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THE AIR FORCE CORRECTIONS SYSTEM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 31-2, *Law Enforcement,* and Department of Defense (DoD) Directive 1325.4, *Confinement of Military Prisoners and Administration of Military Correction Programs and Facilities*, September 28, 1999 (DoD) Instruction 1325.7 *Administration of Military Correctional Facilities and Clemency and Parole Authority*. It gives guidance and procedures for the Air Force Corrections System (AFCS). It describes how to administer corrections, rehabilitation, and parole and clemency programs; how to secure corrections facilities; and how to control and transfer military inmates. It applies to all persons who operate, administer, and supervise corrections facilities and programs. It does not apply to the United States Air Force Reserve or the Air National Guard. It also does not apply to United States Department of Justice or Federal Bureau of Prisons facilities located on Air Force installations. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by 10 United States Code (USC) 8013 and EO 9397. System of records notice F031 AF SP A, Correction and Rehabilitation Records, applies.

Records Management: Maintain and dispose of all records created as a result of prescribed process in this instruction in accordance with AFMAN 37-139, "*Records Disposition Schedule*."

(AETC) 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.

This Air Force Instruction (AFI) is a complete revision of AFI 31-205, *Corrections Program* and incorporates AFP 31-221, *Air Force Corrections Program.* All prescribed forms have been revised to reflect change in program.

(AETC)

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Chapter 1

PROGRAM PURPOSE, GUIDELINES, AND RESPONSIBILITIES

1.1. Program Purpose. The Air Force Corrections System (AFCS) provides quality confinement and rehabilitation services for pre-trial and post-trial inmates serving a court-martial sentence. The AFCS ensures a secure, humane, and productive environment for inmates and staff. The AFCS maintains a high level of discipline and provides for the education, training, rehabilitation and welfare of offenders. Those not retained for further military service have the opportunity to return to society as a responsible and productive citizen.

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

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

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

1.2.2.1. The installation commander may authorize use of civilian facilities (state, county, and city) to incarcerate inmates. When no military facilities are reasonably available, facilities approved by the US Marshals Service may be used on a temporary basis. Obtain the name and location of federally approved corrections facilities from the nearest US Marshals office. In the event a facility has not been approved by the US Marshals, check to see if it has been accredited by the state having jurisdiction. A facility may be used if the accreditation has come from the American Correctional Association, American Jail Association or by the state itself.

1.2.2.1. (AETC) 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.

1.2.2.2. Anytime civilian or other military service facilities are used, a Memorandum of Agreement (MOA) should be completed. An MOA is mandatory for each Army facility. The MOA should detail responsibilities and services. Consult AFI 25-201, *Support Agreement Procedures* for guidance.

1.2.2.2.1. The inmate's unit will use Operation and Maintenance (O&M) funds to pay costs associated with housing or transferring the inmate.

1.2.3. Do not use corrections personnel or facilities for correctional custody.

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

1.2.5. The Major Command (MAJCOM) SFs may approve, on a case-by-case basis, temporary use of their corrections facilities to house a transient inmate under the control of civilian law enforcement officers. Do not use military personnel as guards for the inmate. Do not allow temporary inmates or correctional custody correctees to have contact with military inmates.

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

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

1.3. Program Responsibilities:

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

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

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

1.3.3.1. Implements and oversees the AFCS worldwide.

1.3.3.2. Is responsible for Air Force inmates gained by HQ AFSFC/SFC.

1.3.3.3. Approves inmate transfers among military corrections facilities.

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

1.3.3.5. Serves as service Central repository for inmate Victim Witness Assistance Program (VWAP) and the Return to Duty Program (RTDP).

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

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

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

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

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

1.3.6. The Director, Secretary of the Air Force Personnel Council (SAFPC), or designee, chairs the US Air Force Clemency and Parole Board (AFC&PB) and announces the decision of the Secretary of the Air Force on clemency, parole, restoration to duty, and reenlistment of inmates.

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

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

1.3.9. Installation commanders must maintain capabilities to house inmates up to 120 days. This can be accomplished through possessing your own facility or through agreements with other confinement facilities. Installation commanders having corrections facilities implement programs according to this instruction and ensure adequate O&M funds are available for inmates in non-pay status.

1.3.9. (AETC) 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.

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

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

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

1.3.11. The installation CSF or designated security force commander ensures corrections systems meet the guidelines in this instruction. They will monitor, inspect, and maintain all facilities and programs.

1.3.12. The corrections officer supervises staff; provides custody, control, administration, and correctional treatment for inmates; and ensures compliance with this instruction.

1.3.13. The corrections staff:

1.3.13.1. Conducts programs to rehabilitate inmates for return to society or return to duty.

1.3.13.2. Provides an environment promoting inmate responsibility.

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

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

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

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

1.3.13.4.3. Striking or laying hands upon inmates is prohibited except in self-defense, to prevent serious injury to others, to prevent serious damage to property, to effect an authorized

search, or to quell a disturbance. In such cases, the amount of force used will be the minimum amount necessary to bring the situation under control.

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

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

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

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

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

1.3.13.4.9. Staff members are prohibited from fraternizing with inmates. These restrictions do not prohibit all contact, such as routine social pleasantries between inmates and staff members. Staff members are expected to treat inmates as fellow human beings who are members of the military service in a subordinated position within the organization.

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

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

1.3.14. (AETC) Coordinate local publications with the installation SJA.

Chapter 2

ORGANIZATION, STAFFING, AND CORRECTIONS STAFF TRAINING

2.1. Organization. The installation CSF assigns a commissioned officer as the corrections officer. This position may be an additional duty. The corrections NCOIC is operationally responsible to the corrections officer.

2.1. (AETC) 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.

2.2. Staffing. The installation CSF determines staffing for their Level 1 facility. HQ AFSFC/SFC determines Air Force personnel assigned to Level 2 and 3 facilities staff. Staffing requirements for AFCS facilities should be determined on more than (projected) inmate population figures and should include a review of staffing needs as well as mission requirements. MAJCOMs establish staffing requirements for Level 1 Facilities assigned to their command. Staffing requirements will be reviewed at least semiannually and adjusted as required.

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

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

2.2.3. Personnel other than 3P0X1 may be used to supervise and/or guard inmates. A record of training on all non-custodial supervisors who are trained to supervise inmate work details will be maintained. Persons with an Unfavorable Information File, civilian felony conviction, court-martial conviction, non-judicial punishment, criminal history or history of substance abuse will not be tasked to supervise inmates. If corrections assigned personnel (trained) are tasked with other duties not in support of the facility, those duties should not degrade or otherwise compromise security of the facility.

2.2.4. Personnel of the opposite sex of the inmate's may supervise or guard inmate(s). This arrangement must not result in undue invasion of the inmate(s) privacy as determined by the corrections officer. Note: Escorts for the transfer of inmates must be of the same sex in accordance with **Chapter 9**.

2.3. Training. Corrections officers will establish an in-house training program designed to ensure all personnel assigned corrections duties are fully trained in custody, control, management and correctional treatment of inmates. Training records will be maintained on all staff members. Corrections staff should complete or be scheduled to attend a service corrections course (or civilian equivalent) immediately upon duty assignment.

2.3. (AETC) 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.

2.3.1. In-service training programs should contain as a minimum, training on:

2.3.1.1. The mission, purpose, and objective of the facility.

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

2.3.1.3. Use of force and weapons restrictions.

2.3.1.4. Escort responsibilities and custody requirements.

2.3.1.5. Emergency action plans for fire, natural disaster, escapes, riots, inmate injuries or illness.

2.3.1.6. The staff/inmate relationships.

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

2.3.1.8. Suicide prevention. All confinement facilities will have a detailed suicide prevention plan that addresses each of the following: training, identification/screening, communication, intervention, reporting, follow-up, and review.

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

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

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

2.4.2. Staff training topics should include:

2.4.2.1. Apprehension and search.

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

2.4.2.3. Evidence and property handling.

2.4.2.4. Transporting inmates.

2.4.2.5. Decontaminating cells and other spaces.

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

2.4.3.1. Risk factors.

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

2.4.3.3. First aid procedures.

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

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

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

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

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

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

2.6.2. Medical treatment facility personnel arrange transportation as necessary.

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

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

2.6.5. The corrections officer may direct HIV testing of any inmate at any time considered necessary, provided they are able to document the purpose of the testing and its necessity as a legitimate penalogical interest.

Chapter 3

RECORDS AND REPORTS

3.1. Policies/Release of Inmate Records. All staff members will be trained in corrections and will be fully oriented on the missions, objectives and governing instructions, prior to assuming such duties. All files maintenance and disposition of records will be IAW AFMAN 37-139, *Records Disposition Schedule,* Table 31-2.

3.1.1. Release of Inmate Records. To the maximum extent possible, all persons associated with corrections must protect processes involved in corrections, clemency and parole, restoration and reenlistment in the release of records requested in accordance with AFI 37-131, *Freedom of Information Act (FOIA) Program* and AFI 37-132, *Air Force Privacy Act Program*. Consult DOD Regulation 5400.7/AF Supplement, *FOIA Program*, and AFI 33-332, *Air Force Privacy Act Program,* for procedures on release or denial of FOIA and PA requests.

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

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

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

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

3.2.1. Victim and Witness Participation. Victims or witnesses associated with a particular inmate's case may request notification when there is a change in the inmate's confinement status. When an Air Force member is sentenced to confinement by court-martial, the trial counsel informs victims and witnesses, if any, of their rights to notification. The victim or witness elects notification preference using the DD Form 2704, **Victim/Witness Certification and Election Concerning Inmate Status**. The trial counsel forwards the DD Form 2704 to the confinement facility and the service Central Repository, HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB, TX 78236-5226 in all cases where confinement is adjudged. (Note: A DD Form 2704 is required for all adjudged inmates whether or not a victim or witness is identified.) Victims and witnesses are responsible for notifying the confinement facility and HQ AFSFC/SFC of changes in their address or telephone number.

3.2.2. Establishing a Program. Each confinement facility establishes a confinement Victim Witness Assistance Program (VWAP) for persons entered by request or through the confinement facility receipt of a properly completed DD Form 2704. The VWAP Monitor for the confinement facility must understand the importance of this program, and be sensitive to the needs of victims or witnesses. The VWAP Monitor will treat victim and witness information with strict confidentiality. The identity of a crime victim or witness shall not be disclosed to the inmate or any unauthorized third party, as determined by the VWAP monitor. These procedures apply to inmates of all military services confined at USAF confinement facilities. All victims and witnesses will be treated with sensitivity and compassion.

3.2.3. Notification Procedures. The trial counsel sends the notification requirement to the confinement facility and HQ AFSFC/SFC using the DD Form 2704. If the confinement facility receives a request directly from a victim or witness by other means, the VWAP Monitor forwards the request to the trial counsel or servicing SJA for processing. Upon receipt of the DD Form 2704, enter the individual into the program. Refer questions from victims and witnesses concerning matters other than release or release-related activities to the appropriate office.

3.2.4. Inmate's Files. Mark Correctional Treatment Files of inmates included in the victim and witness program for local identification. For example: "CONTAINS VICTIM OR WITNESS REQUEST." Victim and witness information is exempt from release under the PA and FOIA. Do not allow the inmate access to this information at any time. The VWAP Monitor maintains a separate adjunct Victim/Witness Notification Record by individual name of each victim or witness. Document all contacts with a victim or witness, including telephone calls on the DD Form 2705, **Victim/Witness Notification of Inmate Status**. Show the date, time, type of contact, telephone number/address used, staff name, and reasons/outcome.

3.2.5. Victim and Witness Records. Package and file victim and witness records as follows:

3.2.5.1. The VWAP Monitor will seal files in a separate envelope and mark as victim/witness files.

3.2.5.2. The envelope will be clearly labeled "EXEMPT from Freedom of Information Act and Privacy Act Release." The envelope will be kept with the CTF.

3.2.6. Types of Notification and Time Frames. Use the DD Form 2705, **Victim/Witness Notification of Inmate Status**, to make victim and witness notifications. Use this form to advise victims and witnesses of any change in the inmate's confinement status. Attach it to a cover sheet (**Attachment 3**). Unless a shorter period is prescribed below, make notifications at least 45 days prior to the specific action. Send all correspondence by certified mail, return receipt requested. File receipts in the Victim and Witness Notification Record.

3.2.6.1. Initial Contact. Send the initial Victim/Witness Notification Cover Letter (**Attachment 2**) to victims and witnesses within 10 working days of receiving the DD Form 2704 or other acceptable request for enrollment in the VWAP. Attach a completed DD Form 2705 to the initial enrollment letter. At this time notify victims and witnesses of initial clemency and parole dates, if applicable.

3.2.6.2. Clemency/Parole Hearing. Notify victims and witnesses at least 45 days in advance (or as soon as known) of clemency and parole hearings held by the appropriate military service C&PB. Advise victims and witnesses of their right to submit statements (written or typed) to the service C&PB on the impact crime has had on their lives. Refer requests from victims and witnesses to

appear before a clemency/parole hearing to the appropriate service C&PB. (Note: Personal appearances are not authorized for the AF C&PB or before facility disposition boards considering Air Force inmates.)

3.2.6.3. Release. Notify victims and witnesses when an inmate is scheduled to be released. Using the DD Form 2705, provide the date, method of release and destination (city and state). In parole cases, include the parole officer's name and telephone number. Make notifications by telephone when the inmate is unexpectedly released or when required by short-notice time frames.

3.2.6.3.1. If a Military Magistrate determines a detainee should be released from pre-trial confinement, the detainee's commander will be informed of the need to notify any potential victim or witness of the release.

3.2.6.4. Notice of Release of Sex Offenders. Appropriate state authorities must be notified in all cases involving the release from confinement of inmates convicted of sexually violent offenses or convicted of sex offenses against victims who were minors (persons under the age of 16 years). Conviction of any of the offenses specified in **Attachment 4** triggers this reporting requirement. However, there are additional sex offenses that trigger the reporting requirement. When in doubt on whether a particular offense must be reported, consult the installation SJA.

3.2.6.5. Procedure. In cases where notification is required, the corrections officer, or designee of the facility where the inmate is confined, and regardless of the branch of service of which the inmate is a member, shall:

3.2.6.5.1. Inform the inmate prior to final release that he or she will be subject to a registration requirement as a sex offender in any state or territory in which he or she resides, is employed, carries on a vocation, or is a student.

3.2.6.5.1.1. Use the DD Form 2791-1, **Prisoners Acknowledgement of Sex Offender Registration Requirements,** to obtain the inmate's written acknowledgment of the foregoing notification. Also obtain from the inmate and include on the form the address at which he or she will reside upon release from confinement. A corrections staff member will witness the inmate's signature on the form.

3.2.6.5.1.2. File one copy of the released inmate's acknowledgment form in his or her CTF, another copy in the facility files, and provide a third copy to the inmate. Forward the original for placement in the inmate's Personnel Records.

3.2.6.5.2. At least two weeks prior to the inmate's final release from confinement (to ensure receipt at least five days prior to the inmate's release date), complete and mail separately addressed copies of DD Form 2791, **Notice of Release of Military Offender Convicted of Sex Offense** to:

3.2.6.5.2.1. State law enforcement where the inmate will reside. This is the Attorney General for the state or territory. See **Attachment 5**.

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

3.2.6.5.2.3. State Sex Offender Registration Official. This is the state or local agency responsible for maintenance of sex offender registration information for the state or territory in which the inmate will reside upon release from confinement. See **Attachment 6**.

3.2.6.5.3. In cases where the inmate is to be released on parole, provide the supervising US Probation Officer a copy of the inmate's written acknowledgment and copies of the three DD Forms 2791 submitted in accordance with paragraph **3.2.6.5.2.**

3.2.6.5.4. In cases where the convening authority in their action suspends a sentence to confinement adjudged by court-martial, the member's release from confinement on suspension will trigger the above-described notice requirements and the corrections officer shall comply with the procedures detailed in paragraphs **3.2.6.5.1.** through **3.2.6.5.2.3.** In the event the suspension is subsequently vacated and the member is required to serve his sentence to confinement, the notification requirements will be re-accomplished before the inmate is again released from confinement.

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

3.2.6.6. Escape. Notify victims and witnesses by telephone as soon as possible after discovery of an escape by an adjudged inmate. Victims and witnesses will be re-notified by telephone upon the inmate's return to confinement. Provide this information to the service Central Repository, HQ AFSFC/SFC by the most expeditious means (fax, e-mail, or telephone). See **3.2.11.** for procedures if a pre-trial detainee escapes.

3.2.6.7. Transfer. Notify victims and witnesses of transfer to another facility. Notification may be made prior to transfer or immediately thereafter. Regardless of military service, forward victim and witness information via separate correspondence to the commander of the receiving facility. Requests for transfer to another confinement facility must identify cases where victim and witness notification is required. The commander of the receiving facility notifies victims and witnesses of the inmate's new location and enrollment in the facility's victim and witness notification program within 14 days of inmate arrival. Send a copy of the notification to the service Central Repository, HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB, TX 78236-5226.

3.2.6.7.1. If transferred to the USDB, forward the victim and witness information separately to the Command Judge Advocate, Attn: VWAP Monitor, USDB, Ft Leavenworth, KS 66027.

3.2.6.7.2. Refer to the corrections web page **http://afsf.lackland.af.mil/sfc** for a complete listing of Level 1 RCFs and higher. It can be found on the Lackland AFB web site under HQ AFSFC.

3.2.6.8. Emergency Home Parole (EHP). Notify victims and witnesses before the inmate's release on EHP; this should normally be done by telephone.

3.2.6.9. Death. Notify the victim or witness within 10 days of the death of an inmate.

3.2.7. Canceling the Notification Request. A victim or witness may request removal from the confinement notification program by writing the service Central Repository. Forward requests made directly to the confinement facility to the service Central Repository. The confinement facility may recommend canceling a notification request to the service Central repository when the victim or witness fails to respond within 60 days to an inquiry that concerns continued participation. Prior to canceling a notification request, document in the Victim and Witness Notification Record all efforts to

contact the victim or witness. After three attempts to contact the individual via certified mail, the VWAP Monitor shall recommend cancellation through the service Central Repository, HQ AFSFC/SFC.

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

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

3.2.10. RCS: HAF-SF (M) 9611. **Victim/Witness Monthly Status Report**. Send a monthly report to HQ AFSFC/SFC (see **Attachment 7** for suggested format) by the fifth of the following month. This activity report provides a list of inmates, grouped by service, for whom a DD Form 2705 was generated during the month, including branch of service, social security number, date entered into program, Minimum Release Date (MRD), and Parole Eligibility Date (PED). Include the number of status changes and number of notification letters (DD Form 2705) sent per inmate and reason for status changes. Include information regarding any inability to contact a victim or witness in this report. Facilities may mail or fax the report; negative reports are required. NOTE: This report is designated emergency status code D. Immediately discontinue reporting data during emergency conditions. Discontinue reporting during MINIMIZE.

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

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

3.3. RCS: DD-P&R (A) 2067, Annual Confinement Report. A corrections officer responsible for housing inmates sends this report to the appropriate MAJCOM/SF. The report covers the periods from January to December. MAJCOM/SFs consolidate the reports into one report and submit it to HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB, TX 78236-5220, no later than 5 February. NOTE: This report is designated emergency status code D. Immediately discontinue reporting data requirements during emergency conditions. Discontinue reporting during MINIMIZE.

3.3. (AETC) 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.

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

3.4.1. Other deviation requests pertaining to safety, comfort measures, transfers, and escort requirements are submitted by letter. Include the reason and condition for the deviation with an estimated completed date.

3.4.2. The installation commander approves deviations for Level 1 except those relating to safety, transfer, and escort requirements.

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

3.4.4. Corrections officers send information copies of approved waivers, exceptions, and variances approved by the installation commander to the responsible MAJCOM/SF and HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB, TX 78236-5220.

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

3.5. (AETC) 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).

Chapter 4

FACILITIES AND EQUIPMENT

4.1. Establishing, Changing Designation, and Closing Facilities. The installation commander determines the need to establish, change, or close a Level 1 facility. Base the decision on inmate population and availability of other facilities in the area, such as an RCF. MAJCOM/SFs approve plans to establish or change the status of existing facilities. Send information copies of approved changes to HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB, TX 78236-5220. HQ AFSFC/SFC approves such plans for Air Force-operated RCFs.

4.2. General Design Criteria. The corrections officer ensures space is available for inmate housing, recreation, administration, and education. The design must include escape prevention as well as safety and emergency evacuation procedures. A correction facility design shall include:

4.2.1. Segregation cells located so physical contact with non-segregated and other segregated inmates is impossible and to minimize the possibility of escape and self inflicted injury.

4.2.2. Division of inmates by status, custody grade, sex, and officer or enlisted.

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

4.2.4. Distinctive administrative areas separate from security functions.

4.2.5. Secure storage space for personal property.

4.2.6. Health and comfort storage area.

4.2.7. Secure janitorial supply storage area.

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

4.2.9. Dayrooms with space for reading, writing, and table games.

4.3. Physical Security, Safety, and Comfort Measures. The corrections officer ensures security, safety, and comfort measures exist in their corrections facilities, as listed below:

4.3.1. Have barriers to control public entry into inmate areas and to prevent inmate escape. Fences used as a facility boundary must be, as a minimum, 7-foot-high fence fabric, with 3-strand barbed wire mounted on an inward 45-degree angle. Secure fence fabric at the bottom. Ensure gates are wide enough to permit entry for all emergency vehicles.

