

**BY ORDER OF THE COMMANDER
RAF LAKENHEATH (USAFE)**

LAKENHEATH INSTRUCTION

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Security

GUIDANCE FOR PRISONERS



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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It is designed to give guidance to confinees, and explain programs available to them during their stay at the United Kingdom Corrections Facility (UKCF). It contains information essential to the well-being and proper conduct of confinees. Confinees will study this instruction carefully, keep it in their possession and return it to the correctional staff upon their release. This instruction applies to all personnel confined at the UKCF. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

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for Identification and Entry Authority (June 11, 1977, 62 FR 31793) is available at <http://privacy.defense.gov/notices/usaf/>.

SUMMARY OF CHANGES

This instruction adds **Attachment 2** Confinement/Corrections Facility Offenses, **Attachment 4** Plan of the Day, and **Attachment 5** Rank Insignia of the United States Armed Forces. It revises Custody Classifications IAW AFMAN 31-115V1, *Air Force Corrections System* and Dining Facility (DFAC) procedure and replaces hospital scrubs with Physical Training (PT) gear.

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1. UKCF Mission. To manage, supervise and direct confinees confined in the UKCF, and to provide for the health and welfare of confinees. To provide proper administration and coordination involving the transfer of confinees and necessary guidance associated with overseeing the operation of the facility.

2. UKCF Environment. In any environment where individuals must reside together as members of a community, certain rules and restrictions are established. This ensures the safety, security, and welfare of each individual within the community. These rules are designed for the

confinee's welfare, yet every rule may not be outlined specifically. UKCF staff will ask the Non-Commissioned Officer in charge (NCOIC), Confinement or higher authority in any case not covered by instruction or guidance. By following orders, obeying rules and instructions, and giving full cooperation in all regards to the UKCF staff, confinees will be preparing for either return to duty or to civilian life. Failure to comply with these rules, or failure to cooperate with UKCF staff, may result in action as prescribed by AFMAN 31-115V1, or the Uniform Code of Military Justice (UCMJ). See [Attachment 2, Figure A2.1](#) (Confinement/Corrections Facility Offenses).

3. Roles and Responsibilities. Staff personnel assigned to the UKCF are responsible for the safe custody of confinees until released by proper authority, and to assist confinees in self-improvement and adjustment to acceptable standards.

4. Attitude, Behavior, and Work Performance. A confinee is a generic non-specific reference to an incarcerated person who is "either" a pretrial detainee or a post-trial inmate. Pre-trial confinee are considered lawfully detained by legal definition. Therefore, all pre-trial confinee are considered detainees, not inmates. An inmate is a person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority whether or not the sentence has been ordered approved by convening authority. Regardless of current pre-trial rank or post-trial previous rank, confinees do not hold positions of authority nor supervise any confinees. All Airmen and Non-Commissioned Officers (NCOs) placed in Confinement staff positions have been appointed to this position by an officer. Therefore, all Confinement Guards have authority over confinees when making decisions affecting this facility, enforcing written or oral policies, and guidelines. Any inappropriate action of a confinee will have a consequence. Confinees will maintain their dignity, respect the rights of others, and practice common social courtesies. Confinees will not fight the system or become disruptive toward the UKCF staff or other confinees. When a confinee becomes belligerent, the order of "Deck" will be called out. Confinees will sit on the ground, legs crossed, and their fingers interlaced behind their head without saying anything. See [Attachment 3, Figure A3.1](#) (Deck Demonstration). Confinees will follow the Plan of the Day. See [Attachment 4, Figure A4.1](#) and [A4.2](#) (Plan of the Day).

5. Lawful Orders. Confinees will promptly and fully obey all verbal and written orders given by competent military authority. If they feel they have just cause for a complaint concerning an order, they may request an interview with the Confinement Officer or the NCOIC, United Kingdom (UK) Corrections using a Department of Defense (DD) Form 510, *Prisoner Request*, as prescribed by Army Regulation 190-47, *The Army Corrections System*, after they obey the order. Posted orders will not be marked, defaced, destroyed, withdrawn, or tampered with by a confinee.

6. Military Courtesy and Reporting Procedures. Courtesy reflects attitude and adjustment, and is an important indicator of proper behavior.

6.1. When reporting to a commissioned officer, confinees are required to salute (unless the confinee has received an executed punitive discharge) and address them as "Sir" or "Ma'am," as applicable. Enlisted personnel will be addressed by their full rank. For example, "Technical Sergeant" or "Senior Airman." Confinee will learn all ranks. See [Attachment 5, Figure A5.1](#) and [Figure A5.2](#) (Rank Insignia of the United States Armed Forces).

6.2. When being inspected by a commissioned or non-commissioned officer, confinees will stand at attention until the inspector directs otherwise or departs.

6.3. Confinees standing outside during reveille or retreat will render all proper military courtesies.

6.4. Confinees will stand at attention when addressed by any active duty military individual in the performance of their duties.

6.5. Confinees will rise and stand at the position of attention when any member of the UKCF staff enters the confinee's living areas, to include any area beyond the doorway from the guard station to the day room. If a commissioned officer enters the confinee's living area, the first confinee to observe them will call the facility to "ATTENTION." Exceptions would be if there is an individual of equal or higher rank already within the facility. When given the order "CARRY ON" or "AS YOU WERE," etc., confinees will assume the position of parade rest.

6.6. When non-confinee personnel walk through the facility, confinees will move to the side of the area or hallway and assume the position of attention. When instructed to "CARRY ON" or "AS YOU WERE," etc., the confinee will continue with what they were doing. At no time will any confinee walk past a staff member or visitor in the facility without the explicit permission of the staff member present. To pass a staff member, you will stop six (6) paces in front of them at attention, give your reporting statement, and ask "PERMISSION TO PASS?" The staff member will then either say "YES" or "NO."

7. Reporting Procedures. When reporting to any UKCF Staff member the following procedures will be strictly adhered to:

7.1. Confinees will stand at the position of attention and render a reporting statement starting with the individuals rank (example: "Staff Sergeant, Inmate/Detainee reports") and remain at attention until instructed otherwise.

7.1.1. Before reporting to the guard station, confinees will ensure they are in full uniform.

7.1.1.1. If required to report during facility clean up, the pre-approved modified uniform allowed during clean-up will be authorized.

7.1.1.2. If it is during free time, confinees will remain in the uniform of the day, Airmen Battle Uniform (ABU), if the confinees do not have any other appointments for the day, in which they must leave the facility (i.e. meals). If confinee has a maximum custody grade, or is in some form of segregation, PT gear may be worn as soon as free time commences.

7.1.2. When reporting to the guard station, stop at the doorway, knock once, and wait to be acknowledged. Once acknowledged, enter the office area, stand at attention in front of the UKCF rule board, and face the front of the desk. Once acknowledged, render reporting statement. Remain at attention until instructed otherwise. Once you are no longer required at the guard station, the Confinement Guard will dismissed you to continue your details, free time etc. At this time you will fall back through the door closing it behind you.

7.1.3. When reporting by Call Box, press the button once and wait to be acknowledged. Once acknowledged, render a reporting statement.

8. General Rules of the UKCF. The following practices and behaviors are prohibited or regulated as indicated. Violation of these rules may result in disciplinary action. Questions regarding these rules will be addressed to the on-duty Confinement Guard, NCOIC, UK Corrections, or Confinement Officer.

8.1. Accessories or Jewelry. Wearing of wrist bands, head bands, ankle bands, decorative beads, earrings, threads, symbols, and other items are unauthorized as part of the uniform. These items will not be worn inside or outside the facility. The only piece of jewelry allowed will be a wedding ring unless it has precious stones in it.

8.2. Arson. Igniting or attempting to ignite anything within the facility to cause damage or which could reasonably be expected to cause injury, damage or death.

8.3. Assault. To inflict bodily harm on another, or threaten to do so by implication or communication.

8.4. Being Unsanitary or Untidy. Failure to keep one's self, clothing, or cell area sanitary.

8.5. Breach of Peace. Any action, communication, behavior, or threat that disturbs or threatens the peace or good order of the facility. This includes, but is not limited to, excessive noise and profanity. Quiet hours are enforced during lights on/off.

8.6. Bribery. Giving or offering any service or item to another to influence them in the performance of their official duties.

8.7. Chain of Command. Confinees will use the chain of command when attempting to resolve problems. The chain of command is the on-duty Confinement Guard, NCOIC, UK Corrections, and then the Confinement Officer. A DD Form 510 will be used in all cases when requesting to confer with the Confinement Officer.

8.8. Clothing Alteration. Mutilation, unauthorized alteration, or unauthorized marking or lettering of any part of the uniform.

8.9. Communication. At no time will confinees fraternize or communicate with anyone outside the facility, except for official business. Personnel desiring communication with a confinee will be instructed to contact the UKCF staff. This applies to verbal and non-verbal communication.

8.10. Conspiracy. Conspiring, soliciting, aiding, or witnessing another commit, or attempt to commit any prohibited act. Witnessing these acts shall only be considered an offense if it is not reported when witnessed.

8.11. Contraband. Any item not specifically authorized by proper authority to be in the possession of, or in the cell of a confinee, is considered contraband, and therefore prohibited. Confinees must have written permission from the Confinement Officer or NCOIC, UK Corrections for any items not specifically authorized in this instruction.

8.12. Counterfeiting. Forging, unauthorized reproduction, or alteration of any document, money, article of identification, or official paper.

8.13. Damaging or Destroying Property. Defacing or destroying property not belonging to oneself.

- 8.14. Disobedience. Disobeying any lawful order, or failure to comply with an order in a timely manner.
- 8.15. Disrespect. Improper behavior towards any individual, branch of service, or government entity, to include contemptuous language about them or actions toward them. Disrespect can be conveyed by other means such as rolling of eyes, disobeying or not acknowledging the orders of the staff.
- 8.16. Escape. Conspiring, leaving, or attempting to leave the facility, detail, or job site without authorization.
- 8.17. Extortion. Demanding or receiving anything, to include services, from another under threat of harm, disgrace, or exposure to authorities.
- 8.18. False Statement. Lying to a staff member about any matter, official or unofficial, either verbally or in writing.
- 8.19. Free Time. Free time is defined as that time after passing the evening inspection or as designated by the Confinement Officer or NCOIC, UK Corrections. Confinees may remain in the uniform of the day or change into authorized service PT uniform. Only the blouse may be removed if remaining in the uniform of the day. All PT clothing will have sleeves. Free time is a privilege and may be revoked by the Confinement Officer or NCOIC, UK Corrections for violations of facility rules.
- 8.20. Gambling. Participation in any game of chance for any stake, use of authorized recreational equipment for games of chance, or use or possession of gambling paraphernalia.
- 8.21. Guard Manipulation. Any manipulative action or attempt to gain any unauthorized benefit. This includes, but is not limited to lying to a staff member, angering staff members, ingratiating oneself with a staff member, or bypassing the chain of command.
- 8.22. Hair Styling. Hair must comply with service directives on personal appearance. Hair must be fully combed before departing the facility. Confinees will not have excessive grooming aids, gels, or modified styles.
- 8.23. Indecent Exposure. Any act or incident of public exhibition other than personal hygiene.
- 8.24. Intoxicants. Possession, introduction or use of any narcotic, drug or intoxicant, or associated paraphernalia not prescribed by competent medical authority.
- 8.25. Lights ON/OFF. Lights in the facility will be turned off at 2100, Sunday through Thursday, and 2200, Friday and Saturday and days preceding holidays. Lights in the facility will be illuminated at 0500, Monday through Friday, and 0600, Saturday, Sunday, and United States (US) Federal Holidays. Confinees will be in bed five minutes prior to lights out and will get out of bed as soon as the lights are turned on. Quiet hours are enforced during these times.
- 8.26. Lock Tampering. Tampering with locking devices or any other security equipment in any manner, to include any obstruction of door openings or closings, or interfering with audio and video monitors.
- 8.27. Loitering. Lingering, moving slowly, stopping or pausing in any area during individual or mass movement. This includes:

