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SECRETARY OF THE AIR FORCE**



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**SECURITY FORCES INVESTIGATIONS  
PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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**This Directive sets forth policies regarding Security Forces (SF) standards and procedures of Air Force civilian and military personnel, including the Air Force Reserve and Air National Guard serving in traditional SF roles. Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws.**

This instruction implements AFPD 31-2, *Air Provost Operations*. It provides guidance on general SF duties and law enforcement operations. Compliance with this instruction is mandatory and applies to Department of the Air Force military, civilian, Reserve Command, Air National Guard, military and civilian personnel from other US military branches assigned or attached to Air Force units, contract SF, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor operated (COCO) facilities. This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974 authorized by 50 United States Code 797. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of*

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**(LUKEAFB)** This supplement establishes policies and procedures for the disposition of Lost, Acquired, and Unclaimed Property, towing of abandoned or illegally parked vehicles on Luke AFB, Security Forces post-interview release procedures, and sexual misconduct investigations. This supplement applies to all personnel on Luke AFB. This publication does not apply to all Air Force, Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s 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) located at: <https://www.my.af.mil/gcss-af61a/afirms/afirms/>

**SUMMARY OF CHANGES**

This instruction has been significantly changed and should be completely read through. The term Department of Defense (DoD) Investigators was replaced with Department of the Air Force (DAF) Detective throughout this instruction; investigator was replaced with investigator/detective throughout. Uniform wear, combat arms program, and field testing for a controlled substance were revised. Clarification was given on a custodial interview. Weingarten Rights were clarified. An informant sheet was created. **Attachment 2** and **3** were completely revised. **Attachments 4, 5, 6,** and **7** were added.

**(LUKEAFB) This publication has been revised and should be reviewed.**

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## Chapter 1

### RESPONSIBILITIES

**1.1. Headquarters United States Air Force.** HQ USAF/A7S determines how SF members conduct criminal investigations throughout the Air Force.

**1.2. Headquarters Air Force Office of Special Investigations (AFOSI).** HQ AFOSI develops guidelines on investigative jurisdiction within the US Air Force. It also manages the USAF Polygraph Program. AFOSI and SFS work cooperatively on the Joint Drug Enforcement Team (JDET) which is a drug enforcement initiative in which SF personnel serve with AFOSI special agents on the installation's drug suppression team.

**1.3. Headquarters Air Force Security Forces Center (HQ AFSFC).** HQ AFSFC provides Air Force SF commanders with guidance on investigative matters.

1.3.1. SF compiles information reportable under DoD Directive 5400.15, *Obtaining Information from Financial Institutions*.

**1.4. Installation Defense Force Commander (DFC).** The DFC will establish a SF Investigations Section within their squadron to handle incidents and/or crimes as delineated in [Attachment 2](#), AFOSI and SF investigative matrix, as established by AFI 71-101, Volume I, *Criminal Investigations*. The matrix is used as a guideline; however, AFOSI must be immediately notified on all incidents falling within their investigative responsibility. AFOSI has sole authority for deferring all matters falling within their investigative purview; however, if a matter cannot be resolved by special agents and investigators, the decision on who will take the case will be determined by the DFC and AFOSI special agent in charge/commander. The matrix is not intended to remove discretionary authority from the DFC or AFOSI Special Agent-in-Charge/Commander. The DFC should consider having SFI report directly to him/her to prevent any possible conflict of interest with internal investigations. ANG may replace SFOI with MOA/MOU with local and state Law Enforcement and responsible AFOSI detachment.

**1.5. NCOIC of Investigations and/or Chief of Investigations (if civilian), roles and responsibilities.**

1.5.1. Ensure Suspicious Activity Reports (SAR) or similar information is disseminated appropriately.

1.5.2. Brief senior leadership on relevant information for situational awareness affecting local area.

1.5.3. Conduct Force Protection Intelligence quarterly training for SF personnel focused on local force protection intelligence issues. ANG may establish an MOA/MOU as needed to meet needs.

1.5.4. Ensure liaison is maintained with AFOSI and other local military bases. Coordinate with state and local civilian police agencies, when required.

1.5.5. Monitor any criminal or threat trend analysis. Produce quarterly and annual trend analysis of suspicious activities, incidents, and criminal activity affecting the installation.

1.5.6. Serve as a member of the installation Threat Working Group. Attend weekly local Threat Working Group (TWG) meetings hosted by the local installation and other regional TWG meetings, as needed.

1.5.7. Use unit Commander's Priority Intelligence Requirements (PIRs) to determine the type of information required for known threats that may affect friendly forces and mission success.

1.5.8. Ensure immediate dissemination of any potentially dangerous or pertinent information to squadron leadership received through intelligence channels.

1.5.9. Ensure Force Protection Intelligence binders at all installation entry control points, Base Defense Operations Center (BDOC) are current.

1.5.10. Review Commander's PIRs annually or sooner if changes in the threat environment require them to be updated.

1.5.11. Assist AFOSI in the development of the annual installation Defense Threat Assessment (DTA).

1.5.12. Assign cases to be investigated.

1.5.13. Ensure quarterly accountability has been conducted on evidence.

1.5.14. Ensure you have enough personnel to complete the unit's mission, contact DFC, if more manpower is needed.

1.5.15. Review/sign the Report of Investigations (ROI)

**1.6. Investigator Responsibilities:** The SF Investigations Section/S-2 is responsible to:

1.6.1. Assist in immediate dissemination of any potentially dangerous or pertinent information to squadron leadership received through intelligence channels.

1.6.2. Update Force Protection Intelligence binders at all installation entry control points, Base Defense Operations Center (BDOC).

1.6.3. Assist AFOSI in the development of the annual installation Defense Threat Assessment (DTA).

1.6.4. Conduct investigations as assigned.

1.6.5. Complete ROIs, as needed.

1.6.6. Complete other tasks, as requested, by superiors in your chain of command.

## Chapter 2

### ESTABLISHING AN INVESTIGATIONS PROGRAM

**2.1. Investigative Jurisdiction.** SF members investigate all crimes, offenses or incidents falling within their investigative jurisdiction as set forth in **Attachment 2** and AFI 71-101 IC-1, Volume I, *Criminal Investigations*. These cases may involve coordination with federal, local or host nation law enforcement agencies/forces to complete a thorough investigation. SF may close out cases AFOSI determines do not warrant further AFOSI investigation. If **Attachment 2** and AFI 71-101 IC-1 matrix do not match, then AFI 71-101 matrix takes primacy.

2.1.1. DFC or designated representative can coordinate with AFOSI to work other cases beyond **Attachment 2**. If AFOSI or SFI/S-2 initiates a case and it is later determined the other agency will take over the case, a written memorandum declining investigative responsibility by one organization and the acceptance of investigative responsibility by the other must be accomplished. AFOSI or SFI/S2I will then transfer all case file information and evidence to the other agency. SFI/S2I will keep these memorandums on file for a period of 12 months after close out of the case.

2.1.2. When authorized, SF will provide investigative assistance to AFOSI. The AFOSI detachment commander or special agent in charge and DFC jointly make determinations of need.

2.1.3. For guidance on search and seizure refer to AFI 31-201, *Security Forces Standards and Procedures*.

**2.2. Training.** Investigators/Detectives should complete the Military Police Investigator Course, AFOSI Special Investigators Course, an overseas U.S. Army Major Command Military Police Investigators Course, or have experience from an equivalent civilian course/position (e.g. civilian police course/training).

2.2.1. As a minimum investigation sections should have their own AF Form 797 for certification/training. See **Attachment 9**, for a sample AF Form 797. The position of investigator will have a 797 specific to their job.

2.2.2. IAW the SF JQS, an investigator is awarded the SEI after completion of MPI School and 12 months of experience as a full-time investigator and the recommendation of the DFC. ANG traditional guardsman must fulfill 36 months prior to being awarded the SEI.

**2.3. Credentials.** The DFC issues an AF Form 688, Security Forces Investigator Credential, to SF investigators (military) in the rank of senior airman or above as well as for detectives (civilian).

2.3.1. Issue credentials to the graduates of the Military Police Investigator Course, AFOSI Special Investigators Course or of an overseas US Army Major Command Military Police Investigators Course.

2.3.2. The DFC may issue credentials to SF members who the DFC believes have the necessary technical expertise, formal education and/or training. *Note: In the absence of a qualified Investigator, the DFC may issue credentials to persons with less experience or*

*part-time investigators, provided the number of credentials issued does not exceed the number of authorized investigators. Formal training for these individuals is the goal.*

2.3.3. The DFC ensures SF investigators and DAF detectives carry the AF Form 688 in the performance of official duties only. Credentials are valid only as long as the holder is performing investigative duties within the issuing unit. The credential expiration date should generally not exceed three years from date of issue.

2.3.3.1. Destroy withdrawn credentials upon change of duty status or reassignment. Document credential destruction on AF Form 310, *Document Receipt and Destruction Certificate*, and maintain the certificate with other AF Form 688 accountability records. **Note:** *The DFC may present an Investigator their credentials as a change of duty station or retirement memento. When done, the commander must render the credentials unserviceable. Marking the credentials in red block letters "INVALID" or encasing them in poured acrylic are two options.*

2.3.3.2. Ensure control and protection of blank credential forms against theft and unauthorized use. If blank or issued credentials are lost or stolen an investigation will be conducted and documented via ROI or AF Form 3545A, *Security Forces Incident Report*.

2.3.4. 0083 Detectives are employed by Security Forces Squadrons. They will be issued a Department of the Air Force (DAF) Detective Badge (similar to "DAF police badge" sample in AFI 36-801, Chapter 3, *Uniforms for DAF SF Civilian Police and Guards*) in lieu of the Security Forces Shield which will be funded by the issuing unit. 0083, Detectives have the same authority, jurisdiction, and limitations covering a normal Security Force member.

**2.4. Uniform Wear.** It is highly encouraged investigators/detectives not wear the military uniform with the SF shield while performing investigative duties. SF military investigators and civilian detectives are authorized to wear civilian clothes when performing investigative duties with DFC approval. Protecting the grades of investigators/detectives and the wear of civilian clothing are part of an overall effort to achieve efficiency in the investigative office. SF investigators/detectives interact daily, often in an adversarial role, with individuals who are junior and senior in grade to them. Military investigators will maintain a duty uniform/gear immediately available. If SF Investigators are required to wear ABUs/BDUs and if authorized by DFC, may wear BDUs/ABUs with no rank or function badge (i.e. OSI). Civilian attire when worn will be casual and in good taste. Military active duty personnel permanently assigned as investigators may be authorized a one-time initial civilian clothing allowance as determined by the DFC, IAW AFI 36-3014, *Clothing Allowances for Air Force Personnel*, paragraph 3.3.1., and Department of Defense Regulation 7000, 14-R, vol 7, chapter 29, *Financial Management Regulation*.

2.4.1. Civilian dress allows SFI to communicate by dissolving barriers, bias, anger and disdain toward the military that may arise during contact with potential sources and/or suspects. Civilian dress will put SFI at an advantage and not portray an authoritative military image. This gives investigators the appearance of being on the same level as civilian personnel. This also gives a psychological advantage during interviews; civilian dress allows the interviewer to be on equal footing with the interviewee. An interviewer cannot influence the interviewee by the use of his/her rank. A subject/suspect cannot influence the interviewer by the use of his/her rank and therefore in court relay he was fearful/coerced into a false admission. SFI is prepared to interview anyone at any given time. Civilian clothes allow SFI

to retain a certain amount of anonymity. You should never address another investigator by his/her rank when dealing with subjects/suspects. Studying name and rank on a uniform can stick in the mind of the offender, presenting possible future threats/crimes against the investigator.

2.4.2. The DFC may authorize the purchase of specialized clothing for crime scene processing and evidence retrieval (i.e. overlarge jumpsuits and rubber boots) which can be worn over normal clothes.

2.4.3. Members will wear the SF shield affixed to the belt while armed or on duty, when it does not interfere with the performance of their duties.

2.4.4. Air Force civilian employees assigned as investigators wear the DAF police badge when performing official duties in civilian clothing, when it does not interfere with the performance of their duties.

2.4.5. Installation DFC may authorize the use of locally procured clothing items with shield or POLICE embroidered for use while on duty in civilian clothes. DFC may also authorize the appropriate winter/cold weather attire for DAF civilian detectives.

**2.5. Arming.** Investigators/detectives often respond to incidents within moments of a flight response in order to immediately secure the crime scene. SF investigators/detectives are authorized to carry firearms in the performance of daily official duties with the approval of the flight chief or NCOIC/Chief of Investigations, if the DFCs delegates responsibility. When armed, investigators/detectives must carry their credentials and AF Form 523, if concealed. Investigators/detectives do not routinely conceal their weapons unless necessary to protect the integrity of an investigation with the approval of the DFC or designee. When a weapon is openly displayed in civilian clothes, the SF Shield or DAF badge will be clipped next to the holster for quick identification. IAW DOD Directive 5210.56 Para 4.1., *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties*, "DoD personnel regularly engaged in law enforcement or security duties shall be armed." The DFC may authorize the storage of investigator firearms and ammunition within their duty section if all storage requirements are met IAW AFI 31-101, *Integrated Defense*. If SFI stores weapons outside of the SF Armory, then local procedures must be developed to ensure security of the weapons, notification and approval for non-duty hour usage, and clearing procedures are being met. Investigation personnel must also comply with all clearing procedures and requirements as set forth in AFMAN 31-222, *USAF Weapons Handling Manual* and comply with AFI 31-207, *Arming and Use of Force by Air Force Personnel*, when carrying weapons openly or concealed. If approved by DFC and available investigators/detectives may be issued an M-11. It is highly encouraged investigators be armed whenever they respond.

2.5.1. IAW AFI 31-2226, *Combat Arms Program*, credentialed SF investigators will be assigned, as a minimum, the M9 pistol as their primary duty weapon. SF investigators must qualify on the M9 Air Force Qualification Course (AFQC) with Air Force Air Provost ensemble standard issue gear. SF investigators must qualify on the AFOSI Practical Pistol Course (PPC) using a concealed carry holster. SF investigators must qualify on the AFOSI PPC prior to being authorized to carry a concealed firearm. If mission requirements dictate an immediate need for an authorization for concealed carry, the AFOSI PPC will be fired prior to carrying the M9 concealed without regard to the previous AFQC qualification date. Once initial AFOSI PPC qualification has been completed, and with commander approval,

the AFQC/AFOSI PPC cycles will continue to qualify the SF investigator for concealed carry. Based on manpower or operations tempo, SF commanders may allow current SF investigators a waiver to the PPC until the next firing cycle.

2.5.2. IAW *AFI 31-207, Arming and Use of Force*, Chapter 2, investigators not in uniform who have to openly bear firearms when performing official military duties must:

2.5.2.1. Obtain an AF Form 523, *USAF Authorization To Bear Firearms*.

2.5.2.2. Carry the AF Form 523, when armed.

2.5.2.3. Surrender the form to the issuing authority when you complete the duties requiring you to bear a firearm.

2.5.3. The AF Form 523 must have standardized permit numbers. For example, 37SFS 08-0002 (CONCEALED) refers to the 2nd concealed permit issued in 2008 by the 37th Security Forces Squadron at Lackland AFB, Texas.

2.5.4. The AF Form 523 issued for off-base operations require full frontal face photographs. All others contain the statement "VALID ON (INSTALLATION NAME) ONLY."

2.5.5. The expiration on the AF Form 523 will not exceed the expiration date on the Investigator's AF Form 688, *Security Forces Investigator Credential* or as long as the DFC authorizes. **Note:** All qualifications are still required to be maintained even if the expiration on the AF Form 523 is longer than the qualification.