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

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

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

4.3.2.3. Keep CCTV monitors from public view.

4.3.3. Provide interior and exterior lighting as follows:

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

4.3.3.2. Artificial light in rooms, cells, and personal hygiene areas is at least 20 foot-candles at desktop level.

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

4.3.3.4. Provide adequate exterior lighting for security and safety.

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

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

4.3.4. Indoor temperatures are at locally prescribed levels.

4.3.5. Air circulation is at least 10 cubic feet of fresh or re-circulated, filtered air per minute per occupant for inmate rooms/cells, officer stations, and dining areas, as documented by an independent, qualified source. Facilities built after 1 Jan 97 must provide at least 15 cubic feet of fresh or re-circulated air.

4.3.6. Noise levels do not exceed 70 dBA (A scale) in the daytime and 45 dBA (A Scale) at night.

4.3.7. Use simple locking devices (not padlocks). Keep all keys in a secure location and establish procedures to issue, receive, and inventory keys.

4.3.7.1. Duplicate keys must be immediately available for emergencies.

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

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

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

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

4.3.8.3. Wash basins: A ratio of at least one for every 6 inmates.

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

4.4. Prohibited Security Measures. Corrections officers ensure enforcement of the following prohibitions during both the design and operation of the confinement facility.

4.4.1. Do not locate facilities next to child care operations, or any facilities, which dispense, sell, or store alcoholic beverages.

4.4.2. Do not use electrically charged fences or wires.

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

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

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

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

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

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

4.4.9. Do not use firearms to guard inmates, except under escort.

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

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

4.5. Space Allocation. Dormitory space for inmates will provide for separation and supervision.

4.5.1. For all confinement facilities built prior to 1 Jan 97, the space allotment for dormitory type facilities will be designed on the basis of 72 square feet per inmate (except under circumstances described in **4.5.1.** below), computed on a net room area that includes open aisle but excludes latrines, closed corridors, and utility space.

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

4.5.3. Space allotment for individual cells or rooms and for cells that are used for segregation of inmates will be: 8 feet long, 6 feet wide and 8 feet high (minimum inside measurements). When any cell or room does not meet this minimum space requirement, a medical doctor or physicians assistant must inspect and certify it as acceptable for confinement. Document these instances by exception approved by the installation commander.

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

4.5.5. When confinement exceeds 10 hours per day, provide at least 80 square feet of total floor space per occupant. (Note: Does not include normal sleep time.)

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

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

4.7. Equipment. Corrections officers ensure corrections facilities provide the following:

4.7.1. Office equipment to support the administrative function.

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

4.7.3. A public address system (as required).

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

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

Chapter 5

ADMINISTRATION AND MANAGEMENT

5.1. Confinement Orders (Pre-trial/Post-trial). Pre-trial: Ensure completion of AF Form 444, **Advisement of Rights Upon Pre-trial Confinement**, and DD Form 2707, **Confinement Order**. The unit representative affecting the confinement completes the AF Form 444, and is witnessed by a corrections staff member, IAW Rules for Courts-Martial (R.C.M.) 304 and 305. Post-trial: Ensure completion of the DD Form 2707, **Confinement Order**. An authorized commissioned, warrant, or noncommissioned officer may sign the DD Form 2707, authorizing confinement. See Articles 9(b) and 11(a) of the UCMJ and MCM, R.C.M. 1101. The AF Form 1359, **Report of Result of Trial**, may serve in lieu of the DD Form 2707, if the accused was in continuous pre-trial confinement from the confinement date to the adjudged date.

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

5.1.1.1. Inmates of other services of the United States (Army, Navy, USMC) will be incarcerated in AFCS facilities, per DOD directives and other appropriate inter-service support agreements.

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

5.1.2. The installation SJA will supervise the administration of military justice and provide legal assistance for inmates. Whenever possible, provide these services within the facility. Inmates will be kept fully informed concerning the status of their cases or sentences, and other pending legal matters.

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

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

5.2.1. All Air Force Academy cadets (male) and commissioned officers (male) regardless of length of sentence, inmates under sentence of death, and all enlisted members receiving a sentence of more than five years, serve their sentences at the USDB, Ft Leavenworth, KS. Refer to **Attachment 1**, Levels 2 and 3 descriptions for further guidance. Requests for housing inmates in Army confinement facilities requires HQ AFSFC/SFC to coordinate and obtain approval from HQ Army (DAMO-ODL) 48 hours prior to transfer. (For types of facilities, see **Attachment 1**, under the term Level).

5.2.1.1. This action will not infringe upon any commander's authority under R.C.M. 1107 to return or restore an inmate to honorable duty status.

5.2.1.2. Under normal situations, confine pre-trial detainees locally. HQ AFSFC/SFC approves deviations from place of confinement criteria and directs inmate transfers as appropriate.

5.3. Processing Inmates into a Facility. The corrections officer ensures all corrections staff members are proficient in processing new inmates. Processing includes at least one briefing on facility rules and an interview by the corrections officer or NCOIC. Provide a written copy of the facility rules to the inmate.

The inmate will retain this copy until departure, and signs a statement acknowledging he or she understands the rules. The rules should contain the things an inmate may do; making anything not listed, not authorized. This is particularly effective in contraband control, since the staff confiscates any unauthorized article(s) and takes appropriate action. Rules should be kept to a minimum and be positive in nature. In-processing should also include accomplishing the DD Form 2711, **Initial Custody Classification**, issuing health and comfort item issue, an inquiry through the National Crime Information Center, photographing and fingerprinting, search of the inmate's property, receipt for property, and a complete search of the inmate. Ensure an appropriate gender witness is present while conducting a complete search. Annotate all findings such as scars, marks and tattoos. In conducting the search, inmates shall not be searched by members of the opposite sex, except in emergency situations. When no female staff members are available, and no emergency exists, seek assistance from hospital personnel or the inmate/detainee's unit. NOTE: If during the initial interview, the interviewer determines an inmate needs immediate medical or mental health care, contact the medical or mental (behavioral) health clinic for assistance.

5.3.1. Ensure the inmate receives a physical examination by medical personnel within 24 hours after entry into confinement or next duty day for processing on weekends or holidays. NOTE: If the inmate has not been housed in a confinement facility, ensure the inmate has a physical within 24 hours of transferring into a confinement facility. Use DD Form 2707, **Confinement Order**, or locally generated form. This examination, at a minimum includes a medical and mental health (behavioral) records review and physical examination. The medical officer tests for communicable diseases including HIV and Hepatitis B, and urinalysis testing for illegal drug and narcotic use. The medical officer also conducts an inspection of all body cavities to prevent the introduction of contraband into the facility. Document all results except HIV results in the CTF. Female inmates will also be administered a pregnancy test, with results annotated in the medical record. If appropriate, take the inmate to the mental health (behavioral) health officer for an interview. NOTE: The medical staff documents HIV test results in the inmate's medical records.

5.3.1.1. Upon initial entry into the confinement facility, the designated mental (behavioral) health officer, screens the inmate's medical records for mental health consultation entries. Determine if the inmate requires follow-on mental health support, is a danger to self, others, or difficulty adjusting to confinement.

5.3.1.1. (AETC) 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.

5.3.2. When possible, segregate new inmates from others during initial processing and administration.

5.3.3. Rank or grade has no privilege. Officer and NCO inmates do not exercise command or supervisory authority over other persons.

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

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

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

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

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

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

5.3.6. Complete DD Form 2715, **Clemency/Parole Submission**. Inmates may consult their area defense counsel or attorney prior to completing the "inmate's version."

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

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

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

5.3.10. The corrections staff informs the installation commander within 24 hours of an inmate's entry into confinement.

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

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

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

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

5.4.1. While an inmate is in confinement, use AF Form 511, **Individual Inmate Utilization**, to record inmate work program participation, training, and other utilization information.

5.4.2. Confinement of Pregnant Inmates. Corrections officers and NCOICs will consult medical personnel for the care and management of confined pregnant inmates. Pregnancy does not preclude confinement as long as appropriate prenatal care is provided and there is a medical treatment facility near

the confinement facility, which can provide for labor, delivery and management of obstetric emergencies.

5.4.2.1. Arrangement for placement for any child born while the mother is in custody must be made as soon as possible after the pregnancy is known, but no later than the seventh month of pregnancy. It is the responsibility of the expecting mother to decide what care arrangements will be made for the child. Alternatives include placing the child with relatives, in a foster home or for adoption. Corrections personnel will assist the mother in making arrangements with legal and family support services. Infants must be moved to the location of placement directly from the hospital. The granting of leave for the inmate to take her child for placement may be considered; however, if not granted, the person designated to provide temporary care should come to the hospital to receive the child.

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

5.4.2.1.2. Regardless of the course of action, all expenses involved will be borne by the inmate.

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

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

5.4.3.1. 10 U.S.C. § 1093 prohibits the use of appropriated funds to perform abortions except when the life of the mother would be endangered if the fetus were carried full term. Consult medical personnel for further guidance.

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

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

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

5.5. Correctional Treatment File (CTF). The corrections staff establishes a CTF for each inmate during initial in processing. Refer to **Attachment 8**. The corrections officer is responsible for proper disposition of the CTF as follows:

5.5.1. When inmates complete a sentence of confinement and return to their unit of assignment, transfer the CTF to the unit of assignment. Annotate this action in the remarks section of the DD Form 2718, **Inmate's Release Order**. File a copy of the DD Form 2718 in the CTF and one copy in the facility files. The unit of assignment is responsible for maintenance and disposition of the CTF.

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

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

5.5.4. When an inmate completes a court-martial sentence and is permanently released, refer to AFMAN 37-139, *Records Disposition Schedule,* Table 31-2 for final disposition instructions.

5.5.5. Clearly mark CTFs containing victim or witness requests for notification. For example: "CONTAINS VICTIM OR WITNESS INFORMATION" (Including medical treatment files).

5.6. Status and Custody Grades. Upon initial confinement, the corrections officer or NCOIC may convene a panel to determine the inmate's custody grade or may personally determine the inmate custody grade. The corrections officer or NCOIC classifies inmates as pre-trial, post-trial or casual (inmates in transient or awaiting pick up or transportation) and assigns one of the following custody grades to all inmates. (See **Attachment 9**.)

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

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

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

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

5.6.4.1. Medium-In requires continual supervision. The inmate poses an escape risk, but does not present a significant threat to others or property. Assign this custody grade to inmates who demon-

strate a poor adjustment to confinement. Do not assign medium-in custody inmates to work details away from the facility.

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

5.6.5. Minimum Custody. Does not present an apparent threat of escape or danger. Assign minimum custody inmates work details inside or outside the facility. Inmates in this custody grade may sign out and report to work details unescorted. Establish local procedures to account for the location of these inmates while away from the facility.

5.6.6. Trustee (Community) Custody. Demonstrates a keen sense of responsibility and trust, and requires very little supervision. Permit inmates in this custody grade to sign out and report to work details unescorted. Additionally, the installation CSF may approve work assignments at the inmate's unit of assignment prior to confinement and use of base facilities. Develop a local picture identification card for inmates placed in community custody. Corrections officers will develop uniform requirements locally per installation and MAJCOM requirements. Suggest inmates in this status have some form of distinction present, i.e., jumpsuit in another color, or Battle Dress Uniforms (BDUs) with distinctive headgear.

5.7. Sentence Computation. The corrections officer or designated corrections staff member computes sentence and Good Conduct Time (GCT) according to DODI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority* and AFJI 31-215, *Military Sentences to Confinement*. The DD Form 2710-1, **Inmate Sentence Information,** or a computer-generated equivalent shall be used to compute sentences.

5.7.1. The adjudged court-martial date will mark the Confinement Start Date (CSD) of the sentence to confinement. If an inmate served pre-trial confinement for the offense(s) for which the sentence was imposed, the CSD will be administratively adjusted to reflect the time spent in pre-trial confinement and any additional pre-trial confinement credit ordered by the military judge, convening authority, or appellate court.

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

5.7.1.2. Extra Good Conduct Time (EGCT). Corrections officers are authorized to grant EGCT as an additional incentive or abatement to reward good performance in work projects, industries, education, mental health programs, or other activities deemed appropriate. Evaluations are used to award EGCT. Those inmates enrolled in Extra Good Time Abatement (EGTA) programs that receive unfavorable evaluations or who otherwise do not participate in the program due to disciplinary reasons will not be awarded EGTA. The following applies:

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

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

5.7.1.2.3. Compute the maximum allowable EGCT according to DOD Directive 1325.4 at three days per month for the first year and five days per month for subsequent years. Adjust an inmate's MRD (factoring in granted or forfeited EGCT) monthly.

5.7.1.2.4. Violations of facility rules or commission of an offense could result in forfeiture of all or part of any earned GCT or EGCT. The corrections officer approves forfeited or withheld GCT or EGCT. The corrections officer must use the Discipline and Adjustment Board (see paragraph **8.8.3.**) in making a decision for forfeiture. The corrections officer may restore all or part of previously forfeited or withheld GCT or EGCT, including time withheld or forfeited at other institutions.

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

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

5.8.1.1. Inmates in administrative segregation will be afforded the same cell furnishings as those not segregated. The corrections officer or designee determines when temporary removal of furnishings are necessary to prevent injury or property damage. Removal of furnishings will be reviewed every time an inmate's status is reviewed.

5.8.1.2. All pre-trial inmates will be housed in separate cells or sleeping areas from post-trial inmates. They may share the same common areas at the same time.

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

5.8.1.4. Physically separate commissioned and warrant officers from enlisted inmates. Officer inmates may share the same common areas as enlisted inmates at the same time.

5.8.1.5. Segregate maximum custody inmates from all others.

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

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

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

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

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

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

5.10. Hospitalized Inmates. The medical officer on duty is responsible for all inmate medical matters. The corrections officer is responsible for custody and control matters.

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

5.10.2. When projecting inmates to go Temporary Duty (TDY) for hospitalization, the parent installation corrections officer:

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

5.10.2.2. Provides the necessary transfer information.

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

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

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

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

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

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

5.11.2.2. Scenes including inmates who are identifiable.

5.11.2.3. Scenes depicting inmates under custodial control.

5.11.2.4. Use of restraining devices.

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

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

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

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

5.14. Release From Confinement. Inmate release is a two-step process. It begins with a pre-release conference and ends with an actual release. Prior to the pre-release conference, you should acquire professional assistance for the inmate through the Transition Assistance Program. The installation CSF coordinates the release of inmates with the installation commander and the unit commander when they complete their sentences to confinement, or, are approved by the AFC&PB for release on parole. The Convening Authority directs inmates to be placed on excess leave upon completion of confinement (reference AFI 51-201, *Administration of Military Justice,* paragraph **9.3.** and 9.12.). The corrections staff, in the presence of the inmate's squadron commander or designated representative, conducts a pre-release conference with the inmate three calendar days before release. Use DD Form 2718 to authorize release from confinement. The corrections officer releases pre-trial inmates upon order of an authorized official (i.e., confining official).

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

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

5.14.3. A discharge or dismissal will not be executed until appellate review is completed and discharge or dismissal has been ordered executed (Final Order). An accused awaiting appellate review of an unsuspended punitive discharge who has already completed the period of confinement, may be involuntarily placed on excess leave by direction of the convening authority IAW Article 76a, UCMJ, and AFI 51-201, para 9.12. When legal reviews are completed, members will be discharged and AF Form 100, **Request and Authorization for Separation** and DD Form 214, **Certificate of Release or Discharge from Active Duty** will be executed and copies furnished to member.

5.14.4. If released on parole or excess leave pending completion of appellate review, the inmate's unit ensures inmates and dependents are issued armed forces identification card(s) with an expiration date of one year from date of release.

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

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

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

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

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

Chapter 6

ALLOWANCES AND SERVICES

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

6.1.1. Health and comfort items for inmates in non-pay status are issued according to facility guidelines and may be procured in several ways. Items are purchased using parent unit O&M funds, or the corrections officer establishes an issue stock of items, purchased through installation O&M funds. (See **Attachment 10** for listing of health and comfort items.) Additional guidance is found in DODI 1325.7, *Administration of Military Correctional Facilities and Clemency Parole Authority.*

6.1.1.1. Inmates in pay status must purchase items using their Personal Deposit Fund (PDF). Facility commanders may impose reasonable limitations on inmate use of personal funds.

6.1.1.2. As a minimum, provide items for personal hygiene, in compliance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel,* and postage stamps.

6.1.1.3. Inmates in pay or work release status will be required to pay for postage and envelopes on all personal outgoing mail.

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

6.1.2.1. Official envelopes for personal correspondence will not exceed 10 envelopes/stamps per month. Place a return address of a post office box or building number and installation on the envelope. Official envelopes for privileged correspondence will only be limited to reasonable quantities at the discretion of the corrections officer. If the facility commander does not allow inmates to have postage stamps in their possession, use DD Form 499, **Prisoner's Mail and Correspondence Record,** to account for postage and control authorized correspondence.

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

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

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

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

6.1.6. AFI 40-102, *Tobacco Use in the Air Force*, governs smoking and tobacco use.

6.1.7. Corrections officer may designate the confinement facility a smoke free facility.

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

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

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

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

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

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

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

6.3.2.1.1. President or Vice-President.

6.3.2.1.2. Congressional or a representative.

6.3.2.1.3. Secretary of Defense.

6.3.2.1.4. Attorney General or their representative.

6.3.2.1.5. SAF or a representative.

6.3.2.1.6. The Judge Advocate General or a representative.

6.3.2.1.7. The Inspector General or a representative.

6.3.2.1.8. Clergy.

6.3.2.1.9. State and Federal courts.

6.3.2.1.10. Inmate's military or civilian attorney.

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

6.3.4. Inspector General Complaints. Air Force inmates may submit complaints using the Air Force complaint system. Procedures vary based on the confinement location and the inmate's command of

assignment. Inmates wishing to complain about facility operations or procedures will use the complaint system of the facility housing them, regardless of which service operates the facility.

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

6.3.4.2. Inmates assigned to HQ AFSFC submit Air Force specific complaints to HQ AFSFC/IG, 1720 Patrick Street, Lackland AFB, TX 78236-5220.

6.4. Inmate Visits. Access by the public to AFCS facilities should be limited to authorized tours and visits. Care should be taken to avoid criticism, embarrassment, mental anguish, and grounds of defamation.

6.4.1. Only persons authorized by the corrections officer or confinement NCOIC may visit inmates. The corrections officer establishes visiting days and times locally and ensures all visits are supervised. Normally correspondence between, and visits by the inmate's spouse, children, parents, brothers, and sisters should be approved unless the security needs of the facility, protection of the victims, or the circumstances of the offense committed warrant disapproval. An example would be visitation to sex offenders, who should have no or limited contact with their victims, or with any minors, including their own children. Prior to permitting such visitation, consult the Family Advocacy Officer, Child Protective Worker (if assigned) or HQ AFSFC Clinical Director. Disapproval of correspondent and visitor requests shall be documented as a permanent part of the inmate's file.

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

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

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

6.4.5. Parent unit commanders or their appointees in the grade of E-7 or higher may visit inmates at anytime. If possible, provide separate visiting areas for privileged communication visits (attorneys, chaplains, etc.). Maximum and medium in-custody inmate visits will take place in a secure area within the corrections facility. Visits with medium-out, minimum, and community custody inmates may take place outside the facility (for example in the recreation yard or an adjacent picnic area) but only under supervision.

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

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

6.4.5.3. Do not allow victims of sexual offenses to visit the offender. However, in rare circumstances and after the Family Advocacy Officer and/or social worker assigned to the case and installation VWAP monitor concur, the installation CSF may approve such visits. For sexual offenders convicted of offenses against a child see paragraph **6.4.1.**

6.4.5.4. Visitors must request advance approval from the corrections officer to visit an inmate on prescribed visiting days. If the visitor is requesting to visit an inmate convicted of offenses against a child, determine the age of the visitor to control contact with minors pursuant to paragraph **6.4.1.** To the extent possible, accommodate visits by the inmate's family members who arrive unannounced if they are not from the local area.

6.4.6. Normally inmates can receive visitors on weekends and holidays. However, the corrections officer may grant exceptions to permit a visit during weekdays. For instance, when a visitor travels a long distance, or when such a visit appears advisable for other reasons. There are no restrictions of official visits as long as they do not interrupt normal facility operations. The corrections officer approves group visits in advance.

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

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

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

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

6.5.4. The installation chaplain appoints a chaplain staff representative to provide pastoral services to the inmate population.

6.5.5. Inmates receive the same food service as active duty personnel.

6.5.5.1. Inmates in segregation receive meals in their quarters.

6.5.5.2. The corrections staff makes an entry in the Security Force Desk Blotter when inmates refuse meals.

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

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

Chapter 7

CLOTHING, PERSONAL PROPERTY, AND FUNDS

7.1. Clothing. Pre-trial detainees and post trial inmates confined in AFCS facilities may wear the BDU uniform. However, distinctive uniforms may be used as directed by the Installation CSF. Pre-trial detainees will not wear the same distinctive uniform as post trial inmate's IAW Article 13, UCMJ, and R.C.M. 304(f). The CSF may prescribe color variations of the distinctive uniform to reflect custody levels. Markings affixed to distinctive inmate uniforms may include the designation of the confinement facility and a name tape spelling the last name of the inmate over the right pocket of the shirt. Markings affixed to distinctive uniforms will not be degrading or otherwise subject the inmate to ridicule. Funding for distinctive uniforms will come from installation O&M funds.

7.1.1. Pre-trial detainees may wear either the BDU or a distinctive uniform. If BDUs are worn, all insignia, badges, rank and devices will be displayed. If distinctive uniforms are used, pre-trial detainees will wear their rank.

7.1.2. Adjudged and sentenced inmates. BDUs and distinctive uniforms are worn as prescribed without grade insignia, badges, or devices. EXCEPTION: Adjudged inmates may wear grade insignia and authorized badges and devices for specific events, boards, hearings, etc. on service dress uniforms only.