- 8.27.1. Standing idle during facility clean up.
- 8.27.2. Taking more than 20 minutes to consume a meal.
- 8.27.3. Laying down in or on beds during duty hours except as authorized by proper authority.
- 8.27.4. Sleeping on the couches or chairs during duty hours.
- 8.28. Malingering. Self-inflicted injury or fraudulent claim of injury or illness contrived for the purpose of avoiding a detail, appointment, or labor.
- 8.29. Medicine Misuse. Use, possession, or storage of medication except as authorized by the Confinement Officer, or failure to take required medication at the prescribed time.
- 8.30. Movement With-in the Facility. Confinees will not be in the cell area or the television room except on free time, or as authorized by the on-duty Confinement Guard, NCOIC, UK Corrections or Confinement Officer.
 - 8.30.1. If there is a confinee in a segregation cell, for whatever reason, confinees will not be allowed to enter the hallway without being escorted by the UKCF staff.
 - 8.30.2. Female Confinees are not permitted into the right hallway without being escorted by a UKCF Staff Member.
- 8.31. Mutilation. Tattooing, marking, piercing, or maiming any part of the body of oneself or another person.
- 8.32. Out of Place. Confinees who are not at their designated detail, assigned bed, cell area or any area while under escort, are considered to be out of place.
- 8.33. Personal Obligations. Confinees will not request to have anyone accomplish anything for them without prior approval from the Confinement Officer, NCOIC, UK Corrections or the on-duty Confinement Guard. The only exception is that the confinee's lawyer may be requested to take care of case-related matters.
- 8.34. Physical Contact. There will be no physical contact between any confinee. Example: No arm wrestling, holding hands, etc.
- 8.35. Provoking Speech or Gesture. Verbal or written communications or physical gestures that may anger or provoke another into performing a prohibited act.
- 8.36. Rations Misuse. Throwing, wasting or adding any foreign substance(s) to food or drink or using any ration for any purpose other than for which it is intended, such as for making intoxicants.
- 8.37. Staff Harassment. Any comment, question, or conversation intended to, or which may reasonably be expected to, anger or irritate a staff member. Such communications shall be considered staff harassment when directed to or overheard by a staff member.
- 8.38. Smoking. Smoking is not permitted in the UKCF.
- 8.39. No Sexual Contact is permitted.
- 8.40. Theft. Taking or possessing another person's private or military property without authorization.

8.41. Trafficking. Passing, receiving, lending, buying, or trading any item within the facility is prohibited, except as authorized.

8.42. Weapons Offenses. Construction, introduction, possession, use, or threat to use any weapon is expressly forbidden. Weapons include, but are not limited to, guns, knives, clubs, brass knuckles, saps, blackjacks or any hard or heavy object in a sock or other container. Weapons may be any object used to intimidate or assault another individual.

8.43. Writing Violations. Publication, distribution, or possession of any motto, creed, saying, or drawing within the confinee population that has not been approved by the Confinement Officer or NCOIC, UK Corrections. Daily diaries detailing events within the UKCF are not authorized.

9. Confinee Inspections. Confinees will be searched and inspected for weapons or contraband when entering or exiting the facility, before and after each visit, or any time the on-duty Confinement Guard deems it necessary.

9.1. During each inspection, confinees will remove all items from their person and place them in their hat on the ground beside themselves. Confinees will also unbutton all pockets on their blouse and remove it. Then they will unbutton all pockets on their trousers and turn them inside out and assume the position of attention until otherwise directed. In addition, confinees may be required to undo their belts and top two buttons of their pants and take off their boots. **Note:** All items brought back from appointments will be inspected for contraband.

9.2. When asked the question “Are you secure?” the confinee’s reply will be either “yes or no, rank of UKCF staff member.” When given the order “ASSUME THE POSITION” confinees will raise their arms so they are parallel to the floor with palms facing up, fingers spread apart, and feet spread shoulder width apart.

9.3. When given the order “RECOVER” confinees will return to the position of attention. When told to do so, the confinee will readjust their uniforms, affix or secure their reflective belt, and assume the position of attention unless otherwise directed.

9.4. All confinees will be searched and inspected by a staff member of the same gender, out of sight of all opposite gender confinees and other staff members. **Note:** If no same gender staff member is present, a Security Forces member from the current flight working will try to be utilized; if none are available, another SF member will be present for the search.

9.5. There will be a facility search conducted randomly, as directed by the Confinement Officer or NCOIC, UK Corrections. The frequency of facility searches will depend upon the amount and type of contraband discovered. This is in addition to daily standby inspections for cleanliness.

9.6. There will be at least two daily sanitation inspections. Free time will not commence until the facility passes the final inspection for cleanliness, sanitation, and proper arrangement of furniture unless otherwise directed by the Confinement Officer or NCOIC, UK Corrections.

9.6.1. Before the nightly inspection takes place, confinees will call the Confinement Guard via the call box, give a reporting statement and say, “FACILITY IS READY FOR INSPECTION, PERMISSION TO FALL OUT WITH TRASH?”

9.6.2. When the Confinement Guard answers, the confinee will grab the trash bag out of the right side hallway wall locker and proceed with the instructions from 7.1.2.

9.7. UKCF staff personnel may conduct no-notice inspections of lockers and personal areas at any time.

9.8. Military Working Dog (MWD) Drug Detector teams may conduct no-notice inspections of the facility, lockers and personal areas as directed by the Confinement Officer, NCOIC, UK Corrections, or the Defense Force Commander (DFC).

9.9. On-duty Confinement Guards will personally inspect confinees returning from details or appointments for signs of alcohol or drug use. Field Sobriety Tests or mechanical testing may be used as deemed necessary by UKCF staff. If probable cause exists, authority to search and seize the blood or urine of the confinee will be requested by the search authority designated by the Installation Commander.

9.10. All confinees will provide a urine sample for drug and alcohol testing and a blood test as part of facility in-processing.

9.11. All computer disks will be inspected for unauthorized communications entering and leaving the facility.

10. Personal Hygiene and Appearance. Sanitation of your body and clothes is a requirement within the UKCF.

10.1. Confinees will shower and change into clean clothes daily. Clothing will be laundered as needed. Confinees will ask to use the washer and dryer prior to use. At least one clean uniform will be available at all times.

10.2. Female confinees laundry procedures. The on-duty Confinement Guard will escort female confinees to the communal bay area where they will utilize the facility's washer and dryer. All male confinees will wait in the day room or television room during this time. If a male confinee needs to enter the communal bay area they will notify the on-duty Correctional/Supervisor. Once given permission to enter communal bay they will do so and depart the area as soon as possible. Periodic checks of the laundry will be made by the female confinee under escort until completion of her laundry. At no time will a male confinee accept laundry from a female confinee to clean.

10.2.1. Confinees are only authorized to wash their laundry on Mondays, Wednesdays, and Fridays; everyone will do their own laundry, and there will be no sharing of washers and dryers.

10.2.2. Male and female confinees will wash their bed linen every Saturday. Confinees will fold and place their linen at the foot of their bed until it is their turn to utilize the washer. See [Attachment 6, Figure A6.1](#). (Bed Linen Display).

10.3. All confinees will inform the on-duty Confinement Guard when they use the latrine, take a shower, or change clothes so the closed circuit television can be turned off during these times. All confinees will let the Confinement Guard know when they are finished within a reasonable time (5-8 minutes).

10.4. All male confinees will shave daily unless excused by medical authority. In the event a confinee receives a temporary medical profile for shaving, the confinee must keep his beard

trimmed to not more than a 1/4 of an inch in length or as directed by medical personnel. All male confinee will receive two haircuts per month by a licensed barber, in full compliance as prescribed by their services' regulations.

10.5. Confinees identified in pay status will pay for their haircuts through the Personal Deposit Fund (PDF). Confinees identified in non-pay status will have haircuts paid for through the parent squadron's Operation & Maintenance (O&M) Funds.

10.6. Beautician Services. Female confinees may make appointments to utilize on-base beautician services. The parent unit will provide escorts. Alternatively, they may use the scheduled barber services of male confinees if this is acceptable to the confinee. Females will have their hair in accordance with their services' regulation at all times.

10.7. Uniforms will be worn according to applicable service regulations.

10.8. Appropriate footwear will be shined at all times, even when on display.

10.9. Fingernails will be kept trimmed to fingertip length. Females will have fingernails in full compliance as prescribed by their services' regulations.

10.10. Shower shoes may be worn anywhere within the facility during free time.

10.11. PT gear will be considered the appropriate lounge and sleep wear within the facility.

10.11.1. As a minimum, males must wear underwear and females must wear underwear and a bra underneath the PT gear during free time.

10.11.2. Confinees may sleep above or beneath the bed linen.

10.11.3. Footwear will be worn at all times within the facility with the exception of lying in bed.

11. Meal Breaks. Three meals a day are provided by the on base DFAC and in rare cases, the Medical Facility cafeteria or RAF Mildenhall's DFAC. Certain rules must be followed while eating at those facilities and at the corrections facility.

11.1. Food will not be consumed within the UKCF except in the case of confinees in maximum custody, segregation, or confinees directed to remain in the facility during meal times. Confinees in medium, will go to the DFAC and go through the line whether or not they intend to eat. Declining the opportunity to eat constitutes a voluntary forfeiture of that meal and no meal will be provided until the following meal period. Forfeiture of meals for three consecutive days will result in the confinee receiving a medical evaluation. Confinees will pick up all three utensils (fork, spoon, and knife) even if they will not be used. Conversations in moderate tones are permitted between confinees seated at the same table only. Detainees will sit at a different table than inmates. If a meal is to be consumed in the corrections facility, confinees will stand at attention until the meal is placed on the table by the on-duty Confinement Guard. Confinees will ask, "PERMISSION TO SIT?" Upon sitting, the confinees may eat.

11.2. When confinees are finished with their meals, they will place all three utensils in a group for easy accountability. Confinees will notify the Confinement Guard via the intercom. When instructed, stop at the doorway, knock once, and wait to be acknowledged. Once the command "FALL OUT" is given, confinees will open the black door, open the

container, showing all utensils to the Confinement Guard, and proceed to drop the container in the trash bin.