**2.6. Reimbursement.** SF investigators submit an SF 1164, *Claim for Reimbursement for Expenditures on Official Business*, for all reimbursable expenses incurred while conducting an official investigation. DFCs must pre-approve reimbursement for expenses incurred while conducting an investigation.

2.6.1. With authorization from the Installation DFC, the SF Investigations office may maintain its own Contingency funds account. Contact your local legal office for further guidance. This account will be established and maintained in coordination with the squadron's Resources Advisor, and the base Comptroller Squadron to ensure all financial management instructions are followed.

2.6.2. MAJCOMs/Wings may program and fence funds for the above expenses each fiscal year. The DFC or designee will oversee expenditures.

**2.7. Handling Evidence.** DFCs appoint evidence custodians in writing. You must positively identify and strictly account for evidence to assure admissibility for legal proceedings.

2.7.1. Investigators must ensure the following procedures are met:

2.7.1.1. Ensure the first law enforcement officer assuming custody or finding evidence marks the evidence itself for future identification. The marking will consist of time and date of acquisition and the initials of the person who assumes custody of the evidence. Do not mark items of evidence when doing so would reduce the evidentiary or financial value of the item. In those cases, place the item in a sealed bag or container and mark the bag or container with the time and date seized and initials of the person seizing the item. Caution must be taken in order to prevent cross-contamination of evidence at all levels of evidence processing.

2.7.1.2. An AF Form 52, Evidence Tag, will be attached to each item of evidence or evidence container as soon as possible after collecting items of evidence to identify and control them. The investigator will thoroughly describe the evidence and identify each person who has had custody of the item. Evidence may be consolidated on one AF Form 52, provided the evidence is collected by the same person, at the same place, and as part of the same case. Only evidence of the same type should be on each evidence tag. (e.g., if you seize a dry blood stain on a carpet, victim's clothing, drug paraphernalia and incriminating documents they should be put on different evidence tags due to then being sent to different offices in USACIL or other labs.) The investigators will have to split the tags later to separate the evidence. If multiple AF Forms 52 are used, number them consecutively (e.g., 1 of 3, 2 of 3). Ensure you maintain the chain of custody.

2.7.1.3. Except in unusual circumstances, physical evidence will be released to the evidence custodian no later than the first working day after it is acquired. The evidence will be controlled by the person securing it until released to the custodian. Activities served by an evidence custodian in a separate location will release the evidence either physically, by registered mail, or by a recognized major U.S. commercial shipping service with an accountable tracking system (for example, FedEx, DHL, UPS, Airborne Express) to the servicing evidence custodian normally within 2 working days after the evidence is acquired.

2.7.1.4. Record all evidence in ink in a permanently bound evidence log with consecutively numbered pages. Do not remove pages from the log or erase entries. Do not use correction fluids or correction tape. Draw a line through mistakes and initial them. If the Security Forces Information Management System (SFMIS) releases an evidence-tracker, that will be the only electronic evidence log authorized. If an electronic evidence log occurs due to SFMIS, evidence accountability will be done via Memorandum for Record.

2.7.1.5. Store evidence in lockers, safes, or rooms designated solely for that purpose. Designate such areas as Controlled areas and comply with the requirements of AFI 31-101, *Integrated Defense*. Develop procedures to make evidence storage containers or rooms accessible only to the evidence custodian(s). Found Property must be stored separately from evidence when stored in the same room.

2.7.1.5.1. When evidence is temporarily released from the evidence room for any reason (for example, sent to USACIL for examination, or provided for an Article 32 hearing or court-martial), the original AF Form 52 will accompany the evidence. Annotate the location of the evidence in the evidence log.

2.7.1.6. Store firearms and ammunition evidence in approved containers in the SF armory or Investigations office. Storage of this type of evidence outside the armory must be approved by the DFC in writing.

2.7.1.7. Secure controlled substances (other than residue and paraphernalia) away from other evidence. If the evidence room does not meet physical security requirements, controlled substances will be secured in a GSA approved Class 5 safe (safe maybe located in same room as evidence).

2.7.1.7.1. Weigh controlled substances upon receipt and disposal. Record the weight on AF Form 52. If the weight is so small as to be negligible, state this on the AF Form 52.

2.7.1.7.2. Storage of drug evidence with military working dog training aids is prohibited.

2.7.1.7.3. Controlled substances will not be annotated on a different AF Form 52 than paraphernalia or other contraband.

2.7.1.8. Conduct inventories of all evidence as determined locally, but at least quarterly, and inform the DFC in writing of discrepancies. Conduct an inventory when changing evidence custodians for both changes in the primary or alternate. Document the transfer of custodians in the front of the evidence logbook.

2.7.1.9. Obtain written approval from the Staff Judge Advocate (SJA) before disposing of evidence. Document the final disposition on evidence tags and in the evidence logbook. Have one witness present when SF destroys drugs or other items not returnable to the owner. Witnesses must be in the grade of E-7 or higher (appointed by the Mission Support Group Commander or designee) and may not be assigned to the SF squadron. It is recommended you have the local police department or other law enforcement agency destroy drugs and/or weapons.

2.7.1.10. Send evidence directly to military, federal, or state forensic laboratories using DA Form 4137, *Evidence/Property Custody Document* and a DD Form 2922, *Forensic Laboratory Examination Request*. State-preferred forms may be used when using state facilities. Send evidence by certified mail, return receipt requested.

2.7.1.11. Evidence being submitted to military, state, or federal laboratories will have the original AF Form 52 for the respective evidence included in the packaging to continue tracking the chain of evidence. If the evidence is sealed in an individual container, attach the evidence tag on the outside of the respective evidence container.

2.7.1.12. All evidence, associated with the same case file, being sent for examination will be listed on the DA Form 4137, in the "Description of Articles" block. The Description of Articles block must contain the evidence tag number, the description, condition, identification, and location from where it was seized. The description must match the description on the AF Form 52 evidence tag.

**2.8. Receipt/Disposition of Property.** When appropriate, SF may take custody of private or government property not requiring the same degree of legal accountability as evidence. SF will generally not take custody of property (except for weapons) left with another installation agency (for example, luggage left by passengers at the passenger terminal, personal property left in or around barracks, exchanges and commissaries). MAJCOM/A7S should establish guidelines on conditions and circumstances under which their units accept lost, found or acquired property.

2.8.1. Use an AF Form 52 as a receipt for lost, found, or acquired property.

2.8.2. Use locally developed procedures to log and track this type of property. Use separate books for acquired and evidential material.

2.8.3. Store lost, found, and acquired property separately from evidence. Lost or found property may be stored in an evidence room. However, it must be clearly separated (i.e., separate bin or shelf) from stored evidence.

2.8.4. The Base Property Disposal Board (subject to Installation Commander approval) may choose to dispose of property in one of the following manners:

2.8.4.1. Turn the item(s) in to the Defense Reutilization and Management Office (DRMO) in accordance with DoD Manual 4160.21, *Defense Reutilization and Marketing Manual*.

2.8.4.2. Donate the item(s) to a military or private charity, for example, Airman's Attic or Salvation Army.

2.8.4.3. As otherwise directed by the Installation Commander or SJA, for example; destroy, convert to government use or through no cost contract with local business/agency (for disposal of abandoned vehicles).

2.8.4.3. (LUKEAFB) Security Forces are authorized to contract with a civilian towing company to have abandoned and illegally parked privately owned vehicles removed from the installation at no cost to the Air Force.

2.8.5. Regardless of disposal option(s) selected, you must still comply with the requirements of DoDM 4160.21, *Defense Reutilization and Marketing Manual*, regarding identification and notification of owners and the time frames required for holding property before disposition.

2.8.6. Demilitarize all unclaimed firearms. Do this through turn in to DRMO or through destruction procedures found in DoD 4160.21-M-1, *Defense Demilitarization Manual*. Demilitarize all major assemblies to preclude reuse or reassembly with other parts.

2.8.7. Retain money until the end of the calendar year, until funds exceed limits prescribed by the installation DFC, or release it immediately to the local finance office via AF Form 52.

**2.8. (LUKEAFB) The Security Forces Squadron will not operate a "lost and found" function.** Security Forces will take custody of items found by security forces personnel, items found in common areas of the installation, weapons, high value items (valued at more than \$300), monies, government property, contraband or items inherently dangerous to the public. Units that routinely acquire lost and found property must adhere to the guidance set forth in LAFBI 31-206, Lost, Abandoned, or Unclaimed Personal Property.

**2.9. Joint Drug Enforcement Team (JDET).** AFOSI, in coordination with the installation DFC and Installation Commander, may establish an AFOSI/SF JDET. Once formed, these teams become the focal point for the Air Force anti-drug efforts at the installation level. The local AFOSI detachment commander and installation DFC determine the type and extent of direct participation the JDET will have in AFOSI operations. JDET members are OPCON/ADCON to the host SF unit and TACON to the AFOSI detachment. JDET members are considered part of the Investigations/S-2 branch.

2.9.1. Joint Force Protection Team (JFPT): AFOSI, in coordination with the installation DFC and Installation Commander, may establish a JFPT. Once formed, these teams become the focal point for the Air Force anti-terrorism/force protection matters at the installation level. The local AFOSI detachment commander and installation CSF determine the type and

extent of direct participation the JFPT will have in AFOSI operations. JFPT members are OPCON/ADCON to the host SF unit and TACON to the AFOSI detachment. JFPT members are considered part of the Investigations/S-2 branch.

**2.10. Polygraph Support.** Only AFOSI can conduct Forensic Physiological Detection of Deception Examinations (FPDDEs) in support of SF investigations. Request FPDDE according to AFI 71-101, Volume I. AFOSI XOUP is the office responsible to approve this support.

**2.11. Field Testing Controlled Substances.** If specifically trained (i.e. MPI, other formal drug course(s) or localized training [conducted by OSI]), SF can field-test suspected marijuana, hashish, other cannabis products, phencyclidine (PCP) and cocaine. Contact AFOSI if a suspected substance tests positive for an illegal substance.

2.11.1. Determine field testing for other drugs on a case-by-case basis depending on SF and AFOSI responsibility for a particular investigation. Contact the servicing AFOSI office before conducting tests not specifically authorized above.

2.11.2. SF may field-test other narcotics discovered during routine police actions at installations with no AFOSI presence. The servicing AFOSI detachment may provide specific training for these tests.

2.11.3. SF investigators/detectives can get field-test training from their local AFOSI unit, by someone who has been trained or through local civilians who have been trained. Once training is complete annotate it on your AF 623A, OJT Continuation sheet, it is a one-time requirement.

2.11.4. Training in field-testing for narcotics must address reading and recording of results, safety practices, and environmental considerations. Document this training as determined locally.

2.11.5. SF Investigations will notify the local AFOSI detachment anytime they are conducting a drug related investigation.

**2.12. Technical Surveillance Equipment.** AFOSI is the sole Air Force agency authorized to conduct interceptions of communications for Air Provost purposes as outlined in DoDD 5505.9, *Intercept of Wire, Electronic and Oral Communication for Law Enforcement*, and AFI 71-101, Volume I, *Criminal Investigations*. This prohibition does not affect administrative telephone monitoring and recording (example: taping of all calls terminating at the Base Defense Operations Center [BDOC]), closed circuit television for monitoring personnel entry to US Air Force Restricted or Controlled Areas, monitoring inmates in a corrections facility, or for overt video or audio equipment installed in a marked patrol vehicle.

2.12.1. Security Forces investigators may engage in still photographic surveillance. Before engaging in any photographic surveillance, the DFC must review the surveillance plan and consult with the local SJA to ensure privacy concerns are addressed.

2.12.2. Security forces personnel may only use video equipment overtly. This could include documentation of a crime or accident scene, line up, interview session, etc. Except for installed in-car video, disable the audio pickup of this equipment unless all personnel within recordable distance provide written consent. If there is a need to use video equipment covertly, you must request assistance from the local AFOSI.

**2.13. Interviews.** When conducting interviews, ensure you identify yourself as a Security Forces investigator/detective. The investigator has no legal power to compel persons to divulge information. However, you may ask them to disclose what they know. If a witness or complainant refuses, ask the SJA for assistance.

2.13.1. Before interviewing them, advise military suspects of their rights under Article 31, *Uniform Code of Military Justice*, when they are suspected of committing a crime. Use AFVA 31-231, *Advisement of Rights*, or the AF Form 1168, *Statement of Suspect/Witness/Complainant*. Failure to advise suspects of their rights may make their statements inadmissible in judicial proceedings. Before any rights advisement, investigators must first determine whether a suspect has requested counsel for this or any previous matter. If so, contact the SJA before attempting the interview. Immediately cease the interview if the suspect asks to consult legal counsel. Make a note in the case file that the suspect invoked his/her right to counsel. Coordinate with the SJA office if for any reason you desire to attempt a later interview.

2.13.2. For civilians (e.g. civil servants, NAF employees, contractors and privatized housing residents that are not military or military dependents) the law requires rights advisements under *5th Amendment, U.S. Constitution*, for a custodial interview. When conducting a non-custodial interview on civilians, rights advisements are not mandatory. During a non-custodial interview, civilians must be told the offense they are suspected of, their participation is strictly voluntary, they may leave at any time and they don't have to answer any questions. Ensure this is either being recorded or witnessed by another SF member. **Note:** During a Custodial interview, a person being interviewed would reasonably believe that they were not free to leave or terminate the interview. The person would believe they were being held in custody and not free to leave. (i.e. a suspect being held and questioned in locations such as: in an interview room, the back of a police car, under guard, or at the loss prevention office at the Base Exchange, but, this is not an all-inclusive list.)

2.13.2.1. Seek the advice of the SJA before interviewing a DoD/DAF civilian suspected as the perpetrator of a criminal offense. According to the Weingarten Rights, union employees employed by the Department of Defense have the right to have a union representative present during questioning. Investigators do not need to advise union employees of their Weingarten Rights; however, if a union employee requests a union representative, investigators must cease the interview until the representative is present. Other factors with bearing on if and how you can interview a civilian include custodial/non-custodial status, location (overseas) and jurisdiction.

2.13.3. If, after advisement, the suspect still does not understand his or her rights, reread the rights and attempt to explain what it means. If that does not resolve the problem, seek advice from the SJA office. Never threaten, trick or cajole a suspect into waiving his/her rights.

2.13.4. Make every attempt to have a parent/legal guardian present during the rights advisement of a juvenile suspect. Seek SJA advice if you can't locate a parent/legal guardian or they can't respond in a timely manner. Stop the interview if the suspect (or parent/legal guardian in cases involving juveniles) requests an attorney. The suspect may consult with a lawyer and have a lawyer present during the interview. If the suspect initiates contact with SF after requesting a lawyer, contact the SJA for advice before asking any more questions. You must have another interviewer and/or witness present when the suspect is a juvenile or of the

opposite gender of the interviewer. Whenever possible, ensure one of the two interviewers (or witness) is of the same gender as the suspect.

2.13.4.1. When interviewing children you should be sensitive to the fact they are children. DFCs should attempt to send investigators/detectives to the Child Abuse Prevention and Interview Techniques course at Fort Leonard Wood, MO. If assistance is needed in interview techniques contact your local Family Advocacy Office.

2.13.5. Following interviews with DoD personnel who are the subject of an investigation, SF investigators will release the individual to his/her first sergeant, commander, supervisor or their designee. The release must include person-to-person contact between the SF member and unit representative, be immediate, and in writing. DD Form 2708, *Receipt for Inmate or Detained Person*, will suffice for this purpose.