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

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

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

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

7.3.1. Balance the PDF each duty day and conduct an audit at least quarterly by a disinterested party unassociated with the PDF (**Attachment 11**). This reporting requirement is exempt from licensing in accordance with paragraph 2.11.2 of AFI 33-324, *The Information Collections and Reports Management Program.*

7.3.2. Changes of custodian require transfer of PDF accountability. Use the certificate at **Attachment 12** to document the custodian change.

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

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

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

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

7.3.5. Use AF Form 1388 to total daily receipts and assign a voucher number to the form, e.g., AXX-01 (XX indicates current year; [e.g., 92 and 01] indicates the first voucher of the year).

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

7.3.6.1. Inmates verify their personal cash accounts, upon request, on the AF Form 808.

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

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

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

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

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

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

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

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

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

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

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

7.3.12. Allow inmates transferring to the Air Force RTDP to hand carry their PDF check. Additionally, you may give such inmates $25.00 cash from their PDF to cover miscellaneous travel expenses.

Chapter 8

CONTROL OF INMATES

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

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

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

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

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

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

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

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

8.2.5. Parent unit personnel escort minimum custody inmates using a ratio of one escort per five inmates. When using security forces, the ratio is one per ten.

8.2.6. Parent units assign only officers and NCOs, equal to or higher in rank to the inmate as escorts. This is not applicable to security forces personnel responsible for local area inmate security or control. Security forces and parent units must be careful not to assign escort duty to any person who may sympathize with the inmate (i.e., a peer who previously worked with the inmate).

8.2.7. The corrections staff briefs escorts on inmate security requirements prior to departing the corrections facility. The greatest opportunity for escape attempt exists while an inmate is away from the corrections facility. Unless an inmate receives community (trustee) custody or, in some instances, minimum custody, they are always under escort when away from the facility. Because of escape

opportunities during an escort situation, escorts require training by the corrections staff. An assigned trainer should emphasize escort responsibilities to include:

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

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

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

8.2.7.4. Instructions relating to the mode of transportation and planning itinerary (i.e. commercial or military aircraft requirements (transfers), and government vehicles).

8.2.7.5. How and when to use restraining devices.

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

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

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

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

8.2.10. Inmates are denied the privilege of rendering the hand salute. If unrestrained, pre-trial detainees can salute while wearing the service dress uniform.

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

8.4. Inmate Searches. Staff members do not conduct searches on inmates of the opposite sex unless required for emergency purposes. Recommend using latex protective gloves during searches of the inmate and clothing to protect against blood borne pathogens. Follow the basic rules below:

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

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

remain at the facility at least until the search is complete. This allows the corrections staff to return any contraband for disposition. Following the initial confinement search, have the inmate shower and then issue clean, previously searched clothing.

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

8.5. Emergency Plans. Corrections officers ensure they have emergency plans for their facility which include, as a minimum: apprehension of escapees, fire prevention and protection, response to riots, disorders, power failures, hostage situations, bomb threats, natural disasters, and medical emergencies. Plans must focus on control and safety of inmates. Additionally, the corrections officer or appointee:

8.5.1. Posts these plans within the facility and ensures supporting checklists, special instructions, and other appropriate documentation are available at the facility, law enforcement desk, or other location designated by the installation CSF. **Attachment 13** is a list of recommended points to address in each emergency action plan.

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

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

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

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

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

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

8.6.4.1. Unarmed Restraint Techniques. Unarmed restraint techniques are effective for self-defense, to prevent escape, to prevent an injury to persons or damage to property, or to quell a

disturbance. To control or move an unruly inmate, get help from corrections or other security force personnel to preclude the need to strike or inflict bodily injury on the inmate.

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

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

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

8.6.4.2.3. Immediately applying stronger measures of force to contain the situation when all attempts to reason have failed.

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

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

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

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

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

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

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

8.7.2. The corrections staff immediately prepares DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**, if an inmate escapes, fails to return, or when an inmate's parole has been suspended

or revoked and will be distributed pursuant to the provisions of AFI 36-2911, *Desertion and Unauthorized Absence*. In addition the corrections officer, installation commander or designated representative will communicate directly and expeditiously with the police agency of the military installation nearest an escapee's home of record, home of escapee's spouse, close friends, and other logical sources requesting assistance in apprehending the escaped inmate.

8.7.2.1. Notify the MAJCOM/SF and HQ AFSFC/SFC via OPREP-3 Beeline message of all escapes. Additionally, the corrections officer or appointee:

8.7.2.2. Initiates OPREP-3 procedures as stated in **3.5.**

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

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

8.7.2.5. The corrections officer or NCOIC prepares a lessons learned report and forwards the report to HQ AFSFC/SFC through their MAJCOM within 30 days of escape.

8.7.2.6. Ensure VWAP notifications are made in accordance with paragraph **3.2.6.** of this instruction.

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

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

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

8.7.6. Once the escapee is returned to military control, a medical person will examine him or her for signs of communicable or contagious diseases. HIV, pregnancy, and drug testing will be completed within 24 hours of the return.

8.8. Discipline and Control Measures.

8.8.1. Discipline

8.8.1.1. Punishable Conduct. While confined at Air Force confinement facilities, all inmates are subject to disciplinary action for violations of the UCMJ, relevant federal laws, and institutional

rules, even after discharge from the service. This jurisdiction over an inmate continues even after departing an Air Force confinement facility (e.g., parole or excess leave), as long as the inmate remains under the administrative control of the Air Force confinement program or the armed services. Misconduct is dealt with through trial by court-martial, charges brought before a Discipline and Adjustment Board (D&A Board), and other management or administrative actions. Actions taken as a result of a D&A Board do not preclude punishment under the UCMJ.

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

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

8.8.1.2.1. Violation(s) charged.

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

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

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

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

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

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

8.8.2.1. Filing the Disciplinary Report without action.

8.8.2.2. Filing the Disciplinary Report as an unfavorable Incident/Observation Report in the Correctional Treatment File (CTF).

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

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

8.8.2.5. Non-judicial Punishment.

8.8.2.6. Recommendation for trial by court-martial.

8.8.3. Discipline and Adjustment Board.

8.8.3.1. A D&A Board will be convened for the purpose of evaluating all facts and circumstances surrounding alleged inmate misconduct, infractions, violations of confinement facility rules, and violations of the UCMJ. A D&A Board is required in order to impose loss of good time by the inmate. The Board is composed of two disinterested Air Force members (E-5 or higher) from any unit and a panel chairperson (E-7 or higher) from Security Forces. In addition to the DD Form 2714, **Inmate Disciplinary Report,** the D&A Board will make a written record of the evidence presented at the hearing and state the reasons for recommending disciplinary action, if applicable. In making its recommendations, the D&A Board must give full consideration to the causes for the adverse behavior, the setting and the circumstances in which it occurred, the individual's accountability, and the correctional treatment goals. The Board should recommend disciplinary measures only to regulate and control the inmate's behavior as necessary within acceptable limits and are never to be recommended capriciously or in the nature of revenge or retaliation. Each case is considered individually and on its own merits, based on a thorough and impartial evaluation of all relevant facts and circumstances. The corrections staff files a copy of the DD Form 2714 and Board findings memo in the CTF.

8.8.3.1. (AETC) A sample discipline and adjustment (D&A) board findings memorandum is at **Attachment 19 (Added)**.

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

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

8.8.3.4. General Board Procedures:

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

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

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

8.8.3.4.3.1. Plead GUILTY to any or all violations.

8.8.3.4.3.2. Plead NOT GUILTY to any or all violations.

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

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

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

8.8.3.4.4.2. ACQUITTED – If the Board members cannot obtain a majority (2 to 1) vote to convict on any specific charge, the finding will be entered as "Acquitted."

8.8.3.4.4.3. DISMISSED – Is entered when the Board unanimously finds the charge is not a violation of AFI 31-205 or the UCMJ, or the charge is multiplicious (charges describe the same misconduct) with other violations for which the inmate was found "Guilty."

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

Table 8.1. D&A Board Administrative Disciplinary Actions

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

8.8.4. Appeals.

8.8.4.1. D&A Board recommendations that result in approved disciplinary segregation, custody reduction, or forfeitures of good conduct time or extra good conduct time, may be appealed to the Support Group Commander. D&A Board cases not resulting in disciplinary action as listed above are final and not subject to appeal. Forward all appeals through the Staff Judge Advocate (SJA).

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

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

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

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

8.8.5. Category of Offenses and Punishment.

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

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

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

8.8.5.2. The maximum recommended disciplinary and management actions for each category of Air Force confinement facility offenses are listed below. A definition of each offense is at **Attachment 14**.

CATEGORY I.

OFFENSES:

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

DISCIPLINARY ACTIONS:

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

MANAGEMENT ACTIONS:

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

CATEGORY II.

OFFENSES:

1. Aiding Another (of Cat II offenses)
2. Attempt (of Cat II offenses)
3. Cell Alteration
4. False Statement
5. Malingering
6. Medicine Misuse
7. Personal Ration Misuse
8. Rules Violation
9. Staff Harassment
10. Suffering Loss of Property
11. Unauthorized Ordering

DISCIPLINARY ACTIONS:

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

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180 days

2. Detail and/or housing unit change
3. Reduction in custody level, no lower than Medium
4. Other recommendation considering extenuating circumstances and the violation

CATEGORY III.

OFFENSES:

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

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 60 days recreation privileges
3. Disciplinary Segregation (not to exceed 30 days)
4. 14 days Extra Duty (NTE 2 hours per day)
5. Forfeiture of 90 days GCT or EGCT

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

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180 days
2. Detail and/or housing unit change
3. Reduction in custody/level to Max custody
4. Other recommendations considering extenuating circumstances and the violation

CATEGORY IV.

OFFENSES:

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

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 60 days recreation privileges
3. 14 days extra duty (NTE 2 hours per day)

4. Disciplinary Segregation (indefinite, normally NTE 60 days in any one period)
5. Forfeiture of all GCT and/or EGCT
6. Forfeiture of H&Cs NTE 25 % of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180 days
2. Detail and/or housing unit change
3. Reduction in custody level to Max custody
4. Other recommendations considering extenuating circumstances and the violation

CATEGORY V.

OFFENSES:

1. Aiding Another (of Cat V offenses)
2. Any Violation of the UCMJ
3. Arson
4. Assault (on a Staff Member)
5. Assault Consummated by Battery (on a Staff Member)
6. Attempt (of Cat V offenses)
7. Disrespect (to a Commissioned Officer)
8. Escape
9. Intoxicants
10. Possession, Introduction, or Use of a Weapon
11. Resisting Force Cell Moves

DISCIPLINARY ACTIONS:

1. Reprimand
2. Forfeiture of 60 days recreation privileges
3. 14 days extra duty (NTE 2 hours per day)
4. Disciplinary Segregation (indefinite, normally NTE 60 days in any one period)
5. Forfeiture of all GCT and/or EGCT
6. Forfeiture of H&Cs NTE 25% of monthly allotment

MANAGEMENT ACTIONS:

1. Suspension of any above actions NTE 180 days
2. Detail and/or housing unit change
3. Reduction in custody/level to Max custody

4. Other recommendations considering extenuating circumstances and the violation

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

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

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

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

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

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

8.10.3. Ensure established procedures exist and are followed. Allow only staff members of the same sex as the inmates to conduct frequent checks in the case of these inmates, since they may be unclothed.

Chapter 9

INMATE TRANSFERS

9.1. Pre-Transfer Requirements. HQ AFSFC/SFC arranges transfers into RCFs or higher facilities. Installation commanders authorize temporary transfers to other Level 1 facilities for pre-trial inmates, inmates with short sentences, or pending transfer to Level 2 or higher facilities. For transfer to Level 2 or higher facilities or into the AF Corrections System comply with paragraph **9.3.2.**

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

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

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

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

9.1.5. Prior to transfer (to an RCF or higher facility), the parent unit commander determines whether or not to retain or administratively separate officers and enlisted inmates who do not have a dismissal or punitive discharge adjudged.

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

9.1.7. Ensure medical personnel examine the inmate and all appropriate documents, to include health record, prior to transfer. Inmates determined by a medical officer to be mentally unstable, will be segregated from other inmates. A medical officer will determine whether a medical attendant should accompany the escort. If the inmate requires special medical attention, transfer will be accomplished through medical channels and escorts are provided IAW custody requirements.

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

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

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

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

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

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

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

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

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

9.3. Transfer of Convicted Offenders. CAs designate confinement for court-martialed offenders according to AFI 51-201. Most inmates under USAF control eventually transfer to a DOD RCF so they can capitalize on treatment programs offered only at Level 2 or 3 facilities. In order to keep track of all USAF inmate transfers, HQ AFSFC/SFC directs these transfers.

9.3.1. Post-trial inmates may be transferred at the direction of HQ AFSFC/SFC to the appropriate level facility following their court-martial. Normally, inmates are housed in a Level 1 facility while pending convening authority action unless circumstances warrant immediate transfer or delay in transfer. Post-trial inmates in Level 1 facilities must have 90 days or more confinement remaining to be transferred to an appropriate Level 2 or long term facility. If an inmate is at a Level 2 facility (i.e. Norfolk Naval Brig), he or she must have 6 months or more remaining in confinement prior to transfer. Deviation from these minimum time requirements must be justified in the transfer request and approved by HQ AFSFC/SFC.

9.3.1.1. Process all male officers and cadets regardless of sentence length for immediate transfer to the USDB. For transfer of female officers, refer to **Attachment 1**, Level 2 definition.

9.3.2. To initiate a transfer of an Air Force inmate, Security Forces will send a transfer request message via Defense Message System to HQ AFSFC/SFC. To ensure coordination of this transfer, send a copy to the inmate's unit, SJA, CA, and MAJCOM/SF. Use the message format in **Attachment 15** to request transfers. Justify requests for immediate or delay in transfer in paragraph 14. Compute clemency, parole, and minimum and maximum release dates according to AFJI 31-215 (AR 633-30), *Military Sentences to Confinement.* In addition to the message, fax a copy of the DD Form 2707, **Confinement Order**, and AF Form 1359, **Report of Result of Trial**, to HQ AFSFC/SFC.

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

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

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

9.3.6. Upon receipt of transfer approval, the escort will make telephonic contact with the Air Force liaison or gaining facility staff to obtain information on local travel conditions and to coordinate a pick up detail or escort accommodations. Verify that all required documents are in the CTF and the inmate

has all clothing and health and comfort items required for the facility. (See **Attachment 18**). Ensure inmates arrive with documentation, which clearly indicates their legal status and sentence as imposed by a military court (or as modified by subsequent convening authority action). Include copies of AF Form 1359, **Report of Result of Trial,** deferment orders, accurate documentation of pre-trial confinement, documentation relative to any emotional or behavioral problems, and a record of trial (when required by AFMAN 51-203, and when available).

9.3.7. When transferring an inmate to the USDB, the Report of Investigation will be forwarded in accordance with AFOSI 71-107, *Processing Investigative Matters*, paragraph 5.8.12. to: Commandant, United States Disciplinary Barracks, Director of Inmate Administration, 300 McPherson Avenue, Ft Leavenworth KS 66027-1363.

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

9.3.9. Escorts will not hand-carry the Unit Personnel Records Group (UPRG) to the designated confinement facility. The member's MPF forwards the UPRG and a current records review report on individual duty within 15 days after transfer, to HQ AFSFC/SFC, 1720 Patrick Street, Lackland AFB TX 78236-5220. Medical records will be hand-carried by the escort and dental records mailed to the designated facility.

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

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

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

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

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

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

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

9.5.1. Separate maximum custody from other custody grade inmates.

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

9.5.3. Brief escorts on their responsibilities.

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

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

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

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

9.5.8. Maximum custody and inmates with severe mental health problems require two escorts; at least one armed security forces member. All other custody grade inmates may be escorted by non security forces personnel after being briefed on their responsibilities. Use approved restraining devices during the movement. Escorts must accompany an inmate leaving his or her seat.

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

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

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

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

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

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

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

9.6.4. Escorts must have restraining devices available and keep movement about the aircraft to a minimum. Closely supervise all movements.

9.6.5. Escorts and inmates board prior to other passengers and deplane after all other passengers.

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

9.6.7. Escorts must account for utensils.

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

9.7.1. Use government or government rented vehicles only.

9.7.2. Do not operate the vehicle.

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

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

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

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

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

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

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

9.8.5. Receipt requirements for medically transferred inmates.

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

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

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

9.9.1. Escorts must be at least a NCO and equal to or higher in rank to the inmate. Exception: Security Forces in the grade of E-4 or higher may escort any inmate regardless of the rank of the inmate.

9.9.2. Never assign someone who may sympathize with the inmate.

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

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

9.9.5. Preventative measures should be taken to protect escorts against blood born pathogens.

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

9.11. Appearance of Inmates as Witnesses.

9.11.1. Civil proceedings: In legal proceedings in which the United States federal government does not have an interest, temporary absence of inmates from confinement facilities for appearance as witnesses requires prior approval of the corrections officer. Corrections officer will cooperate to the extent practicable with civil authorities in the appearance of inmates as witnesses in civil proceedings. There are no circumstances in which inmates can be released from the control of the Department of the Air Force for this purpose; therefore, the cost of transportation, housing, and meals of inmates and accompanying escorts must be borne by the requesting civil authorities. A formal acknowledgment of these provisions will be required before approval and release of an inmate for this purpose.

9.11.2. Military proceedings: If an inmate is not housed locally and his or her presence is required as a witness in a court-martial, request a letter from the prosecuting Judge Advocate to the corrections officer where the inmate is housed. The cost of transportation, housing, and meals of the inmate and accompanying escorts will be coordinated with the requesting SJA.

9.11.3. Coordinate any movement of Air Force inmates who are confined in Level 2 or 3 facilities, or those who are confined in Level 1 facilities and are assigned to HQ AFSFC/SFC with HQ AFSFC/SFC.

Chapter 10

CLEMENCY AND PAROLE

10.1. Disposition Board Purpose. The disposition board is a way for inmates to request clemency, parole, return to duty, and reenlistment consideration. It is not a forum for inmates to appeal sentences or convictions. The board provides recommendations to CAs and the AFC&PB for:

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

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

10.2. Considerations. The disposition board considers the inmate's offense(s), attitude, aptitude, adaptability to confinement, record of performance during confinement, rehabilitation efforts, rehabilitation potential, and potential for further military service or adjustment to the civilian life. Corrections officers do not open board proceedings to the public, victims, or witnesses.

10.3. Level 1 and Level 1 RCF Boards. The corrections officer at Level 1 or Level 1 Regional Correctional Facilities will convene a disposition board for eligible inmates and process results to the Convening Authority after coordination with installation SJA. The CA endorses the recommendation and forwards it directly to the AFC&PB for final disposition. Forward a copy of the complete package to HQ AFSFC/SFC.

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

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

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

10.4.3. The board considers the inmate's offense(s), attitude, aptitude, adaptability to confinement, records of performance during confinement, rehabilitation efforts, rehabilitation potential, and potential for further military service or adjustment to civilian life.

10.4.4. When formulating a recommendation for approval/disapproval of parole, clemency, or restoration to duty, consider the following as applicable:

10.4.4.1. Confinement record.

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

10.4.4.3. Active rehabilitative efforts.

10.4.4.4. Restitution to victims.

10.4.4.5. Acceptance, responsibility, and remorse for offenses.

10.4.4.6. Impact of offense on victims.

10.4.4.7. Danger to himself, herself, or society.

10.4.4.8. Extenuating circumstances which warrant action.

10.4.4.9. Hardships justifying clemency.

10.4.4.10. Sentence appropriateness for the crime.

10.4.4.11. Prior military and civilian criminal record.

10.4.4.12. Potential to be an asset to the military (RTDP).

10.4.4.13. Military history (ability to meet standards).

10.4.4.14. Other matters as appropriate.

10.5. Disposition Board Case File. The following items are forwarded to the AFC&PB.

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

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

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

10.5.4. Inmate's personal letter.

10.5.5. Inmate's Tender of Residence Statement.

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

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

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

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

10.5.10. General Court-Martial Order (GCMO).

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

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

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

10.6. Scheduling Boards. Normally, the corrections officer or facility commander convenes disposition boards after CA action. The installation CSF, corrections officer, or facility commander schedule timely disposition boards according to **Attachment 16**, unless specifically waived or postponed by the inmate in writing. Schedule disposition boards and forward their recommendations to arrive at the AFC&PB in order for it to meet the AFC&PB's consideration timelines.

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

10.6.2. The AFC&PB, the General Court-Martial Convening Authority or the facility commander may grant or disapprove requests for special consideration. Facility commanders may forward a request for a decision by higher authority. Cases given special consideration are out-of-cycle and do not affect an inmate's annual consideration date.

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

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

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

10.7.2. Confinement staff or other officials must not release recommendations to inmates.

10.8. Air Force Clemency and Parole Board. The AFC&PB makes clemency, return to duty, and parole decisions on behalf of the Secretary. The Director of SAFPC or designee acts as the chairperson.

10.8.1. The Director, Air Force Review Boards Agency appoints members to the board. As a minimum, the board consists of the chairperson, a representative from AFLSA/JAJR, and a representative from HQ USAF/XOF.

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

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

10.8.4. The AFC&PB assists the SAF in executing clemency authority established under 10 USC §953. The board may suspend or remit all or any part of an unexecuted sentence under Article 74a of the UCMJ, including changing a dishonorable discharge to a bad conduct discharge. There is no right of appeal from a clemency decision of the Board.

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

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

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

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

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

10.8.5.5. Approve transfer of inmates to the Federal BOP.

10.8.6. AFC&PB proceedings are not open to the public, and the Board does not permit personal appearances by or on behalf of the inmate, or victims and witnesses. The Board considers any written material sent by or on behalf of the inmate, or by victims and witnesses, and other interested individuals. The chairperson or authorized representative may have discussions and correspondence with inmates, victims, and individuals in the law enforcement, correction institution, or probation and parole fields.