11.3. When meals are consumed at the DFAC, you will adhere to the following procedures without issue or disregard. When instructed to prepare for chow, you will put away all cleaning supplies and ensure your cell block is in inspection order. You will grab your ABU top, ABU cap, canteen, reflective belt, cold weather gear (if needed), and flashlight (in hours of darkness). After gathering all your gear and ensuring the cell block is in inspection order, you will then fall out to the black door and knock once. Once given the command “FALL OUT”, you will then open the black door, fall out, close the door behind you, fall in front of the UKCF Rules, and set your cold weather gear, cap, and canteen to the side. Confinees will “ASSUME THE POSITION”. Upon completion of the frisk, confinees will put on their cold weather gear, reflective belt, ABU cap, and ID badge. The ID badge will always be worn on the outermost garment on the left hand side of the wearer. The on-duty Confinement Guard will instruct the confinee to cross the red line and fall onto the red feet facing the wall. The on-duty Confinement Guard will then have the confinee fall onto the black feet just outside the front door. The on-duty Confinement Guard will take the most direct path to the DFAC. Confinees will stop at any intersection or crosswalk and await for the guard to stop traffic and give commands to cross the street. Confinees will stop upon reaching the other side and wait until told to proceed on the path to the DFAC.

11.3.1. Upon arriving at the DFAC, confinees will stop at attention a few feet from the first set of double doors, will say the reporting statement, and ask for “PERMISSION TO ENTER THE DINING FACILITY.” Due to the nature of the DFAC, the realism for each confinee to say their reporting statement multiples times is not practical. Therefore, confinees will only say the reporting statement upon entering and leaving the DFAC. Confinees will ask for permission to grab any items. For example, “PERMISSION TO GRAB A TRAY?”, “PERMISSION TO SIT?”, and “PERMISSION TO GET CONDIMENT?” Confinees will enter through the use of the right door, turn right to face the wall/control panel, and put the ABU cap, reflective belt, gloves, and flashlight away. Confinees will face towards the next set of double doors and will ask “PERMISSION TO ENTER.” Confinees will wait until told to proceed. Upon given the command to proceed, confinees will head towards the food trays. Once the tray and a salad (if requested) is grabbed, confinees will continue walking towards the food line and ask “PERMISSION TO GO LEFT or RIGHT”. All confinees will follow the first confinee in line.

11.3.2. Confinees will not argue with DFAC personnel. The Confinement Guard will be contacted if problems concerning DFAC personnel arise over any issue. Confinees may communicate with DFAC staff about their meals only. Confinees will not communicate with other military or civilian patrons at the DFAC.

11.3.3. Confinees are not authorized to have caffeine, including coffee and soda or any kind of dessert except for one Nutri-Grain bar. Once all confinees’ Common Access Cards (CAC) are scanned at the register, confinees will walk back towards the salad bar and tray area. Confinees will make a right turn into the eating area going towards the utensils and ask for permission to retrieve the utensils and condiments separately. Confinees will ensure they grab one of each, fork, knife, and spoon. Confinees will pick up their tray and head towards the reserved table for On-Duty Security Forces Personnel.

This table is found in the corner near the microwave and weapons rack. Confinees will place the trays down on the table, go to attention behind the chair, and ask for "PERMISSION TO SIT DOWN." Confinees can remove their fleece or gortex, but will ensure the ID Badge is on the left side of the ABU top, preferably hanging from the left pocket. Confinees are not allowed to watch television or to look around your surroundings. Confinees will keep their eyes on your food and plate.

11.3.4. Seconds on food and drink are permitted at the discretion of the on-duty Confinement Guard and if escorts are available. Alternatively, asking for seconds during the initial trip through the serving line from the DFAC attendant is preferred to ensure a guaranteed helping. If the attendant does not comply, ask the on-duty Confinement Guard for assistance instead of arguing with the attendant. No food or drink will be removed from the DFAC by a confinee.

11.3.5. Upon exiting the DFAC, confinees will stop a few feet from the door on the right, will say the reporting statement, and ask "PERMISSION TO EXIT." Once given permission, confinees will proceed through the first door on the right, stop at the second door, turn right facing the wall, put on the ABU cap, reflective belt, and all cold weather gear if applicable. Confinees will ask "PERMISSION TO EXIT." Confinees will exit the DFAC and take the authorized route back to the corrections facility.

11.3.6. Confinees will fall onto the black feet and wait for further instructions. Confinees will be instructed to fall onto the red feet, to cross the red line, and fall in front of the UKCF Rules. Confinees will remove ABU cap, reflective belt, flashlight, and all cold weather gear if applicable and set them on the ground towards the corner. Confinees will then assume the position.

12. Physical Training. PT will be conducted Monday, Wednesday, and Friday at 0510 in the exercise yard (weather conditions permitting) or in the PT room.

13. Library Rules. Confinees may go to the library if needed and the correctional staff is adequately manned. Confinees are responsible for any item taken out of the library and will make sure the items are returned on time. Confinees are allowed to check out books, audio tapes, and videos provided they are with a "G" or "PG" rating and do not contain explicit lyrics, violence, pornography, or ethnically slandering overtures.

14. Mail Rules and Procedures. All mail entering and exiting the UKCF will be inspected for contraband and unauthorized communications, except as specified in [Paragraph 14.4](#) Return addresses for confined personnel must show a post office receptacle number, building number, or other identification that may be applicable. Mail must not indicate that the sender is confined. Confinees will sign the DD Form 499, *Prisoner's Mail and Correspondence Record*, as prescribed by AFMAN 31-115V1, approving or disapproving inspection of their mail. If the confinee does not consent to inspection of their mail, their incoming mail will be returned to sender if an address is shown, or destroyed by the confinee in front of the correctional staff. Outgoing mail will be placed unsealed at the guard station during free time, except as specified in [Paragraph 14.4](#) Sending correspondence via any other means is prohibited and constitutes a punishable offense.

14.1. Rejected Mail. Any mail incoming or outgoing which violates postal regulations, contains obscenities, vulgarity, contraband, blackmail, threats, plans of criminal activities,

gambling, lottery materials, disrespectful communications, names or inferences of names of other confinees, correctional staff, or victims and witnesses to their case, will be rejected. This is not an all-inclusive list. Rejected mail will either be destroyed by the confinee or returned to the sender at the confinee's expense.

14.2. Correspondence with confinees in other institutions is prohibited except as specifically authorized by the Confinement Officer or NCOIC, UK Corrections.

14.3. Letters containing accusations, charges, or complaints will be returned to the confinee. The confinee will be instructed on the proper complaint procedures applicable for their individual case. Mail will not contain or detail the operational guidelines and procedures of the facility.

14.4. Privileged Correspondence. This mail will not ordinarily be inspected. It may be opened in the presence of the confinee to ensure it does not contain contraband and a cursory visual scan that it appears to be legal documents/communications. This includes correspondence from the following sources:

14.4.1. President.

14.4.2. Vice President.

14.4.3. Congressman/Congresswoman.

14.4.4. Secretary of Defense.

14.4.5. Secretary of the Air Force.

14.4.6. Staff Judge Advocate General.

14.4.7. Inspector General.

14.4.8. Representatives of the above.

14.4.9. State and Federal Courts.

14.4.10. Military defense counsel.

14.4.11. Any civilian attorney of record with a DA 2569-R, *Attorney of Record Designation*, as prescribed by Army Regulation 190-47, *The Army Corrections Systems*, on file with the UKCF.

14.5. Normally, incoming mail will be delivered to confinees during free time on the day it is received by UKCF personnel.

14.6. All correspondence entering or leaving the facility must be written in English unless special permission is granted by the Confinement Officer or NCOIC, UK Corrections. Homemade crypto/codes or messages will not be permitted to leave or enter the facility.

14.7. Confinees may correspond with an unlimited number of correspondents set forth by the Confinement Officer or NCOIC, UK Corrections to include all privileged and required business mail. All addressees are screened through the legal office and reports and analysis prior to receiving or sending any mail. This ensures that any judicial orders or legal interference of upcoming cases are not violated. The address in [Table 14.1](#) is used for the confinee to receive mail at the UKCF.

Table 14.1. Confinee US/UK Address.

(US Mail) Confinee Name PSC 41 Box 7001 APO AE 09464-0071	(UK Mail) Confinee Name Box 7001 RAF Lakenheath Brandon, Suffolk IP27 9PN
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14.8. Packages will not normally be accepted for confinees. In the event a package is received, it will be opened in the presence of the confinee. The contents will be accepted, destroyed, or returned at the confinee's expense at whole, or in part.

14.9. Confinees use normal mail to conduct non-emergency communications; hence the use of electronic mail is prohibited.

15. Emergency Communication.

15.1. Special delivery letters and telegrams will be delivered to the confinee as soon as possible.

15.2. Incoming emergency telephone calls will be authorized. Confinees should advise their families to contact the American Red Cross for assistance in verifying emergencies and providing emergency messages. If a confinee is not available for an emergency telephone call, sufficient information will be obtained to allow the confinee to return the call as soon as possible, at no expense to the government.

16. Routine Communication. In addition to mail and visits, each confinee is authorized 40 minutes of personal telephone call time (either to or from the confinee) per week, at the expense of the caller or called party. These calls are a privilege, and the privilege may be revoked if a confinee cannot conduct himself or herself in accordance with the rules set forth in this instruction.

16.1. These calls are limited to 40 minutes in duration. This time limit may be extended at the discretion of the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard.

16.2. All unofficial calls are subject to monitoring.

16.3. The first call will be at the discretion of the Confinement Officer or NCOIC, UK Corrections once the privilege is earned.

16.4. Confinees may use the telephone provided for them to make official calls, i.e. Power of Attorney, lawyers, and First Sergeant. These calls should be made during duty hours or at the discretion of the on-duty Confinement Guard. A DD Form 510 will be required for any phone call authorization.

16.5. Confinees are not authorized to utilize the telephone while on escort without permission from the Confinement Officer, NCOIC, UK Corrections or on-duty Confinement Guard.

16.6. Confinees are reminded that routine conversations between themselves and other confinees, the Confinement staff, visitors arriving on their behalf, mail, and telephone conversations, are subject to recall in a court of law.

16.7. Confinees are encouraged to consult with their legal counsel about questions regarding their case, not other confinees.

16.8. Confinees are NOT ALLOWED to make contact with any victim or witness their confining offense either directly or through a third party without the permission from the victim or witness. This prohibition includes contact via telephone calls, visits, written letters, or e-mail. Confinees desiring to communicate with a victim or witness may submit a request to the confinement officer. The Victim/Witness Assistance Program (VWAP) Monitor will contact the victim or witness to determine whether contact is desired. This requirement applies to all cases regardless of whether the victim or witness has elected to participate in this program.

17. Confinee Visitation. Visitation from a confinee's family, friends of good character, officers and NCOs from their unit, and other persons as authorized by the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard may be authorized during normal visiting hours. Confinees may have no more than four visitors at any one time, except as authorized by the Confinement Officer, NCOIC, UK Corrections, or the on-duty Confinement Guard if room space permits.