2.13.5. (LUKEAFB) All DoD personnel, initially interviewed by Security Forces as subjects or suspects of investigations, will be released to their commanders or first sergeants. This release will include a person-to-person contact between Security Forces and the appropriate unit commander or first sergeant. If the subject or suspect is a minor, or a military family member, person-to-person contact should be made with the individual's sponsor, parent(s), or other responsible adult prior to release. In addition, releases will be documented to show the name and rank of the person released to and the time and date of release. Subjects, suspects, victims or witnesses who appear emotional or distraught following any criminal investigative interview, will not be allowed to depart alone. Such persons will be released to their commanders or first sergeants, so proper counseling support can be provided. The term DoD personnel includes all active duty personnel, civilian employees, and members of the reserve component. In the context of this paragraph the term "subject" or "suspect" is defined as "a person about whom credible information exists that would cause a reasonable person to suspect the person may have committed a criminal offense or otherwise make a person the object of a criminal investigation."

2.13.5.1. Commissioned Officers who are the subject of an investigation may only be released to their supervisor, commander, or designee.

2.13.6. If any individual appears to be emotional, distraught or stunned following an interview, the interviewee will not be allowed to depart alone. The interviewee can only be released to his/her first sergeant, commander, supervisor or their designee. They will help ensure the individual receives the necessary support to safely handle his or her personal crisis.

**2.14. Line ups.** Line up policy can vary depending on jurisdiction, location, and local policy. Contact your local SJA office for guidance on line up procedures.

**2.15. Report of Investigation (ROI) (RCS: DD-P&R(M) 1973).** For uniformity in reporting under the Defense Incident Based Reporting System (DIBRS), complete via Security Forces Management Information System (SFMIS) and attach AF Form 3545A, *Incident Report*, to all ROI. You should then copy and paste the ROI to the AF Form 3545A. The case number will stay the same as the initial report. Initiating a new case is the only time you would get a new case number for your report. When writing an ROI, use the format in [Attachment 3](#) to maintain consistency with reports of other DoD investigating agencies.

2.15.1. When forwarding completed ROIs and AF Forms 3545A outside SF channels, cover these documents with an AF Form 445, *Security Forces Report of Investigation Cover Sheet*. This cover sheet draws attention to the report and the responsibility on the part of the recipient to protect the potentially sensitive information contained in the report.

2.15.2. SF Notes and Supporting Documentation. Must be included with the original case report and should enclose these documents in an AF FM 3986 if able, *Case File Document Outer Envelope* so they are not lost or misplaced. For smaller items which are placed in the AF Form 3986, place these items in an AF Form 3987, *Case File Document Inner Envelope*, to prevent them from getting lost and also keep them together. Restrict access to case notes to those with a need-to-know. **NOTE:** AFOSI is responsible for DCII indexing participants of SF investigations meeting the DCII indexing standard IAW DODI 5505.7, *Titling and Indexing Subjects of Criminal Investigations in the Department of Defense* (see paragraph 4.11.1). The SF is responsible for providing complete and accurate identifying information for each participant that must be indexed. The local SF Analysis and Reports (SFAR) Section will provide AFOSI with all original documents for indexing and archiving.

**2.16. Records Checks.** SF may access personnel, Defense Eligibility Enrollment Reporting System (DEERS), medical, dental and financial records in the performance of official investigations. Use the AF Form 686, *Substantive Investigations Record Check Summary*, to collect detailed information as required on each subject during the investigation. Maintain this form with the completed ROI.

**2.17. Release of Information.** AFI 51-201, *Administration of Military Justice*, outlines Air Force policy on the release of statements, confessions and other forms of information relating to criminal proceedings. Consult the local SJA with questions.

**2.18. Informants.** The SF Investigations Section may gather information through the use of informants. When used, establish a central informant information file. Maintain complete security over this file by securing it in a locked file cabinet. Access to this file will be limited to the investigator, DFC, and as directed by court order.

2.18.1. Instructions will be given to the informant, to ensure he/she knows when and how to contact the investigator for any type of emergency. The investigator should also know when and how to contact their informant. All informants training will be documented in the informant file. The informant will be given specific instructions and training before any tasks are given. They will be briefed on all safety precautions, what to do in an emergency and their limitations. The investigator will ensure that the informant understands the difference between providing an opportunity for a suspect to violate the law versus providing the inspiration. They will additionally be trained on the law regarding entrapment.

2.18.2. Generally, the defense of entrapment exists when the design or suggestion to commit the offense originated in the government and the accused had no predisposition to commit the offense. The "government" includes agents of the government and individuals cooperating with the government, such as informants. The fact that individuals acting for the government afford opportunities or facilities for the commission of an offense does not constitute entrapment. Entrapment occurs when the criminal conduct is the product of the creative activity of government law enforcement agency activities. If you have any questions as to what entrapment is, contact the local SJA office.

2.18.3. Maintain all known information on informants, including their background, occupation, attitude, motivation for cooperation, criminal record (if applicable), reliability and data on each case for which the informant has provided information. Also maintain information on each contact with the informant. This includes the time and place of each contact, individuals present, information provided by the informant, direction or tasking given by the Investigator and money spent, if any for the information provided. When writing information on informants, use the format in [Attachment 4](#).

2.18.4. The informant file, because of its confidential nature, is exempt from inspections unless specifically authorized by the DFC.

2.18.5. Contact AFOSI if an informant desires to provide information for financial gain, provides information not in the investigative purview of the SF or has access to criminal activity that could result in their being threatened or harmed.

**2.19. Field Interview (FI) Data.** AF Form 3907, *Security Forces Field Interview Data*, will be used to record routine contact between SF members and the public. Data obtained from the AF Form 3907 should be compared by investigators against reported criminal activity to obtain possible leads. Refer to your Security Forces Administration and Reports/S5R section for disposition.

**2.20. Defense Clearance and Investigations Index (DCII).** The purpose of indexing a participant (SUBJECT and Descendent) or entity (company) in DCII is to ensure that pertinent information contained in an ROI is retrievable during future law enforcement or security inquires.

2.20.1. The DCII has a central file search and retrieval capability. SF investigators may request searches of DCII through their local AFOSI unit. This search discloses any DoD investigative files on individuals. Such searches provide valuable investigative leads and background on individuals involved in ongoing investigations or individuals considered for use as informants. If able, it is recommended investigations/S-2 branch attempt to get DCII access through their MAJCOM.

2.20.2. Within the Air Force, AFOSI is the agency responsible for inputting data in the DCII. Security Forces Analysis and Reports/S-5 will provide originals of all completed reports of investigation, AF Form 3545A, and CVB Form 1805, *United States District Notice Violation*, for crimes meeting the DCII indexing standard IAW DODI 5505.7, *Titling and Indexing Subjects of Criminal Investigations in the Department of Defense*. AFOSI will be responsible for the filing and storage of these documents. Security Forces Analysis and Reports/S-5 will be responsible to answer any Freedom of Information Act requests made concerning these reports until AFOSI has taken complete control of the case and a copy of the report is no longer available.

**2.21. Financial Investigations.** DoD Instruction (DoDI) 5400.15, *Obtaining Information from Financial Institution*, prescribes the procedures for the DoD to use in gaining access to financial records maintained by financial institutions (banks, credit unions, etc.). SF Investigation personnel seeking access to an individual's financial records during an investigation (bad checks, etc.) must first ask for the customer's consent. DoDI 5400.15, **Enclosures 3 and 10** establish the exact format for consent.

2.21.1. SF Investigation personnel seeking access to an individual's financial records during an investigation may issue a formal written request for financial records when the records sought are relevant to a legitimate Air Provost inquiry. Issue this request only if the customer declined to consent to the disclosure of his/her records or if you determine that seeking consent from the customer would compromise or harmfully delay a legitimate Air Provost inquiry. Seek SJA guidance before using this procedure. DoDI 5400.15, **Enclosures 4, 11 and 13** establish the formal written request format. Strictly adhere to the customer notification procedure and waiting period specified in **Enclosure 4**.

2.21.2. SF investigators who wish to obtain a subpoena for financial records needs to contact the local SJA. Ensure you notify AFOSI first, to see if it meets the requirement for them to assume control of the case.

2.21.3. You may not transfer financial records obtained under the provisions of DoDI 5400.15 to another agency or department outside the Department of Defense unless the head of the transferring law enforcement office or delegate certifies in writing there is reason to believe the records are relevant to a legitimate law enforcement inquiry within the jurisdiction of the receiving agency or department. Maintain these certificates with the DoD component's copy of the released records.

2.21.4. Whenever incorporating financial data obtained under DoDI 5400.15 into an ROI or other correspondence, take precautions to ensure you make no distribution of the reports or correspondence outside the DoD except in compliance with procedures set forth in **Enclosure 8** of DoDI 5400.15. The report or other correspondence must also contain an appropriate warning restriction on the first page or cover. DoDI 5400.15, **Enclosure 8** provides a suggested restrictive legend.

2.21.5. The provisions of DoDI 5400.15 do not govern obtaining access to financial records maintained by military banking contractors in overseas or other financial institutions in offices located on DoD installations outside the continental US, Puerto Rico, Guam, District of Columbia, American Samoa or Virgin Islands. In overseas areas it is preferable to obtain access to financial records maintained by military banking contractors by customer consent.

2.21.6. Access to financial records maintained by all other financial institutions overseas by Air Provost activities must comply with local foreign statutes or procedures governing such access. **NOTE:** Financial institutions are only legally obligated to provide information in response to procedures that invoke search warrants or subpoenas. Compliance with other procedures (customer consent and formal written notification) is voluntary. If a financial institution is reluctant to release information, consult with your local SJA.

2.21.7. All SF units must collect statistics (e.g. large deposits, withdraws, etc and how often) on requests for access to financial records held by financial institutions in accordance with the Right to Financial Privacy Act of 1978. Specifically, any request for financial records made during the course of an investigation, either by a suspect in cooperation with investigators or by use of other formal written request, must be reported in writing to the customer.

**2.22. Investigation of Sexual Misconduct.** See [Attachment 2](#) for types of sexual misconduct Security Forces Investigations/S2 may investigate.

2.22.1. An action authority (normally the suspect's commanding officer) evaluates allegations involving only adult private consensual sexual misconduct according to DoDI 5505.8, *Investigation of Sexual Misconduct by the Defense Criminal Investigative Organizations and Other DoD Law Enforcement Organizations*. Action authorities normally dispose of such allegations without the investigative services of AFOSI or the SF. Installation SF may not initiate an investigation solely for an allegation of sexual misconduct between consenting adults.

2.22.2. Before the initiation of any investigation into sexual misconduct, the DFC should meet with the SJA to ensure if SF investigation of the matter is in the best interests of the Air Force. If it is unknown who will handle the investigation, SF Investigations should have a representative during any questioning.

2.22.3. You must limit investigations to the factual circumstances directly relevant to the specific allegation.

2.22.4. Do not initiate an investigation to determine sexual orientation, that is, whether a service member is a heterosexual, homosexual or bisexual.

**2.23. Victim/Witness Assistance Program (VWAP).** According to DoD Directive 1030.1, *Victim and Witness Assistance*; and DoDI 1030.2, *Victim and Witness Assistance Procedures*, identification of victims and witnesses is the responsibility of the agency that investigates the crime, e.g., SF, OSI. The term "investigates" also applies to first responders. These two DoD publications and AFI 51-201, *Administration of Justice*, provide guidance on the implementation of these programs in the Air Force.

2.23.1. Scope of VWAP. VWAP applies in all cases in which criminal conduct adversely affects victims or in which witnesses provide information regarding criminal activity. Pay special attention to victims of violent crime, but ensure all victims and witnesses of crime who suffer physical, financial or emotional trauma receive the assistance they are entitled to.

2.23.2. SF Role in VWAP. SF are critical members of a multi-disciplinary team. As first responders and investigators, Security Forces members contribute to the success of other team members (e.g. OSI, SJA, Chaplains) who follow during resolution of the incident.

2.23.3. Security Forces Goals in VWAP. Security Forces goals are more far-reaching than effective first response. They are:

2.23.3.1. Immediate and permanent termination of the harmful act(s).

2.23.3.2. Favorable resolution of the incident. Incidents are considered favorably resolved when offenders have been identified and held accountable, and the victim has been referred to the appropriate agencies for assistance in recovering from the incident.

2.23.3.3. Recovery of the victim. Complete recovery from an incident is largely dependent on a victim's willingness to participate in the recovery process. Although SF cannot do the actual recovering for the victim, they can ensure the victim is properly treated and informed about available resources.

2.23.4. Providing Information. Every SF member on-duty must carry a supply of the DD Form 2701, *Initial Information for Victims and Witnesses of Crime*. Distribute the DD Form 2701 to any person meeting the requirements of [paragraph 2.23.1](#). When in doubt as to whether a person meets the requirements to be issued a DD Form 2701, issue the form.

Annotate the AF Form 3545(A) whenever a DD Form 2701 is issued. If no AF Form 3545(A) is completed, then the SF Blotter must annotate a DD Form 2701 was issued.

2.23.4.1. Provide all victims with reasonable ideas for protection. Examples of reasonable ideas for protection would be properly securing homes, work places and property. For victims of domestic violence or abuse, staying with family members or friends would be an example of a reasonable idea for protection.

2.23.4.2. Brief all victims and witnesses on the four phases of the judicial process (response, investigation, prosecution and confinement) and provide them with information on what may be expected from them during each phase.

2.23.5. SF, in conjunction with the base SJA, develop a training syllabus for local use that includes those items unique to the base and local area as well as any state law and available resources that might apply to the victim (e.g. SOFA agreements, age of adults, etc). This training applies to investigators and other Security Forces personnel as appropriate.

2.23.6. If necessary, SF and AFOSI will provide protection or coordinate with other federal, state or local law enforcement authorities to protect the victim/witness. SF must notify the SJA when they identify a victim. This allows the SJA to administer the victim/witness assistance process.

2.23.7. Units must "flag" incident reports to indicate it is a "victim/witness" case. Adding a prefix or suffix to the case number aids in the SJA auditing process of victim/witness cases.

2.23.8. Per DoDI 6495.02, *Sexual Assault Prevention and Response Procedures*, all SF personnel are required to complete initial and periodic training on responding to sexual assault incidents. The topics required to be covered in this training are listed in Enclosure 6.3.4 of DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*. Annual completion of this training will be documented by the SF training section. A Tactics, Techniques, and Procedures Guide (TTPG) that covers all required topics is available on the HQ Air Force Security Forces Center web site.

**2.24. Fingerprinting Suspects Under Investigation.** DoD Instruction 5505.11 requires an FD-249, *Suspect Fingerprint Card*, be submitted on all suspects under investigation by SF for offenses listed in DoDI 5505.11, *Fingerprint Card and Final Disposition Report Submission Requirements*, **Enclosure 3**, only when such offenses are disposed of by court-martial or command action by an Article 15. For ease of operation, those offenses have also been listed in **Attachment 5**. Units must obtain two complete sets of fingerprints on Forms FD-249, R-84, and three photographs of military subjects: one frontal, one left and one right side. **Attachment 5** provides guidelines to assist in determination of when to submit suspect fingerprints. Personnel must ensure administrative data required on both forms is the same. **Attachment 6** provides instructions for completion of the FD-249. **Attachment 7** provides instruction for completion of form R-84. The address to send the fingerprint cards to is located on the FD-249 and R-84.

2.24.1. Offender criminal history data records required under DoDI 5505.11 will be initiated by preparing and submitting FD-249 to the FBI. Submit the FD-249 when the commander initiates military judicial proceedings or takes action in nonjudicial proceedings against a military subject investigated for an offense listed in **Attachment 5** of this document. Submit the FD-249 within 15 days of initiation of military judicial or nonjudicial proceedings.