10.8.7. The AFC&PB develops and recommends uniform policies with respect to clemency and parole. These policies become effective when implemented by Director, SAFPC or designee.

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

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

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

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

10.9.4. Protection and welfare of society.

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

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

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

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

10.10. Eligibility for Clemency, Restoration, Reenlistment, and Transfer to the Federal BOP. The AFC&PB considers clemency, transfer to the BOP and, when requested, restoration and reenlistment, after CA action.

10.10.1. The AFC&PB does not normally consider inmates with approved sentences of less than 12 months confinement. (See **Attachment 16**.)

10.10.2. The AFC&PB considers inmates with approved sentences of 12 months or more IAW **Attachment 16**.

10.10.3. The Board considers inmates with an approved sentence of more than 20 years initially at 9 months and annually beginning 3 years from the date of confinement IAW **Attachment 16**.

10.10.4. The AFC&PB considers inmates with an approved sentence to confinement of over 30 years initially at 9 months and annually beginning 10 years from the date of confinement IAW **Attachment 16**.

10.10.5. Inmates sentenced to death are not eligible for consideration.

10.10.6. Except for those sentenced to death, inmates may receive special consideration for cause.

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

10.10.8. The AFC&PB will not normally consider an inmate with an approved sentence to confinement for life without the possibility of parole until the inmate has served 20 years confinement. If the AFC&PB considers clemency appropriate for an inmate sentenced to confinement for life without the possibility of parole, it will forward its recommendation to the Secretary of the Air Force for final decision. Only the Secretary of the Air Force may grant clemency to inmates with an approved sentence to confinement for life without the possibility of parole.

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

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

10.12. Eligibility for Parole. Unless waived in writing, the AFC&PB considers inmates for release to parole when they first become eligible and annually thereafter. The Board may advance an inmate's parole eligibility date at its own discretion or on the recommendation of a commander of an RCF, installation commander, or officer exercising general court-martial jurisdiction over the inmate. Inmates may make special requests for advancement of parole eligibility to the corrections officer who then forwards it to higher authority. The Commandant of Level 2 and 3 facilities, an installation commander, or higher authority receiving the request, may disapprove such requests or recommend approval and forward it on to the Board for a decision.

10.12.1. Unless directed otherwise by the AFC&PB, an inmate is eligible for parole when, on the date of the initial or annual disposition board:

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

10.12.1.2. The unsuspended sentence or aggregate sentence to confinement is 12 months or more, and the inmate has served one-third of the term of confinement, but in no case less than 6 months; or after having served 10 years of a sentence to confinement for 30 years or more, or after having served 20 years of a sentence to confinement for life, but not a sentence of confinement for life without the possibility of parole. Refer to **Attachment 16**.2 rule 6b.

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

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

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

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

10.12.6. Corrections officers ignore GCT and EGCT when computing eligibility for parole.

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

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

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

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

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

10.14. Parole Preparation Assistant. Corrections officers appoint an individual to provide the following assistance to inmates. The appointee must have no direct connection with the individual inmate's prosecution.

10.14.1. The appointee advises inmates of requirements and eligibility criteria for parole, assists them in developing an acceptable parole plan, and verifies the inmate's parole plan.

10.14.2. The appointee interviews inmates and formulates a recommendation to the disposition board on DD Form 2715-1. Base the recommendation on the merits of the inmate's parole plan and suitability for parole, and recommend any specific conditions for parole; (e.g., involvement in Alcoholics

Anonymous [AA] or Narcotics Anonymous (NA) sessions, community-based mental health or substance abuse rehabilitation programs, and urinalysis testing.)

10.14.3. Once parole is approved, contact the Parole Branch at the USDB to determine the US Probation office nearest the inmate's residence while on parole.

10.14.4. Contact the designated US Probation office to relinquish responsibility of the

inmate.

10.14.5. Forward a copy of the disposition package to the designated US Probation office to coordinate an inmate's parole plan.

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

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

10.15.2. The plan also includes employment information except in the case of a medically disabled inmate. The inmate can meet this requirement by presenting written proof of either guaranteed employment, an offer of effective assistance to obtain employment, or acceptance to a bona fide educational or vocational program.

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

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

10.17. Appeal of Parole Denial. Inmates denied parole might appeal through the commander or designee of the facility within 30 days of receiving written notification of denial. The inmate should submit new or additional information not previously considered. The commander or designee verifies the accuracy of the inmate's statement and indicates by attached statement whether the factors justify changing the AFC&PB's decision. The commander or designee forwards the statement, the inmate's appeal, and the disposition board package to SAFPC for final decision by the Director, Air Force Review Boards Agency, or in the case of an inmate with a sentence of confinement for life, the Secretary of the Air Force. Inmates receive no further appeals.

10.18. Parole Processing. The corrections officer releases inmates with approved parole on the date specified on the DD Form 2716-1, **Department of Defense Certificate of Parole** or as soon thereafter as is acceptable by the US Probation Office concerned. Misconduct by an inmate after parole approval may

delay or preclude release. If the corrections officer delays release for cause, promptly notify the AFC&PB of the reason for delay and make a recommendation for further delays or rescission of parole. The Board makes necessary notifications.

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

10.18.2. Corrections officers responsible for Level 1 facilities notify HQ AFSFC/SFC when releasing an inmate on parole.

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

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

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

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

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

10.18.6. Individuals on parole, pending completion of appellate review, or whose parole changes to excess leave status following completion of sentence to confinement while on parole, remain members of the military service and get ID card privileges.

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

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

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

10.18.8.2. The US Probation Officer may authorize temporary leave for travel outside the established parole limits, not to exceed 20 days. The parole limits include the geographical areas in which an inmate released on parole will reside. Unless otherwise directed by the AFC&PB, the parolee's movement will be prescribed by the probation officer, who may extend or further restrict the parole limits as required for the adjustment and supervision of the parolee. The probation officer should advise the USDB parole office of any such actions. The parolee gets prior approval of the AFC&PB, through the probation officer, for an absence of more than 20 days or for any travel that will take the parolee outside of the United States or its territories.

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

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

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

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

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

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

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

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

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

10.21.1. The AFC&PB will consider the findings and recommendations of the officer or panel conducting the parole violation hearing. The AFC&PB makes a decision to revoke parole based on the preponderance of the evidence that the parolee violated a condition of parole and that the violation warrants parole revocation. In determining whether the violation warrants revocation of parole, the Board should consider the factors set forth in paragraph **10.9.** as well as the impact the revocation will have on the parolee and his/her family.

10.21.2. After conducting a parole violation hearing, the officer or panel immediately forwards a summary of the proceedings to the Commandant, USDB. The Commandant, USDB, forwards the summary of the proceedings to the Board. If the AFC&PB revokes parole and does not immediately

reparole the parolee and the parolee is confined in a civilian institution, the Air Force lodges a detainer with civilian authorities. If the parolee is at large in the district of the violation, pending decision on revocation, the AFC&PB initiates action to return the parolee to military control by directing the Commandant, USDB, to issue a warrant to return the violator to confinement, and coordinate transfer of the violator to military control once captured.

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

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

10.22. Temporary Parole.

10.22.1. Emergency Home Parole (EHP). Confinement officers can authorize EHP for for inmates for the purpose of home visit for emergency reasons. Confinement officers authorize EHP for as many days deemed necessary but normally should not exceed seven days. Verify, via the American Red Cross, that circumstances exist which justify such special actions, and that such actions are consistent with correctional requirements and public safety. Notifications of victims and witnesses participating in the VWAP will be made by the most direct means prior to release on EHP. Telephonic notification will be confirmed by written notification. The inmate will bear all travel and subsistence expenses incident to a home visit. Travel and subsistence expenses of any guard(s) or escort(s) determined by the corrections officer to be necessary will be borne by the inmate's parent unit. Normally, visits will be granted only in the case of critical illness or death of an immediate relative and will be limited to the minimum number of days considered by the corrections officer. Immediate relative will include spouse, dependent children, parents, brothers and sisters, and persons in loco parentis.

10.22.2. Temporary Home Parole (THP). In addition to EHP, the corrections officer may authorize THP not to exceed seven days per 12 month period for selected inmates. The purpose of THP is to strengthen family relationships, provide an incentive and reinforcement to positive behavior and morale. VWAP notifications will be made consistent with paragraph **3.2.6.** Inmates eligible for THP must have been sentenced to at least one year confinement and must:

10.22.2.1. Have served a minimum of six months of the sentence.

10.22.2.2. Be within two years of eligibility for parole.

10.22.2.3. Have served at least 1/6 of his total sentence, or ten years (whichever comes first), and have more than 90 days remaining upon return.

10.22.2.4. Be in community or equivalent status, and agree to restrictions the corrections officer deems necessary for security, custody and control.

10.22.2.5. Possess sufficient personal funds to defray the cost of round trip transportation.

10.22.2.6. Reside with the members of immediate family while on THP and provide a telephone number to be reached. Corrections officers may waive the requirements to reside with members of the immediate family as necessary.

10.22.2.7. Sign an agreement to abide with the THP instructions published by the corrections officer.

10.22.2.8. Additional consideration in determining eligibility for THP: the inmate's background, offense(s) of which convicted, sentence, progress while confined, potential for positive adjustment to society, and compliance with applicable violent or sex offender reporting requirements. Inmates must demonstrate to the corrections officer compliance with court-ordered support payments, payment towards military fines and/or debts, restitution to victims, and payments towards other debts and obligations.

10.22.3. The installation CSF limits the parole to seven days, excluding travel time. Confinement time continues to run during the period, provided the inmate returns at the end of the parole. Charge parole time as leave time or excess leave, in that order.

10.22.4. The parent unit makes all travel arrangements (to include travel orders) and arranges for escorts prior to the inmate's departure.

10.22.5. The inmate pays all travel and subsistence expenses.

Chapter 11

REHABILITATION SERVICES AND AIR FORCE RETURN TO DUTY PROGRAM

11.1. Required Programs. All able-bodied inmates participate in correctional treatment programs, work assignments, adult basic education (if needed) and physical training.

11.1.1. Work Programs. Corrections officers set up local inmate work programs so they are consistent with custody level and civilian employment potential. Inmates should perform duties or services which contribute to Air Force mission, as well as inmate's rehabilitation.

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

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

11.1.2.2. Assign officer inmates to clean their assigned living quarters area, not including common areas. Officer inmates may request, in writing, other work assignments. The installation CSF approves requests.

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

11.1.3. Prohibit the following types of inmate employment:

11.1.3.1. Operating a vehicle.

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

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

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

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

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

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

11.1.3.8. Labor that may bring financial gain to inmates or the confinement staff, may bring criticism to the US military, or violate Air Force standards of conduct.

11.1.3.9. Performing work details outside the facility on Sundays and federal holidays unless the inmate(s) volunteer(s) in writing. Non-Christian inmates, who sincerely practice their religion, and non-religious individuals, will share in the Sunday and federal holiday exception, or will be reasonably accommodated when practical.

11.2. Correctional Treatment Programs. Correctional treatment programs are equal in importance to work assignments.

11.2.1. Corrections officers ensure programs include:

11.2.1.1. Crisis intervention and corrections counseling.

11.2.1.2. Drug and alcohol counseling.

11.2.1.3. Self-growth groups (such as AA and NA).

11.2.1.4. Religious programs (in-facility programs also, if possible).

11.2.1.5. Pre-release counseling, including preparation of parole plans, if the inmate will be parole eligible.

11.2.1.6. Facilities without treatment programs must provide access to crisis intervention, drug/alcohol counseling, and pre-release counseling.

11.2.1.7. Academic Instruction. Courses are offered for general education, allowing the inmate without a high school diploma to attain a GED. Those with serious reading and/or writing deficiencies will be offered the opportunity to pursue Air Force sponsored, if locally available, remedial training. Adult basic education is designed to contribute to the inmates' social adjustment.

11.2.2. Confinement staff refer inmates to base level specialty certified (i.e., mental health, ADAPT, education center, chapel, etc.) or other approved personnel for appropriate services.

11.2.3. If AA and NA are unavailable on base, the corrections officer will attempt to arrange AA and NA visits to the facility, if needed.

11.3. Exercise and Recreation. Recreational activities are an important part of the rehabilitation process and help relieve stress brought on by living in confinement. Corrections officers ensure inmates receive at least one hour of physical training, three times a week. They also provide recreational activities such as library, table games, television, and radio. For inmate safety, security, and possible access to contraband, the confinement staff closely supervises team sports and individual activities. Facilities that do not have their own recreation yards must coordinate with the Services Commander for use of installation fitness centers. Ensure adequate escorts are available according to custody grades.

11.3.1. Inmate Recreation. Inmates should participate in recreational activities. They may participate in individual or team activities directed at enabling the inmate to attain physical fitness and keep them active. These type activities are effective in preventing periods of idleness and boredom among the population.

11.3.2. Recreation Rooms. Each correctional facility should have a recreation room where inmates have access to inside recreational equipment, particularly in the evenings and on holidays. The room should be separate from the dayroom/television area.

11.3.3. Dayroom and Television Area. Comfortable furnishings for the area should be comparable to those in squadron dayrooms. Television and/or radios should be available. Tables and chairs for table games and an area where inmates can engage in hobbies (painting, leatherwork, and other kit-type hobbies) should be available. Inmates may view video movies, when approved, in this area. The staff will monitor the types of movies inmates view.

11.3.4. Library Area. Inmates should have access to a good stock of up-to-date magazines, newspapers, and other periodicals. These are usually loans or donations from open messes, service clubs, and libraries. The staff may arrange for different types of books on a rotating basis from the base library. The base chapel may provide religious material. The staff should ensure such material does not focus on any particular religion or denomination. The material should be that normally found in any service chapel on any military installation.

11.4. The Air Force Return to Duty Program (RTDP). The Air Force maintains a service unique RTDP (reference 10 USC § 953) at Detachment 3, HQ AFSFC, NAVCONBRIG, Charleston, SC. The program offers selected court-martialed enlisted personnel with exceptional potential the opportunity to be returned to active duty and have their punitive discharge, if adjudged, remitted. Program participants, referred to as candidates, live in housing free of physical security and control measures as much as possible. There is no social segregation by sex. They are provided with therapy and education programs individually designed to improve their conduct, attitude, and productivity for continued Air Force service.

11.4.1. Responsibilities:

11.4.1.1. HQ AFSFC/CV has ultimate responsibility for administering the RTDP.

11.4.1.2. The Director of Corrections, HQ AFSFC/SFC, approves the RTDP procedures and is responsible for the overall operation of the program.

11.4.1.3. The Director of Clinical Services, Detachment 3, HQ AFSFC/SFC, NAVCONBRIG Charleston, SC, develops and implements evaluation and treatment procedures for the RTDP.

11.4.1.4. The Commander, HQ 11th Wing/CC is the CMCA for all Air Force RTDP candidates reassigned to AFCS. Members approved for entry into the program without an approved punitive discharge will remain assigned to their original CMCA.

11.4.1.5. The AFC&PB makes the final decision with respect to return to duty except for the elimination of candidates for cause during the program or for self-initiated elimination.

11.4.1.6. The Commander, Detachment 3, HQ AFSFC, NAVCONBRIG Charleston, SC, may eliminate candidates during the program for cause (unsatisfactory behavior, progress, etc.) or due to self-initiated elimination.

11.4.2. Entry into Program. Inmates, may enter the program as described below:

11.4.2.1. Inmates regardless of length of confinement may apply to their CA for entry into the RTDP as part of their clemency request following court-martial and prior to CA action. If approved by the CA, inmates will be transferred to the RTDP at NAVCONBRIG Charleston.

11.4.2.2. An inmate who volunteers, but is not approved for entry into the RTDP by the CA, may apply through the CA to the AFC&PB for entry into the RTDP. The inmate must submit the application within 30 calendar days of notification of the CA's action on the sentence, unless good cause for delay is shown.

11.4.2.2.1. In the application include copies of all clemency matters previously submitted to the convening authority, the SJA's recommendation, action of the convening authority, and any new or additional information not considered by the convening authority.

11.4.2.2.2. The CA will expeditiously review the application and provide a recommendation to the AFC&PB. Forward the application through the CA to the Executive Secretary, AFC&PB (SAFPC, 1535 Command Dr., EE Wing, 3rd Fl., Andrews AFB, MD 20762-7002) for action. There is no appeal from the AFC&PB decision.

11.4.2.3. Inmates who have not applied to the CA or the AFC&PB may apply to Screening Board which is described in paragraph in **11.4.4.**

11.4.2.4. Inmates with sentences of 12 months or more, who are disapproved entry may re-apply annually to the AFC&PB. All Air Force corrections facilities will provide new inmates with information concerning the RTDP.

11.4.3. Applicants must:

11.4.3.1. Not have an executed discharge or be retirement eligible.

11.4.3.2. Be enlisted and have been court-martialed.

11.4.3.3. Have a minimum of 30 days remaining to serve upon arrival at the RTDP or be willing to exceed their maximum release date as stated in paragraph **11.4.3.11.** AFC&PB may waive the minimum time requirement.

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

11.4.3.5. Be approved for worldwide duty by medical authorities.

11.4.3.6. Receive a favorable psycho-social mental health evaluation.

11.4.3.7. Have no record of drug abuse, violent and/or sex related crimes. Approval authorities can, in exceptional cases, waive this requirement, but offenders must have completed evaluation and/or treatment.

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

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

11.4.3.10. Submits a letter (no specific format), stating the applicant is a volunteer for the program, to the authority, which can place the inmate into the RTDP. The confinement staff prepares a package and attaches this letter and the following attachments to be sent to the AFP&CB or approval authority.

11.4.3.10.1. A volunteer statement, brief description of the offense, brief military history, restitution plan (if any), and signature of the inmate submitting the application.

11.4.3.10.2. Personal Data Sheet (from Record of Trial (ROT)).

11.4.3.10.3. Court-Martial Order (Promulgating Order, R.C.M. 1114).

11.4.3.10.4. Stipulation of Fact (if any) from the ROT.

11.4.3.10.5. Letters of support/character statements. Can be from family members, friends, co-workers, etc.

11.4.3.10.6. Letter of facility performance prepared by the corrections NCOIC, or designated representative. Include an objective report on the inmate's behavior and attitude while in confinement.

11.4.3.10.7. Social history, including inmate's version of the offenses, past civilian and military offenses, including contact with law enforcement during adolescence, substance abuse history, prior and present substance abuse treatment, other mental health treatment, progress in treatment, and military record. Facility staff or base mental health staff may complete treatment recommendations. If done by a mental health specialist/counselor, it should also indicate the inmate's potential for successful short-term treatment.

11.4.3.10.8. Confinement Summary Data (may be computer-automated product). Should include minimum and maximum release dates, date entered confinement, DD Form 2710-1, **Inmate Sentence Information,** DD Form 2715, **Clemency/Parole Submission,** DD Form 2715-2, **Inmate Summary Data**, and DD Form 2719, **Continuation Sheet**.

11.4.3.10.9. Military personnel data. Include all EPRs, date entered USAF, years of good time in service, expiration time in service date, time left on enlistment, AFSC and title, and disciplinary action(s) (Article 15s, unfavorable information files, letters of reprimand, letters of counseling).

11.4.3.10.10. Record of Trial (may be sent with inmate, if entered into RTDP).

11.4.3.11. Sign a letter (**Attachment 17**) consenting to the conditions of the RTDP, indicating they are willing to forfeit all forms of good conduct time, waive parole eligibility, and be willing to remain in "voluntary confinement", if they exceed their maximum release date, in order to complete the RTDP. The candidate's GCT is restored if he or she is removed from the RTDP before reaching his or her maximum release date, unless discipline and adjustment board actions remove the GCT. Parole rights are restored (if eligible) for members who are removed from the RTDP. Eligibility for parole, when an inmate is removed from the program, is set out in paragraph **11.4.14.**

11.4.4. The RTDP Screening Board determines an applicant's eligibility and potential for success.

11.4.4.1. The RTDP is located at Detachment 3, HQ AFSFC, NAVCONBRIG Charleston, 1050 Remount Rd, Bldg. 3107, Charleston, SC 29406-3515. Commercial Telephone (843) 743-0306 ext. 3068, DSN 563-0306 ext. 3068.

11.4.4.2. The RTDP Screening Board consists of at least five Air Force personnel to include the Air Force Detachment Commander (Chairperson), Director of Clinical Services, psychologist or social worker, senior NCO and others as directed by the chairperson.

11.4.4.3. The Board assembles and uses information from, but is not limited to, military records, confinement records, trial records, psychosocial history, and the inmate's request letter.

11.4.4.4. While reviewing RTDP applications, the Board should ensure eligibility criteria are consistently applied.

11.4.4.5. The Board meets on a regular basis or at the call of the chairperson. Recommendations, made pursuant to **11.4.2.3.**, are forwarded to AFC&PB for action. Recommendations made pursuant to **11.4.5.** are forwarded to the requesting entry authority.

11.4.4.6. RTDP applications will not be considered until CA action has been taken.

11.4.5. The following may approve entry into the RTDP; however, use of the Screening Board is recommended for all entry authorities:

11.4.5.1. The applicant's convening authority as part of initial clemency review. **Note:** Applicants who are directed by the CA will not enter the program until the action of the CA is received by HQ AFSFC/SFC indicating the Air Force Corrections System is designated for the purpose of rehabilitation in the action of the CA.

11.4.5.2. The AFC&PB (including inmates with less than 12 months confinement who have not previously applied to their CA). The other approving authorities cannot overturn disapproval by the AFC&PB.

11.4.5.3. The Air Force Judge Advocate General.

11.4.6. Entry into the RTDP and completion of program requirements do not guarantee subsequent return to duty.

11.4.6. (AETC) 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.

11.4.7. Upon approval (see paragraph **11.4.5.**), HQ AFSFC/SFC makes the necessary transfer arrangements for candidates not located at NAVCONBRIG Charleston, SC.