17.1. Breach of good order and discipline may result in termination of visits, and may be grounds for suspension of visiting privileges with offending personnel. Visitation is a privilege and the privilege may be revoked if a confinee cannot conduct himself or herself in accordance with the rules set forth in this instruction.

17.2. The confinee will provide a list of persons they want as visitors via the confinee's Visitation Record.

17.3. Visits (except official visits) will be permitted on Sundays and US federal holidays from 1300 to 1600. Hospitalized confinees may be visited as directed by the Confinement Officer or NCOIC, UK Corrections after consulting medical personnel responsible for the confinee.

17.4. Visitors must be at least 18 years of age, except active duty US military personnel, spouse or children of the confinee. A parent or legal guardian must accompany all children.

17.5. Official visitors may visit at any reasonable time of the day. No visit may interfere with a confinee's meal, sleep, or work detail.

17.6. Upon request and presentation of a valid reason, the Confinement Officer or NCOIC, UK Corrections may authorize visits outside of normal visiting hours.

17.7. When greeting or leaving visitors, a simple kiss and short embrace may be allowed. During the visit, confinees may only hold hands with their visitor. Violating this policy will result in the immediate termination of the visit.

17.8. Nothing will be ingested, chewed, or smoked in the visitation room. No food, gum, or beverages are allowed in the visitation room.

17.9. No mail, notes, packages, money or any other item(s) may be exchanged between visitors and confinees in the visitation room.

17.10. Confinees will be searched prior to and at the completion of all visits, out of sight of the visitors.

17.11. Confinees will bring nothing into or out of the visitation room without prior approval of the Confinement Officer, NCOIC, UK Corrections, or on-duty Confinement Guard.

17.12. Under normal circumstances no visitor will enter the cell block area. The on-duty Confinement Guard may escort pre-arranged facility tour arrivals with a pre announcement of the tour and approval from the Installation Commander.

17.13. Visitors will be required to place outer garments and hand-carried items into one of the lockers provided for this purpose. Failure to comply with this requirement will result in termination of the visit.

17.14. Visitors must comply with current dress regulations or they may be denied entry to the facility. The following are not authorized:

17.14.1. T-shirts or any other outer garment depicting obscenities.

17.14.2. Swimsuits.

17.14.3. Shorts that would be considered inappropriate in length or fashion for a prison environment.

17.14.4. Skirts/dresses which do not cover the legs to the kneecap.

17.14.5. Halter tops.

17.14.6. Bare feet; Shoes or sandals must be worn during visitations at all times.

17.14.7. Sheer or see-through clothing.

18. Health and Comfort Items. All health and comfort items will be purchased or supplied through the Army/Air Force Exchange Service (AAFES) outlets and will be delivered to confinees during initial confinement. After the initial issue, confinees will receive health and comfort items on a bi-weekly basis. Confinées in pay status will pay for their purchases via the PDF. Confinées in non-pay status will receive their items paid for via the confinee's parent squadron O&M funds.

18.1. In order to receive health and comfort items, confinees must complete a DD Form 504, *Request and Receipt for Health and Comfort Supplies*, as prescribed in AFMAN 31-115V1. Confinées in segregation or maximum custody are authorized to receive only those items necessary for proper health and sanitation.

18.2. Confinées may request additional expenditures from their PDF for special purposes such as educational material, payment of attorney fees, laundry costs, shoe repair, etc. These additional expenditures must be requested in writing by the confinee, and approved by the Confinement Officer or NCOIC, UK Corrections. AF Form 1390, *Withdrawal Request-Inmate's Personal Deposit Fund*, as prescribed by AFMAN 31-115V1, will be used to record the expenditure.

18.3. Use of Compact Discs (CD) or cassette players/radios are authorized once a confinee earns the privilege. Confinées may use these devices only during free time. CD and cassette players/radios will be played at a volume that cannot be heard by other confinees. Only commercially available CDs and cassettes will be introduced. No vulgar, profane, or ethnically slandering lyrics will be allowed on any encoded format. Any encoded format that contains a parental advisory will be prohibited in the facility. All cassettes/CDs will be stored

in their original sleeve, or plastic jacket, easily identifiable to the correctional staff of its content and rating. Failure to comply with these rules will result in forfeiting the privilege to use these types of devices.

18.4. Confinees will notify the NCOIC, UK Corrections or the on-duty Confinement Guard prior to the delivery of any health and comfort items from an outside source other than parent squadron O&M funds. Information forwarded should include:

18.4.1. What items are being brought into the facility.

18.4.2. Name and rank of person delivering the items.

18.4.3. What time the items will be delivered.

18.5. All deliveries will be made during normal duty hours.

18.6. No items will be accepted after duty hours unless it is cleared with the Confinement Officer or NCOIC, UK Corrections. The NCOIC, UK Corrections or on-duty Confinement Guard still has the authority to reject any health and comfort items once they arrive. If there is any question regarding the purity of a substance, its safety towards the confinee population, or overall good taste with respect to the facility rules being violated, the item or product will be returned to the person bringing it in, or destroyed in the presence of the confinee.

19. Personal Deposit Fund (PDF). At the time of admission, confinees will have their US funds deposited in the PDF. Confinees must maintain a minimum of \$40 in their PDF.

19.1. Any money received by the confinee thereafter will be deposited directly into their PDF account.

19.2. Funds received by confinees must be in the form of a money order, cashier's check, or certified bank check. Cash and personal checks WILL NOT be accepted through postal channels.

19.3. All negotiable instruments will be provided in US currency. Foreign currency will not be authorized. Only special circumstance will exist authorizing foreign currency approved by the Confinement Officer or NCOIC, UK Corrections.

19.4. Coins may be accepted during in-processing at the discretion of the funds custodian.

19.5. Confinees will NOT acquire further debt while assigned to the UKCF. Examples would be joining a CD or movie club with the promise to pay. All subscriptions and services must be paid at the time of order.

20. Personal Property. Only those excess items designated on the clothing and equipment list will be stored at the UKCF. Confinnee personal property will not be stored at the UKCF.

20.1. All personal property brought to the facility will either be given back to the escort, given back to the person who brought it, released to the confinee's squadron for storage, mailed at the confinee's expense to a person designated by the confinee, or destroyed.

20.2. Personal jewelry, such as a wedding band, may be kept by the confinee if it is limited in value. Credit cards, check books, and any other items needed to conduct the confinee's affairs while confined will be kept in the confinee's personal storage locker.

20.3. It is recommended that jewelry and other items with an estimated value of over \$50 be mailed, with insurance coverage, at the confinee's expense, to a person designated by the confinee or returned to the escort.

21. Medical and Dental Appointments. Confinees desiring to go to medical or dental appointments will report such desire to the on-duty Confinement Guard prior to 0630 unless an emergency arises. Emergency appointments will be handled at any time; however, all other appointments will be scheduled through the appointment line during normal duty hours utilizing parent unit escorts as necessary.

22. Medical Quarters. If confinees are placed on quarters for medical reasons, their activities will be restricted to their immediate area or as directed by competent medical authority. A copy of the quarters paperwork will be placed in the confinee's Correctional Treatment File (CTF).

23. Confinee Medication. Medication, prescribed by a medical or dental officer, is not authorized to be in the possession of the confinee. It will be retained by the Confinement staff or by the Confinee's escort when out of the facility. Medication will be taken by the confinee at the prescribed times. It is the confinee's responsibility to ensure that medication is taken at the prescribed times.

24. Religious Services. Confinees are not authorized to attend regular worship services in the base chapel; however, consultations with a chaplain within the facility may be made if requested through the on-duty correctional staff. Confinees are encouraged to consult with chaplains concerning religious matters or personal problems. Matters discussed are treated as confidential.

24.1. Chaplains are concerned with the spiritual welfare, moral, and character development of confinees. Chaplains can give counseling and assistance relative to any confinees personal beliefs. Chaplains can be a valuable aid in personal adjustment for confinees confined at the UKCF, and in preparing them for restoration to duty or return to civilian life.

24.2. Religious rites and sacraments are available to confinees through the chaplains. All recognized religions sanctioned by the US Armed Forces and Chaplain Services may hold services within the facility. Certain restrictions may apply depending on the practices of that religion such as the introduction of alcoholic beverages or food products. Requests to consult with a chaplain will be submitted on a DD Form 510.

24.3. Chaplains make regular visits to the UKCF. If a confinee desires to see a chaplain of a certain denomination, the confinee will make the request through the on-duty Confinement Guard. The on-duty Confinement Guard will inform the confinee of when that chaplain makes his/her visits.

25. American Red Cross. Confinees may request an interview with the American Red Cross concerning matters of health and welfare of their family members or the confinees personal affairs. Requests to consult with the American Red Cross will be submitted on a DD Form 510.

26. Custody Grades. Custody grades are assigned by the Confinement Officer through the NCOIC, UK Corrections. The three custody grades used at the UKCF are as follows:

26.1. Maximum Custody. Possess serious significant risk of escape or harm to self/others. Demonstrates behavior disruptive (noncompliant) to the operation of the facility. Avoid removing from the facility except in emergencies or unusual circumstances. Assign quarters to ensure maximum control and supervision. Unless a Discipline and Adjustment Board

(D&A Bd) modified their privileges, a maximum custody confinee has the same dayroom and recreation yard privileges as those classified as minimum and medium; however, do not co-mingle maximum custody confinees with other confinees, regardless of custody classification. All Detainees will be placed as maximum.

26.2. Medium Custody. Possess moderate risk of escape or harm toward self/others. Has shown adjustment to confinement and controlled institutional living. If authorized by the DFC, may be assigned work details outside the facility under continuous escort and supervision.

26.3. Minimum Custody. Possess minimal risk of escape or harm to self/others. Has shown successful adjustment to confinement and controlled institutional living. Considered to be sufficiently dependable. If authorized by the DFC, may be assigned work details outside the facility under minimal supervision.

27. Abatement of Sentences. DoD policy on abatement of sentences for all prisoners in DoD correctional facilities and DoD prisoners who are transferred to the Federal Bureau of Prisons (BOP) includes three types of abatement:

27.1. Good Conduct Time (GCT). Eligibility for GCT. It is awarded to inmates serving a sentence imposed by a courtmartial for a definite term of confinement.

27.1.1. Pretrial detainees earn GCT for confinement served, but it is held in abeyance and awarded if an adjudged sentence to confinement is ordered. Calculate GCT Credit for all pretrial time served.

27.1.2. GCT is not awarded to inmates with a life, life without parole, or death sentence. The GCT is earned but, held in abeyance and awarded if the sentence is reduced to a determinate length.

27.1.3. GCT is awarded at a rate of 5 days for each month of confinement, and for that portion of any sentence to confinement not expressed in full years and months (1 day for each 6-day portion of a month, regardless of sentence or multiple sentence length)

27.2. Earned Time (ET). ET is only awarded when overall work or rehabilitation evaluations are average or higher on military affiliated work or military conducted rehabilitation or treatment. A maximum of 5 days ET per month may be awarded within the *work program's component* of ET and a maximum of 3 days ET per month may be awarded within the *rehabilitation or treatment program's component* of ET for a total of 8 days. Inmates whom *do not* enroll, maintain progress, or complete available offense-related rehabilitation or maintenance programs *cannot* be awarded ET. Inmates on a waiting list for an offense related rehabilitation or maintenance program are awarded for that program once participation begins.