- 2.24.1.1. For civilian suspects submit form FD-249 within 15 days of arrest, indictment, or information, as applicable
- 2.24.2. If final disposition of the proceedings is expected within 60 days, hold the FD-249 and submit it with command action taken. If proceedings are expected to take longer than 60 days, submit the FD-249 without command action and follow it up with FBI/DOJ Form R-84, Final Disposition Report, when action is taken. Do not delay filing the FD-249 past 60 days.
- 2.24.3. Send one completed Form FD-249 on military members to the FBI within 15 days after referral (not preferral) of court-martial charges or command action on an Article 15. **NOTE:** Do not confuse “referred for action” (i.e., sent to the action authority), which appears on the ROI title page, with “referral of court-martial charges,” which means the convening authority is “referring” the case for trial by court-martial.
- 2.24.4. Send the completed Form R-84 on military members to the FBI within 15 days after the SJA notifies you of final disposition of military judicial or nonjudicial proceedings. **NOTE:** Do not send Criminal History Data to the FBI for offenses disposed of by nonjudicial punishment if such punishment does not meet criteria outlined in [Attachment 5](#).
- 2.24.4.1. For civilian suspects submit Form R-84 within 15 days of sentencing.
- 2.24.5. File the Forms FD 249 and R-84 when fingerprints are taken and the investigation does not result in the referral of court-martial charges or command action on an Article 15.
- 2.24.6. If at any time after a Form FD-249 and R-84 is sent to the FBI, you determine an error has been made, or if appellate action changes the disposition, you must immediately notify the FBI. SF Investigations must send a memorandum to the FBI to have the information corrected or withdrawn, as appropriate, within 15 days of notification of the appellate action. Include the FBI number, the Originating Agency Identification (ORI) number, file number, name and SSN of the subject with the correction or changed disposition. Send the letter to: Assistant Director, Criminal Justice Information Services, Federal Bureau of Investigation, 1000 Custer Hollow Rd, Clarksburg, WV, 26306-0001.
- 2.24.7. Please refer to [Attachment 5](#) for guidance on submitting criminal history and fingerprints of suspects.
- 2.24.8. Approvals of requests for discharge, retirement or resignation in lieu of court-martial and/or a finding of lack of mental competence to stand trial shall be recorded as final disposition on either the FD-249 or R-84 as appropriate.
- 2.24.9. Procedures for obtaining the necessary forms and training are found in DoDI 5505.11.
- 2.24.10. For identification purposes, suspects must submit to fingerprinting and photographs, regardless of requesting legal counsel or not. One photograph should be full face, the other a profile. File the fingerprints and photographs.
- 2.24.11. In cases investigated jointly with another law enforcement organization when that organization agrees to obtain and forward fingerprints and criminal history data to the FBI, prepare a memorandum for the case file. The memorandum shall identify each subject and the law enforcement organization collecting and forwarding the data. Attach to the memorandum a copy of the submitted data.

**2.25. Obtaining Bad Checks from AAFES.** SF investigators/detectives may obtain copies of bad checks from a local AAFES via the Fraud Watch program. The documentation can be provided by either loss prevention personnel or management.

2.25.1. Upon receipt of checks, the investigator will sign them into evidence. Once the checks are no longer required as evidence, the investigator will ensure they are destroyed appropriately.

**2.26. Computer Crimes.** SF investigators may seize the government CPU from the Information Technology section of the suspects unit. The CPU should be secured via AF Form 52.

2.26.1. Contact your local SJA to determine if a search authorization is needed before attempting the steps below ([Para 2.26.2](#), [2.26.3](#) and [2.26.4](#))

2.26.2. The Investigator/Detective should make all attempts to copy the hard drive to an external hard drive.

2.26.3. The investigator/Detective uses the external hard drive to search for evidence on the computer.

2.26.4. If Investigations/S-2 requires assistance for the computer crimes, contact your local AFOSI office.

**2.27. Fatal Vehicle Accidents.** Fatal Vehicle Accidents without suspected homicide or suicide are investigated by a certified traffic investigator. Due to the extreme nature of the accident Investigations/S-2 can assist the traffic investigator and assist in answering questions the investigator may have. For further information on accidents refer to AFI 31-218(I), *Motor Vehicle Traffic Supervision*.

**2.28. Investigations/S-2 office recommendations:** Based on the unit's mission and the nature of cases investigated, DFCs can consider the following assets for Investigations sections: unfettered internet access, a landline dedicated to "anonymous" tips, a dedicated line with an "unlisted" number, and an assigned GOV.

**2.29. Crime Scene Investigations:** There is no steadfast rule that can be applied to defining the dimensions of a crime scene. Valuable physical evidence is normally found at or near the site where the most critical action was taken by the criminal against the victim or property. Crime scene processing is important to meet legal requirements concerning evidence. The investigator must identify each piece of evidence, describe the exact location of the item, indicate when the item was collected, and maintain and show a proper chain of custody. The investigator or a trained crime laboratory technician must also describe changes that may have occurred in the evidence between the time it was collected and its introduction as evidence before the court.

2.29.1. Conduct a crime scene assessment so the investigator in charge can determine the type of incident to be investigated and the level of investigation to be conducted. Plan for the coordinated identification, collection, and preservation of physical evidence and for the identification of witnesses. During the scene assessment, an exchange of information between law enforcement personnel can occur. The investigator in charge identifies specific responsibilities, shares preliminary information, and develops investigative plans according to policy; federal, state, and local laws; and the laws of the HN when applicable.

2.29.1.1. Evaluate search and seizure issues to determine the necessity of obtaining consent to search and/or the requirement of obtaining a search warrant.

2.29.1.2. Evaluate and establish a path of entry and exit to the scene to be used by authorized personnel, such as medical, HAZMAT, and other law enforcement agencies, if not already accomplished by the first responders.

2.29.1.3. Determine and prioritize the number and size of the scene(s). Establish and maintain communication with personnel when multiple scenes exist.

2.29.1.4. Determine and request additional investigative resources as required, such as personnel, specialized units, legal consultation, prosecutors, and equipment.

2.29.1.5. Ensure that witnesses, suspects, and/or victims to the incident are identified and separated.

2.29.1.6. Ensure that the surrounding area is canvassed and the results documented.

2.29.1.7. Ensure that the preliminary documentation, such as notes, photographs, and sketches of the scene, is complete. The initial photographs should include any injured individuals and vehicles involved in the incident.

2.29.2. Crime scene photographs. The crime scene is photographed as soon as possible and before any evidence is disturbed. Photographs are not a substitute for crime scene sketches. All photographs are documented in a photograph log with camera positions indicated on a sketch. The crime scene photograph log records the photograph, describes the type of photograph, precise photograph location, and the identifying data is recorded as each shot is taken.

2.29.2.1. One of the most important elements in investigative photography is maintaining perspective. Photographs must reproduce with the same impression of relative position and size of visible objects (the scene as it would appear to someone standing in the photographer's shoes). Any significant distortion in perspective will reduce, or destroy altogether, the evidentiary value of the photography.

2.29.2.2. Photograph evidence before recovery.

2.29.2.2.1. Ensure that a progression of overall, medium, and close-up photographs of any objects of evidence are taken.

2.29.2.3. Photograph the interior crime scene using a series of overlapping 360° photographs and a wide-angle lens.

2.29.2.4. Photograph the exterior crime scene establishing the location of the scene by a series of overall photographs including landmarks. Photographs should have a 360° coverage.

2.29.2.4.1. Consider aerial photography to capture large areas, roads, and other means of approach or departure. Coordinate with the laboratory on proper aerial-photography techniques.

2.29.2.5. All evidence should be photographed three times. An evidence establishing photograph should be taken to show the evidence and its position in relation to other

evidence, and a close-up photograph that fills the frame should be taken with and without a ruler.

### **2.30. Prescribed Forms.**

AF Form 688

AF Form 445

AF Form 686

AF Form 3907

### **2.31. Adopted Forms.**

AF Form 52

AF Form 310

AF Form 847

Standard Form 1164

AF Form 3545

AF Form 3986

AF Form 3987

AF Form 797

AF Form 1168

AF Form 1176

AF Form 1364

DA Form 4137

DD Form 2922

DD Form 2563

AF Form 523

AF Form 623A

DD Form 2708

DD Form 2701

CVB Form 1805

FD-249

FBI/DOJ Form R-84

LOREN M. RENO, Lt Gen, USAF  
DCS/Logistics, Installations & Mission Support

**(LUKEAFB)**

JERRY D. HARRIS, JR., Brigadier General, USAF  
Commander

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*References*

- DoD Directive 1030.1, *Victim and Witness Assistance*, November 23, 1994
- DoD Instruction 1030.2, *Victim and Witness Assistance Procedures*, December 23, 1994
- DoD 4160.21-M-1, *Defense Demilitarization Manual*, October 1, 1991
- DoD Manual 4160.21, *Defense Materiel Disposition Manual*, August 18, 1997
- DOD Directive 5210.56, *Use of Deadly Force and the Carrying of Firearms by DoD Personnel Engaged in Law Enforcement and Security Duties*, November 1, 2001
- DoD Directive 5505.9, *Intercept of Wire, Electronic, and Oral Communication for Law Enforcement*, April 20, 1995
- DoD Directive 5400.15, *Obtaining Information from Financial Institutions*, February 6, 1980
- DoDI 5505.11, *Fingerprint Card and Final Disposition Report Submission Requirements*, June 20, 2006
- DoD Instruction 5505.8, *Defense Criminal Investigative Organizations And Other Dod Law Enforcement Organizations Investigations Of Sexual Misconduct*, January 1, 2005
- DoDI 6495.02, *Sexual Assault Prevention and Response Program Procedures*, June 23, 2006
- DoD Directive 7730.47, *Defense Incident-Based Reporting System*, October 15, 1996
- Army Regulation 195-4, *Use of Contingency Limitation .0015 Funds For Criminal Investigative Activities*, 15 April 1983
- Army Regulation 195-5, *Evidence Procedures*, 25 June 2007 and/or Field Manual 3-19.13 *Law Enforcement Investigations*, 10 January 2005
- (Added-LUKEAFB)** (Added)(LUKEAFB)LUKEAFBI 31-206, *Lost, Abandoned, or Unclaimed Personal Property*, 18 April 2007
- (Added-LUKEAFB)** (Added)(LUKEAFB)AFI 31-206, *Security Forces Investigations Program*, 16 September 2009
- AFPD 31-2, *Air Provost Operations*, 10 April 2009
- AFI 31-101, *Integrated Defense*, 1 March 2003
- AFI 31-204, *Air Force Motor Vehicle Supervision*, 14 July 2000
- AFI 31-207, *Arming and Use of Force by Air Force Personnel*, 29 January 2009
- AFI 51-201, *Administration of Justice*, 21 December 2007
- AFI 71-101, Vol. I, *Criminal Investigations*, 1 December 1999
- AFI 33-332, *Air Force Privacy Act Program*, 29 January 2004
- AFMAN 33-363, *Management of Records* 1 March 2008

Article 31, *Uniform Code of Military Justice*

AFVA 31-231, *Rights Advisement Card*, 1 January 1999

***Abbreviations and Acronyms***

**AFLETS**—Air Force Law Enforcement Terminal System

**(Added-LUKEAFB) AFMAN**—Air Force Manual

**AFOSI**—Air Force Office of Special Investigations

**AFPD**—Air Force Policy Directive

**(Added-LUKEAFB) AFRC**—Air Force Reserve Command

**(Added-LUKEAFB) AFRIMS**—Air Force Records Information Management System

**AFSFC**—HQ Air Force Security Forces Center

**AFVA**—Air Force Visual Aid

**(Added-LUKEAFB) ANG**—Air National Guard

**BDOC**—Base Defense Operations Center

**COCO**—Contractor Owned Contractor Operated

**DAF**— Department of the Air Force

**DCII**—Defense Clearance and Investigations Index

**DEERS**— Defense Eligibility Enrollment Reporting System

**DFC**—Defense Force Commander

**DIBRS**—Defense Incident-Based Reporting System

**DoD**—Department of Defense

**DoDD**—Department of Defense Directive

**DoDI**—Department of Defense Instruction

**DRMO**—Defense Reutilization Management Office

**FPDDE**—Forensic Psycho-physiological Detection of Deception Examinations

**GOCO**— Government Owned Contractor Operated

**GSA**—Government Services Administration

**JDET**—Joint Drug Enforcement Team

**MAJCOM**—Major Command

**OPR**— Office of Primary Responsibility

**PCP**—Phencyclidine

**(-LUKEAFB) RDS**—Records Disposition Schedule

**ROI**—Report of Investigation

**SF**—Security Forces

**SJA**—Staff Judge Advocate

**TTPG**— Tactics, Techniques, and Procedures Guide

**UCMJ**— Uniform Code of Military Justice

**VWAP**—Victim Witness Assistance Program

## Attachment 2

## AFOSI AND SECURITY FORCES INVESTIGATIVE MATRIX (IAW AFI 71-101, VOL 1)

Table A2.1. AFOSI and Security Forces Investigative Matrix.

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
1	Assault	1. Aggravated assault 2. Child physical abuse involving serious bodily harm. 3. Child neglect involving serious bodily harm. 4. Any assault committed during the commission of another crime investigated by AFOSI.	1. Simple assaults 2. Child physical abuse not involving serious bodily harm. 3. Child neglect cases not involving serious bodily harm.
2	Bad Checks	1. Ring-activity 2. Losses exceeding \$10,000.	1. No ring-activity 2. Losses not exceeding \$10,000.
3	Bias/Hate Crimes	All.	None.
4	Black Market	1. Ring-activity 2. Amounts exceeding \$10,000. 3. Coordination with host-nation investigative agencies.	1. Not involving ring-activity 2. Amounts not exceeding \$10,000. 3. Not requiring coordination with host-nation investigative agencies.
5	Bribery	All	None

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
6	Combat Inquiry	All	None
7	Computer Crimes	<ol style="list-style-type: none"> <li>1. Felony offenses</li> <li>2. Unauthorized root/user level intrusions</li> <li>3. Illegal interception of computer communications</li> <li>4. Virus/trojan/denial of service attacks that cause significant damage to AF information systems or have major impact on the AF mission,</li> <li>5. Alteration of Web pages that cause significant damage,</li> <li>6. Child pornography,</li> <li>7. Computer crimes involving classified information, counterintelligence or terrorism.</li> </ol>	<ol style="list-style-type: none"> <li>1. Misdemeanor offenses</li> <li>2. Adult pornography on Government Computers</li> <li>3. Unauthorized personal use of Government computers</li> </ol>
8	Contract and Procurement Matters	All	None
9	Counterfeiting	All	None.

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
10	Customs Violation	1. Ring-activity 2. Amounts exceeding \$10,000. 3. Coordination with host-nation	1. Not involving ring-activity 2. Amounts not exceeding \$10,000. 3. Not requiring coordination with host-nation investigative agencies.
11	Death – Murder, voluntary and involuntary manslaughter, suicide and death by unknown causes.	All except those caused by a vehicle on base, and not suspected as a homicide or suicide	All on base vehicle deaths unless suspected as a homicide or suicide
12	Disposal Matters	All.	None.