11.4.7.1. Candidates arrive at the RTDP in the custody grade assigned by the losing facility, normally minimum custody. They remain in this custody grade until re-classified by the detachment commander. If recommended by the treatment team and approved by the Detachment Commander, candidates will be placed in community custody status and remain at that level until reclassified or removed from the program. (Note: Candidates past their MRD, or approved by HQ AFSFC/SFC, are not required to be escorted to the program and should be placed in community custody grade upon arrival.)

11.4.7.2. Upon arrival in the RTDP the treatment team conducts a complete psychosocial history, psychological evaluation, and individualized treatment plan. The team reviews the record of trial, personnel and medical records, and substance abuse treatment record in the assessment process. Candidates sign volunteer statements (see **Attachment 17**) if applicable. The term "candidates" refers to program participants.

11.4.8. Program Design:

11.4.8.1. Length. The goal is to complete the core program in 14 weeks; however, the total program will not exceed 6 months except upon recommendation by the treatment team and approval by AFC&PB.

11.4.8.2. Treatment Approach. Cognitive-behavioral intervention led by an interdisciplinary team in a peer group living environment with focus on return to active duty. The program design allows close alignment of activities, housing environment, uniforms, and interactions with an active duty environment when possible.

11.4.8.3. The Evaluation and Treatment Team. The team individualizes treatment plans and program duration to meet the candidate's needs. The team uses records, interviews, observations, psychological and academic tests, and program performance to conduct initial and ongoing evaluations and case conferences.

11.4.8.3.1. The team consists of a team leader, social worker, psychologist, mental health technicians, military training leaders and a chaplain.

11.4.8.3.2. The team provides candidates with individual and group therapy, seminars, and physical and military training. Candidates also participate in self-help groups and meaningful work outlet assignments.

11.4.8.3.3. Provides a recreation program (off-site sport/recreation/cultural events) at least once a month escorted by Military Training Leaders and/or RTDP team members.

11.4.8.3.4. Provides pre-release preparation classes, priority access to brig treatment programs as needed, OPTIONS cognitive skills program, crossroads program, substance abuse program and adult basic education program including College Level Exam Program, college or vocational courses.

11.4.8.3.5. Meets on a regular basis to evaluate each candidate's progress. It may recommend elimination from the program at any time. The detachment commander acts on the recommendation.

11.4.8.3.6. Serious infractions of the RTDP or facility rules will result in a discipline and adjustment board chaired by the Director of Clinical Services. The Detachment 3 commander directs the disciplinary action.

11.4.8.3.7. Provides and encourages a visitation program during the weekend brig visitation hours.

11.4.9. Treatment Team Final Evaluation. Upon completion of treatment goals, the treatment team makes a final evaluation and recommendation to the Detachment Commander.

11.4.9.1. The treatment team makes the final recommendation with respect to return-to-duty using the following factors:

11.4.9.1.1. Judgment, coping skills, impulse control, tolerance for frustration and delay.

11.4.9.1.2. Acceptance of personal and social responsibilities.

11.4.9.1.3. Maintenance of good order and discipline.

11.4.9.1.4. Potential for further inappropriate or illegal behavior.

11.4.9.1.5. Potential to contribute to the Air Force mission.

11.4.9.1.6. Answers to the questions: "As a commander or supervisor, would I want this airman working for me?" and "Should we return this airman to duty considering his/her entire civilian and military history and potential value to the Air Force?"

11.4.9.2. The treatment team recommends that the candidate be retained for further evaluation or treatment, removed from the program, or returned to duty. If the treatment team recommends removal from the program, it will include recommendations for clemency and parole consider-

ation, if eligible and requested. Clemency and parole packages will be assembled according to facility guidelines.

11.4.9.3. The treatment team forwards its recommendation through the Air Force Detachment 3 Commander, who may add a recommendation, to HQ 11 WG/CC for a recommendation, who then forwards the package to AFC&PB for final decision.

11.4.9.4. Candidates who have completed program requirements, are past their MRD and are awaiting final decision from the AFC&PB will be placed in casual status and housed at Charleston AFB (when feasible) on work release. Those candidates who are not past MRD will remain in the RTDP housing unit and may participate in work release programs.

11.4.10. Program Completion:

11.4.10.1. Candidates who are returned to duty by the AFC&PB will have their unexecuted part of any sentence suspended for up to 1 year, as determined by the AFC&PB. The suspended punishment, unless the suspension is sooner vacated, will be remitted at the end of the suspension period upon the order of the AFC&PB.

11.4.10.2. Upon approval, HQ AFSFC/SFC initiates necessary actions required for reassignment to a CONUS location. The member may have to apply for retraining due to loss of security clearance.

11.4.10.3. When returned to duty, the airman serves at least one year or until ETS/HYT, whichever is longer. The Air Force does not reassign candidates to the duty station where they were originally tried and convicted, overseas, or to the installation operating or supporting the RTDP. The Director, Clinical Services Department at Charleston NAVCON Brig, provides conviction and rehabilitation history only to the gaining commander.

11.4.11. Elimination from Program:

11.4.11.1. After consultation with the Treatment Team, the Detachment 3 Commander may eliminate candidates from the program for cause (unsatisfactory behavior, progress, etc.) or due to self-elimination. Eliminated candidates may appeal the decision within 10 days to AFC&PB. The Detachment 3 Commander will prepare a package detailing the reason for elimination from the program including the treatment team recommendation. The appeal and package will be forwarded to AFC&PB for final action.

11.4.11.2. A candidate may quit the RTDP at any time by revoking his/her volunteer statement after consulting with a legal representative. The candidate will have a 24 hour "cooling off" period to allow time to consider the ramifications of his/her decision. A candidate can only use the cooling-off period once while in the RTDP, therefore, any subsequent revocation of his/her volunteer status will result in immediate elimination from the program. The Air Force Detachment 3 Commander then removes the candidate from the program and takes the appropriate action indicated in this paragraph and IAW NAVCONBRIG Charleston procedures.

11.4.11.3. Disposition of eliminated candidates:

11.4.11.3.1. If past MRD and sentenced to a punitive discharge, HQ AFSFC/SFC places the inmate on excess leave pending completion of appellate review.

11.4.11.3.2. If not past MRD and sentenced to a punitive discharge, the inmate returns to confinement until sentence completion or release on parole.

11.4.11.3.3. If past MRD without a punitive discharge, HQ AFSFC/SFC makes the necessary arrangements to return the inmate to his/her parent unit or initiate separation procedures IAW AFI 36-3208, *Administrative Separation of Airmen*.

11.4.11.3.4. If the inmate is not past MRD and does not have a punitive discharge, return him/her to confinement until sentence completion. HQ AFSFC/SFC makes necessary arrangements to return the inmate to his/her parent unit or initiate separation procedures IAW AFI 36-3208, *Administrative Separation of Airmen.*

11.4.12. Leave Procedures. The facility commander authorizes leave for RTDP candidates as recommended by the Director, Clinical Services Department. The facility commander may delegate this authority to the Air Force detachment commander. Charge leaves according to AFI 36-3003, *Military Leave Program* and DOD7000.14-R, Volume 7A. Ordinary leave is not normally authorized. Emergency leave may be authorized when the American Red Cross verifies an emergency. The facility commander or designated representative may also authorize special holiday leave, i.e. Christmas and New Year holidays. Candidates in community custody grades do not require escorts but must sign the travel without escort agreement.

11.4.12.1. The Director, Clinical Services Department, may grant special passes of up to 72 hours to upper level candidates in order to visit with immediate family in the Charleston area.

11.4.12.2. The Director normally grants each candidate no more then one such pass while assigned to the RTDP.

11.4.13. Victim/Witness Program (as related to the RTDP). The VWAP Monitor ensures all necessary notifications take place whenever a candidate is allowed movement outside the facility in accordance with the VWAP, paragraph **3.2.**, of this AFI.

11.4.14. Clemency and Parole. Clemency consideration for candidates in the RTDP will be in accordance with guidelines established in paragraph **10.10.**, "Eligibility for Clemency, Restoration, Reenlistment, and Transfer to the Federal BOP." As a condition of RTDP participation, candidates must waive consideration for parole while in the program. Parole consideration for candidates who are removed from the program will be in accordance with paragraph **10.12.** "Eligibility for Parole".

11.4.15. Follow-up evaluation. Candidates are evaluated by the gaining commander on a semi-annual basis for at least two years. The Clinical Services Department oversees the evaluation, sends the evaluation packages to the gaining commander and tracks statistical data. Candidates returned to duty are not eligible for promotion during the probation period IAW AFI 36-2502, *Airman Promotions Program,* Table 1.1.

11.5. Casual Program. NCOIC of the RTDP also directs the administration and supervision of inmates assigned to AFCS and placed in casual status.

11.6. Forms Prescribed or Adopted.

11.6.1. Forms Prescribed:

AF Form 444, **Advisement of Rights upon Pre-trial Confinement**
AF Form 511, **Individual Inmate Utilization**
AF Form 807, **Receipt-Inmate's Personal Property**
AF Form 808, **Cash Account-Inmate's Personal Deposit Fund**
AF Form 1387, **Individual Receipt-Inmate's Personal Deposit Fund**

AF Form 1388, **Summary Receipt Voucher-Inmate's Personal Deposit Fund**
AF Form 1390, **Withdrawal Receipt-Inmate's Personal Deposit Fund**
AF Form 1391, **Group Purchase Voucher-Inmate's Personal Deposit Fund**
AF Form 1392, **Summary Disbursement Voucher-Inmate's Personal Deposit Fund**
AF Form 1393, **Petty Cash Voucher-Inmate's Personal Deposit Fund**
AF Form 1398, **Daily Status-Inmate's Personal Deposit Fund**

11.6.2. Forms Adopted:
AF Form 53, **Security Forces Desk Blotter**
AF Form 100, **Request and Authorization for Separation**
AF Form 116, **Request for Deviation from Security Criteria**
AF Form 899, **Request and Authorization for PCS (for inmates)**
AF Form 1297, **Temporary Issue Receipt**
AF Form 1359, **Report of Result of Trial**
AF Form 2098, **Duty Status Change**
AF Form 3545, **Incident Report**
DA Form 1708-R**, Certificate of Release from Parole**
DD Form 214, **Certificate of Release or Discharge from Active Duty**
DD Form 499, **Prisoner's Mail and Correspondence Record**
DD Form 504, **Request and Receipt for Health and Comfort Supplies**
DD Form 506, **Daily Strength Record of Prisoners**
DD Form 509, **Inspection Record of Prisoner in Segregation**
DD Form 510, **Request for Interview**
DD Form 515, **Roster of Prisoners**
DD Form 553, **Deserter/Absentee Wanted by the Armed Forces**
DD Form 616, **Report of Return of Absentee**
DD Form 1610, **Request and Authorization for TDY Travel of DOD Personnel (for escorts)**
DD Form 2704,**Victim/Witness Certification and Election Concerning Inmate Status**
DD Form 2705, **Victim/Witness Notification of Inmate Status**
DD Form 2707, **Confinement Order**
DD Form 2708, **Receipt for Inmate or Detained Person**
DD Form 2709, **Privacy Act Statement**
DD Form 2710, **Inmate Background Summary**
DD Form 2710-1, **Inmate Sentence Information**
DD Form 2711, **Initial Custody Classification**
DD Form 2711-1, **Custody Reclassification**
DD Form 2712, **Inmate Work and Training Evaluation**
DD Form 2713, **Inmate Observation Report**
DD Form 2714, **Inmate Disciplinary Report**
DD Form 2715, **Clemency/Parole Submission**
DD Form 2715-1, **Disposition Board Recommendation**
DD Form 2715-2, **Inmate Summary Data**
DD Form 2715-3, **Inmate Restoration/Return to Duty, Clemency and Parole Statement**
DD Form 2716, **Parole Acknowledgement Letter**
DD Form 2716-1, **Department of Defense Certificate of Parole**
DD Form 2717, **Department of Defense Voluntary/Involuntary Appellate Leave Action**

DD Form 2718, **Inmate's Release Order**
DD Form 2719, **Continuation Sheet**
DD Form 2720, **Annual Confinement Report**
DD Form 2720-1, **Annual Clemency/Parole Report**
DD Form 2791, **Notice of Release of Military Offender Convicted of Sex Offense**
DD Form 2791-1, **Prisoner's Acknowledgement of Sex Offender Registration Requirements**
FBI Form I-12, **Flash/Cancellation Notice**
FD-249, **Arrest and Institution Fingerprint Card**
R-84, **Final Disposition Report Form**

JAMES M. SHAMESS, Brig General, USAF
Director of Security Forces

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

DoDD 1030.1, *Victim and Witness Assistance,* 23 Nov 1994

DoDD 1325.4, *Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities,* 28 Sep 1999

DoDI 1030.2, *Victim and Witness Assistance Procedures,* 23 Dec 1994

DoDI 1325.7, *Administration of Military Correctional Facilities and Clemency and Parole Authority,* 17 Dec 1999

DOD Regulation 5400.7/AF Sup 1, *DOD Freedom of Information Act Program,* 22 Jul 1999

DOD7000.14-R, Volume 7A, *Department of Defense Financial Management Regulation (Military Pay Policy and Procedures Active Duty and Reserve Pay*), Sep 2000

Joint Federal Travel Regulation, 1 Jul 2000

AFI 25-201, *Support Agreements Procedures,* 6 Dec 1996

AFI 31-101, *Air Force Installation Security Program,* 1 Dec 99

AFI 31-206, *Security Police Investigations*, 1 Dec 96

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AFI 36-2502, *Airman Promotion Program*, 1 Jul 1999

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AFI 36-2911, *Desertion and Unauthorized Absence,* 1 Jun 1998

AFI 36-3003, *Military Leave Program,* 4 Apr 2000

AFI 36-3020, *Family Member Travel,* 10 Jul 1994

AFI 36-3026(I), *Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel,* 29 Jul 1999

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AFI 40-102, *Tobacco Use in the Air Force,* 1 Aug 1998

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AFI 65-601, vol. 1, *Budget Guidance and Procedures*, 21 Oct 1994

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AFMAN 10-206, *Operational Reporting,* 7 Mar 2000

AFMAN 37-139, *Records Disposition Schedule,* 1 Mar 1996

AFMAN 51-203, *Records of Trial,* 1 Oct 1999

AFOSI 71-107, *Processing Investigative Matters*, 23 Sep 1998

AFPD 31-2, *Law Enforcement,* 6 May 1994

Abbreviations and Acronyms

AA—Alcoholics Anonymous

ADAPT—Alcohol and Drug Abuse and Treatment

ADC—Area Defense Counsel

AFC&PB—Air Force Clemency and Parole Board

AFCS—Air Force Corrections System

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFM—Air Force Manual

AFOSI—Air Force Office Special Investigations

AFPD—Air Force Policy Directive

AFSC—Air Force Specialty Code

AFSFC/CC—Commander, Air Force Security Forces Center

ASPI—Administrative Segregation Pending Investigation

AWOL—Absent Without Leave

BAS—Basic Allowances for Subsistence

BDU—Battle Dress Uniform

BOP—Bureau of Prisons

CA—Convening Authority

CCTV—Closed Circuit Television

CMCA—Court-Martial Convening Authority

CONUS—Continental United States

CPR—Cardio Pulmonary Resuscitation

CS Gas—Ortho-Chlorobenzylidene Malonitrile

CSD—Confinement start date

CSF—Chief, Security Forces

CTF—Correctional Treatment File

D&A—Discipline and Adjustment

DoD——Department of Defense

EGCT—Extra Good Conduct Time

EHP—Emergency Home Parole

FBI—Federal Bureau of Investigation

FBOP—Federal Bureau of Prisons

FOIA—Freedom of Information Act

FSO—Financial Services Office (formerly AFO)

GCT—Good Conduct Time

GCMCA—General Courts-Martial Convening Authority

HIV—Human Immunodeficiency Virus

HQ 11 WG/CC—Commander, Headquarters 11th Wing

HQ AFSFC/SFC—Headquarters Air Force Security Forces Center/Director of Air Force Corrections

HYT— High Year of Tenure

HQ USAF/XOF—Headquarters US Air Force/Chief of Security Forces

JFTR—Joint Federal Travel Regulation

MAJCOM—Major Command

MAJCOM/SF—Major Command/Security Forces

MCM—Manual for Courts-Martial

MOA—Memorandum of Agreement

MPF—Military Personnel Flight

MRD—Minimum Release Date

MWD—Military Working Dog

NA—Narcotics Anonymous

NAVCONBRIG—Naval Consolidated Brig

NCO—Noncommissioned Officer

NCOIC—Noncommissioned Officer in Charge

NTE—Not To Exceed

OC Pepper Spray—Oleoresin Capsicum

OCONUS—Outside the Continental United States

OSI—Office of Special Investigations

O&M—Operation and Maintenance

PA—Privacy Act

PCS—Permanent Change of Station

PDF—Personal Deposit Fund

PED—Parole Eligibility Date

RCF—Regional Correctional Facility

RCM—Rule(s) for Courts-Martial, found in the Manual for Courts-Martial

ROT—Record of Trial

RTDP—Return-to-Duty Program

SAF—Secretary of the Air Force

SAFPC—Secretary of the Air Force Personnel Council

SJA—Staff Judge Advocate

SF—Security Forces

SPCMA—Special Courts-Martial Authority

SSN/SSAN—Social Security Number

THP—Temporary Home Parole

TDY—Temporary Duty

UCMJ—Uniform Code of Military Justice

UPRG—Unit Personnel Records Group

USC—United States Code

USAF—United States Air Force

USDB—US Disciplinary Barracks (Ft. Leavenworth, KS)

VWAP—Victim Witness Assistance Program

Terms

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

Administrative Discharge—Action taken to separate an airman from the US Air Force according to AFI 36-3208.

Administrative Segregation—The physical segregation of an inmate for observation, medical reasons, protection, or as a control measure.

Aggregate Sentence—The total sentence time pending against an inmate when adding the results of two

or more sentences from courts-martial actions.

Appellate Review—The process of factual and legal sufficiency review and sentence appropriateness review which commences immediately after judgment and continues through issuance of a final court-martial order after all appeals have been exhausted.

Central Repository—A headquarters office which serves as a clearinghouse of information on inmate status, and collects and reports data on the delivery of victim and witness assistance including notification of inmate status changes. **HQ AFSFC/SFC—** is the Air Force's Central Repository.

Classification—The process and act of evaluating and observing an inmate and making a decision as to the degree of custody and control required for that inmate.

Clemency—Under Article 74, UCMJ**,** the act of an authorized individual or body modifying a court-martial sentence by suspension or remission of any unexecuted portion of the sentence. Under Article 74(b), UCMJ, the Secretary, may for good cause substitute an administrative discharge for a dismissal or punitive discharge.

Contraband—Any item in the possession of an inmate or located within a confinement or correction facility, which is not specifically authorized by regulation or the confinement officer.

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

Correctional Treatment File (CTF)—A file established on each inmate upon admission to the confinement facility and following the inmate through the sentence to final discharge or return to duty.

Custody—Having control over a detainee or inmate.

Custody Levels—The classification level assigned to each inmate signifying the degree of supervision and type of restraint appropriate based on the inmate, the circumstances of the confinement, and all other appropriate factors. The four basic custody levels are maximum custody, medium custody, minimum custody, and community (trustee) custody.

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

Deviation—A waiver, variance, or exception to required standards.

Discipline and Adjustment Board—Personnel appointed to review and make disciplinary recommendations on an inmate who has been accused of a violation of confinement rules or regulations.

Disposition Board—Personnel appointed to review information, interview an inmate, and formulate recommendations for clemency and parole, as the inmate becomes eligible.

Emergency Home Parole (EHP)—A conditional release from confinement for a specified period of time, as authorized by this instruction, for a home visit for emergency purposes.

Escape—The unauthorized absence of an inmate or detainee from custody.

Escort—A person or persons detailed to provide custody and control of an inmate while not within the confinement facility.

Exception—The approved continuance of a non-correctable condition which varies from a corrections standard. Exceptions require compensatory measures.

Excess Leave—Voluntary or involuntary non-chargeable leave taken by a person upon release from confinement pending completion of appellate review. Also known as appellate leave.

Extra Good Conduct Time—That time credited towards an inmate's sentence to confinement that is over and above good conduct time provided by law and according to AFJI 31-215 (AR 633-30), *Military Sentences to Confinement*, and this AFI.

Forfeitures—That portion of a sentence which partially or totally removes pay and entitlements from an inmate's pay as they accrue.

Good Conduct Time—That time which is credited towards an inmate's sentence to confinement that is allowed according to AR 633-30 (AFJI 31-215), *Military Sentences to Confinement*, and this AFI.

Health and Comfort Items—Those items deemed necessary by the confinement officer or this instruction for issue to inmates.

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

Inoperative Time—Any period of time during which an inmate is not credited with serving his sentence to confinement.

Level 1—Facilities housing pre-trial detainees or post-trial inmates (less than 1 year) and those awaiting transfer to Regional Correctional Facilities, or as directed by HQ AFSFC/SFC. Treatment programs will be offered consistent with security requirements and available resources. Inmates with sentences including less than 1 year confinement and no adjudged discharge will remain assigned to Level 1 facilities.

Level 1 Regional Correctional Facility (RCF)—Facilities housing pre-trial detainees, or post-trial inmates for up to 1 year, or inmates awaiting transfer to other Regional Correctional Facilities, or as directed by HQ AFSFC/SFC. Treatment programs will be offered consistent with security requirements and available resources. Inmates may be gained to the Air Force Corrections System while in place.