27.2.1. Inmates confined in military Confinement Facilities (CFs) shall be subject to the ET rules of the confining facility regardless of their military service affiliation.

27.2.2. Inmates serving a sentence imposed by courts-martial for a definite term of confinement are eligible to earn ET.

27.2.3. Pretrial detainees are ineligible for ET.

27.2.4. Inmates with a life or death sentence can earn ET, but such abatement is held in abeyance and only awarded if the sentence is reduced to a determinate length.

27.3. Special Acts Abatements (SAA). Deduction from inmate's release date earned for specific act(s) of heroism, humanitarianism, or extraordinary institutional/community support deemed appropriate by the DFC.

27.3.1. Pretrial detainees are not eligible for SAA.

27.3.2. Inmates with life, life without parole, or death sentences may earn SAA, but such abatement is held in abeyance and awarded if the sentence is reduced to a determinate sentence length.

27.3.3. Rate of Earning. DFCs authorize a maximum of 2 days of SAA per month for a period not to exceed 12 months for a single special act. At no time can an inmate receive more than 2 days of SAA per month; additional special acts may extend the period of abatement, not the rate of earning.

28. Employment of Confinees. Confinees on work details are expressly prohibited from using telephones, mail service, delivering or accepting any items not specifically required for their detail, fraternizing with any individual(s), or communicating with any person(s) except for official business. Confinees will obey all lawful orders of the detail supervisor. Work breaks are taken at the discretion of the detail supervisor. Breaks may not exceed 15 minutes per hour.

28.1. Inmates will not perform any type of labor that is not consistent with their custody grade classification, physical and mental condition, sentence status, or previous training. Any legitimate task, which the Confinement staff would ordinarily assign to a duty Airman, is proper for adjudged and sentenced Inmates. When the DFC approves, inmates in minimum custody classification may work within their Air Force Specialty Code (AFSC).

28.2. Detainees are not required to perform labor within the facility, but will perform house cleaning tasks of their assigned cell, bay, dormitory, or adjacent area. Detainees may volunteer, in writing, for work assignments. The DFC will review and may approve such requests.

29. Base Exercises and Alerts. Confinees will work outside the exercise areas and will march in formation to and from the UKCF. Confinees and on-duty Confinement Guards will not wear chemical ensembles during the exercises.

30. Articles Authorized in Possession of Confinees. The guidelines below are not all-inclusive, and there may be individual cases that alter these general allowances. Confinees will be specifically told if there is any additional item(s) they may possess, or any of these items that they may not possess. Any authorization to possess additional items on a continual basis will be authorized in writing by the Confinement Officer or NCOIC, UK Corrections. A single occurrence of an additional authorization may be specified verbally by the on-duty Confinement Guard. **Attachment 6**, (Bed Linen Display), **Attachment 7**, (Wall Locker Display), and **Attachment 8** (Bed/Shoe Display) have been included to aid confinees in setting up and maintaining their lockers and personal area for display. General authorizations are as follows:

30.1. Health and comfort items will be supplied through either the PDF or parent squadron O&M funds, as appropriate. All items will be kept clean at all times. It is prohibited for a

confinee to receive health and comfort items from any other source without the prior approval of the Confinement Officer or NCOIC.

30.2. The following items are authorized for a confinee to retain in the confinee's locker and to use in the cell area. At no time will anything be stuck, taped, or adhered to the interior or exterior locker doors.

30.2.1. One plastic or wooden hair brush without a handle.

30.2.2. One plastic or hard rubber comb.

30.2.3. One tube of lip balm (chap stick).

30.2.4. One pressurized can of shaving cream.

30.2.5. One container of dental floss or dental floss tool.

30.2.6. One toothbrush.

30.2.7. One tube of toothpaste.

30.2.8. One soap dish.

30.2.9. One bar of soap.

30.2.10. One fingernail clipper without file.

30.2.11. One plastic container of roll-on or stick deodorant.

30.2.12. One box of cotton balls.

30.2.13. Two wash-cloths.

30.2.14. One plastic container of skin cream.

30.2.15. One tube or plastic bottle of hair conditioner.

30.2.16. One tube or plastic bottle of shampoo.

30.2.17. One container of black shoe polish (paste type).

30.2.18. One shoe polish applicator brush.

30.2.19. One shoe polishing cloth.

30.2.20. One shoe shining brush.

30.2.21. One shoe shining kit in lieu of items 30.2.18.-21.

30.2.22. One pair of shower shoes.

30.2.23. Three books (not including Religious text).

30.2.24. One Religious text.

30.2.25. Two pairs of eyeglasses.

30.2.26. **Note:** If a confinee receives an influx of mail causing an excess of twenty letters to be in the confinees possession, the confinee will be given the opportunity to read all the letters. The confinee will decide which letters to keep. The confinee can keep no more than 20 letters at one time; 20 letters pertains to the amount of letters, and not the amount of envelopes. Letters not kept by the confinee are returned, destroyed, or kept

in the confinee's personal items locker based on the confinee's request. Only letters specifically addressed to the confinee may be kept by that confinee.

30.2.27. One wedding band with no precious stones (if married).

30.2.28. Ten photographs, with maximum dimensions of eight by ten inches.

30.3. In addition to the items listed in 30.2.1. through 30.2.28., confinees may also have in their locker area any item specifically authorized in writing by the Confinement Officer or NCOIC, UK Corrections. Both the item and the written authorization to possess same must be maintained together.

30.4. When outside the facility on escort or details, confinees may only carry items specifically authorized by the on-duty Confinement Guard.

30.5. Confinees in pay status will maintain a minimum of \$40 in the PDF at all times. Failure to maintain this amount may result in the inability of the PDF custodian to make purchases on behalf of the confinee.

30.6. The following items will be issued to confinees and will be maintained in good condition until their release or transfer from the UKCF.

30.6.1. One copy of this instruction, LAKENHEATHI 31-107, *Guidance for Prisoners*.

30.6.2. One mattress.

30.6.3. One bed frame.

30.6.4. One pillow.

30.6.5. One pillow case.

30.6.6. Two sheets.

30.6.7. Two blankets.

30.6.8. One storage locker with shelves.

30.6.9. One reflective belt.

30.6.10. One flashlight.

31. Safety Requirements. When working outside the correctional facility, confinees will wear a reflective vest. When marching to/from the dining facility and appointments, confinees will wear a reflective belt. During reduced visibility they will utilize a flashlight in addition to the reflective belt.

32. Management of Human Immunodeficiency Virus (HIV) Positive Confinees. The Confinement Officer and NCOIC, UK Corrections ensure a comprehensive education and training program is available for confinees. Upon in-processing, confinee training topics should include:

32.1. Risk factors.

32.2. Procedures for potentially contaminated materials (razors, sewing needles, bloodied clothing, etc.)

32.3. First aid procedures.

32.3.1. Confinees will not conduct first-aid on one another. In case of an emergency, contact the on-duty Confinement Guard.

32.3.2. A Cardiopulmonary Resuscitation Mask will be utilized by the on-duty Confinement Guard in the event a confinee becomes incapacitated until Medical personnel arrive.

33. The Air Force Return to Duty Program (RTDP). The Air Force maintains a service unique RTDP (reference 10 USC Section 951, 953). The system offers selected court-martialed enlisted personnel with exceptional potential the opportunity for clemency action concerning the characterization of his or her discharges and possible return to duty. The goal for the applicant is to prove that his or her successful rehabilitation is worthy to be considered for reenlistment in the armed services.

33.1. Headquarters (HQ) Air Force Security Forces Center (AFSFC) CC has the ultimate responsibility for administering the RTDP.

33.2. To be eligible for the RTDP applicants must:

33.2.1. Not have an executed discharge or be retirement eligible and not be past their Expiration of Term of Service (ETS).

33.2.2. Be enlisted and have been court-martialed.

33.2.3. Have a minimum of 30 days confinement remaining upon arrival at the RTDP or be willing to exceed their maximum release date. Refer to AFMAN 31-115V1, **Attachment 18** for more information. The Convening Authority (CA) or the Air Force Clemency and Parole Board (AFC&PB) may waive the minimum time requirement.

33.2.4. Accept responsibility for their crime(s) and have a strong desire to change negative attitudes and behaviors.

33.2.5. Be approved for worldwide duty by medical authorities.

33.2.6. Have personality characteristics, as established by a psycho-social mental health evaluation, that on balance support a reasonable expectation of successful rehabilitation. No specific personality characteristics guarantee success or failure, but some personality attributes are assets and others are hindrances to successful rehabilitation. A mental health specialist, counselor, or psychologist may complete the psycho-social mental health evaluation.

33.2.7. Have no record of violent sex offenses. Any entry approval authority can, in exceptional cases, waive this prohibition against violent offenders. Only the AFC&PB may waive this prohibition against sex offenders, who have completed treatment. Before applying for the RTDP, all drug abusers, violent and sexual offenders must have completed a crime-specific evaluation by Mental Health or Alcohol and Drug Awareness Prevention Team (ADAPT), as appropriate. The results of this evaluation must be part of the application.

33.2.8. Have no more than a limited history of prior civilian and military offenses.

33.2.9. Have a positive record of military training, experience, and performance.

33.3. Entry into the RTDP and completion of program requirements do not guarantee subsequent return to duty. Upon completion of the RTDP, the candidate's progress and training records will be reviewed by the AFC&PB, which will decide if the candidate shall be returned to active duty.

33.4. Be advised that this is just some of the information on the Air Force RTDP. For all the information, refer to AFMAN 31-115V1, [Attachment 18](#).

34. Formal Complaint Process. Confinees who have general complaints against or to confinement operations, procedures, staff member, parent unit Chain-of-command, and Inspector Generals, can initiate a formal complaint by submitting the DD 510 through the UKCF staff to the NCOIC. The correctional facility does not have the right to quell any complaint before the necessary attention is given to the confinee's complaint. The confinee will be advised of the progress of their complaint as it is forwarded to the appropriate agency. If the complaint is against the confinement officer, NCO, or DFC, the confinee may use any available communication, i.e., inform their Area Defense Counsel (ADC), their parent unit leadership during a command visit, or use the Inspector General (IG) system. Confinees may provide a copy of the complaint to AFSFC/SFC, 1517 Billy Mitchell Blvd, JBSA Lackland TX 78236-0119, for AF situational awareness to the problem.

35. Punishable Conduct. While confined at military confinement/corrections facilities, all confinees are subject to disciplinary action for violations of the UCMJ, relevant federal laws and institutional rules, even after discharge from the service. This jurisdiction over a confinee continues even after departing a military confinement/corrections facility (i.e., parole or excess leave), as long as the confinee remains under the administrative control of the Air Force Corrections System or the armed services. Misconduct is dealt with IAW AFMAN 31-115V1 [Chapter 9](#), Procedures for Discipline and Adjustment Boards and Disciplinary or Administrative Measure and Actions. Actions taken as a result of a D&A Bd do not preclude punishment under the UCMJ.