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
13	Drug Offense	<ol style="list-style-type: none"> <li>1. Sale, transfer, trafficking, or smuggling.</li> <li>2. Use or possession cases intended to identify dealers and traffickers.</li> <li>3. All investigations of persons not subject to the UCMJ under DoD Memo 5.</li> <li>4. Cases resulting from results during random urinalysis unless deferred.</li> <li>5. Cases involving results from random urinalysis, when a JDET is in place</li> <li>6. All cases involving manufacture and cultivation</li> </ol>	<ol style="list-style-type: none"> <li>1. Installation investigations involving use or possession.</li> <li>2. Cases involving results from random urinalysis when deferred by AFOSI.</li> <li>3. May participate with AFOSI in joint operations.</li> </ol> <p><b>NOTE:</b> Security Forces will notify the local AFOSI detachment anytime they are conducting a drug related investigation.</p>
14	Environmental Crimes	All	None
15	Forgery	Cases involving the US Treasury or other federal agencies.	Installation investigations not involving US federal agencies.

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
16	Fraudulent Enlistment, Appointment, Discharge or Separation	1. Misrepresentation or concealment of material facts 2. False official documents or statements 3. False swearing 4. Concealing, altering or destroying official records	None.
17	Fugitive Investigations	All.	None.
18	Housebreaking, Burglary and Unlawful entry	1. Ring-activity, 2. Losses exceeding \$10,000. 3. Entry into a SCIF or other sensitive area.	1. Not involving ring-activity, 2. Losses not exceeding \$10,000. 3. All other cases of unlawful entry.
19	Impersonation	1. Financial loss. 2. Efforts to conceal other criminal acts. 3. Use of US Postal system.	Installation incidents in which the intent was to impress others.
20	Intimidation 1. Extortion, 2. Revenge threats, 3. Kidnapping, 4. Bomb threats for purposes of intimidation 5. Conspiracy to commit murder	All involving an overt act unless deferred to SF.	Bomb threats and installation threats to injure or extort money or favors from others in which no overt act actually occurred. e.g. called in bomb threat

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
21	Improper use or diversion of government property	Losses exceeding \$10,000.	Losses not exceeding \$10,000.
22	Larceny by fraud—manipulation of any record system for the purpose of withholding funds or property	All	None
23	Theft of Government Property	<ol style="list-style-type: none"> <li>1. Ring-activity</li> <li>2. Controlled substances/chemicals</li> <li>3. Arms, ammunition and explosives as defined in DoD 5100.76M</li> <li>4. Losses exceeding \$10,000.00.</li> </ol>	<ol style="list-style-type: none"> <li>1. Not involving ring-activity,</li> <li>2. Losses not exceeding \$10,000.</li> </ol>
24	Larceny of private Property	<ol style="list-style-type: none"> <li>1. Ring-activity</li> <li>2. Losses exceeding \$10,000.</li> </ol>	<ol style="list-style-type: none"> <li>1. Not involving ring-activity,</li> <li>2. Losses not exceeding \$10,000.</li> </ol>
25	Misconduct	1. Offenses by authority figures	1. Other offenses not committed by authority figures
26	Nonfatal Self-Injurious Events (NFSE)	1. NFSE likely to be fatal without medical treatment.	1. Other NFSE (e.g. gestures, attempts, etc).

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
27	Active participation in extremist/supremacist groups	All	None
28	National Security Matters- Threats and acts of espionage, subversion, terrorism (bombings, hijackings, kidnapping, and thefts of weapons, explosives, and use of Weapons of Mass Destruction)	All	None
29	Perjury	Submission of evidence to the FBI or other federal crime lab.	Other installation incidents.
30	Postal Violations	All	None
31	Pay-and-Allowance Matters	1. Ring-activity 2. Losses exceeding \$10,000.	1. Not involving ring-activity, 2. Losses not exceeding \$10,000.
32	Property Destruction, Arson, Bombing, Intentional Damage to USAF Aircraft or Equipment, and Intentional Damage to Government or Private Property	1. Aggravated arson 2. Intentional damage to USAF aircraft or Protection Level 1, 2, or 3 resources 3. Intentional damage to Government property exceeding \$10,000.	1. Intentional damage to government property not exceeding \$10,000. 2. All incidents of damage to private property.

R U L E	If the alleged matter involves:	Investigative agency	
		AFOSI:	AF Security Forces:
33	Robbery	All incidents of armed robbery	Other incidents in which the perpetrator is not armed.
34	Security Violations	None, unless specifically requested by command officials	Cases to support command responsibilities according to AFI 31-401, Managing the Information Security Program.
35	Sex Offenses a. Rape b. Sodomy c. Assault with intent to commit rape or sodomy d. Indecent assault e. Carnal knowledge f. Possession or transmission of child pornography g. Incest h. Indecent acts and liberties with a minor i. Indecent exposure j. Voyeurism k. Attempts to commit such acts.	1. All, except: a. Sexual acts between consenting adults b. Sexual misconduct not involving authority figures or unique circumstances.	Sexual misconduct not involving authority figures or unique circumstances.
36	USAF Test Material	<i>All</i>	<i>None</i>
37	Pandering or Prostitution	Cases involving ring-type activity	All cases except those involving ring-type activity

<b>R U L E</b>	<b>If the alleged matter involves:</b>	<b>Investigative agency</b>	
		<b>AFOSI:</b>	<b>AF Security Forces:</b>
38	Traffic Offenses – DUI, Impaired Driving, Reckless Driving, Major Accidents, Fleeing the Scene, Eluding Police	None, unless homicide or suicide is suspected.	All
<p><b>NOTE:</b> In all cases, notify AFOSI if the suspect has a TOP SECRET clearance or access to sensitive information. Ring-type activity is defined as continuing activity involving more than a simple conspiracy to commit a crime. Immediately notify owning unit commander if the suspect is on Personnel Reliability Program.</p>			

## Attachment 3

## SAMPLE SECURITY FORCES REPORT OF INVESTIGATION (ROI) FORMAT

## Figure A3.1. Sample Security Forces Report of Investigation (ROI) Format.

*(Note: Add other fields as needed)*

## REPORT OF INVESTIGATION

REPORT BY: SFMIS CASE #:

DATE OF REPORT: INVESTIATIONS/S-2 CASE #:

MATTERS INVESTIGATED: Offense Investigated and Statute Violated

**SUBJECTS:** Name (first, middle, last), Sex, Date of Birth, State or Country of Birth, Rank, Social Security Number, Unit of Assignment (MAJCOM), Base and State or Country of Assignment (You only need to ID the SUBJECT on the title page. Everyone else will be listed within the ROI.)

STATUS: Open or Closed

## SFI NCOIC Signature Block

## DISTRIBUTION:

AFOSI Det XXX, Base, State (Info) (w/Exhibits)	1
Wing/CC, Base, State (Info) (w/Exhibits)	1
Legal Office, Base, State (Info) (w/Exhibits)	1
SUBJECT's unit, Base, State (Info) (w/Exhibits)	1
File (S-5 Section) (w/Exhibits)	1

Another unit or LE department would be listed next--it can be with info or without. List each separately.

**The following paragraph should be on the footer of every page of the ROI:**

**“WARNING:** The attached Security Forces Report Of Investigation contains law enforcement sensitive information and is For Official Use Only (FOUO). This document is property of the

United States Air Force. Contents may be disclosed only to persons whose official duties require hereto. Maintaining this information in any physical or electronic file is prohibited. Secondary distribution is also prohibited. While this document is in your possession, it is your responsibility that the information contained herein is not released to unauthorized persons. This information must not be left unattended or when an unauthorized person may have access to it. When not in use it must be stored and secure properly. Requests for access or disclosure of the attached document(s) must be referred to the Security Forces Investigations Section.

## TABLE OF CONTENTS

	<b>Paragraph</b>
(This is a stand alone page)	
SYNOPSIS	1-1
BACKGROUND	2-1
NARRATIVE	
(Below are some examples of separate list of categories, it is not all inclusive.)	
Confidential Source Information	3-x
Witness Interviews	3-x
SUBJECT Interview	3-x
Searches	3-x
Urinalysis Examination	3-x
Search of Off-Base Residence	3-x
Search of Vehicle	3-x
Evidence	3-x
Laboratory Examination of Evidence	3-x
Records Review	3-x
Other Investigative Aspects	3-x
Medical Records Review	3-x
LAW ENFORCEMENT RECORDS	4-1
EXHIBITS	5-1

INVESTIGATIVE STATUS

6-1

## **SYNOPSIS**

1-1. Complete overview of the incident (This is a stand alone page)

## **BACKGROUND**

2-1. How incident was brought to attention of authorities

## **NARRATIVE**

**ASSET:** OC-1 (CI)

## **DETAILS:**

### **Confidential Informant (CI) Information**

3-1. What CI did, observed or heard.

### **Witness Interview**

3-x. Interview of:

Date/Place:

Interviewer:

Assist Interviewer: (If available an Assist should always be present)

Overview of witness statements

3-x. Interview of:

Date/Place:

Interviewer:

Overview of witness statements

**VICTIM Interview**

3-x. Interview of:

Date/Place:

Interviewer:

Assist Interviewer:

Overview of victim statements

**SUBJECT Interview**

3-x. Interview of:

Date/Place:

Interviewer:

Assist Interviewer: (Never do a SUBJECT interview without an Assist Interviewer.)

Overview of subject statements, if any

**Searches**

3-x. When and who gave consent for search and how consent was given and what was consented to search. Example On XX Jun XX, SUBJECT consented via AF Fm 1364, *Consent for Search and Seizure*, to a urinalysis for drug testing, residence and vehicle.

**Urinalysis Examination**

3-x. On XX Jun XX, GS-07 XXXXXX XXXX, The person's job title, XX Medical Operations Squadron, Base, obtained one urinalysis specimen from SUBJECT.

3-x. On XX Aug XX, Civilian XXXX XXXX, Drug Demand Reduction Manager, XX Medical Group (MDG), Base, State, provided the results of SUBJECT's urinalysis, which revealed there were no illegal drugs present.

**Search of Off-Base Residence**

3-x. On XX Jun XX, a consensual search of SUBJECT's residence was conducted.

Location: Physical Address or Building Number

Investigators Conducting Search: Fully identifying information (if more than one ID all) all if first time spoken about (Example Inv. XXXXX XXXXX, XX SFS/SFI, Base, State and, Inv. XXXXX XXXXX, Base, State

Others Present: SUBJECT (First Sergeant etc.)

Put the results of the search (i.e. This search did not disclose any information pertinent to this investigation.)

### **Search of Vehicle**

3-x. On XX Jun XX, a consensual search of SUBJECT's vehicle (year, vehicle, model, state registered in, plate number) was conducted.

Location: Same as above

Investigators Conducting Search: Inv. XXXXX and, Inv. XXXXX (last name only if already ID above)

Others Present: Same as above

(Same as above) This search did not disclose any information pertinent to this investigation.

### **Evidence Listing**

3-x. The following items of evidence were seized during this Investigation and are being maintained at XX SFS/SFI (if elsewhere state where it is).

<u>ITEM</u>	<u>DATE SEIZED</u>	<u>SEIZED FROM</u>
(Example)		
Ecstasy Pill	XX May XX	SUBJECT

### **Laboratory Examination of Evidence**

3-x. On XX May XX, Inv. XXXXX sent the alleged Ecstasy pill (Evidence Item 1-3), to the Florida Department of Law Enforcement (FDLE) Laboratory in Pensacola, FL for analysis.

3-x. On XX May XX, a laboratory analysis report was received from FDLE. The results revealed Evidence Item 1-2 was MDMA (Ecstasy) and Evidence Item 3 was Marijuana.

**Legal Coordination**

3-x. Identify SJA representatives briefed on this investigation and any guidance given

**Records Check** (list in order by date)

3-x. List personnel (both MPF and Unit PIF, list separate), medical, dental records checked and results

**Other Investigative Aspects** (list in order by date)

3-x. List any other activity or briefings not previously identified

**LAW ENFORCEMENT RECORDS** (list in order by date)

4-1. DCII check results if conducted (Example On XX May XX, a review of the Defense Clearance and Investigations Index disclosed no information pertinent to this investigation.

4-2. SFMIS

4-3. NCIC checks conducted and results

4-4. Local law enforcement agencies (list each one separately)

**EXHIBITS**

5-1. List of statements and other paperwork attached to the case file (Example)

5-1. The following items are appended to this report (cross-referenced):

1. Copy of statement by last name, dated X May XX (ref. Para. 3-x) (Start with your first exhibit.)

**INVESTIGATIVE STATUS**

6-1. Open or Closed

## Attachment 4

## EXAMPLE SOURCE DATA BIO SHEET AND EXAMPLE RECRUITMENT REPORT

Figure A4.1. XX SFS/SFI EXAMPLE SOURCE DATA BIO SHEET.

PLACE AN ELECTRONIC PHOTOGRAPH OF CONFIDENTIAL INFORMANT		
CODE NAME:  FORD	DATE/PLACE OF BIRTH:  3 Jul 70/Any Where, KY	SSAN:  111-00-2222
RANK:  SrA	ORGANIZATION:  16 XXX	TARGET:  16 XXX/Drug Users
HOME PHONE:  XXX-XXXX	WORK PHONE:  XXX-XXXX	CELL PHONE/PAGER:  Cell XXX-XXXX
LOCAL ADDRESS:  XXXXXX		
VEHICLE DESCRIPTION:  1995	MAKE:  Type Car	MODEL:
COLOR:  Black	LICENSE NUMBER w/STATE:  XXX-XXX	DENTS, SCRAPES, ETC...
FAMILY MEMBERS: Spouse: Two Daughters:		
KNOWN MEDICAL PROBLEMS:		
ADDITIONAL INFORMATION:		

## EXAMPLE RECRUITMENT REPORT

FULL NAME to INCLUDE MAIDEN

Sex Born: XX XXX 82, State

Rank, SSAN,

UNIT (MAJCOM)

Base of Assignment, State

Witting (Knows they are a CI, if not it is "Unwitting")

Race

DAS: XX XXX 03

TARGET: General Crimes

BACKGROUND: CI was met several months ago at a crime scene in which someone had broken into his residence. CI believed crime was wrong and had no place in the AF. CI's recruitment was held off until the ROI on the breaking and entering was closed out. CI is married, and has been stationed at XXX AFB since XX 03. CI has been stationed here since completing technical training and is currently working in his AFSC.

MOTIVATION: CI is motivated to do the right thing, because he has just started his career. CI believes there is no room for illegal activity in the Air Force.

CONTACTING INSTRUCTIONS: HI will initially contact CI on his cell phone or at home to set up times and dates of meets. CI will be met on an as needed basis. HI provided CI with the Hello Line Number (XXX-XXXX).

TRAINING: CI was trained on OPSEC, COMSEC, entrapment, contacting procedures, meet locations and cover names.

HI: Investigator XXXXXX XXXXX

AHI: Investigator XXXXX XXXXX

DUTY PHONE: (XXX) XXX-XXXX

HOME PHONE: (XXX) XXX-XXXX

CELL PHONE: (XXX) XXX-XXXX

PAGER: None

HOME ADDRESS: Full address

VEHICLE: Year, Color, Make, Model  
State license plate, XXX-XXX

MEET SCHEDULE: CI will be met/called often enough to be productive.

MEET LOCATIONS: Primary location: XXXXXXXXXX  
Alternate location: XXXXXXXXXX

COVER NAMES CI = XXXXXX (Try to keep the name generic so it can be used by a female or male)

HI = XXXX

AHI = XXXX

#### ASSESSMENT INTERVIEW

CI is a married SrA living off base. HI (Handling Investigator) and AHI (Alternate Handling Investigator) met Source during a witness interview. CI is interested in helping SFI, because believes there is no place for illegal drugs in the Air Force. CI works at the 16<sup>th</sup> XXXX XXXXXX Squadron/XXXXX. CI believes there is drug activity within the unit, because he hears talk of marijuana use around the smoke break area. CI has a personality in which he talks to lots of people he works with. As such, he has access to all offices in his work place. CI grew up in an area where marijuana was very prevalent and understands the current street language. CI likes to coach the base little league team and play chess.