Level 2 Regional Correctional Facility (RCF)—Facilities house all female inmates (except Charleston NAVCON Brig), male inmates with sentences up to 5 years, and may house some male inmates with longer than a 5 year sentence, requiring specialized treatment only available at the Level 2 facility, or at the direction of the Level 3 executive agency. These facilities provide at a minimum, the following treatment programs: Crisis Intervention, Corrections/Offense related counseling, Sex Offender Treatment Program, Drug and Alcohol Education including NA and AA, Stress Management, Pre-Release, Vocational Training, Functional Skills Testing, and Remedial Education.

Level 3—A facility for housing long-term adjudged inmates. All male officers and cadets regardless of length of sentence and most enlisted members with a sentence of more than five years are assigned to the USDB, Ft. Leavenworth, KS. The Air Force may also transfer inmates to the Federal BOP when approved by the AFC& PB. The US Army is the executive agency for Level 3 corrections.

Maximum Custody—Classification assigned to inmates requiring continuous supervision or for those who are considered extremely violent, or are an escape risk.

Maximum Release Date—The date of release for an inmate sentenced to confinement without deduction

of good conduct time as authorized by AFJI 31-215 (AR 633-30), *Military Sentences to Confinement*.

Minimum Custody—Classification assigned to inmates considered sufficiently dependable as to require little supervision.

Minimum Release Date—The date of expected release for an inmate sentenced to confinement when computation of good conduct time has been deducted according to AFJI 31-215 (AR 633-30), *Military Sentences to Confinement*.

Parole—The conditional release of an eligible inmate, on order of the AFC&PB or the SAF, to the supervision of a US Probation Officer.

Parolee—An inmate who has been released by order of the AFC&PB or SAF and who is under the supervision of a US Probation Officer.

Personal Deposit Fund—A government controlled fund which is established for control and safekeeping of the inmates' funds.

Post-Trial Inmate—An inmate's status after court-martial, where confinement is included in the sentence.

Prerelease Conference—A conference convened to counsel and prepare an inmate for release from confinement.

Pre-Transfer Conference—A conference convened to counsel and prepare an inmate for transfer to another confinement facility.

Pre-Trial Detainee—A detainee awaiting filing of charges, disposition of charges, trial by court-martial or trial by a foreign court.

Release-Related Activities—Any action, hearing, or review that releases or affects the scheduled release date of an inmate.

Sentenced—The status of an inmate after convening authority approval action.

Temporary Home Parole (THP)—A conditional release from confinement for a specified period of time, as authorized by this instruction, for a home visit for morale purposes.

Variance—A nonstandard condition, which technically varies from a requirement, but provides essentially the same level of standard. A variance does not require compensatory measures.

Victim—A person who suffers direct physical, emotional, or financial harm as a result of the commission of a crime.

Waiver—The approved contingence of a temporary condition that varies from a requirement and creates a vulnerability to the protected area. A waiver requires compensatory measures.

Witness—A person who participates in a criminal investigation or proceeding for the purpose of providing information or evidence concerning the offense. When the witness is a minor child, this term includes the minor's parents or any person having legal custody of the minor. The term witness does not include defense witness or an individual involved in the crime as a perpetrator or accomplice.

Attachment 2

SAMPLE – INITIAL VICTIM/WITNESS NOTIFICATION COVER LETTER

TO BE PREPARED ON LETTER HEAD (Date)

YOUR ORGANIZATION
Reference: Inmate (NAME)

VICTIM/WITNESS ADDRESS

Dear (NAME),

1. We have received your request for enrollment into the Victim and Witness Notification Program. The impact of crime is devastating to innocent victims, witnesses and their families and we will make every effort to be responsive and sensitive to your request. We will notify you, using the attached form (**Victim/ Witness Notification of Inmate Status –** DD Form 2705) of the pending release or release-related activities of the above-named individual. This includes notification of the inmate's initial parole and clemency eligibility dates, clemency and parole hearing dates (if appropriate), transfer to another confinement facility, and temporary releases (i.e. emergency leave, hospitalization). Some inmates earn a portion off their sentence for good behavior. This is referred to as "earned good conduct time" and, if earned, will affect the release date.

2. The date an inmate is eligible for a parole hearing is mandated by Department of Defense policy and indicates only that a hearing will be held. You will be advised prior to the inmate appearing before the service Clemency and Parole Board. This will provide you with an opportunity, if you desire, to submit an impact statement to that Board.

3. We intend that your request for notification remain confidential. If this inmate learns through other means that you have made this request, or threatens or attempts to intimidate you in any manner, notify this office immediately. To continue to receive notification of status changes, it is important that you keep us informed of any changes in your address or telephone number. Should you decide to remove yourself from the program, submit a written request to the Service Central Repository, HQ AFSFC/SFC Lackland AFB, Texas 78236. Also, your request may be canceled if you do not respond within 60 days to any subsequent inquiries pertaining to this notification.

4. If you have any question or concerns, or would like more information, you can reach your victim and witness coordinator at (NAME), at _____.

Sincerely,
CO/OIC
Attachment:
DD Form 2705, **Victim/Witness Notification of Inmate Status**

Attachment 3

SAMPLE – INMATE STATUS CHANGE LETTER

TO BE PREPARED ON LETTERHEAD Date
Your Organization Address

Victim/Witness Address

Dear (NAME),

1. Our records reflect that you previously requested notification regarding all significant release and release-related activities pertaining to inmate (NAME).

2. The attached form indicates what action is pending or has been taken in this case. If you have any questions or would like more information, please contact my victim and witness coordinator (name) at (telephone).

Sincerely,

CO/OIC

Attachment:
DD Form 2705, **Victim/Witness Notification of Inmate Status**

Attachment 4

OFFENSES REQUIRING PROCESSING OF SEX REGISTRATION

Convictions of any of the following offenses punishable under the Uniform Code of Military Justice shall trigger requirements to notify state and local law enforcement agencies and to provide information to inmates concerning sex offender registration requirements. A "minor" is a person under the age of sixteen (16).

UCMJ Article	DIBRS Code	Offense
120	120A	Rape
120	120B1/2	Carnal Knowledge
125	125A	Forcible Sodomy
125	125B1/2	Sodomy Involving a Minor
133	133D	Conduct Unbecoming an Officer (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor)
134	134-B6	Pandering of Prostitution Involving a Minor
134	134-C1	Indecent Assault
134	134-C4	Assault with Intent to Commit Rape
134	134-C6	Assault with Intent to Commit Sodomy
134	134-R1	Indecent Act with a Minor
134	134-R3	Indecent Language to a Minor
134	134-S1	Kidnapping of a Minor (by a person not parent)
134	134-Z	Conduct Prejudicial to Good Order and Discipline or Service Discrediting that Constitutes Pornographic Acts Involving a minor.
134	134-Z	Conduct Prejudicial to Good Order and Discipline or Service Discrediting (involving any sexually violent offense or a criminal offense of a sexual nature against a minor or kidnapping of a minor)
134	134-Y2	Assimilative Crime Conviction (of a sexually violent offense or criminal of a sexual nature against a minor or kidnapping of a minor)
80		Attempt (to commit any of the foregoing)
81		Conspiracy (to commit any of the foregoing)
82		Solicitation (to commit any of the foregoing)

Attachment 5

STATE LAW ENFORCEMENT AGENCY LIST FOR SEX OFFENDER REGISTRATION

Alabama
Attorney General of Alabama
Office of the Attorney General
State House
11 South Union Street
Montgomery, AL 36130
334-242-7300

Alaska
Attorney General of Alaska
Office of the Attorney General
Post Office Box 110300
Dimond Courthouse
Juneau, AK 99811-0300
907-465-3600

American Samoa
Attorney General of American Samoa
Office of the Attorney General
Post Office Box 7
Pago Pago, AS 96799
684-633-4163

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Attorney General of Arizona
Office of the Attorney General
1275 West Washington Street
Phoenix, AZ 85007
602-542-4266

Arkansas
Attorney General of Arkansas
Office of the Attorney General
200 Tower Building
323 Center Street
Little Rock, AR 72201-2610
501-682-2007
California
Attorney General of California
Office of the Attorney General 1300 I
Street
Suite 1740

Sacramento, CA 95814
916-324-5437

Colorado
Attorney General of Colorado
Office of the Attorney General
Department of Law
1525 Sherman Street
Denver, CO 80203
303-866-3052

Connecticut
Attorney General of Connecticut
Office of the Attorney General
55 Elm Street
Hartford, CT 06141-0120
860 808-5318

Delaware
Attorney General of Delaware
Office of the Attorney General
Carvel State Office Building
820 North French Street
Wilmington, DE 19801
302-577-3838

District of Columbia
D.C. Corporation Counsel
Office of the Corporation Counsel
441 4th Street NW
Washington, DC 20001
202-727-6248

Florida
Attorney General of Florida
Office of the Attorney General
The Capitol
PL 01
Tallahassee, FL 32399-1050
904-487-1963

Georgia
Attorney General of Georgia
Office of the Attorney General
40 Capitol Square, S.W.

Atlanta, GA 30334-1300
404-656-4585

Guam
Attorney General of Guam
Office of the Attorney General
Judicial Center Building
120 West O'Brien Drive
Agana, GU 96910
671-475-3324

Hawaii
Attorney General of Hawaii
Office of the Attorney General
425 Queen Street
Honolulu, HI 96813
808-586-1282

Idaho
Attorney General of Idaho
Office of the Attorney General
Statehouse
Boise, ID 83720-1000
208-334-2400

Illinois
Attorney General of Illinois
Office of the Attorney General
State of Illinois Center
100 West Randolph Street
Chicago, IL 60601
312-814-2503

Indiana
Attorney General of Indiana
Office of the Attorney General
Indiana Government Center South
Fifth Floor
402 West Washington Street
Indianapolis, IN 46204
317-233-4386

Iowa
Attorney General of Iowa
Office of the Attorney General
Hoover State Office Building

Des Moines, IA 50319
515-281-3053

Kansas
Office of the Attorney General
Judicial Building
301 West Tenth Street
Topeka, KS 66612-1597
913-296-2215

Kentucky
Attorney General of Kentucky
Office of the Attorney General
State Capitol
Room 116
Frankfort, KY 40601
502-564-7600

Louisiana
Attorney General of Louisiana
Office of the Attorney General
Department of Justice
Post Office Box 94095
Baton Rouge, LA 70804-4095
504-342-7013

Maine
Attorney General of Maine
Office of the Attorney General
State House Station Six
Augusta, ME 04333
207-626-8800

Maryland
Attorney General of Maryland
Office of the Attorney General
200 Saint Paul Place
Baltimore, MD 21202-2202
410-576-6300

Massachusetts
Attorney General of Massachusetts
Office of the Attorney General
One Ashburton Place
Boston, MA 02108-1698
617-727-2200

Michigan
Attorney General of Michigan
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Post Office Box 30212
525 West Ottawa Street
Lansing, MI 48909-0212
517-373-1110

Minnesota
Attorney General of Minnesota
Office of the Attorney General
State Capitol
Suite 102
St. Paul, MN 55155
612-296-6196

Mississippi
Attorney General of Mississippi
Office of the Attorney General
Department of Justice
Post Office Box 220
Jackson, MS 39205-0220
601-359-3692

Missouri
Attorney General of Missouri
Office of the Attorney General
Supreme Court Building
207 West High Street
Jefferson City, MO 65101
573-751-3321

Montana
Attorney General of Montana
Office of the Attorney General
Justice Building
215 North Sanders
Helena, MT 59620-1401
406-444-2026

Nebraska
Attorney General of Nebraska
Office of the Attorney General
State Capitol
Post Office Box 98920

Lincoln, NE 68509-8920
402-471-2682

Nevada
Attorney General of Nevada
Office of the Attorney General
Old Supreme Court Bldg.
198 South Carson
Carson City, NV 89710
702-687-4170

New Hampshire
Attorney General of New Hampshire
Office of the Attorney General
State House Annex
25 Capitol Street
Concord, NH 03301-6397
603-271-3658

New Jersey
Attorney General of New Jersey
Office of the Attorney General
Richard J. Hughes Justice Complex
25 Market Street
CN 080
Trenton, NJ 08625
609-292-4976

New Mexico
Attorney General of New Mexico
Office of the Attorney General
Post Office Drawer 1508
Santa Fe, NM 87504-1508
505-827-6000

New York
Attorney General of New York
Office of the Attorney General
Department of Law - The Capitol
2nd Floor
Albany, NY 12224
518-474-7330

North Carolina
Attorney General of North Carolina
Office of the Attorney General

Department of Justice
Post Office Box 629
Raleigh, NC 27602-0629
919-733-3377

North Dakota
Attorney General of North Dakota
Office of the Attorney General
State Capitol
600 East Boulevard Avenue
Bismarck, ND 58505-0040
701-328-2210

N. Mariana Islands
Attorney General of the Northern Mariana Islands
Office of the Attorney General
Administration Building
Saipan, MP 96950
670-664-2341

Ohio
Attorney General of Ohio
Office of the Attorney General
State Office Tower
30 East Broad Street
Columbus, OH 43215-3428
614-466-3376

Oklahoma
Attorney General of Oklahoma
Office of the Attorney General
State Capitol
2300 North Lincoln Boulevard
Room 112
Oklahoma City, OK 73105
405-521-3921

Oregon
Attorney General of Oregon
Office of the Attorney General
Justice Building
1162 Court Street, N.E.
Salem, OR 97310
503-378-6002

Pennsylvania
Attorney General of Pennsylvania
Office of the Attorney General
Strawberry Square, 16th Floor
Harrisburg, PA 17120
717-787-3391

Puerto Rico
Attorney General of Puerto Rico
Office of the Attorney General
Post Office Box 192
San Juan, PR 00902-0192
809-721-7700

Rhode Island
Attorney General of Rhode Island
Office of the Attorney General
150 S. Main Street
Providence, RI 02903
401-274-4400

South Carolina
Attorney General of South Carolina
Office of the Attorney General
Rembert C. Dennis Office Building
Post Office Box 11549
Columbia, SC 29211-1549
803-734-3970

South Dakota
Attorney General of South Dakota
Office of the Attorney General
500 East Capitol
Pierre, SD 57501-5070
605-773-3215

Tennessee
Attorney General of Tennessee
Office of the Attorney General
500 Charlotte Avenue
Nashville, TN 37243
615-741-6474

Texas
Attorney General of Texas
Office of the Attorney General

Capitol Station
Post Office Box 12548
Austin, TX 78711-2548
512-463-2191

Utah
Attorney General of Utah
Office of the Attorney General
State Capitol
Room 236
Salt Lake City, UT 84114-0810
801-538-1326

Vermont
Attorney General of Vermont
Office of the Attorney General
109 State Street
Montpelier, VT 05609-1001
802-828-3171

Virgin Islands
Attorney General of the Virgin Islands
Office of the Attorney General
Department of Justice
G.E.R.S. Complex
48B-50C Kronprinsdens Gade
St. Thomas, VI 00802
809-774-5666

Virginia
Attorney General of Virginia
Office of the Attorney General
900 East Main Street
Richmond, VA 23219
804-786-2071

Washington
Attorney General of Washington
Office of the Attorney General
P.O. Box 40100
1125 Washington Street, SE
Olympia, WA 98504-0100
360-753-6200

West Virginia
Attorney General of West Virginia
Office of the Attorney General

State Capitol
Charleston, WV 25305
304-558-2021

Wisconsin
Attorney General of Wisconsin
Office of the Attorney General
State Capitol
Post Office Box 7857
Suite 114 East
Madison, WI 53707-7857
608-266-1221

Wyoming
Attorney General of Wyoming
Office of the Attorney General
State Capitol Building
Cheyenne, WY 82002
307-777-7841

Attachment 6

STATE AGENCY LIST FOR SEX OFFENDER REGISTRATION

Alabama
Alabama Bureau of Investigation
Sex Offender Registration Office
2720 Gunter Park Dr W, #A
Montgomery AL 36109
(334) 260-1135

Alaska
Sex Offender Registry State Police
Sex Offender Registration Office
117 W Fourth Ave
Anchorage AK 99501
(907) 269-0396

America Samoa
Sex Offender Registration Office
Dept of Human and Social Services
American Samoa Government
Pago Pago, America Samoa 96799
(684) 633-2827; Fax (684) 633-2979

Arizona
Sex Offender Registration Office
Sexual Offender Community Notification Coordinator
Arizona Dept of Public Safety
PO Box 6638
Phoenix AZ 85005-6638
(602) 223-2416

Arkansas
Sex Offender Registration Office
Arkansas Crime Information Center
Number One Capitol Mall
Little Rock AK 72201
(501) 682-2222; Fax (501) 682-2269

California
Sex Offender Registration Office
Sex & Arson Registration Program – Assistant Manager
California Dept of Justice
PO Box 903387
Sacramento CA 94203-3870

(916) 227-3288

Colorado
Sex Offender Registration Office
Colorado Bureau of Investigation
690 Kipling Street
Denver CO 80215
(303) 239-4251

Connecticut
Sex Offender Registration Office
Connecticut Dept of Public Safety
PO Box 2794
Middletown CT 06457-9294
(860) 685-8000; Fax (860) 685-8354

Delaware
Sex Offender Registration Office
Delaware State Police
PO Box 430
Dover DE 19903
(302) 739-5882; Fax (302) 739-5888

District of Columbia
Sex Offender Registration Office
Operational Services Records Division
c/o Anne Ramey
Metropolitan Police Dept
300 Indiana Ave, NW Rm 3058
Washington DC 20001
(202) 727-4407

Florida
Sex Offender Registration Office
Criminal Justice Information Services
Florida Dept of Law Enforcement
Attn: Lucy Ingley
PO Box 1489
Tallahassee FL 32302
(850) 410-8572; (888) 357-7332

Georgia
Georgia Bureau of Investigation
Sex Offender Registration Office
3121 Panthersville Rd
PO Box 370808

Decatur GA 30037-0808
(404) 244-2895

Guam
Sex Offender Registration Office
Acting Attorney General
Ste 2-200E Judicial Ctr Bldg
120 W O'Brien Dr
Agana, Guam 96910
(671) 475-3324 or (671) 475-3192; Fax (671) 477-3390

Hawaii
The Dept of the Attorney General
Sex Offender Registration Office
Hawaii Criminal Justice Data Center
465 S King St
Honolulu, HI 96813
(808) 587-3100; Fax (808) 587-3109

Idaho
Sex Offender Registration Office
Bureau of Criminal Identification
Idaho Dept of Law Enforcement
PO Box 700
Meridian ID 83680-0700
(208) 884-7136

Illinois
Sex Offender Registration Office
Illinois State Police
500 Iles Park Pl, Ste 400
Springfield IL 62718
(217) 557-1791; Fax (217) 785-3328

Indiana
Indiana Criminal Justice Institute
Sex Offender Registration Office
302 W Washington St, Rm E209
Indianapolis IN 46204-2767
(317) 232-1232

Iowa
Sex Offender Registration Office
Dept of Public Safety
Wallace State Office Bldg
Des Moines IA 50319

(515) 281-4976; Fax (515) 281-4898

Kansas
Kansas Bureau of Investigation
Sex Offender Registration Office Center Manager
1620 SW Tyler
Topeka KS 66612-1837
(785) 296-8277

Kentucky
Sex Offender Registration Office
Dept of Corrections
Division of Probation and Parole
5th Fl, State Office Bldg
Frankfort KY 40601
(502) 564-4221

Louisiana
Sex Offender Registration Office
Bureau of Identification
Louisiana State Police
PO Box 66614
Baton Rouge LA 70896
(504) 925-6095

Maine
Sex Offender Registration Office
State Bureau of Identification
36 Hospital St
Augusta ME 04330
(207) 624-7009

Maryland
Crimes Against Children and Sex Offender Registry Unit
Information Technology and Communication Division
Dept of Public Safety and Correctional Services
Sex Offender Registration Office
PO Box 5743
Pikesville MD 21282-5743
(410) 764-5665, Ext 317

Massachusetts
Criminal History Systems Board
Sex Offender Registration Office
200 Arlington St, Ste 2200
Chelsea MA 02150
(617) 660-4632; Fax (617) 660-4613

Michigan
Sex Offender Registration Office
Dept of State Police
4000 Collins Rd
PO Box 30637
Lansing MI 48909-8137
(517) 336-6246; Fax (517) 333-5399

Minnesota
Bureau of Criminal Apprehension
Sex Offender Registration Office
1246 University Ave
St Paul MN 55104
(651) 642-0600

Missouri
Missouri State Highway Patrol
Criminal Records
Sex Offender Registration Office
1510 E Elm St
Jefferson City MO 65101
(573) 526-6153; Fax (573) 751-9382

Mississippi
Sex Offender Registration Office
Dept of Public Safety
Criminal Information Center
3891 Hwy 468W
Pearl MS 39208
(601) 933-2600; Fax (601) 933-2676

Montana
Sex Offender Registration Office
Division of Criminal Investigation
Montana Dept of Justice
303 N Roberts
Helena MT 59620
(406) 444-3875; Fax (406 444-2759

Nebraska
Nebraska State Patrol
Sex Offender Registration Office
1600 Nebraska Hwy #2
PO Box 94907
Lincoln NE 68509-4907

(402) 471-4545

Nevada
Sex Offender Registration Office
Nevada Hwy Patrol
555 Wright Way
Carson City NV 89711
(702) 687-6675; Fax (702) 687-3168

New Hampshire
New Hampshire Dept of Safety
Division of State Police
Sex Offender Registration Office
10 Hazen Dr
Concord NH 03305
(603) 271-2663

New Jersey
Capt Rudy Chesko
New Jersey State Police
State Bureau of Identification
Sex Offender Registration Office
PO Box 7068
West Trenton NJ 08628-0068
(609) 882-2000 Ext 2318

New Mexico
Sex Offender Registration Office
Dept of Public Safety
TESD – Law Enforcement Records
4491 Cerrillos Rd
PO Box 1628
Santa Fe NM 87504-1628
(505) 827-9191; Fax (505) 827-3388

