby and AFI 31-205, LAFBAFBSUP, *The Air Force Corrections Systems*.

Attachment 26 (Added-Luke AFB)

Table A26.1. Oral Medication Administration Competency Checklist.

S = Satisfactory | U = Unsatisfactory | NP = Not Performed

	S	U	NP	Comments
Performed hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Verified correct inmate using two identifiers and the medication on Luke AFB Form 336, <i>Medication Log Luke AFB Confinement</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensured the six rights of medication safety: right medication, dose, time, route, patient, and documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Calculated medication dose as necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If oral dosing required a tablet to be broken in half, used a pill cutter if the tablet was not prescored.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
To prepare unit-dose tablets or capsules, placed packaged tablet or capsule directly into medicine cup.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Placed all tablets or capsules patient was to receive in one medicine cup, except for those requiring preadministration assessments (e.g., pulse rate or blood pressure).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If inmate had difficulty swallowing, used pill-crushing device to crush pills. Mixed ground tablet in small amount of soft food (custard or applesauce).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Prepared liquids. a. Gently shook container. If medication was in a multidose bottle, removed bottle cap from container, and placed cap upside down on work surface.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<p>b. Held bottle with label against palm of hand while pouring.</p> <p>c. Held medication cup at eye level, and filled to desired level on scale.</p> <p>d. Discarded any excess liquid into sink. Wiped lip and neck of bottle with paper towel, and recapped the bottle.</p> <p>e. For doses of liquid medications less than 10 ml, drew liquid into a calibrated oral syringe.</p>				
<p>Checked expiration date on all medications.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Assisted inmate to a seated or side-lying position if sitting was contraindicated by inmate's condition.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>Administered medication.</p> <p>a. Tablets: Offered water or juice to help inpatient swallow medications.</p> <p>b. Orally disintegrating formulations (tablets or strips): Removed medication from blister packet just before use and placed medication on top of inmate's tongue.</p> <p>c. Sublingually administered: Had inmate place medication under tongue and allowed it to dissolve completely.</p> <p>d. Buccally administered: Had inmate place medication in mouth against mucous membranes until it dissolved.</p> <p>e. Powdered: Mixed with liquids at bedside, and gave to patient to drink.</p> <p>f. Effervescent powders and tablets: Mixed with liquids at bedside and gave to inmate immediately after dissolving.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

If inmate was unable to hold medications, placed medication cup to the lips and gently introduced each medication into the mouth, one at a time.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stayed until inmate completely took each medication. Asked inmate to open mouth if uncertain whether medication was swallowed or dissolved completely.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Assisted inmate in returning to comfortable position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Discarded used supplies and performed hand hygiene.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Documented medication administration on Luke AFB Form 336.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Trainee: _____ Signature: _____

Trainer: _____ Signature: _____

Date: ____ / ____ / _____

Developed from Perry AG, Potter PA: *Clinical nursing skills & techniques*, ed 7, St. Louis, 2010, Mosby and AFI 31-205, LAFBAFBSUP, *The Air Force Corrections Systems*.