#### REVIEW OF PERSONNEL RECORDS

On 15 Mar 00, HI reviewed CI's records on file at the XX<sup>th</sup> Military Personnel Flight, Base, State. The review disclosed the following: CI is not on a control roster and does not have a UIF. CI has received XXXX EPR's and they are 5, 4, 4's. His Air Force job is XXXX XXXXX systems journeyman and has been on station here for X years and X months. CI has been stationed at XXXXXX (date's stationed there). CI has received numerous medals and awards for his outstanding service in the career field. An AF FM 686 was completed and placed in the dossier.

## LAW ENFORCEMENT RECORDS CHECKS

On XX XXX 05, HI conducted a review of the following databases, all of which disclosed no information on CI: DCII, NCIC, 16<sup>th</sup> Security Forces Squadron, FWB Police Department, and Okaloosa County Sheriff's Office

## CONTACTING INSTRUCTIONS

CI Home telephone: XXX-XXXX Part-time Job: XXX-XXXX

CI Duty telephone: XXX-XXXX

Address: XXXX XXXXXX, Fort Walton Beach, FL 32548

Vehicle: 2005, Ford Ranger pick-up truck, Florida license plate XXX-XXX

## MEET FORMAT

## RECEIVED

CI was met on XX XXX 05, at an off base location. CI provided a list of names along with new names not know by this office as using marijuana. All names are currently assigned to CI's unit. **NOTE:** CI telephonically contacted this office with information that he had been approached and asked to arrange buying one pound of marijuana. He was instructed to advise the person that he could not get any marijuana for a purchase.

## LEVIED

CI was asked to find out if there would be a party this weekend and if so he was to attend if possible.

## CONTACTING INSTRUCTIONS

CI was instructed to meet HA and AHA on XX XXX 05, and provide any new information.

## TRAINED

Provided CI on COMSEC training. He was instructed when calling this office to use the name "Ford" with anyone who answered the phone.

**"C" FUNDS EXPENDED**

Lunch was purchased for the CI, HA and AHA in the amount of \$ XX.XX.

**INVESTIGATOR COMMENTS**

HI believes CI is going to be asset to this office and will produce several cases.

**Attachment 5****OFFENSES REQUIRING SUBMISSION OF CRIMINAL HISTORY DATA TO THE FBI**

**A5.1. Offenses Requiring Submission of Criminal History Data to the FBI.** These are violations of:

- A5.1.1. Article 78. Accessory after the fact (for crimes listed in this attachment).
- A5.1.2. Article 80. Attempts (for crimes listed in this attachment).
- A5.1.3. Article 81. Conspiracy (for crimes listed in this attachment).
- A5.1.4. Article 82. Solicitation.
- A5.1.5. Article 85. Desertion.
- A5.1.6. Article 90. Assaulting a superior officer.
- A5.1.7. Article 91. Striking or assaulting a warrant, noncommissioned, or petty officer.
- A5.1.8. Article 94. Mutiny or sedition.
- A5.1.9. Article 95. Resistance, breach of arrest, and escape.
- A5.1.10. Article 106. Spies.
- A5.1.11. Article 106a. Espionage.
- A5.1.12. Article 107. False official statements.
- A5.1.13. Article 108. Military property of the United States: sale, loss, damage, destruction, or wrongful disposition.
- A5.1.14. Article 109. Willfully destroying or damaging private property.
- A5.1.15. Article 111. Drunk driving.
- A5.1.16. Article 112a. Wrongful use, possession, etc., of controlled substances.
- A5.1.17. Article 116. Riot.
- A5.1.18. Article 118. Murder.
- A5.1.19. Article 119. Manslaughter.
- A5.1.20. Article 120. Rape and carnal knowledge.
- A5.1.21. Article 121. Larceny and wrongful appropriation.
- A5.1.22. Article 122. Robbery.
- A5.1.23. Article 123. Forgery.
- A5.1.24. Article 123a. Bad checks (in an amount over \$100).
- A5.1.25. Article 124. Maiming.
- A5.1.26. Article 125. Sodomy.
- A5.1.27. Article 126: Arson.
- A5.1.28. Article 127. Extortion.

A5.1.29. Article 128. Assault.

A5.1.30. Article 129. Burglary.

A5.1.31. Article 130. Housebreaking.

A5.1.32. Article 131. Perjury.

A5.1.33. Article 132. Frauds against the United States.

A5.1.34. The following offenses under Article 134, listed in the Manual for Courts-Martial:

A5.1.34.1. Assault. Indecent.

A5.1.34.2. Assault. With intent to commit murder, voluntary manslaughter, rape, robbery, sodomy, arson, burglary, or housebreaking.

A5.1.34.3. Assaulting a Federal officer in the performance of duties.

A5.1.34.4. Bribery and graft.

A5.1.34.5. Burning with intent to defraud.

A5.1.34.6. False pretenses, obtaining services under (value more than \$100).

A5.1.34.7. False swearing.

A5.1.34.8. Firearm, discharge. Willfully, under such circumstances as to endanger human life.

A5.1.34.9. Fleeing the scene of an accident.

A5.1.34.10. Homicide, negligent.

A5.1.34.11. False impersonation with intent to defraud.

A5.1.34.12. Indecent act or liberties with a child.

A5.1.34.13. Indecent exposure.

A5.1.34.14. Indecent language (communicating to any child under the age of 16 years).

A5.1.34.15. Indecent acts with another.

A5.1.34.16. Kidnapping.

A5.1.34.17. Mails. Taking, opening, secreting, destroying, or stealing.

A5.1.34.18. Mails. Depositing or causing to be deposited obscene matters in the mail.

A5.1.34.19. Misprision of a serious offense.

A5.1.34.20. Obstructing justice.

A5.1.34.21. Pandering and prostitution.

A5.1.34.22. Perjury. Subornation of.

A5.1.34.23. Public record. Altering, concealing, removing, mutilating, obliterating, or destroying.

A5.1.34.24. Seizure. Destruction, removal, or disposal of property to prevent.

A5.1.34.25. Soliciting another to commit an offense (for crimes listed in this attachment).

A5.1.34.26. Stolen property. Knowingly receiving, buying, or concealing (value more than \$100).

A5.1.34.27. Testify. Wrongful refusal.

A5.1.34.28. Threat or hoax. Bomb.

A5.1.34.29. Threat, communicating.

A5.1.34.30. Weapon. Concealed or carrying.

A5.1.35. Any offenses under the Federal Assimilative Crimes Act (18 U.S.C. 13) charged as a violation of Article 134, UCMJ, which has a maximum punishment of more than 1 year.

Attachment 6

INSTRUCTIONS FOR COMPLETING THE FORM FD-249

**A6.1. Introduction.** The numbers in the blocks shown on the front and reverse sides of the Form FD 249 shown in **Figures A6.1** and **A6.2** correspond to the paragraphs describing the information you should enter into the blocks.

**Figure A6.1. Sample Form FD 249 (Reverse).**

LEAVE BLANK		CRIMINAL		(STAPLE HERE)				LEAVE BLANK			
STATE USAGE		SUBMISSION		APPROXIMATE CLASS		AMPUTATION		SCAR			
STATE USAGE		LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX									
SIGNATURE OF PERSON FINGERPRINTED		SOCIAL SECURITY NO.		LEAVE BLANK							
ALIASES/MUIDEN		LEAVE BLANK									
LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX		LEAVE BLANK									
FBI NO.	STATE IDENTIFICATION NO.	DATE OF BIRTH	MM	DD	YY	SEX	RACE	HEIGHT	WEIGHT	EYES	HAIR
A6.6.	A6.7.	A6.8.				A6.9.	A6.10.	A6.11.	A6.12.	A6.13.	A6.14.
A6.15.	A6.15.	A6.15.				A6.15.				A6.15.	
1. R. THUMB	2. R. INDEX	3. R. MIDDLE				4. R. RING				5. R. LITTLE	
A6.15.	A6.15.	A6.15.				A6.15.				A6.15.	
6. L. THUMB	7. L. INDEX	8. L. MIDDLE				9. L. RING				10. L. LITTLE	
A6.15.		A6.15.	A6.15.	A6.15.		A6.15.					
LEFT FOUR FINGERS TAKEN SIMULTANEOUSLY		L. THUMB	R. THUMB	RIGHT FOUR FINGERS TAKEN SIMULTANEOUSLY							

Figure A6.2. Sample Form FD 249 (Front).

FEDERAL BUREAU OF INVESTIGATION, UNITED STATES DEPARTMENT OF JUSTICE WASHINGTON, D.C. 20537			
<small>PRIVACY ACT OF 1974 (P.L. 93-579) REQUIRES THAT FEDERAL, STATE, OR LOCAL AGENCIES INFORM INDIVIDUALS WHOSE SOCIAL SECURITY NUMBER IS REQUESTED WHETHER SUCH DISCLOSURE IS MANDATORY OR VOLUNTARY, BASIS OF AUTHORITY FOR SUCH SOLICITATION, AND USES WHICH WILL BE MADE OF IT.</small>			
<small>JUVENILE FINGERPRINT SUBMISSION</small> <b>A6.16.</b> YES <input type="checkbox"/>	<small>DATE OF ARREST</small> <b>A6.17.</b> MM DD YY	<small>ORI CONTRIBUTOR ADDRESS</small> <b>A6.18.</b>	
<small>TREAT AS ADULT</small> YES <input type="checkbox"/>		<small>REPLY DESIRED?</small> YES <input type="checkbox"/>	
<small>SEND COPY TO (ENTER ORI)</small> <b>A6.19.</b>	<small>DATE OF OFFENSE</small> <b>A6.20.</b> MM DD YY	<small>PLACE OF BIRTH (STATE OR COUNTRY)</small> <b>A6.21.</b>	<small>COUNTRY OF CITIZENSHIP</small> <b>A6.22.</b>
<small>MISCELLANEOUS NUMBERS</small> <b>A6.23.</b>	<small>SCARS, MARKS, TATTOOS, AND AMPUTATIONS</small> <b>A6.24.</b>		
	<small>RESIDENCE/COMPLETE ADDRESS</small> <b>A6.25.</b>	<small>CITY</small> <b>A6.25.</b>	<small>STATE</small> <b>A6.25.</b>
<small>OFFICIAL TAKING FINGERPRINTS (NAME OR NUMBER)</small> <b>A6.26.</b>	<small>LOCAL IDENTIFICATION/REFERENCE</small> <b>A6.27.</b>		<small>PHOTO AVAILABLE?</small> YES <input type="checkbox"/> <b>A6.28.</b> <small>PALM PRINTS TAKEN?</small> YES <input type="checkbox"/>
<small>EMPLOYER: IF U.S. GOVERNMENT, INDICATE SPECIFIC AGENCY IF MILITARY, LIST BRANCH OF SERVICE AND SERIAL NO.</small> <b>A6.29.</b>		<small>OCCUPATION</small> <b>A6.30.</b>	
<small>CHARGE/CITATION 1.</small> <b>A6.31.</b>		<small>DISPOSITION 1.</small> <b>A6.32.</b>	
<small>2.</small> <b>A6.31.</b>		<small>2.</small> <b>A6.32.</b>	
<small>3.</small> <b>A6.31.</b>		<small>3.</small> <b>A6.32.</b>	
<small>ADDITIONAL</small> <b>A6.33.</b>		<small>ADDITIONAL</small> <b>A6.34.</b>	
<small>ADDITIONAL INFORMATION/BASIS FOR CAUTION</small> <b>A6.35.</b>		<small>STATE BUREAU STAMP</small> <b>A6.36.</b>	

**A6.2. Name Block.** Enter the subject’s name. The format is last name followed by a comma (,) first and middle name, if any. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.

**A6.3. Signature of Person Fingerprinted Block.** Obtain the signature of the person fingerprinted, in ink.

**A6.4. Social Security Number Block.** List the subject's social security number. Additional social security numbers used by the subject may be entered in the Additional Information/Basis for Caution block on the back of the fingerprint card (see [A6.35](#))

**A6.5. Alias/Maiden Name Block.** List other names used by the subject that are different than the name entered in the Name Block. Also, list the signature of the subject as an AKA name if the subject's signature is different from the name listed in the Name Block. Maiden names and all previous married names of females should be entered in the alias field, if known. If more space is needed, enter additional aliases in the Additional Information/Basis for Caution block (see [A6.35](#))

**A6.6. FBI Number Block.** Enter the assigned FBI number for the subject, if known. *NOTE:* In most cases, this block will be left blank.

**A6.7. State Identification Number Block.** For state use only.

**A6.8. Date of Birth Block.** Enter the date of birth in month, day, and year format. If a complete date of birth is not known, enter the approximate age.

**A6.9. Sex Block.** Sex must be indicated by either "F" (female) or "M" (male).

**A6.10. Race Block.** Race must be indicated by one of the following one-character alphabetic characters. Use "A" for Asian, "B" for Black, "I" for Native American, and "W" for White. Additional explanations of race categories are:

A6.10.1. "A" includes Pacific Islander, Chinese, Japanese, Polynesian, Korean, and Vietnamese.

A6.10.2. "B" includes African Americans.

A6.10.3. "I" includes Alaskan native, Eskimo, and Native American.

A6.10.4. "W" includes Caucasian, Mexican, Latin, Puerto Rican, Cuban, Central and South American, other Spanish culture or origin, regardless of race, and any person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

**A6.11. Height Block (3 characters).** Height must be expressed in feet and inches. Fractions of an inch should be rounded off to the nearest inch.

**A6.12. Weight Block (3 characters).** Weight must be expressed in pounds. Fractions of a pound should be rounded off to the nearest pound.

**A6.13. Eyes Block (3 characters).** Enter eye color by one of the three-character codes:

A6.13.1. **Black Eyes.** Use code "BLK."

A6.13.2. **Blue Eyes.** Use code "BLU."

A6.13.3. **Brown Eyes.** Use code "BRO."

A6.13.4. **Gray Eyes.** Use code "GRY."

A6.13.5. **Green Eyes.** Use code "GRN."

A6.13.6. **Hazel Eyes.** Use code "HAZ."

A6.13.7. **Maroon Eyes.** Use code "MAR."

A6.13.8. **Pink Eyes.** Use code “PMK.”

A6.13.9. **Unknown Color.** Use code “XXX.”

**A6.14. Hair Block (3 characters).** Enter hair color by one of the three-character codes:

A6.14.1. **Bald Head.** Use code “BAL.”

A6.14.2. **Black Hair.** Use code “BLK.”

A6.14.3. **Blond Hair.** Use Code “BLN.”

A6.14.4. **Brown Hair.** Use Code “BRO.”

A6.14.5. **Gray Hair.** Use Code “GRY.”

A6.14.6. **Red Hair.** Use Code “RED.”

A6.14.7. **Sandy Hair.** Use Code “SDY.”

A6.14.8. **White Hair.** Use Code “WHI.”

A6.14.9. **Unknown Color.** Use Code “XXX.”

**A6.15. Fingerprint Impression Blocks (Individual and Simultaneous).** It is very important that care be taken to roll the fingers from nail to nail when taking the individual finger impressions. This will help ensure legibility. Roll the prints in the correct sequence (giving strict attention to the right and left hand designations in the finger blocks) and obtain simultaneous “plain” impressions. Indicate amputated fingers or fingers missing at birth.

**A6.16. Juvenile Fingerprint Block.** Leave blank as we only submit fingerprints to the FBI on military personnel for UCMJ offenses.

**A6.17. Date of Arrest Block.** Enter the date the subject was arrested in month, day, and year format. For AFOSI purposes, this should be the date the matter was referred to a court-martial or the date command action was completed on an Article 15.