36. Instruction Clarification. Any confinee having questions or requiring clarification with regard to any item in this instruction, or seeking guidance on any matter of required standards that is not addressed in this instruction, will request clarification from the Confinement Officer, NCOIC, UK Corrections or on-duty Confinement Guard.

WILLIAM L. MARSHALL, Colonel, USAF
Commander, 48th Fighter Wing

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

AFPD 31-1, *Integrated Defense*, 21 June 2018

AFI 11-215, *USAF Flight Manuals Program*, 22 December 2008

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

DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority*, 11 March 2013

Army Regulation 190-47, *The Army Corrections Systems*, 15 June 2006

Marine Corps Order 1630.3D, *Operation and Administration of Holding Cells and Detention Spaces*, 6 December 2000

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 1390, *Withdrawal Request-Inmate's Personal Deposit Fund*

DA 2569-R, *Attorney of Record Designation*

DD Form 499, *Prisoner's Mail and Correspondence Record*

DD Form 504, *Request and Receipt for Health and Comfort Supplies*

DD Form 510, *Prisoner Request*

Abbreviations and Acronyms

AAFES—Army, Air Force Exchange Service

ABU—Airman Battle Uniform

AFC&PB—Air Force Clemency and Parole Board

ADAPT—Alcohol and Drug Awareness Prevention Team

ADC—Area Defense Counsel

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

BOP—Bureau of Prisons

CA—Convening Authority

CAC—Common Access Card

CD—Compact Disc
CF—Confinement Facility
CTF—Correctional Treatment File
D&A Board—Discipline and Adjustment Board
DFAC—Dining Facility
DFC—Defense Force Commander
DD—Department of Defense
DoD—Department of Defense
DoDI—Department of Defense Instruction
ET—Earned Time
EO—Executive Order
GCT—Good Conduct Time
HIV—Human Immunodeficiency Virus
IAW—In Accordance With
IG—Inspector General
MWD—Military Working Dog
NCO—Non Commissioned Officer
NCOIC—Non Commissioned Officer in Charge
O&M—Operation and Maintenance
OPR—Office of Primary Responsibility
PDF—Personal Deposit Fund
PT—Physical Training
RDS—Records Disposition Schedule
RTDP—Air Force Return to Duty Program
SAA—Special Acts Abatements
SFMIS—Security Forces Management Information System
UCMJ—Uniform Code of Military Justice
UK—United Kingdom
UKCF—United Kingdom Corrections Facility
USC—United States Code
US—United States
VWAP—Victim/Witness Assistance Program

Terms

Adjudged—The status of an inmate from the time sentence is announced until the convening authority takes action.

Confinee—A generic non-specific reference to an incarcerated person who is “either” a pretrial detainee or a post—trial inmate.

Contraband—Any item in the possession of a confinee or located within a confinement or corrections facility which is not specifically authorized by regulation or confinement officer/NCOIC.

Convening Authority Action—The approval, disapproval, or modification of a court-martial sentence and possibly the findings by the court-martial convening authority with jurisdiction over that case. RCM. 1107 (c) & (d).

Correctional Treatment File—A file established on each confinee upon admission to the confinement/corrections facility and following; 1) the detainee to release from pretrial confinement or, 2) the inmate through the sentence to final discharge or returned-to-duty.

Detainee—A person subject to the UCMJ who has been lawfully entered into confinement not as a result of an adjudged court-martial sentence. Detainees include persons ordered into pretrial confinement, persons pending a rehearing on charges or sentence, and persons pending the vacation of a suspended sentence, which includes confinement or a punitive discharge

Good Conduct Time (GCT)—GCT is a deduction from an inmate's release date for good conduct and faithful observance of all facility rules and regulations IAW DoDI 1325.7—M.

Health and Comfort items (H&C)—Those items deemed necessary by the confinement officer or this instruction for appropriate issue to confinee(s).

Inmate—A person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority whether or not the sentence has been ordered approved by convening authority.

Personal Deposit Fund—A government controlled fund, which is established for control and safekeeping of a confinee’s funds.

Post-trial inmate—An accused’s status after court-martial, when sentenced to confinement

Pre-trial detainee—An accused who is incarcerated awaiting filing of charges, disposition of charges, and/or trial by court—martial.

Sentenced—The status of a confinee after convening authority approval action.

Attachment 2**CONFINEMENT/CORRECTIONS FACILITY OFFENSES****A2.1. CATEGORY I.****A2.1.1. OFFENSES:**

A2.1.1.1. Aiding Another (of Cat I offenses) Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A2.1.1.2. Attempt (of Cat I offenses) Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A2.1.1.3. Being Unsanitary or Untidy Failing to keep one's person, clothing, or living area sanitary and in accordance with prescribed standards. This offense includes littering of common use areas, etc.

A2.1.1.4. Communications Tampering Tampering with any part of a radio jack, headset, television, telephone, etc.

A2.1.1.5. Loitering Linger, moving slowly, stopping, or pausing in any area during individual or mass movement. Taking more than the prescribed time to consume a meal.

A2.1.1.6. Running Running anywhere inside the confinement/corrections facility is prohibited, except as appropriate when engaged in authorized recreational activities, or as part of the confinement/corrections training program.

A2.1.2. DISCIPLINARY ACTIONS:

A2.1.2.1. Reprimand

A2.1.2.2. Forfeiture of 30-days recreation privileges

A2.1.2.3. 14 days extra duty (not to exceed 2-hours per day)

A2.1.2.4. Forfeiture of up to 14-days "earned" GCT or ET

A2.1.2.5. Vacation of any previously suspended actions

A2.1.2.6. Disciplinary Segregation (15-days maximum)

A2.1.3. MANAGEMENT ACTIONS:

A2.1.3.1. Suspension of any above actions Not to Exceed (NTE) 180-days

A2.1.3.2. Detail and/or housing unit change

A2.1.3.3. Other recommendations considering extenuating circumstances and the violation

A2.2. CATEGORY II.**A2.2.1. OFFENSES:**

A2.2.1.1. Aiding Another (of Cat II offenses) Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A2.2.1.2. Attempt (of Cat II offenses) Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A2.2.1.3. Cell Alteration Making unauthorized changes to living quarters such as, but not limited to, moving furniture, painting or marking walls, hanging items to block the view into the living area, or affixing shading devices to lights.

A2.2.1.4. False Statement Lying to a staff member about an official matter, either verbally or in writing. Signing or printing the name of another on any official document without authority of confinement/corrections staff. Any confinee who, with intent to deceive, signs any false record, return, order, regulation, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, is guilty of this offense.

A2.2.1.5. Malingering Self-inflicted injury, or faking an injury or sickness (includes abuse of sick call), for purposes of avoiding any responsibility, requirement, or order.

A2.2.1.6. Medicine Misuse Use, possession, or storage of medicine, except as authorized by the confinement/corrections medical staff. Failure to take medication as prescribed by confinement/corrections medical staff.

A2.2.1.7. Rations Misuse Personal Use of any health and comfort items or other personal rations for other than their intended purpose.

A2.2.1.8. Rules Violation (of Cat II offenses) Violation of any posted or published facility rule. This includes, but is not limited to, the rules or instructions posted in housing units, details, and other offices/work areas; limitations imposed by recreation restriction, quarters, and medical profiles; the terms of minimum custody or trusty pledges; and visitation rules and requirements not otherwise specified as CF offenses.

A2.2.1.9. Staff Harassment Any comment, conversation, question, or other communication (verbal or non-verbal expressions) intended to or which may reasonably be expected to anger, irritate, or demean a staff member. Such communications will be considered staff harassment, when directed to a staff member or to another and overheard or observed by a staff member.

A2.2.1.10. Suffering Loss of Property Loss of property due to carelessness, to include loss of property due to unsecured lockers within the living areas, whether or not the confinee is present.

A2.2.1.11. Unauthorized Ordering Purchasing or ordering goods or services that are not authorized, or purchasing or ordering goods or services in a manner that is prohibited.

A2.2.2. DISCIPLINARY ACTIONS:

A2.2.2.1. Reprimand

A2.2.2.2. Forfeiture of 45-days earned recreation privileges

A2.2.2.3. 14-days extra duty (NTE 2-hours per day)

A2.2.2.4. Forfeiture of up to 30-days "earned" GCT or ET

A2.2.2.5. Disciplinary Segregation (30-days maximum)

A2.2.3. MANAGEMENT ACTIONS:

A2.2.3.1. Suspension of any above actions NTE 180-days

A2.2.3.2. Detail and/or housing unit change

A2.2.3.3. Other recommendation considering extenuating circumstances and the violation

A2.3. CATEGORY III.**A2.3.1. OFFENSES:**

A2.3.1.1. Academic Misconduct Missing class through design or misconduct, cheating or assisting another to cheat on any academic or vocational training examination, and disrupting an academic or vocational training session.

A2.3.1.2. Aiding Another (of Cat III offense) Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A2.3.1.3. Assault (Threatening) To attempt or offer to do bodily harm to another with unlawful force or violence, with apparent ability to do so. Category IV offense, if with a weapon or consummated by battery. Category V offense, if against a staff member or commissioned officers.

A2.3.1.4. Attempt (of Cat III offense) Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A2.3.1.5. Breach of Peace Use of rough (offensive), loud, profane, boisterous language or action, which disturbs or threatens the peace and good order of the confinement/corrections facility.

A2.3.1.6. Conduct Which Threatens Any conduct which interferes with the orderly running, safety, good order and discipline, or security of the confinement/corrections facility.

A2.3.1.7. Unauthorized Contact Between Male and Female Confinees Any physical contact between male and female confinees is prohibited, except within the scope of duties. Verbal communication between male and female confinees is prohibited except, as necessary on a detail, or at official confinement/corrections facility programs. Written correspondence is covered in the unauthorized writing rule. Female and male confinees will not socialize during fellowship times at religious services or gatherings.

A2.3.1.8. Disobedience Disobeying an order given by civilian or military personnel in the performance of their duties, to include failure to comply with any order in a timely manner.

A2.3.1.9. Disorderly Conduct Conduct of such a nature as to affect the peace and quiet of individuals, or who may thereby be disturbed or provoked to resentment. This charge could encompass all participants in a fight, regardless of who started the fight, or against individuals who engage in disruptive conduct, such as trashing the confinement/corrections facility (i.e., throwing things on the floors, or flooding the facility by any means).

A2.3.1.10. Gambling Participating in games of chance for anything of value, to include personal services. Use of authorized recreational equipment for games of chance, or operating of any gambling pool. Possession of gambling paraphernalia.

A2.3.1.11. Indecent Exposure Intentionally exhibiting one's sexual organs, bare buttocks, or in the case of a female, bare breast, to another or to public view.

A2.3.1.12. Larceny The taking of any property (Category III—Personal or Category IV—Government owned) without authority.

A2.3.1.13. Mutilation Tattooing, piercing, marking, or maiming any part of the body or another person's body.