New York
Sex Offender Registration Office
Board of Examiners of Sex Offenders
1220 Washington Ave, Bldg 2
Albany NY 12226
(518) 457-4185; Fax (518) 457-4162

North Carolina
Sex Offender Registration Office
North Carolina State Bureau of Investigation
Division of Criminal Information

407 N Blount St
Raleigh NC 27601
(919) 733-3171

North Dakota
Sex Offender Registration Office
North Dakota Bureau of Criminal Investigation
PO Box 1054
Bismarck ND 58502-1054
(701) 328-5500

Northern Mariana Islands
Sex Offender Registration Office
Legal Counsel
Dept of Public Safety
PO Box 10007, Civic Center
Saipan MP 96950
(670) 234-6505 Ext 312; Fax (670) 234-8531

Ohio
Sex Offender Registration Office
Bureau of Criminal Identification & Investigation
PO Box 365
London OH 43140
(614) 466-8204 Ext 224 or 436; Fax (740) 852-1603

Oklahoma
Oklahoma Dept of Corrections
Sex Offender Registration Office
PO Box 11400
3400 Martin Luther King Ave
Oklahoma City OK 73136
(405) 425-2872

Oregon
Oregon State Police
Sex Offender Registration Office
400 Public Service Bldg
Salem OR 97310
(503) 378-3720 Ext 4415/7/8; Fax (503) 363-5475

Pennsylvania
Sex Offender Registration Office
Pennsylvania State Police
1800 Elmerton Ave
Harrisburg PA 17110

(717) 783-4363; Fax (717) 772-3681

Puerto Rico
Sex Offender Registration Office
Criminal Justice Information System
Dept of Justice
PO Box 9020192
San Juan PR 00902-0192
(787) 729-2121

Rhode Island
Sex Offender Registration Office
Dept of the Attorney General
150 S Main St
Providence RI 02903
(401) 274-4400 Ext 2353; Fax (401) 222-1331

South Carolina
Sex Offender Registration Office
State Law Enforcement Division
PO Box 21398
Columbia SC 29221
(803) 737-9000

South Dakota
South Dakota Office of Attorney General
Division of Criminal Investigation
Sex Offender Registration Office
East Hwy 34
500 E Capital Ave
Pierre SD 57501-5070
(605) 773-3331; Fax (605) 773-4629

Tennessee
Sex Offender Registration Office
Tennessee Bureau of Investigation
1148 Foster Ave
Nashville TN 78765-4143
(615) 741-0430; Fax (615) 532-8315

Texas
Sex Offender Registration Office
Texas Dept of Public Safety
PO Box 4143
Austin TX 78765-4143
(512) 424-2471; Fax (512) 424-5911

Utah
Sex Offender Registration Office
Director of Constituent Services
Utah Dept of Corrections
6100 S Fashion Blvd
Murray UT 84107
(801) 265-5583; Fax (801) 265-5569

Vermont
Sex Offender Registration Office
Dept of Public Safety
Vermont Crime Information Center
103 S Main St
Waterbury VT 05671
(802) 244-8727

Virgin Islands
Sex Offender Registration Office
Deputy Attorney General
Virgin Islands Dept of Justice
48B-50C Kronprindsens Gade
GERS Bldg, 2nd Fl
St Thomas, US Virgin Islands 00802
(340) 774-5666; Fax (340) 774-9710

Virginia
Sex Offender Registration Office
Dept of State Police
PO Box 27472
Richmond VA 23261-7472
(804) 674-4656 (Capt RL Vass)

Washington
Sex Offender Registration Office
Dept of Corrections
410 W 5th Ave
PO Box 41100
Olympia WA 98504-1100
(360) 753-6791

West Virginia
West Virginia State Police
Sex Offender Registration Office
725 Jefferson Rd
South Charleston WV 25309

(304) 746-2133

Wisconsin
Sex Offender Registration Office
Wisconsin Dept of Corrections
149 E Wilson St
Madison WI 53703
(608) 266-3831

Wyoming
Division of Criminal Investigation
Sex Offender Registration Office
316 W 22nd St
Cheyenne WY 82002-0150
(307) 777-7545; Fax (307) 777-7252

Attachment 7

SAMPLE - VICTIM/WITNESS MONTHLY STATUS REPORT (RCS: HAF-SF (M) 9611)

MEMORANDUM FOR HQ AFSFC/SFC (Date)

FROM: (Correctional Facility)

SUBJECT: Monthly Victim/Witness Activity Report

1. The following inmates have victims/witnesses enrolled in the Victim/Witness Notification Program for whom a victim/witness notification (DD Form 2705) was made for this month.

Inmate Name	Service	SSAN	Date Entered VWAP	MRD	PED	#Status Changes	Rea-son (Code)	Total #2705s Sent
Worch, John	USAF	001-11-1111	14 Sept 96	28 Jan 97	N/A	01	A	05
Smith, Craig	USAF	111-22-3333	19 Aug 96	20 Sep 02	07 May 99	02	A,F	04
William, Pat	USN	222-11-4444	10 Aug 96	04 Jun 97	N/A	01	C	01

2. Any question concerning this report should be directed to (Confinement NCOIC and Phone number).

Signature Block

CODES TO BE USED FOR REPORT
(A) Initial Notification/Eligibility Dates
(B) Notification of Clemency/Parole Hearing
(C) Notification of Release
(D) Notification of Escape
(E) Notification of Re-confinement
(F) Notification of Transfer
(G) Notification of Emergency Leave
(H) Notification of Death
(I) Other (Identify)
FOR OFFICIAL USE ONLY
WHEN FILLED OUT

Attachment 8

CONTENT OF THE CORRECTIONAL TREATMENT FILE

Table A8.1. Content of the Correctional Treatment File.

Section A—In-processing and Identification 1. AF Form 899, Request and Authorization for Permanent Change of Station-Military, for inmates transferred through HQ AFSFC/SFC. 2. DD Form 1610, Request and Authorization for TDY Travel of DODPersonnel, for escorts' TDY orders when issued for inmate transfer. 3. FD-249, Current Arrest Card (fingerprint card). 4. Individual Clothing Inventory. 5. AF Form 807, Receipt-Inmate's Personal Property. 6. Initial Confinement Interview (may be memorandum for record, local form letter, or checklist). 7. DD Form 2710, Inmate Background Summary 8. AF Form 1297, Temporary Issue Receipt, (used to record issue of facility rule or other items). 9. DD Form 2707, Confinement Order. 10. Inmate's photographs. 11. DD Form 2708, Receipt for Inmate or Detained Person. **Section B—**Court-Martial Actions and Sentence Computation 1. AF Form 1359, Report of Result of Trial. 2. AF Form 444, Advisement of Rights Upon Pre-trial Confinement. 3. Court-Martial Order. 4. Staff judge advocate review. 5. US Air Force Court of Criminal Appeals decision.	6. United States Court of Appeals for the Armed Forces decision. 7. Sentence computation worksheets 8. Other paperwork relating to or affecting sentence, to include abatements, forfeitures, credits for pre-trial, deferments, etc. 9. AF Form 100, Request and Authorization for Separation. **Section C—**Work Release and Inmate Utilization 1. AF Form 511, Individual Inmate Utilization. 2. Sign-in and sign-out logs. 3. Communication relating to job performance. **Section D—**Confinement History 1. DD Form 510, Request for Interview. 2. DD Form 2714, Inmate Disciplinary Report 3. Custody grade determinations. 4. Classification panel actions and results. 5. On-the-Spot-Reports. 6. DD Form 509, Inspection Record of Inmate in Segregation. 7. Any other documents relating to confinement history. **Section E—**Disposition Boards and Considerations 1. All disposition board-related documents. 2. Copy of all disposition board proceedings. 3. Clinical evaluations. **Section F—**Medical and Miscellaneous 1. Report of illness/injury. 2. Copies of physical examination and test results. 3. Any documents not relating to other sections

Attachment 9

INMATE CLASSIFICATION AND GUIDELINES FOR CUSTODY LEVELS

Table A9.1. The following descriptions illustrate behavior characteristics that are typical of inmate custody levels.

	Risk of Escape	Violence	**Mental/Emotional**
MAXIMUM	Conduct that indicates high probability of escape, history of escape or escape attempts. Specialized training (Escape & Evasion).	Recent history of violent crimes and/or violent conduct. Active member gang/ group advocating violence or recent assault on staff.	Highly unpredictable. History of serious mental instability Or extremely violent behavior. Record of suicide gestures or attempts.
MEDIUM-IN	Escape history involves flight from custody or attempts. Conduct indicates probability of escape.	History of violent behavior involving weapons or history of serious injury to victims.	Major emotional disorder. Record of instability or Suicide gestures or attempts.
MEDIUM-OUT	Poses minimal escape risk. No history of escape or attempts.	Limited history of violent behavior not involving weapons.	Stable personality and record of suicide gesture or attempts.
MINIMUM	No history of escape or attempts.	No history of violent behavior.	Stable personality and No record of suicide gesture or attempts.
COMMUNITY (TRUSTEE)	No history of escape or escape attempts and requires minimal supervision.	No history of violence.	Stable personality. No record of suicide gesture or attempts.

NOTES:

These characteristics are used only as guidelines. Decisions should also be based on evaluations by the classifications committee (including mental health and security staff) to determine proper custody level assignment. Inmate may also be assigned increased or decreased levels of custody based on behavior during incarceration.

GUIDELINES FOR INMATE CUSTODY LEVELS

The custody classification levels and level of supervision often considered appropriate are indicated in the following chart:

Table A9.2. CUSTODY LEVELS

ACTIVITY	**MINIMUM/COMMUNITY**	**MEDIUM**	**MAXIMUM**

Observation by staff	Occasional by staff; appropriate to situation	Frequent and direct	Always supervised when outside cell
Day movement inside facility	Unrestricted	Observed periodically by staff	Restricted; directly observed or escorted when outside cell
Movement after dark	Intermittent observation	Restricted, with direct supervision	Out of cell only for emergencies. In restraints when outside cell or as approved by corrections officer.
After evening lockdown	Intermittent observation	Escorted and only on order of corrections officer	Out of cell only for emergencies. In restraints when outside cell or as approved by corrections officer.
Meal periods	Intermittent observation	Supervised	Directly supervised or in cell
Access to jobs	Eligible for all, both inside and outside perimeter	Inside perimeter only	Only selected day jobs inside perimeter, or Directly supervised within the housing unit
Visits	Contact; periodic supervision, indoor and/or outdoor	Contact, supervised	Non-contact or closely supervised (1-1)
Leave the Facility	Escorted/Unescorted	Direct staff escort, handcuffs with chains and leg irons (optional); armed escort (optional)	Minimum of two escorts with one armed, full restraints, strip search prior to departure and on return

Attachment 10

HEALTH AND COMFORT ITEMS

Inmates in pay status will purchase health and comforts items with PDF. Inmates in non-pay status will be issued health and comfort items at limits established by the facility. Items issued may be paid for through the inmate's parent unit O&M funds or provided as part of the facility's established stock purchased through installation O&M funds.

a. The following personal hygiene/health items will be issued when such items are not already in the inmate's possession. These items will be made available to all persons per limits established by the corrections officer. Generic items may be purchased as a means of controlling cost.

1. Toothbrush
2. Razor, disposable (electric razors may be substituted at the discretion of the corrections officer)
3. Brush, shaving (at the option of the inmate)
4. Comb, or Afro comb, rubber or plastic
5. Soap and soap dish
6. Towel (bath and face)
7. Tooth paste or powder
8. Shaving soap or cream
9. Shower shoes
10. Deodorant
11. Shoe polish and brush
12. Sanitary napkins/tampons (female inmates)
13. Skin lotion
14. Shampoo
15. Hair brush
16. Any other item deemed appropriate as a personal hygiene/health item by the corrections officer

b. The following comfort items may be issued at the inmate's request:

1. Writing instruments (as approved by the facility commander)
2. Writing tablet
3. Envelopes
4. Face cream
5. Nail clipper (without file)
6. Chapstick

7. Detergent (if no laundry detail)
8. Pantyliners (female inmates)
9. Hair curlers (sponge) (female inmates)
10. Hair grease (female inmates)
11. Barrettes/hair ties (female inmates)
12. Stamps (inmates in non-pay status use official mail for official correspondence only)
13. Any other item deemed appropriate as a comfort item by the corrections officer

NOTE: Tobacco products and food items are not considered health and comfort items

Attachment 11

SAMPLE - PERSONAL DEPOSIT FUND ACTIVITY REPORT

Installation:_____.

Period of _____ through _____.

1. According to AFI 31-205, *Air Force Corrections System,* an inspection of the personal deposit fund was conducted as directed by (installation commander or other authorized official).
2. The inspection included a review of the accounting system, internal controls, and a detailed inspection of all transactions for the period of _____ through _____.
3. Statement of operations as follows:
   a. Balance on hand as of (ending date of previous inspection):
   b. Deposits:
   c. Withdrawals:
   d. Balance on hand as of (ending date of this inspection):
   e. Petty cash:
   f. Bank balance as of (ending date of this inspection):
   g. Outstanding checks:
   h. Outstanding deposits:
   i. Revised checkbook balance:
4. Recommended improvement areas: (Auditor's remarks)

_____

Disinterested Official's Signature

(Include typed name, grade, organization and duty title)

_____

Custodian, Personal Deposit Fund, Signature

(Include typed name and grade)

_____

Installation Commander or Authorized Official's Signature

Attachment 12

SAMPLE - CERTIFICATE OF TRANSFER OF ACCOUNTABILITY

Certificate of Outgoing Custodian:

I certify that I have, on _____ 20__, transferred to (Name, Grade, SSN), the new custodian appointed by (Name, Grade, SSN), dated_____20__, $_____ cash on hand and $_____ on deposit to the credit of the personal deposit fund for (Name, Grade, Office).

This represents the total of the balance on deposit with me as custodian of the individual accounts of all inmates listed below:

NAME OF INMATE	BALANCE ON DEPOSIT
_____	_____
_____	_____
_____	_____
_____	_____

At the same time, I conducted an inventory of the personal effects in my custody of all inmates in confinement as of this date at _____(hrs), and all items of material value as listed on the individual account sheets in the effects section of the inmate's property record were present.

(Signature)

2. Certificate of New Custodian:

I certify that I have, on _____20__, received from (Name, Grade, SSN), the sum of $_____, representing (Name, Grade, SSN), the balances due inmates listed above together with the personal effects, as listed on the individual account sheets in the effects section of the inmate's personal property record, of all inmates in confinement as of this date at _____(hrs), and I hereby relieve the previous custodian from all responsibility for the same.

(Signature)

Attachment 13

EMERGENCY ACTIONS

Apprehending Escapees. Recommended procedures:

Secure remaining inmates

Increase custodial measures

Notify corrections officer

Secure avenues of escape

Determine the identity of escapee

Post guards at critical points along the most probable route of escape

Plan pursuit actions

Notify victims or witnesses who, according to the Victim and Witness Protection Act, request notification of an inmate's changes of status

Conduct investigation

Collect the personal property or any information from the escapee's file that might aid in the apprehension

Actions in Case of Fire. Recommended actions in case of fire:

Sound the alarm

Notify the fire department

Evacuation (tested at least weekly). Ensure all inmates are under constant supervision

Notify the corrections officer

Assign personnel to fire fighting equipment

Post fire evacuation routes and exits

Assign personnel to remove records

Conduct roll call of inmates as soon after evacuation as possible

Ensure duplicate keys to all doors are available at all times to responsible personnel

Riots and Disorders. Recommended actions:

Notify corrections officer

Segregate inmates involved

Isolate or remove ringleaders

Remove peaceful inmates from the affected area

Designate units that will furnish additional personnel

Investigate to determine cause

Power Failure.

Know the location and procedure for activating an emergency lighting system

Know the location of flashlights and lanterns

Plan orderly procedures for securing of all inmates

Plan procedures for obtaining mobile emergency lighting

Attachment 14

CONFINEMENT FACILITY OFFENSES

A14.1. Corrections Facility Offenses:

A14.1.1. The laws, rules, and regulations applicable to confinement are too numerous to quote in their entirety. Copies of appropriate AFIs, the Uniform Code of Military Justice (UCMJ/Manual for Court-Martial) and other regulatory guidance applicable to confinement may be made available to inmates.

A14.1.2. This lists describes some of the offenses in the Air Force corrections program. This is not a complete list of offenses for which inmates may be disciplined. The UCMJ also applies to all military inmates housed in confinement facilities.

A14.1.2.1. Academic Misconduct (Category III Offense). Missing class through design or misconduct, cheating or assisting another to cheat on any academic or vocational training examination, disrupting an academic or vocational training session.

A14.1.2.2. Aiding Another (Category I, II, III, IV or V Offenses). Conspiring with, soliciting, or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense will be the same as the prohibited act.

A14.1.2.3. Arson (Category V Offense). Igniting any item, which could cause personal injury or damage to any property.

A14.1.2.4. Assault (Category III, IV and V Offenses). To attempt or offer to do bodily harm to another with unlawful force or violence, with apparent ability to do so. Category IV offense, if with a weapon or consummated by battery. Category V offense, if against a staff member or commissioned officers.

A14.1.2.5. Assault Consummated by Battery (Category IV or V Offense). To intentionally and without consent, strike, touch, or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or an offensive touching of any form.

A14.1.2.6. Attempt (Category I, II, III, IV or V Offenses). Any attempt to do a prohibited act, including any steps of preparation necessary to accomplish the prohibited act.

A14.1.2.7. Being Unsanitary or Untidy (Category I Offense). Failing to keep one's person, clothing, or living area sanitary and in accordance with prescribed standards. This offense includes littering of common use areas, etc.

A14.1.2.8. Breach of Peace (Category III Offense). Use of rough (offensive), loud, profane, boisterous language or action, which disturbs or threatens the peace and good order of the confinement facility.

A14.1.2.9. Bribery/Solicitation (Category IV Offense). Asking, offering, rendering, accepting or receiving anything of value, this includes personal services, with intent to influence another to make a decision or commit an act that is prejudicial to the good order and discipline. This offense also includes bribing or soliciting civilian and military personnel while in the performance of their official duties.

A14.1.2.10. Cell Alteration (Category II Offense). Making unauthorized changes to living quarters such as, but not limited to, moving furniture, painting or marking walls, hanging items to block the view into the living area, or affixing shading devices to lights.

A14.1.2.11. Communicating a Threat (Category IV Offense). Communicating verbally, in writing, or by physical gestures, a message intended to, or which may reasonably be expected to intimidate or threaten another, either directly or indirectly. This includes conditional threats or intimidation.

A14.1.2.12. Communications Tampering (Category I Offense). Tampering with any part of a radio jack, headset, television, telephone, etc.

A14.1.2.13. Conduct Which Threatens (Category III Offense). Any conduct which interferes with the orderly running, safety, good order and discipline or security of the confinement facility.

A14.1.2.14. Contact Between Male and Female Inmates (Category III Offense). Any physical contact between male and female inmates is prohibited, except within the scope of duties. Verbal communication between male and female inmates is prohibited except, as necessary on a detail, or at official confinement facility programs. Written correspondence is covered in the unauthorized writing rule. Female and male inmates will not socialize during fellowship times at religious services or gatherings.

A14.1.2.15. Counterfeiting (Category IV Offense). Knowingly making, submitting, reproducing, or altering any signature, writing, document, article, or identification, money, security, or official paper without proper authority.

A14.1.2.16. Damaging or Destroying Property (Category IV Offense). Defacing, altering, or destroying property belonging to the government, or belonging to an individual. Anything issued to an inmate is government property (e.g. Corrections Operating Instruction, identification badges, cell furnishings, clothing, and all equipment). This offense also includes marking, defacing, or destroying any posted instructions/orders.

A14.1.2.17. Disobedience (Category III Offense). Disobeying an order given by civilian or military personnel in the performance of their duties, to include failure to comply with any order in a timely manner.

A14.1.2.18. Disorderly Conduct (Category III Offense). Conduct of such a nature as to affect the peace and quiet of individuals, or who may thereby be disturbed or provoked to resentment. This charge could encompass all participants in a fight, regardless of who started the fight, or against individuals who engage in disruptive conduct, such as trashing the confinement facility (e.g. throwing things on the floors, or flooding the facility by any means).

A14.1.2.19. Disrespect (Category IV and V Offenses). Being disrespectful in language or actions toward or about any member of the military service confinement staff or commissioned officers, or other person of authority.

A14.1.2.20. Escape (Category V Offense). Leaving custodial control, including departing the corrections facility or detail under escort, or job site without proper authority.

A14.1.2.21. Extortion (Category IV Offense). Demanding or receiving anything of value, to include personal services from another, by threatening to harm or exposure to authorities, etc.

A14.1.2.22. False Statement (Category II Offense). Lying to a staff member about an official matter, either verbally or in writing. Signing or printing the name of another on any official document without authority of confinement staff. Any inmate who, with intent to deceive, signs any false record, return, order, regulation, or other official document, knowing it to be false, or makes any other false official statement knowing it to be false, is guilty of this offense.

A14.1.2.23. Funds Manipulation (Category IV Offense). Directly or indirectly transferring money or negotiable instruments, including, but not limited to, checks and money orders to another, except as specifically authorized by this AFI. Receiving money or negotiable instruments from a person or persons is identified as a prohibited source for funds transfers under this AFI.

A14.1.2.24. Gambling (Category III Offense). Participating in games of chance for anything of value, to include personal services. Use of authorized recreational equipment for games of chance, or operating of any gambling pool. Possession of gambling paraphernalia.

A14.1.2.25. Indecent Exposure (Category III Offense). Intentionally exhibiting one's sexual organs, bare buttocks, or in the case of a female, bare breast, to another or to public view.