**A6.18. Send Copy To Block.** In most cases leave this block blank. When used, list the ORI numbers of other agencies if you want other agencies to receive the information.

**A6.19. Date of Offense Block.** Enter the date the offense was committed, if known.

**A6.20. Place of Birth (State or Country) Block.** List the state, territorial possession, province (Canadian), or country of birth. Use the correct abbreviation for foreign countries or correctly spell the name of the country. Do not list a county as a place of birth.

**A6.21. Country of Citizenship Block.** If born in the United States, list as “U.S.” Otherwise, list the country.

**A6.22. Miscellaneous Numbers Block.** Enter any identifying number associated with the subject such as a military service number, passport number, etc. List the number followed by the description, e.g. Passport Number 802985911. Some types of numbers (not an inclusive list) you may encounter are:

A6.22.1. US Air Force, Army, Navy, Marine, and Coast Guard service numbers.

A6.22.2. National Guard and ANG service numbers, regardless of state.

A6.22.3. Selective Service number.

A6.22.4. Veterans Administration Claim Number.

A6.22.5. Port security card number

A6.22.6. Passport number

A6.22.7. Alien registration number.

A6.22.8. Bureau Fugitive Index number.

A6.22.9. Canadian social insurance number.

A6.22.10. Royal Canadian Mounted Police identification number (referred to by the FBI as an “FPS Number”).

**A6.23. Scars, Marks, Tattoos, and Amputations Block.** List when appropriate. If individual is missing any fingers, make a comment here as to which fingers are missing that could not be fingerprinted.

**A6.24. Residence/Complete Address Block.** Enter the complete residential address including ZIP code.

**A6.25. Official Taking Fingerprints Block.** Print the name of the person taking the fingerprints.

**A6.26. Local Identification /Reference Number Block.** Enter case file number.

**A6.27. Photo and Palm Prints Taken Block.** Leave blank if a photograph and palm prints are not available. Otherwise, check the yes blocks when appropriate.

**A6.28. Employer Block.** List the branch of service, subject’s service number, and subject’s military unit of assignment and address.

**A6.29. Occupation Block.** Enter the narrative description of an Air Force Specialty Code or the subject’s position title. For example: Criminal Investigator, Information Manager, Manpower and Organization Specialist, Installation Commander, etc. **NOTE:** Do not list military occupational codes as civilian law enforcement agencies will not be able to interpret them.

**A6.30. Charge/Citation Blocks.** This block has space for three charges. If there are more than three charges, add additional charges (numbered 4, 5, 6, etc.) in the “ADDITIONAL” block (A6.33). If additional space is needed, use the “ADDITIONAL INFORMATION/BASIS FOR CAUTION BLOCK” (A6.35) or bond paper. You must describe charges in commonly known and understood descriptive terms (murder, rape, robbery, assault, possession of marijuana, use of cocaine, distribution of lysergic acid diethylamide, etc.) or by a commonly understood title.

A6.30.1. The charges shall be the same as those charges made at the judicial or nonjudicial proceeding even though the matters investigated in the report of investigation may be different.

A6.30.2. Do not list offenses solely by reference to a UCMJ punitive article or to a U.S.C. or other statutory provision. You must ensure that charges annotated are the charges being pursued through a court-martial or being disposed of via nonjudicial punishment.

**EXAMPLE:** Charge 1, Use of Marijuana, Article 112a, UCMJ

Charge 2, Distribution of LSD, Article 112a, UCMJ

Charge 3, Rape, Article 120, UCMJ

**A6.31. Disposition Blocks.** Leave blank.

**A6.32. Additional Block.** This is the “additional” block immediately under the “Charge/Citation blocks.” Use as directed in [A6.30](#).

**A6.33. Additional Block.** Leave blank.

**A6.34. Additional Information/Basis for Caution.** Use this block for additional data that does not fit in blocks provided such as additional dates of birth (4/25/50) or additional social security numbers (222441111) as mentioned in [A6.4](#). This block also provides space to provide any reasons why the law enforcement community should use caution when approaching the subject. For example, escape risk, armed and dangerous, proficient in the martial arts, suicidal, etc. In addition, use this block to explain why not all of subject’s fingerprints were taken, for example, if one or more fingers were bandaged or in a cast.

**A6.35. State Bureau Stamp Block.** Leave blank.



Figure A7.2. Sample Form R-84 (Reverse).

INSTRUCTIONS	
1.	The purpose of this report is to record the initial data of an individual's arrest and thereafter secure the <b>final disposition</b> of the arrest at the earliest possible time from either the arresting agency, the prosecutor or the court having jurisdiction. (INTERIM DISPOSITION INFORMATION, e.g., RELEASED ON BOND, SHOULD NOT BE SUBMITTED.) The SUBJECT'S NAME, CONTRIBUTOR AND ARREST NUMBER should be exactly the same as they appear on the fingerprint card IN THE FILES OF THE FBI. The FBI number should be indicated, if known. Agency ultimately making final disposition will complete and mail form to: <b>FBI Criminal Justice Information Services Division, Clarksburg, WV 26306.</b>
2.	<b>The arresting agency</b> should fill in all arrest data on left side of form and obtain the finger impressions of the right four fingers simultaneously. This should be done at the same time as the full set of fingerprints are taken on the arrest fingerprint card. If the arrest is disposed of by the arresting agency, as where the arrestee is released without charge, then the arresting agency should fill in this final disposition and mail form to FBI Criminal Justice Information Services Division. Of course, if final disposition is known when arrest fingerprint card is submitted it should be noted thereon and this form is then unnecessary. In the event the case goes to the prosecutor, this form should be forwarded to the prosecutor with arrestee's case file.
3.	<b>The prosecutor</b> should complete the form to show final disposition at the prosecution level if the matter is not being referred for court action and thereafter submit form directly to FBI Criminal Justice Information Services Division. If court action required, the prosecutor should forward form with case file to court having jurisdiction.
4.	<b>The court</b> should complete this form as to final court disposition such as when arrested person is acquitted, case is dismissed, on conviction and when sentence imposed or sentence suspended and person placed on probation.
5.	When arrested person convicted or enters guilty to lesser or different offense than that charged when originally arrested, this information should be clearly indicated.
6.	If subsequent action taken to seal or expunge record, attach certified or authenticated copy of court order to this form so that FBI can return arrestee's fingerprints to original contributor.
7.	It is <b>vitaly important</b> for completion of subject's record in the FBI Criminal Justice Information Services Division files that <b>Final Disposition Report</b> be submitted in every instance where fingerprints previously forwarded without final disposition noted thereon.
<hr/> <b>FOR ADDITIONAL INFORMATION</b> <hr/>	
A7.17.	
FPI-SST	

**A7.2. FBI No. Block.** Enter if known.

**A7.3. Name on Fingerprint Card Submitted to FBI Block.** Enter the last name followed by a comma (“,”), first name and middle name, if any, exactly as it appeared on the Form FD-249 you previously submitted to the FBI. Suffix denoting seniority (Jr., Sr., II, etc.) should follow the middle or first name.

**A7.4. Date of Birth Block.** Enter the date of birth in month, day, and year format exactly as it appeared on the FD-249 you previously submitted to the FBI.

**A7.5. Sex Block.** Enter “F” (female) or “M” (male) exactly as it appeared on the FD-249 previously submitted to the FBI.

**A7.6. Henry Fingerprint Classification Block.** Enter if known.

**A7.7. State Bureau No. (SID) Block.** Leave blank.

**A7.8. Social Security No. (SOC) Block.** Enter the subject's social security number.

**A7.9. Contributor of Fingerprints Block.** Complete information as required in [A6.18](#) and Table A6.1.

**A7.10. Arrest No. (OCA) Block.** Leave blank.

**A7.11. Date Arrested or Received Block.** Enter the date in month, day, and year format. For AFOSI purposes, this should be the date the matter was referred to a court-martial or the date command action was completed on an Article 15.

**A7.12. Offenses Charged at Arrest Block.** Follow the instructions in [Attachment 6, A6.30](#). Use the same information as submitted on the FD 249 for the subject.

**A7.13. Final Disposition & Date Block.** Enter disposition and the date of the disposition for each charge. Ensure the number of each disposition corresponds with the appropriate number of charges shown in the "CHARGE/CITATION" block of the FD 249 (see [A6.31](#)) and "OFFENSES CHARGED AT ARREST BLOCK" of the R-84. If you need more room, add additional numbered charges with dispositions in the "FOR ADDITIONAL INFORMATION" block (see [A7.17](#)). The dispositions shall be the final disposition in the judicial or nonjudicial proceeding (reference "Terms" in [Attachment 1](#))

*EXAMPLE:* Charge 1, guilty. 9/30/02

Charge 2, not guilty. 9/30/02

Charge 3, not guilty, but guilty of Carnal Knowledge, Article 120, UCMJ, 9/30/02

A7.13.1. Dispositions that are exculpatory in nature such as "dismissal of charges" or "acquittal" shall always be shown as "charges dismissed" or "acquitted," whichever is the case.

A7.13.2. The word "conviction" will only be used for crimes prosecuted at trials by General, Special, or Summary court-martial yielding a plea or finding of guilty.

A7.13.3. Adverse findings stemming from an Article 15 shall be recorded as "nonjudicial disciplinary action" and the punishment imposed recorded in "FOR ADDITIONAL INFORMATION" block (see [A7.17](#)).

**A7.14. This Form Submitted By Block.** Complete information as required in [A6.18](#) and table A6.1. from the Form FD 249. Include the printed name and signature, date, and title of the person taking the fingerprints or submitting the form.

**A7.15. Court Ordered Expungement Block.** Leave blank.

**A7.16. Right Four Fingers Taken Simultaneously Block.** Include the four fingerprints of the subject's right hand if using the old version of the R-84. This block is not available on the 11 May 1999 version of the R-84.

**A7.17. For Additional Information Block on the Reverse Side of Form R-84.** Use this to enter sentencing information from the final disposition of the judicial or nonjudicial proceeding. Dispositions must be shown in common language.

**EXAMPLE:** Sentence: Incarceration for nine months, reduction in pay grade from E-4 to E-1, total forfeiture of pay and allowances, and bad conduct discharge.

A7.17.1. A discharge, retirement, or resignation in lieu of a court-martial, or a finding of a lack of mental competence to stand trial shall be shown as the final disposition in those investigations where these dispositions occurred.

A7.17.2. Include any comments you believe necessary to either add to or explain entries on the front of the Form R-84, e.g. "This form corrects the Subject's date of birth, which was incorrectly shown on Form FD-249 as August 5, 1940."

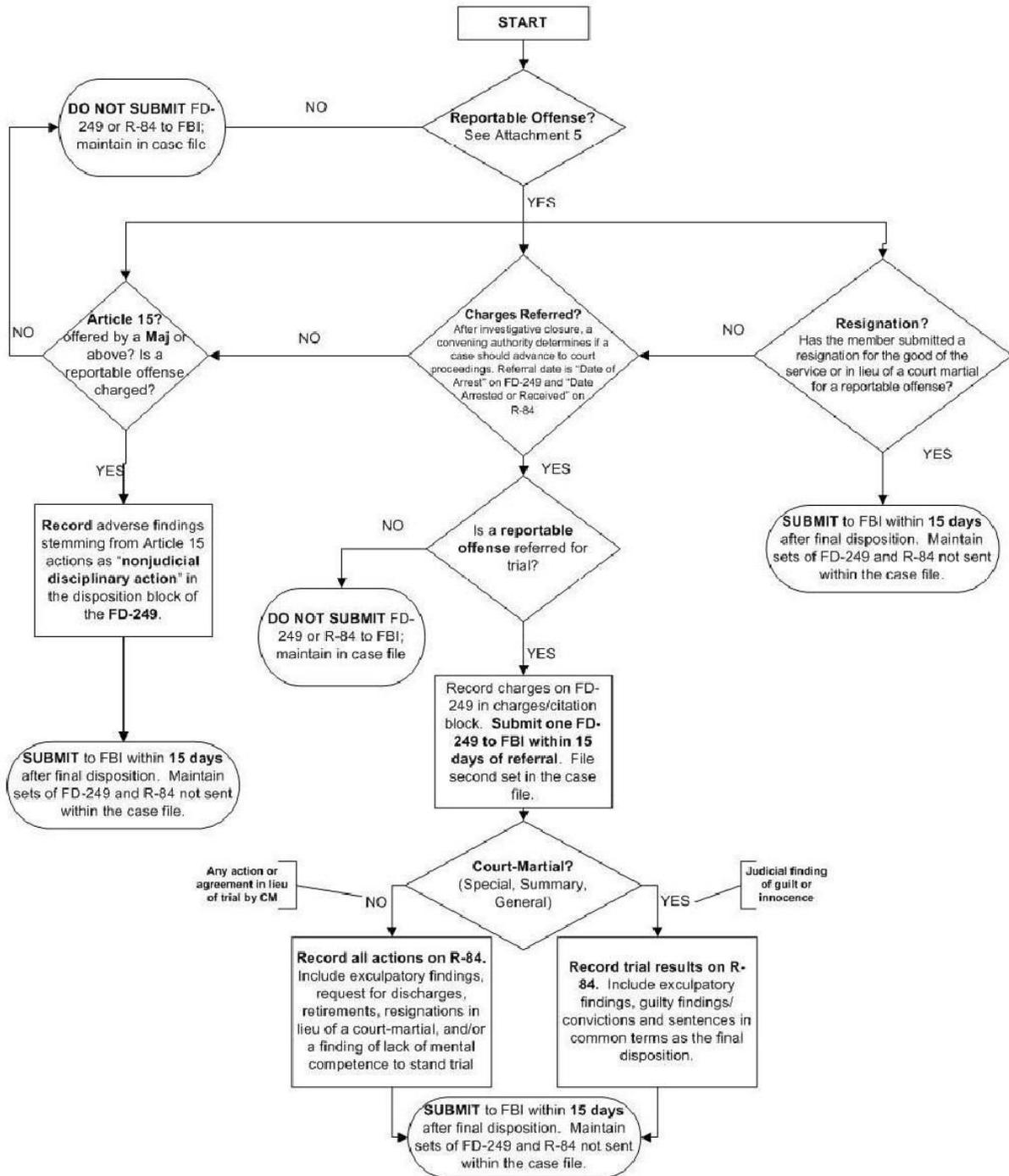
A7.17.3. Check the block on the bottom of the front side of the Form R-84, which reads: "If additional space is needed, check and continue on reverse side of this form."

**Attachment 8**

**FINGERPRINT SUBMISSION FLOWCHART**

**A8.1.** The flowchart in [Figure A8.1](#) is an attempt to clearly relay the process of suspect fingerprinting and is intended for use in conjunction with instructions.

Figure A8.1. Fingerprint Submission Flowchart.



FOR OFFICIAL USE ONLY

A8.1.1. Use the flowchart in [Figure A8.1](#) as a guide when submitting fingerprints and criminal history data for military subjects.

## Attachment 9

## SAMPLE AF FORM 797

Figure A9.1. Sample AF Form 797 (Note: Training References not accurate).