A2.3.1.14. Non-Support of Dependents Failing to provide the minimum amount of support required to care for dependents. For inmates in non-pay status, this includes failing to provide support when an inmate has assets from which they could draw, in order to satisfy in whole or in part, support obligations. This offense also includes failing to comply with support related requirements of court orders (i.e., requirements to provide copies of tax returns or make property distributions).

A2.3.1.15. Prohibited Property Anything not specifically authorized by proper authority to be in a confinee's possession is prohibited. Confinees must obtain and keep written permission from the confinement officer, superintendent, or Noncommissioned Officer, to possess any item not authorized by this instruction. Any item not specifically authorized and found in a confinee's possession while outside their housing unit will be considered prohibited property. Possession of property obtained from trash receptacles, or that which was discarded in any other way by other confinees or staff is prohibited.

A2.3.1.16. Provoking Words or Gestures Verbal or written communications or physical gestures that may anger, irritate, or incite another to induce a breach of peace under the circumstances.

A2.3.1.17. Rations Misuse—Confinement/Corrections Facility (Category III Offense). Use of any ration in any manner for which it was not intended, such as throwing a ration item, using rations to make intoxicants, using rations in other illegal acts, wasting rations, or adding foreign substances to rations.

A2.3.1.18. Trafficking Selling, buying, trading, giving, receiving, or lending any item within the confinement/corrections facility is prohibited except as specifically authorized by the proper authority.

A2.3.1.19. Unauthorized Contact with Former Confinees, Family or Friends of Former Confinees, Staff Members or Former Staff Members and their Families, or any Unauthorized Person Any contact or communications by a confinee with confinement/corrections staff members, other than during the normal course of duty performance, or during a confinement/corrections facility sponsored activity, is prohibited. Confinees are also prohibited from communicating with, or having contact with, confinees in other institutions, former confinees, or former staff members, except as authorized in advance through a request by the confinee concerned to the confinement officer.

A2.3.1.20. Unauthorized Use of Mail or Telephone Using the mail or telephone for unauthorized purposes as specified by law, regulation, or confinement/corrections facility rules.

A2.3.1.21. Unauthorized Writing Writing, distributing, or possessing any written motto, creed, saying, or drawing within the confinee population, whose content is designed to or could disrupt the confinement/corrections facility by encouraging strikes, disturbances, fights, racial or religious hatred, or other prohibited acts. Written correspondence between confinees is also prohibited, to include correspondence with former confinees and confinees in other institutions (civilian or military). Correspondence with family members who may be confinees or with staff/former staff, except as authorized by the confinement officer, is prohibited.

A2.3.2. DISCIPLINARY ACTIONS:

A2.3.2.1. Reprimand

A2.3.2.2. Forfeiture of 60-days recreation privileges

A2.3.2.3. Disciplinary Segregation (45-days maximum)

A2.3.2.4. 14-days Extra Duty (NTE 2-hours per day)

A2.3.2.5. Forfeiture of up to 90-days "earned" GCT or ET

A2.3.3. MANAGEMENT ACTIONS:

A2.3.3.1. Suspension of any above actions NTE 180-days

A2.3.3.2. Detail and/or housing unit change

A2.3.3.3. Other recommendations considering extenuating circumstances and the violation

A2.4. CATEGORY IV.

A2.4.1. OFFENSES:

A2.4.1.1. Aiding Another (of Cat IV offenses) Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A2.4.1.2. Assault To attempt or offer to do bodily harm to another with unlawful force or violence, with apparent ability to do so. Category IV offense, if with a weapon or consummated by battery. Category V offense, if against a staff member or commissioned officers.

A2.4.1.3. Assault Consummated by Battery To intentionally and without consent, strike, touch, or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or an offensive touching of any form.

A2.4.1.4. Attempt (of Cat IV offenses) Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A2.4.1.5. Bribery Asking, offering, rendering, accepting, or receiving anything of value, this includes personal services, with intent to influence another to make a decision or commit an act that is prejudicial to good order and discipline. This offense also includes

bribing or soliciting civilian and military personnel while in the performance of their official duties.

A2.4.1.6. Communicating a Threat Communicating verbally, in writing, or by physical gestures, a message intended to, or which may reasonably be expected to intimidate or threaten another, either directly or indirectly. This includes conditional threats or intimidation.

A2.4.1.7. Counterfeiting Knowingly making, submitting, reproducing, or altering any signature, writing, document, article, or identification, money, security, or official paper without proper authority.

A2.4.1.8. Damaging or Destroying Property Defacing, altering, or destroying property belonging to the government, or belonging to an individual. Anything issued to a confinee is government property (i.e., rulebook, identification badges, cell furnishings, clothing, and all equipment). This offense also includes marking, defacing, or destroying any posted instructions/orders.

A2.4.1.9. Disrespect Being disrespectful in language or actions toward or about any member of the military service confinement/corrections staff or commissioned officers, or other person of authority.

A2.4.1.10. Extortion Demanding or receiving anything of value, to include personal services from another, by threatening to harm or exposure to authorities, etc.

A2.4.1.11. Funds Manipulation (unauthorized transferring or receiving of funds) Directly or indirectly transferring money or negotiable instruments, including, but not limited to, checks and money orders to another, except as specifically authorized by this instruction. Receiving money or negotiable instruments from a person or persons is identified as a prohibited source for funds transfers under this instruction.

A2.4.1.12. Interfering with Count Delaying or interfering with count. Confinees will have three minutes to move to their cells or areas when lockdown is ordered. They will position themselves so they are readily visible to the staff member conducting count. Cell lights will remain on during count (except during normal sleeping hours).

A2.4.1.13. Larceny The taking of any property (Category III—Personal or Category IV—Government owned) without authority.

A2.4.1.14. Lock Tampering Tampering with locking devices or other security equipment, to include obstructing doors to prevent them from locking.

A2.4.1.15. Out of Place If a confinee is not at their designated detail, housing unit, scheduled appointment, religious activity, recreational activity, or dining area and is not on pass or under escort, they are out of place. Simply stated, if a confinee is not where they are supposed to be, they're out of place. This includes confinees who deviate from the most direct authorized route from one authorized location to another.

A2.4.1.16. Possession of Stolen Property Having on one's person or in one's living area property belonging to another or the government, which has been stolen. While actual knowledge that the property was stolen is required, such knowledge may be inferred and proved by circumstantial evidence.

A2.4.1.17. Profiteering/Racketeering The loaning, buying, selling, transferring, receiving, lending of property, or anything of value for profit or increased return.

A2.4.1.18. Sexual Misconduct Sexual Misconduct (Category IV Offense) Soliciting, threatening, or engaging in sexual or lewd conduct with another.

A2.4.1.19. Any Violation of the Uniform Code of Military Justice Violation of any punitive articles of the UCMJ, regardless of whether the misconduct violates a confinement/corrections facility rule. Category V if the violation meets the specifications for any Category V Offense.

A2.4.2. **DISCIPLINARY ACTIONS:**

A2.4.2.1. Reprimand

A2.4.2.2. Forfeiture of 60-days recreation privileges

A2.4.2.3. 14-days extra duty (NTE 2-hours per day)

A2.4.2.4. Disciplinary Segregation (60 days maximum)

A2.4.2.5. Forfeiture of up to all "earned" GCT and/or ET

A2.4.3. **MANAGEMENT ACTIONS:**

A2.4.3.1. Suspension of any above actions NTE 180-days

A2.4.3.2. Detail and/or housing unit change

A2.4.3.3. Other recommendations considering extenuating circumstances and the violation

A2.5. CATEGORY V.

A2.5.1. **OFFENSES:**

A2.5.1.1. Aiding Another (of Cat V offenses) Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A2.5.1.2. Arson Igniting any item which could cause personal injury or damage to any property.

A2.5.1.3. Assault (on a Staff Member) To attempt or offer to do bodily harm to another with unlawful force or violence, with apparent ability to do so. Category IV offense, if with a weapon or consummated by battery. Category V offense, if against a staff member or commissioned officers.

A2.5.1.4. Assault Consummated by Battery (on a Staff Member) To intentionally and without consent, strike, touch, or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or an offensive touching of any form.

A2.5.1.5. Attempt (of Cat V offenses) Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A2.5.1.6. Disrespect (to a Commissioned Officer) Being disrespectful in language or actions toward or about any member of the military service confinement/corrections staff or commissioned officers, or other person of authority.

A2.5.1.7. Escape Leaving custodial control, including departing the confinement/corrections facility or detail under escort, or job site without proper authority.

A2.5.1.8. Intoxicants Possession, introduction, manufacture, or use of any narcotic, narcotic paraphernalia, drug, or intoxicant not prescribed by the medical staff.

A2.5.1.9. Possession, Introduction, or Use of a Weapon Construction, introduction, possession, or the use of weapons, is expressly forbidden. Weapons include, but are not limited to: guns, knives, clubs, brass knuckles, saps, blackjacks and hard object(s) in a sock or similar container, or any item modified so it could be used as a weapon (i.e., modifying a disposable razor to expose the cutting edge, or placing a bar of soap in a sock).

A2.5.1.10. Resisting Forced Cell Moves Any action taken to impede, resist, or interfere with the actions of a forced cell move team, including but not limited to, trying to keep the cell door closed, throwing objects at the team, attempting to grab a team member while in the performance of his/her duties, etc.

A2.5.1.11. Violation of the Uniform Code of Military Justice Violation of any punitive articles of the UCMJ, regardless of whether the misconduct violates a confinement/corrections facility rule. Category V if the violation meets the specifications for any Category V Offense.

A2.5.2. DISCIPLINARY ACTIONS:

A2.5.2.1. Reprimand

A2.5.2.2. Forfeiture of 60-days recreation privileges

A2.5.2.3. 14 days extra duty (NTE 2-hours per day)

A2.5.2.4. Disciplinary Segregation (indefinite, normally NTE 90-days in any one period)

A2.5.2.5. Forfeiture of up to all "earned" GCT and/or ET

A2.5.3. MANAGEMENT ACTIONS:

A2.5.3.1. Suspension of any above actions NTE 180-days

A2.5.3.2. Detail and/or housing unit change

A2.5.3.3. Other recommendations considering extenuating circumstances and the violation

Attachment 3
DECK DEMONSTRATION

Figure A3.1. Deck Demonstration.



Attachment 4

PLAN OF THE DAY

Figure A4.1. Plan of the Day-1.

