

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**



**AIR FORCE INSTRUCTION 31-205  
AIR EDUCATION AND TRAINING COMMAND  
Supplement 1  
27 SEPTEMBER 2001**

**Security**

**THE AIR FORCE CORRECTIONS SYSTEM**

**"HOLDOVER"**

***"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."***

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AETC/SFP (MSgt P. Bennett)  
Supersedes AFI 31-205/AETC Sup 1,  
21 August 1998

Certified by: HQ AETC/SFP (Maj D. O'Grady)  
Pages: 3  
Distribution: F

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**AFI 31-205, 9 April 2001, is supplemented as follows:**

This publication does not apply to the Air National Guard and Air Force Reserve Command units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

1.2.2.1. Installations without a confinement facility or a facility not capable of housing male and female inmates at the same time will establish a written memorandum of understanding (MOU) with another military or civilian confinement facility to house the prisoners.

1.3.9. Installations without a confinement facility or a facility not capable of housing male and female inmates at the same time will ensure adequate O&M funds are available to cover the cost of housing prisoners in federally approved facilities.

1.3.14. Coordinate local publications with the installation SJA.

2.1. The Chief, Security Forces, will appoint, in writing, a corrections officer and noncommissioned officer in charge (NCOIC). The Operations Officer will be designated the corrections officer.

2.3. Document on-the-job training (OJT) records with training provided to desk sergeants or other shift members responsible for monitoring prisoners during nonduty hours. Include the responsibilities pertaining to the corrections program in the individual's quality control evaluation.

3.1.3. Refer all Freedom of Information Act (FOIA) requests to the installation FOIA manager for processing.

3.3. The corrections officer or NCOIC responsible for housing inmates will send a monthly report to HQ AETC/SFP no later than the fifth of each month. The monthly report will include the following: base, facility type, capacity, first count, arrivals, releases, transfers, end count, number of pretrial inmates, and any off-base costs incurred.

3.5. As soon as possible, telephone HQ AETC/SFP or call the HQ AETC/SF duty officer after duty hours through the Randolph Command Post (DSN 487-1859).

5.3.1.1. Based on an inmate's admission of suicidal thoughts or tendencies, the mental health expert's diagnosis, and/or the confinement staff's experience, it may be necessary to place the inmate on "suicide watch" status. The confinement officer or NCOIC will ensure suicide watch procedures are outlined in local supplements or operating instructions.

8.8.1.2. The inmate suspected of the offense will receive written notice from the corrections officer or appointee.

8.8.3.1. A sample discipline and adjustment (D&A) board findings memorandum is at [Attachment 19 \(Added\)](#).

11.4.6. Notify HQ AETC/SFP of any inmate who, through formal application or convening authority action, is accepted or placed into the return-to-duty program.

ATTACHMENT 19 (ADDED)

**SAMPLE D&A BOARD FINDINGS MEMORANDUM**

FOR OFFICIAL USE ONLY

MEMORANDUM FOR *(Wing or Organization)*/CSF

FROM: Discipline and Adjustment Board, *(Facility Name)*

SUBJECT: Board Findings Regarding *(Prisoner's Name, SSN)*

1. The Discipline and Adjustment Board convened on *(date)* to hear evidence and make recommendations regarding *(prisoner's name, SSN)*. *(Prisoner)* was accused of *(state nature of offense)* on *(state date of offense)*.
2. The following evidence was presented before the board: *(List physical and documentary evidence presented and briefly summarize testimony presented before the board.)*
3. (If applicable) The board finds disciplinary action is appropriate for the following reasons: *(Briefly state reasons for recommending disciplinary action, such as, "We find the offense was committed...; The offense impacted discipline and safety in the facility by...; or The measures will contribute to the prisoner's correctional goals by...")*
4. (As applicable) The board recommends the following disciplinary measures: ... *or* The board recommends that no disciplinary action be taken at this time.

Signature Element, Senior Board Member

cc: *(Prisoner)*

THIS DOCUMENT CONTAINS PERSONAL INFORMATION THAT IS PROTECTED BY THE  
PRIVACY ACT OF 1974 AND MUST BE SAFEGUARDED FROM UNAUTHORIZED  
DISCLOSURE.

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RICHARD K. ELDARD, Colonel, USAF  
Director of Security Forces