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
*	1	Understand/Explain Investigative Jurisdiction, Roles and Responsibilities (AFI 31-201, Chap 6; AFI 31-206, Chap 1, para 2.1, 2.2, 2.3 and Atch 2; AFH 31-218, V1, Chap 3; USFJI 31-203)				
*	2	Explain/Perform Investigative Purview (AFI 31-206, Atch 2)				
*	3	Explain/Perform investigations (AFI 31-206; FM 19-10 Part 3)				
*	4	Explain /Demonstrate use and protection of AF Form 688, Security Forces Investigator Credentials (AFI 31-206, para 2.2.)				
*	5	Explain/Demonstrate Military Justice (UCMJ Articles 1-25; RCM 201-204, 301-308)				
*	6	Explain/Demonstrate use of Investigative Matrix (AFI 31-206, Atch 2 and AFI 71-101, Atch 2)				
*	7	Arming and Use of Force (AFI 31-206, paragraph 2.4 and AFI 31-207)				
*	8	Carrying Concealed weapons Arming and Use of Force (AFI 31-206, paragraph 2.4 and AFI 31-207)				
*	9	Explain/Demonstrate use and protection of AF Form 523, USAF Authorization To Bear Firearms (AFI 31-207)				
*	10	Explain/Demonstrate Employment of Military Working Dog (MWD) Teams (FM 19-10, Chapter 11)				
*	11	Explain/Research crimes (MCM Articles 77 - 134)				
*	12	Explain/Demonstrate arson investigation (FM 19-20, Chap 20; MPI Handbook and UCMJ Art 126)				
TRAINEE NAME			CFETPLJQS NUMBER SF INV 3P071		PAGE NO. 1 of 10	

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINERS INITIALS
*	13	Explain/Demonstrate assault investigation (FM 19-20, Chap 16; MPI Handbook and UCMJ Art 128)				
*	14	Explain/Demonstrate bad checks investigation (FM 19-20, Chap 16; MPI Handbook and UCMJ Art 123a, 134)				
*	15	Explain/Perform the proper procedures for Obtaining Bad Checks from AAFES (AFI 31-206, paragraph 2.25)				
*	16	Explain/Perform the proper procedures for Obtaining Bad Checks from financial institutions (AFI 31-206 and DoD 5400.12)				
*	17	Explain/Demonstrate bomb threat investigation (FM 19-10 Chap 20; AF Form 440 and MPI Handbook)				
*	18	Explain/Demonstrate burglary, housebreaking and unlawful entry investigation (FM 19-20; MPI Handbook; UCMJ Art 129, 130, 134)				
*	19	Explain/Demonstrate computer crime investigations (MPI Handbook and SFOI Checklist)				
*	20	Explain/Demonstrate customs violations investigation (FM 19-20, Chap 17; MPI Handbook and UCMJ Art 122)				
*	21	Explain/Demonstrate drug abuse investigation (AFI 31-206, Atch 2 and MPI Handbook)				
*	22	Explain/Perform Financial Investigations (AFI 31-206, paragraph 2.21; DoD 5400.12; DD Form 2563, (RCS: DD-DA&M(A) 1538) and Financial Privacy Act of 1978)				
*	23	Explain/Demonstrate DD Form 2563, Department of Defense Right to Financial Privacy Act Report (AFI 31-206, para 2.21.7.1. and DoD 5400.12)				
*	24	Explain/Demonstrate forgery investigation (AFI 31-206, Atch 2)				
TRAINEE NAME			CFETP/JQS NUMBER SF INV 3P071		PAGE NO. 2 of 10	

JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
*	25	Explain/Demonstrate fraud against the U.S. Government investigation (FM 19-20, Chap 22)				
*	26	Explain/Demonstrate larceny investigation (FM 19-20, Chap 14 ; MPI Handbook and UCMJ Art 121)				
*	27	Explain/Demonstrate misconduct and suicidal gestures investigation (AFI 31-206, Atch 2)				
*	28	Explain/Demonstrate security violations investigation (AFI 31-206 and 31-401)				
*	29	Explain/Demonstrate Sexual Misconduct Investigation (AFI 31-206, para 2.22.; FM 19-20, Chap 18 and DoDI 5505.8)				
*	30	Explain/Perform the proper procedures for Fingerprinting Military Suspect Under Investigation (AFI 31-206, paragraph 2.24.; DoDD 5505.11; FD-249; R-84; FM 19-20, Chap 7 and FBI Bulletin)				
*	31	Explain/Demonstrate FD-249, FBI Fingerprint card (AFI 31-206 and FBI Bulletin)				
*	32	Explain/Demonstrate lifting Fingerprints from crime scenes and evidence (FM 19-20, Chap 7 and MPI Handbook)				
*	33	Explain/Demonstrate on-base vehicle death investigations (FM 19-20, Chap 19)				
*	34	Explain/Perform Legal Considerations and Provisions procedures (AFI 31-206; AFI 31-218; MCM; AFI 31-201 and ESBI G-5)				
*	35	Explain/Perform the proper procedures for Crisis Intervention/Crime and Incident Scene (AFI 31-201; MCM; Army FM 19-10 & 19-20; AFH 311-218 and AFOSIH 71-24)				
*	36	Explain/Perform Victim/Witness Assistance Program (VWAP) procedures (AFI 31-206, paragraph 2.23; DoDD 1030.1; AFI 51-201, and DD Form 2701)				
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JOBS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	37	Explain/Perform Line ups procedures (AFI 31-206, paragraph 2.13 and FM 19-20, Chap 4)				
*	38	Interviews/Interrogations/Statements/Confessions (AFI 31-206, paragraph 2.12; Article 31 UCMJ; 5th Amendment US Constitution; AF Form 1168; AF Form 3985; Jencks Act and AFVA 31-231)				
*	39	Explain/Perform the proper procedures for Release of Inmates or Detained Person (AFI 31-206, paragraph 2.12.; DD Form 2708; HQ USAF/CC, PACAF/CC and 18 SFS/CC Memo)				
*	40	Explain/Demonstrate Suicide Awareness (MPI Handbook)				
*	41	Explain/Perform indoor crime scene processing (FM 19-20, Chap 12; AFOSIH 71-124, and MPI Handbook)				
*	42	Explain/Perform outdoor crime scene processing (FM 19-20, Chap 12; AFOSIH 71-124, and MPI Handbook)				
*	43	Explain/Demonstrate vehicle crime scene (MPI Handbook)				
*	44	Explain/Demonstrate Crime scene photography (FM 19-20, Chap 3)				
*	45	Explain/Demonstrate crime scene sketch (FM 19-20, Chap 3 and MPI Handbook)				
*	46	Explain/Demonstrate assignment of case number(s) (AFI 31-206)				
*	47	Explain/Demonstrate logging and tracking of cases (SFOI Checklist)				
*	48	Explain/Demonstrate search and seizure procedures (AFI 31-201 Chap 8; AFI 31-201, V2, Chap 1; AFMAN 31-201, V2, para 1.1., 1.2.; FM 19-10, Chap 9; MRE 311-317 and 4th Amendment of the US Constitution)				
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINER'S INITIALS	TRAINEE'S INITIALS
*	49	Explain/Complete AF Form 1364, Consent for Search and Seizure (AFI 31-201, V2, para 1.1.4.4. and AFM 31-201, V7)				
*	50	Explain/Complete AF Form 1176, Authority to Search and Seize (AFI 31-201, V2, para 1.1.3. and AFM 31-201, V7)				
*	51	Explain/Complete search and seizure affidavit (probable cause statement) (AFI 31-201 V2, para 1.1.3.2. and AFI 31-201, V7, page 58)				
*	52	Explain/Demonstrate apprehension in on-base domicile (AFMAN 31-201 V2, para 2.1. and AF Form 3226)				
*	53	Explain/Demonstrate apprehension in off-base domicile (AFMAN 31-201 V2, para 2.2.)				
*	54	Explain/Perform the proper procedures for Handling Evidence (AFI 31-206, paragraph 2.6 and AF Form 52)				
*	55	Explain/Complete AF Form 52, Evidence Tag (AFI 31-206, para 2.6.1.1.; AFI 31-201, V7, para 1.1., Atch 2 and AFM 31-201, Vol 7)				
*	56	Explain/Complete Marking evidence: Time, Date, and Initials (AFI 31-206, para 2.6.1.2.)				
*	57	Explain/Demonstrate eight (8) step identification method description (MPI Handbook)				
*	58	Explain/Demonstrate procedures for recording evidence in evidence log book (AFI 31-206, para 2.6.1.2.)				
*	59	Explain/Demonstrate evidence inventory (AFI 31-206, para 2.6.1.8. and AR 195-5)				
*	60	Explain/Demonstrate evidence custodian's duties and responsibilities (AFI 31-206, and local checklist)				
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JOBS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
*	61	Explain/Demonstrate evidence storage procedures: Property, Firearms, Currency, and Drugs (AFI 31-206, para 2.6.)				
*	62	Explain/Demonstrate evidence disposition (AFI 31-206, para 2.6.)				
*	63	Explain/Demonstrate evidence destruction procedures (AFI 31-206, para 2.6.)				
*	64	Explain/Perform packaging and sending evidence to USACIL (FM 19-20, Appendix and USACIL Bulletins)				
*	65	Explain/Complete AF Form 1880, Forensic Laboratory Examination Request (AFI 31-206, and USACIL Bulletins)				
*	66	Explain/Demonstrate weighing of evidence (AFI 31-206 and MPI Handbook)				
*	67	Explain/Demonstrate Preservation of Evidence (FM 19-20 and MPI Handbook)				
*	68	Explain/Demonstrate Pharmacy Fold (MPI Handbook)				
*	69	Explain/Demonstrate casts and molds (FM 19-20, Chap 8 and MPI Handbook)				
*	70	Explain/Demonstrate glass fractures and fragments collection (FM 19-20, Chap 10)				
*	71	Explain/Demonstrate trace evidence collection (FM 19-20, Chap 11 and MPI Handbook)				
*	72	Explain/Demonstrate controlled area procedures (Evidence room) (AFI 31-101)				
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS
*	73	Explain/Perform testimonial evidence procedures (AFMAN 31-201 V2 Chap 6 and MPI Handbook)				
*	74	Explain/Perform Records Checks procedures (AFI 31-206, paragraph 2.15, 2.19, 2.29; AFI 31-201, chapter 9; AF Form 686, AFLETS/SFMIS/AMJAMS/ DCII & NCIC Checks)				
*	75	Explain/Complete an AF Form 686, Substantive Investigative Records Check Summary (AFI 31-206, paragraph 2.1.5.)				
*	76	Explain/Perform Unit personnel Record Group (UPRG) check procedures (SFOI Checklist)				
*	77	Explain/Perform Personal Information File (PIF) procedures (SFOI Checklist)				
*	78	Explain/Demonstrate Medical Records Review (SFOI Checklist)				
*	79	Explain/Perform Investigative Checks: DCII/NCIC, AMJAMS, SFMIS (SFOI Checklist)				
*	80	Explain/Demonstrate scheduling interviews (MPI Handbook)				
*	81	Explain/Demonstrate Right Advisement (UCMJ Article 31; 5TH Amendment of U.S. Constitution; MRE 304, 305 and AFMAN 31-102 V2, Chap 3)				
*	82	AFVA 31-231, Advisement of Rights Card (AFI 31-206)				
*	83	AF Form 1168, Statement of Suspect/Witness/Complainant (AFI 31-201 Chap 14 and AFM 31-201, V7)				
*	84	Explain/Demonstrate Interview and Interrogations (AFI 31-201 V2, Chap 4; AFI 31-206, para 2.12.; FM 19-10, pg 153-156, and FM 19-20, Chap 5)				
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION					
			START DATE	COMPLETION DATE	TRAINER'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)	
*	85	Explain/Demonstrate Custodial and Noncustodial interviews (AFI 31-201 V2 and MPI Handbook)						
*	86	Explain/Demonstrate Admissions and Confessions (MPI Handbook)						
*	87	Explain/Demonstrate Child Interviews (MPI Handbook)						
*	88	Explain/Complete an AF Form 3545, Incident Report (AFI 31-206, paragraph 2.14 and AFI 31-201, V7)						
*	89	Explain/Complete an Report of Investigations (ROI) (AFI 31-206, paragraph 2.14, Atch. 3; AF Form 3545; (RCS: DD-P&R(M) 1973); AF Form 445; AF Form 3545; AF Form 3986 and AF Form 3986)						
*	90	Explain/Demonstrate/Identify victim and/or witness case procedures (AFI 31-206, para 2.23.7.)						
*	91	Investigator case notes (AFI 31-206, para 2.14.2 and MPI Handbook)						
*	92	Explain/Demonstrate use of AF Form 445, Report Of Investigation (ROI) Cover Sheet (AFI 31-206, para 2.14.1)						
*	93	Explain/Complete AF Form 3986, Case File Document Outer Envelope (AFI 31-206)						
*	94	Explain/Complete AF Form 3987, Case File Document Inner Envelope (AFI 31-206)						
*	95	Explain/Demonstrate Privacy Act Information (AFI 33-332 and AFM 31-201, V7)						
*	96	Explain/Perform Release of Information procedures (AFI 31-206, paragraph 2.16 and AFI 51-201)						
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS								
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION					
			START DATE	COMPLETION DATE	TRAINEE'S INITIALS	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)	
*	97	Explain/Perform Verbal Inquiry Effective Witness (VIEW) Questionnaire (AFOSI View Handbook)						
*	98	Explain/Perform investigative OPSEC/COMSEC procedures (SFOI Checklist)						
*	99	Explain/Demonstrate use and maintenance Notice of Representation (SFOI Checklist)						
*	100	Explain/Demonstrate phone trace (SFOI Checklist)						
*	101	Explain/Demonstrate Internal Affairs (IA) investigations (MPI Handbook)						
*	102	Explain/Demonstrate On-call investigator procedures (SFOI Checklist)						
*	103	Explain/Complete/Perform Crime Update briefing (SFOI Checklist)						
*	104	Explain/Demonstrate Investigative activity plan on & off-base (MPI Handbook and SFOI Checklist)						
*	105	Explain/Demonstrate Investigative activity blotter entries (MPI Handbook)						
*	106	Explain/Demonstrate Surveillance Operations (FM 19-10, pg 156-158 and FM 19-20, Chap 2)						
*	107	Joint Surveillance Unit (JSU) (SFOI Checklist)						
*	108	Explain/Complete AF Form 1109, Visitor Register Log (AFM 31-201, V7)						
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JOB QUALIFICATION STANDARD CONTINUATION/COMMAND JQS						
CRITICAL TASK	TASK NUMBER	TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	CERTIFICATION			
			START DATE	COMPLETION DATE	TRAINER'S INITIALS	CERTIFIER'S INITIALS (IF REQUIRED)
*	109	Explain/Demonstrate AF Form 1359, Report of Result of Trial use and maintenance (SFOI Checklist)				
*	110	Explain/Complete AF Form 3907, Security Forces Field Interview Data (AFM 31-201, V7)				
*	111	Explain/Complete AF Form 3226, Authority to Apprehend in Private Dwelling (AFI 31-201 Chap 14 and AFM 31-201, V7)				
*	112	Explain/Complete AF Form 3985, Interview Record (AFI 31-206)				
*	113	Explain/Complete DD Form 2701, Initial Information for Victims and Witnesses of Crime (VWAP Handbook)				
*	114	Explain/Demonstrate DD Form 2704, Victim/Witness Certification and Election Concerning Inmate Status use and maintenance (SFOI Checklist)				
*	115	Explain/Complete DD Form 2708, Receipt for Inmate or Detained Person (AFM 31-201, V7)				
*	116	Explain/Complete SF Form 701, Activity Security Checklist (End of Day Checks) (SFOI Checklist)				
*	117	Explain/Complete SF Form 1164, Claim for Reimbursement for Expenditures on Official Business (AFI 31-206, para 2.5.)				
*	118	Explain/Complete 18 SFS/SFOI ID Log (SFOI Checklist)				
*	119	Explain/Complete 18 SFS/SFOI Crime Scene Examination Worksheet (SFOI Checklist)				
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