Time	Mon	Wed	Fri	Time	Tues	Thurs	Time	Sat	Sun
0500	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count	0500	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count	0600	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count
0510-0610	PT	PT	PT	0510-0610	*PT (Optional)	*PT (Optional)	0610-0710	*PT (Optional)	*PT (Optional)
0610-0625	Personal Hygiene	Personal Hygiene	Personal Hygiene	0610-0625	Personal Hygiene	Personal Hygiene	0710-0725	Personal Hygiene	Personal Hygiene
0630	Open Ranks	Open Ranks	Open Ranks	0630	Open Ranks	Open Ranks	0730	Open Ranks	Open Ranks
0630-0730	**Breakfast (Guards Determine)	**Breakfast (Guards Determine)	**Breakfast (Guards Determine)	0630-0730	**Breakfast (Guards Determine)	**Breakfast (Guards Determine)	0730-0800	Morning Details	Morning Details
0730-1100	Morning Details	Morning Details	Morning Details	0730-1100	Morning Details	Morning Details	0800-0900	**Breakfast (Guards Determine)	**Breakfast (Guards Determine)
1100-1300	**Lunch (Guards Determine)	**Lunch (Guards Determine)	**Lunch (Guards Determine)	1100-1300	**Lunch (Guards Determine)	**Lunch (Guards Determine)	0900-1100	Morning Details	Morning Details
1300-1530	Afternoon Details	Afternoon Details	Afternoon Details	1300-1530	Afternoon Details	Afternoon Details	1100-1200	Head Count, Final Inspection	Head Count, Final Inspection
1530-1630	Head Count and Final Inspection	Head Count and Final Inspection	Head Count and Final Inspection	1530-1630	Head Count and Final Inspection	Head Count and Final Inspection	1110-1200	TTIP Free Time	TTIP Free Time
1540-1630	TTIP Free Time	TTIP Free Time	TTIP Free Time	1540-1630	TTIP Free Time	TTIP Free Time	1200-1300	**Lunch (Guards Determine)	**Lunch (Guards Determine)
1630-1830	**Dinner (Guards Determine)	**Dinner (Guards Determine)	**Dinner (Guards Determine)	1630-1830	**Dinner (Guards Determine)	**Dinner (Guards Determine)	1300-1630	TTIP Free Time	Visitation (1300-1600) Or TTIP Free Time
1830-2055	TTIP Free Time	TTIP Free Time	TTIP Free Time	1830-2055	TTIP Free Time	TTIP Free Time	1630-1830	**Dinner (Guards Determine)	**Dinner (Guards Determine)
2055-2100	Head Count, TAPS, Lights Out	Head Count, TAPS, Lights Out	TTIP Free Time	2055-2100	Head Count, TAPS, Lights Out	Head Count, TAPS, Lights Out	1830-2055	TTIP Free Time	TTIP Free Time
2100-2155			TTIP Free Time				2055-2100	TTIP Free Time	Head Count, TAPS, Lights Out
2155-2200			Head Count, TAPS, Lights Out				2100-2155	TTIP Free Time	
							2155-2200	Head Count, TAPS, Lights Out	

* If PT is *not* conducted on Tuesdays and Thursdays: personal hygiene will be from 0510-0525/Open Ranks will be at 0530/Morning Details will begin at 0530. On Saturdays, Sundays, and Holidays: personal hygiene will be from 0610-0625/Open Ranks will be at 0630/Morning Details will begin at 0630.

** After inmate is finished with their meals, they will resume their details or begin/resume their free time.

NOTE 1: U.S. Federal Holidays and Down days will follow the *meal times* of Saturdays and Sundays.

NOTE 2: U.S. Federal Holidays will follow the POD for Saturdays and Sundays while Down Days will follow the POD of Mondays through Fridays.

Figure A4.2. Plan of the Day-2.

Segregated Inmates					
Time	Mon-Thurs	Fri	Time	Sat	Sun
0500	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count	0600	Reveille, Roll Call, Head Count	Reveille, Roll Call, Head Count
0510-0610	PT	PT	0610-0710	PT	PT
0610-0625	Personal Hygiene	Personal Hygiene	0630-0725	Personal Hygiene	Personal Hygiene
0630	Open Ranks	Open Ranks	0730	*Open Ranks	*Open Ranks
0630-0700	Breakfast	Breakfast	0800-0830	Breakfast	Breakfast
0700-1130	In Seg	In Seg	0830-1200	In Seg	In Seg
1130-1200	Lunch	Lunch	1200-1230	Lunch	Lunch
1200-1300	**Courtyard Time	**Courtyard Time	1230-1330	**Courtyard Time	**Courtyard Time
1300-1700	In Seg	In Seg	1330-1700	In Seg	***Visitation (1300-1600) Or In Seg
1700-1730	Dinner	Dinner	1700-1730	Dinner	Dinner
1730-1830	**Rec Time	**Rec Time	1730-1830	**Rec Time	**Rec Time
1830-2055	In Seg	In Seg	1830-2055	In Seg	In Seg
2055-2100	Head Count, TAPS, Lights Out	In Seg	2055-2100	In Seg	Head Count, TAPS, Lights Out
2100-2155		In Seg	2100-2155	In Seg	
2155-2200		Head Count, TAPS, Lights Out	2155-2200	Head Count, TAPS, Lights Out	

* After Open Ranks is conducted, inmate will go back into Seg until Breakfast time.

** Segregated Inmates will only have one choice of Courtyard Time or Rec Time. If weather does not permit, inmate will not have Courtyard Time and will wait until Rec Time after Dinner.

*** Visitation *ONLY* allowed for Segregated Inmates in the following Type of Segregations: Special Quarters, Deathrow and Admin.

NOTE 1: U.S. Federal Holidays and Down days will follow the *meal times* of Saturdays and Sundays.

NOTE 2: U.S. Federal Holidays will follow the POD for Saturdays and Sundays while Down Days will follow the POD of Mondays through Fridays.

Attachment 5

RANK INSIGNIA OF THE UNITED STATES ARMED FORCES

Figure A5.1. Rank Insignia of the United States Armed Forces-1.

Rank Insignia of the United States Armed Forces

ENLISTED													
E-1	E-2	E-3	E-4	E-5	E-6	E-7		E-8		E-9		SEA	
AIR FORCE													
No Insignia													
Airman Basic (AB)	Airman (Airm)	Airman First Class (A1C)	Senior Airman (SrA)	Staff Sergeant (SSgt)	Technical Sergeant (TSgt)	Master Sergeant (MSGT)	First Sergeant (FS)	Senior Master Sergeant (SMSgt)	First Sergeant (FS)	Chief Master Sergeant (CMSgt)	First Sergeant (FS)	Command Chief Master Sergeant (CCM)	Chief Master Sergeant of the Air Force
ARMY													
No Insignia													
Private E-1 (PV1)	Private E-2 (PV2)	Private First Class (PFC)	Corporal (CPL)	Sergeant (SGT)	Staff Sergeant (SSG)	Sergeant First Class (SFC)	Master Sergeant (MSG)	First Sergeant (1SG)	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Sergeant Major of the Army (SMA)		
			Specialist (SPC)										
MARINES													
No Insignia													
Private (Pvt)	Private First Class (PFC)	Lance Corporal (LCpl)	Corporal (Cpl)	Sergeant (Sgt)	Staff Sergeant (SSgt)	Gunnery Sergeant (GySgt)	Master Sergeant (MSgt)	First Sergeant (1stSgt)	Master Gunnery Sergeant (MGySgt)	Sergeant Major (SgtMaj)	Sergeant Major of the Marine Corps (SgtMajMC)		
NAVY													
No Insignia													
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SN)	Petty Officer 3rd Class (PO3)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master Chief Petty Officer (MCPO)	Force Command Master Chief Petty Officer (FORMC)	Fleet Command Chief Petty Officer (FLTMC)	Master Chief Petty Officer of the Navy (MCPON)		
COAST GUARD													
Seaman Recruit (SR)	Seaman Apprentice (SA)	Seaman (SA)	Petty Officer 3rd Class (PO3)	Petty Officer 2nd Class (PO2)	Petty Officer 1st Class (PO1)	Chief Petty Officer (CPO)	Senior Chief Petty Officer (SCPO)	Master chief Petty Officer (MCPO)	Command Master chief (CMC)	Master Chief Petty Officer of the Coast Guard (MCPOCG)			

Figure A5.2. Rank Insignia of the United States Armed Forces-2.

Rank Insignia of the United States Armed Forces										
OFFICERS										
0-1	0-2	0-3	0-4	0-5	0-6	0-7	0-8	0-9	0-10	Special
AIR FORCE										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	General of the Air Force (GAF)
ARMY										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	General of the Army (GA)
MARINES										
Second Lieutenant (2d Lt)	First Lieutenant (1st Lt)	Captain (Capt)	Major (Maj)	Lieutenant Colonel (Lt Col)	Colonel (Col)	Brigadier General (Brig Gen)	Major General (Maj Gen)	Lieutenant General (Lt Gen)	General (Gen)	
NAVY										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
COAST GUARD										
Ensign (ENS)	Lieutenant Junior Grade (LTJG)	Lieutenant (LT)	Lieutenant Commander (LCDR)	Commander (CDR)	Captain (CAPT)	Rear Admiral Lower Half (RDML)	Rear Admiral Upper Half (RADM)	Vice Admiral (VADM)	Admiral (ADM)	Fleet Admiral (FADM)
WARRANT OFFICERS										
ARMY					MARINES					
Warrant Officer (WO1)	Chief Warrant Officer (CW2)	Chief Warrant Officer (CW3)	Chief Warrant Officer (CW4)	Chief Warrant Officer (CW5)	Warrant Officer (WO)	Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)	Chief Warrant Officer (CWO5)	
NAVY					COAST GUARD					
The grade of Warrant Officer (WO) is no longer in use.	Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)	Chief Warrant Officer (CWO5)	The grade of Warrant Officer (WO) is no longer in use.	Chief Warrant Officer (CWO2)	Chief Warrant Officer (CWO3)	Chief Warrant Officer (CWO4)	Chief Warrant Officer (CWO5)	The grade of chief Warrant Officer (CWO-5) is no longer in use.

Attachment 6
BED LINEN DISPLAY

Figure A6.1. Bed Linen Display.



TOP to BOTTOM
Pillow Case
Bed Sheet
Fitted Bed Sheet
Pillow
Blanket

Attachment 7

WALL LOCKER DISPLAY

Figure A7.1. Shirts/PT Shirt-1



Figure A7.2. Shirts/PT Shirt -2.



Figure A7.3. Shirts/PT Shirt-3.



Figure A7.4. Shirts/PT Shirt-4.



Figure A7.5. Shirts/PT Shirt-5.



Figure A7.6. Shirts/PT Shirt-6.



Figure A7.7. Underwear-1.



Figure A7.8. Underwear-2.



Figure A7.9. Underwear-3.



Figure A7.10. Socks-1.



Figure A7.11. Socks-2.



Figure A7.12. Socks-3.



Figure A7.13. PT Shorts-1.



Figure A7.14. PT Shorts-2.



Figure A7.15. PT Shorts-3.



Figure A7.16. PT Shorts-4.



Figure A7.17. Final Display-1.



Figure A7.18. Final Display-2.



Figure A7.19. Final Display-3.



Figure A7.20. Final Display-4.



Figure A7.21. Final Display-5.



Figure A7.22. Final Display-6.



Attachment 8
BED/SHOE DISPLAY

Figure A8.1. Bed/Shoe Display-1



Figure A8.2. Bed/Shoe Display-2.



Figure A8.3. Bed/Shoe Display-3.



Figure A8.4. Bed/Shoe Display-4.



Figure A8.5. Bed/Shoe Display-5.



Figure A8.6. Bed/Shoe Display-6.