A14.1.2.26. Interfering with Count (Category IV Offense). Delaying or interfering with count. Inmates will have three minutes to move to their cells or areas when lockdown is ordered. They will position themselves so they are readily visible to the staff member conducting count. Cell lights will remain on during count (except during normal sleeping hours).

A14.1.2.27. Intoxicants (Category V Offense). Possession, introduction, manufacture, or use of any narcotic, narcotic paraphernalia, drug, or intoxicant not prescribed by the medical staff.

A14.1.2.28. Larceny (Category III or IV Offense). The taking of any property (Category III – Personal or Category IV – Government owned) without authority.

A14.1.2.29. Lock Tampering (Category IV Offense). Tampering with locking devices or other security equipment, to include obstructing doors to prevent them from locking.

A14.1.2.30. Loitering (Category I Offense). Lingering, moving slowly, stopping, or pausing in any area during individual or mass movement. Taking more than the prescribed time to consume a meal.

A14.1.2.31. Malingering (Category II Offense). Self-inflicted injury, or faking an injury or sickness (includes abuse of sick call), for purposes of avoiding any responsibility, requirement, or order.

A14.1.2.32. Medicine Misuse (Category II Offense). Use, possession, or storage of medicine, except as authorized by the confinement medical staff. Failure to take medication as prescribed by confinement medical staff.

A14.1.2.33. Mutilation (Category III Offense). Tattooing, piercing, marking, or maiming any part of the body or another person's body.

A14.1.2.34. Non-support of Dependents (Category III Offense). Failing to provide the minimum amount of support required to care for dependents. For inmates in non-pay status, this includes failing to provide support when an inmate has assets from which he/she 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 (e.g., requirements to provide copies of tax returns or make property distributions).

A14.1.2.35. Out of Place (Category IV offense). If an inmate is not at his/her designated detail, housing unit, scheduled appointment, religious activity, recreational activity, or dining area, and is not on pass or under escort, he/she is out of place. Simply stated, if an inmate is not where he/she is supposed to be, he/she is out of place. This includes inmates who deviate from the most direct authorized route from one authorized location to another.

A14.1.2.36. Possession, Introduction or Use of a Weapon (Category V Offense). Construction, introduction, possession, or the use of weapons, is expressly forbidden. Weapons include, but are not limited to: guns, knives, clubs, brass knuckles, saps, blackjacks, and hard object(s) in a sock or similar container, or any item modified so it could be used as a weapon (e.g., modifying a disposable razor to expose the cutting edge, or placing a bar of soap in a sock).

A14.1.2.37. Possession of Stolen Property (Category IV Offense). Having on one's person or in one's living area property belonging to another or the government, which has been stolen. While actual knowledge that the property was stolen is required, such knowledge may be inferred and proved by circumstantial evidence.

A14.1.2.38. Profiteering/Racketeering (Category IV). The loaning, buying, selling, transferring, receiving, lending of property, or anything of value for profit or increased return.

A14.1.2.39. Prohibited Property (Category III Offense). Anything not specifically authorized by proper authority to be in an inmate's possession is prohibited. Inmates must obtain and keep written permission from the corrections officer, superintendent, or Noncommissioned Officer, to possess any item not authorized by this AFI. Any item not specifically authorized and found in an inmate's possession while outside his housing unit will be considered prohibited property. Possession of property obtained from trash receptacles, or that which was discarded in any other way by other inmates or staff is prohibited.

A14.1.2.40. Provoking Words or Gestures (Category III Offense). Verbal or written communications or physical gestures that may anger, irritate, or incite another to induce a breach of peace under the circumstances.

A14.1.2.41. Rations Misuse – 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.

A14.1.2.42. Rations Misuse – Personal (Category II Offense). Use of any health and comfort (H&C) items or other personal rations for other than their intended purpose.

A14.1.2.43. Resisting Forced Cell Moves (Category V Offense). Any action taken to impede, resist or interfere with the actions of a forced cell move team, including, but not limited to, trying to keep the cell door closed, throwing objects at the team, attempting to grab a team member while in the performance of his duties, etc.

A14.1.2.44. Rules Violation (Categories II and IV Offenses). Violation of any posted or published confinement facility rule. This includes, but is not limited to, the rules or instructions posted in housing units, details and other offices/work areas, limitations imposed by recreation restriction, quarters and medical profiles, the terms of minimum custody or trusty pledges, visitation rules, and requirements not otherwise specified as institutional offenses.

A14.1.2.45. Running (Category I Offense). Running anywhere inside the confinement facility is prohibited, except as appropriate when engaged in authorized recreational activities, or as part of the confinement training program.

A14.1.2.46. Sexual Misconduct (Category IV Offense) Soliciting, threatening, or engaging in sexual or lewd conduct with another.

A14.1.2.47. Staff Harassment (Category II Offense). Any comment, conversation, question, or other communication (verbal or non-verbal expressions) intended to or which may reasonably be expected to anger, irritate, or demean a staff member. Such communications will be considered staff harassment, when directed to a staff member or to another, and overheard or observed by a staff member.

A14.1.2.48. Suffering Loss of Property (Category II Offense). Loss of property due to carelessness, to include loss of property due to unsecured lockers within the living areas, whether or not the inmate is present.

A14.1.2.49. Trafficking (Category III Offense). Selling, buying, trading, giving, receiving, or lending any item within the confinement facility is prohibited except as specifically authorized by the proper authority.

A14.1.2.50. Unauthorized Ordering (Category II Offense). Purchasing or ordering goods or services that are not authorized, or purchasing or ordering goods or services in a manner that is prohibited.

A14.1.2.51. Unauthorized Contact with Staff Members, Former Staff Members, or Former Inmates (Category III Offense). Any contact or communications by an inmate with confinement staff members, other than during the normal course of duty performance, or during a corrections facility sponsored activity, is prohibited. Inmates are also prohibited from communicating with, or having contact with, inmates confined in other institutions, former inmates, or former staff members, except as authorized in advance through a request by the inmate concerned to the Corrections Officer.

A14.1.2.52. Unauthorized Use of Mail or Telephone (Category III Offense). Using the mail or telephone for unauthorized purposes as specified by law, regulation or corrections facility rules.

A14.1.2.53. Unauthorized Writing (Category III Offense). Writing, distributing, or possessing any written motto, creed, saying, or drawing within the inmate population, whose content is designed to or could disrupt the corrections facility by encouraging strikes, riots, fights, racial or religious hatred, or other prohibited acts. Written correspondence between inmates is also prohibited, to include correspondence with former inmates and inmates in other institutions (civilian or military). Correspondence with staff or former staffs, except as authorized by the Corrections Officer, is prohibited.

A14.1.2.54. Violation of the Uniform Code of Military Justice (Category IV and V Offenses). Violation of any punitive articles of the UCMJ, regardless of whether the misconduct violates a corrections facility rule. Category V if the violation meets the specifications for any Category V Offense.

Attachment 15

FORMAT FOR INMATE TRANSFER REQUEST MESSAGE

DMS
SAMPLE- Format For Inmate Transfer Request Message

From: CORRECTIONS FACILITY WHERE INMATE IS HELD
To: HQ AFSFC LACKLAND AFB TX//SFC//
MAJCOM//SF// (For delay in or immediate transfer)
INMATE'S UNIT OF ASSIGNMENT//CC//
LOSING INSTALLATION MPF//MSSQ//
LOSING INSTALLATION FSO//CPTS//
LOSING INSTALLATION//SJA//
Cc: HQ USAF BOLLING AFB DC//JAJD//JAJM//
MAJCOM//JA/SF// (for transfers upon Convening Authority (CA) Action)
HQ OF CONVENING AUTHORITY//JA/SF//

SUBJECT: (U) REQUEST FOR INMATE TRANSFER
"FOR OFFICIAL USE ONLY"

1. NAME: SSN: GRADE: SEX:
2. PLACE WHERE INMATE IS CURRENTLY CONFINED:
3. OFFENSES FOR WHICH CONVICTED: Example: ART 112, USE OF COCAINE; ART 133 INDECENT ACTS (***NOTE***: IDENTIFY DRUG AND SEX OFFENDERS)
4. LIST THE COMPLETE SENTENCE AS ADJUDGED, TO INCLUDE TYPE OF PUNITIVE DISCHARGE (ADVISE IF NO DISCHARGE WAS ADJUDGED); **LENGTH OF CONFINEMENT. LIST FORFEITURES AND REDUCTION IN GRADE.**
5. ADJUDGED DATE (IF CONFINEMENT WAS DEFERRED, SO STATE AND PROVIDE APPLICABLE DATES): ADJUDGED _____, SENTENCE WAS DEFFERRED TO __Date_____ (Number of days). PRE-TRIAL CONFINEMENT STARTED ON _____AND ENDED _____. INMATE WAS AWARDED 25 DAYS PRE-TRIAL CREDIT BY CONVENING AUTHORITY.
6. CONVENING AUTHORITY ACTION, COURT MARTIAL ORDER NUMBER, AND DATE OF SENTENCE APPROVAL: 12 AF/CC, GCMO#34, DATED 25 JUL 99
7. UNIT OF ASSIGNMENT AND SERVICING MPF AT THE TIME OF THE INMATE'S COURT-MARTIAL: 37 TFW LACKLAND AFB, AND 37 MSS LACKLAND AFB TX.
8. HOME OF RECORD: TOWN, STATE. **PLACE OF REENLISTMENT:** MENTOR, OHIO.
9. MINIMUM RELEASE DATE: O3 JUN 01, **MAXIMUM RELEASE DATE:** 01 MAY 02.
10. **PAROLE ELIGIBILITY DATE**: (IF SENTENCE IS OVER 12 MONTHS)
11. DATE CLEMENCY AND PAROLE DISPOSITION BOARD DUE (IF SENTENCE IS OVER 12 MONTHS):
12. REASON FOR TRANSFER: CONTINUED CONFINEMENT OR REHABILITATION.
13. POINT OF CONTACT AND DSN NUMBER: MSGT JOHN WORCH/473-0945.
14. REASON FOR IMMEDIATE TRANSFER OR DELAY OF TRANSFER: IF TRANSFER IS BEFORE OR AFTER CA ACTION, STATE THE CIRCUMSTANCES PROMPTING THE TRANSFER. ALSO INCLUDE THE NAME AND DSN TELEPHONE NUMBER OF THE SJA RECEIVING

CA COORDINATION TO TRANSFER THE INMATE PRIOR TO CA ACTION. THIS TYPE REQUEST GOES THROUGH THE MAJCOM FOR DISPOSITION (AFI 31-205).
15. REMARKS: INCLUDE INFORMATION WHICH MAY AFFECT THE TRANSFER ACTION (**CUSTODY LEVEL, IF VWAP NOTIFICATIONS ARE REQUIRED, MEDICAL OR MENTAL CONDITION**). *NOTE*: *DO NOT IDENTIFY HIV POSITIVE INMATES IN THIS MESSAGE. CONTACT HQ AFSFC/SFCI AND GAINING FACILITY VIA TELEPHONE OR "FOR EYES ONLY" CORRESPONDENCE.*

Attachment 16

DISPOSITION BOARD CONSIDERATION SCHEDULE

Table A16.1. Disposition Board Consideration Schedule for Clemency, Remission and Restoration

	A	B	C	D
RULE	If sentence to confinement is	Then unless an earlier board is directed, the board is (Note 6)	And results of the board reach SAFPC	And approval authority is
1	Less than 12 months	Not required (Note 12)	Not required	GCMCA or SPCMCA for special clemency (note 1)
2	12 months or more but less than 20 years & initial reviews (note 9)	Not later than the end of the 7th month (notes 3 & 4) and annually thereafter	15 days prior to the end of the 9th month for the initial review and within 45 days following subsequent annual disposition board reviews (note 5)	SAFPC
3	20 or more but less than 30 years	After initial review, no later than 60 days before 3 years served from the time of confinement and annually thereafter	Within 45 days following the disposition board (note 5)	SAFPC
4	30 years or more, including life	After initial review, no later than 60 days before 10 years served from the date of confinement and annually thereafter; unless confinement began before 17 January 2000, then annual review begins after 5 years (note 4)	Within 45 days following the disposition board (note 5)	SAFPC
5	Life Without Parole	After initial review, no later than 60 days before 20 years served from the date of confinement and annually thereafter. (note 7 & 11)	Within 45 days following the disposition board	SAF
6	Death	Not eligible	N/A	N/A

Table A16.2. Disposition Board Consideration Schedule for Parole

	A	B	C	D
RULE	If sentence to confinement is (note 9)	Then unless an earlier board is directed, the board is	And results of the board reach SAFPC	And approval authority is
1	Less than 12 months	Not required (note 12)	Not required	GCMCA or SPCMCA for special clemency (note 1)
2	12 or more months and no discharge (note 2)	Not required; not eligible w/o waiver	Not required; not eligible w/o waiver	
3	12 to 18 months with a discharge (notes 2 & 8)	Not later than the end of the 4th month (notes 3 & 4)	15 days prior to the eligibility date (note 5)	SAFPC
4	18 months or more but less than 30 years	Not later than the end of the 60 days before inmate serves 1/3 of confinement then annually thereafter	15 days prior to the eligibility date (note 5)	SAFPC
5	30 years or more but less than life	No later than 60 days before 10 years of confinement served; then annually thereafter	Within 45 days following the disposition board (note 5)	SAFPC
6	Life	No later than 60 days before 20 years from the date of confinement is served and annually thereafter, unless confinement began before 17 January 2000, then annual review begins after 10 years	Within 45 days following the disposition board (note 5)	SAFPC
7	Life without parole	Not eligible	N/A	N/A
8	Death	Not eligible	N/A	N/A

NOTES:

1. Inmates with sentences of less than 12 months may request clemency consideration in writing to the GCMCA/SPCMCA. (See AFI 51-201, paragraphs 11.17 and 11.19.)

2. "Discharge" as used in this schedule includes an approved unsuspended punitive discharge, dismissal, administrative discharge, or retirement. An individual must have one of these to be parole eligible.
3. Schedule inmates who reach or surpass their initial clemency and/or parole eligibility dates for a disposition board as soon as possible but not later than 30 days after completion of CA action. If an inmate transfers when due a disposition board, but before convening a disposition board, the new facility staff convenes a disposition board at the new facility within 30 days.
4. For this purpose, a sentence to confinement includes all confinement (for example, pre-trial or credit for illegal pre-trial confinement), and excludes any inoperative time (for example, deferment of sentence).
5. If you are unable to meet the requirements of column “C”, submit a letter of explanation to SAFPC prior to the clemency/parole eligibility date.
6. If a parole eligibility date is within 120 days of the clemency disposition board, consider inmates for parole
7. The AFC&PB will not normally consider an inmate with an approved sentence to confinement for life without the possibility of parole until the inmate has served 20 years confinement. If the AFC&PB considers clemency appropriate for an inmate sentence to confinement for life without the possibility of parole, it will forward its recommendation to the Secretary of the Air Force for final decision. Only the Secretary of the Air Force may grant clemency to the inmates with an approved sentence to confinement for life without the possibility of parole.
8. An inmate returned to military control as a parole violator will be considered for parole, clemency, restoration and reenlistment 12 months after return to military control and annually thereafter upon request.
9. For provisions regarding inmates with fines and confinement, or contingent confinement, see DODI 1325.7, paragraph 6.17.3 & 4 (Dec 17, 1999).
10. An inmate considered for parole may also be considered for clemency, and upon request, restoration to duty or reenlistment.
11. Prisoners sentenced to confinement for life without parole may, for cause, be granted special consideration for clemency, restoration, or reenlistment by the AFC&PB.
12. The SAF may direct the AFC&PB consider those cases when the approved sentence includes a punitive discharge or dismissal, see DODI 1325.7, paragraph 6.16.6.1 (Dec 17, 1999).

Attachment 17

SAMPLE – MEMO FOR RETURN TO DUTY PROGRAM MANAGER

MEMORANDUM FOR RETURN-TO-DUTY (RTDP) MANAGER

FROM: (Name of RTDP candidate)
(Military address of candidate)
(SSN)

SUBJECT: Consent to RTDP Conditions, Waiver of Good Conduct Time and Consent to Participate in RTDP Beyond Maximum Release Date

1. As a participant in the United States Air Force's RTDP conducted at the Naval Consolidated Brig Charleston, South Carolina, I voluntarily agree to comply with all of the rules, conditions, and policies of the program, which include but are not limited to the following:
a. I agree to share sleeping quarters, eating facilities, and rehabilitative training facilities with all other RTDP candidates, including those who have not completed their confinement sentences. I further understand that noncompliance with any rules and conditions of the RTDP may result in disciplinary action if deemed appropriate.
b. I fully understand that I may not be finished with the RTDP prior to my minimum/maximum release from confinement dates. If necessary, I voluntarily consent to remain housed in and abide by the rules of NAVCONBRIG Charleston, beyond my maximum release date of _____, in order to complete the RTDP. I also understand that a successful completion of the program is not a guarantee that I will be approved for return to active duty. I understand that if I elect to withdraw from or fail to complete the program due to removal, any time after my maximum release date, I will receive a release from the corrections facility. The release will occur as soon as possible, but not later than the duty day following the day I sign my withdrawal statement. I have been fully advised of my right to be released from confinement by _____, Legal Representative.
c. I agree to waive any good conduct time and extra good conduct time I have accrued or will accrue while in the RTDP I understand that signing this waiver may result in extending my time in confinement to and past the maximum release date of _____. I further understand that by this waiver, I will continue to live in a confinement environment.
d. I agree to waive parole consideration while participating in the RTDP. I understand that I will receive parole consideration, if otherwise eligible, and in accordance with AFI 31-205, in the event I withdraw from or fail to complete the RTDP due to withdrawal or removal and return to confinement.
e. I agree to surrender my driver's license, all credit cards, telephone cards, checkbooks, personal checks, and Airman/NCO club membership cards to NAVCONBRIG staff for safekeeping. I further agree that I will not enter into any contracts while I am a participant in the RTDP.

f. I understand that if my participation in the RTDP is terminated, I have 10 days to make an appeal concerning my termination from the program.

2. I acknowledge that I have read and fully understand this document. I further understand that failure to comply with any of the rules and conditions of the RTDP may result in termination of my participation in the program and my separation from the United States Air Force. In addition, failure to comply with

any of the rules and conditions of the program can lead to disciplinary action, as determined to be appropriate, against me.

_____

(Signature and SSN of Candidate)

1st Ind, Legal Representative

_____

Date

MEMORANDUM FOR NCOIC RTDP

Prior to signing the foregoing consent, I fully advised of his/her rights regarding his/her sentence to confinement, including a prompt release from NAVCONBRIG Charleston, if he/she fails to complete the Return-to-Duty Program due to removal, or if he/she elects to withdraw from the program any time after his/her maximum release date.

_____

Signature of Legal Representative

PROTECTED BY THE PRIVACY ACT OF 1974 - this communication could contains personal information which must be protected IAW DOD5400.11R, and is FOR OFFICIAL USE ONLY

Attachment 18

INMATE DOCUMENT TRANSFER REQUIREMENTS

A18.1. Mail all items in this list if the inmate travels without escort. Unless otherwise specified, the inmate's escort carries them when escorted.

A18.2. Documents or personal items relating to transfer:

A18.2.1. Cover letter of transmittal of items.

A18.2.2. Copies (20) of orders directing travel. The escort or inmate (if traveling unescorted) carries additional copies unsealed.

A18.2.3. Transportation request (copy) for each inmate.

A18.2.4. List of clothing and equipment in possession of each inmate on departure (For a list of required items, check the HQ AFSFC web page by going to HQ AETC, Lackland, AFSFC and Corrections).

A18.2.5. All health and comfort items; not in a sealed package, and may be used in transit. (Carried by escort or by inmate if traveling unescorted.)

A18.2.6. Agreement to travel without escort.

A18.2.7. All other items in inmate's case file not otherwise listed in this attachment.

A18.2.8. HIV test status.

A18.2.9. Court-martial orders (six copies) promulgating or modifying sentence. If court-martial orders are not yet published, one copy of the following:

A18.2.9.1. Charge sheet.

A18.2.9.2. AF Form 1359, **Report of Result of Trial**.

A18.2.10. Action of Convening Authority.

A18.2.11. Copies of any DD Forms 2714

A18.2.12. Incident complaint report, Article 15 (prior or current), additional court-martial orders, reports, or counseling documentation, etc.

A18.2.13. Staff Judge Advocate's Review/Summary of Offense

A18.2.14. Record of Trial

A18.2.15. Notice of any additional civil or military charges pending with a copy of the charges (when applicable, include notice of suspended sentences and periods of probation).

A18.2.16. Decision of the Air Force Court of Criminal Appeals (and the United States Court of Appeals for Armed Forces when applicable), if the decision has been received and not yet disposed of by final supplementary court-martial order.

A18.2.17. Report of status of appellate review, so far as not otherwise covered. If the Air Force Court of Criminal Appeals' decision has been received, indicate whether the inmate has petitioned the US Court of Appeals for a grant of review; if so, include a copy of the petition.

A18.2.18. FD-249.

A18.2.19. DD Form 2710. Enter any inoperative time in the remarks section. Also, include any earned, forfeited, or waived GCT or EGCT in item 16, with supporting documentation.

A18.2.20. Any other reports on file regarding the inmate's history, which may assist in classification, clemency consideration, decision to return to duty, or parole.

A18.2.21. DD Form 553 and DD Form 616, or other documented evidence when escape and return to military control affects release date. Also, documentation of any unauthorized absence while serving sentence.

A18.2.22. Documented evidence of physical examination by medical officer.

A18.2.23. Report of any neuropsychiatry examination.

A18.2.24. Copies of all DD Forms 2710, 2715-2 and 2719.

A18.2.25. Copy of DD Form 2718, showing date of and authority for release of inmate, when applicable.

A18.2.26. Detainer for return to military custody or to civilian authorities and permission from court concerned to transfer inmate from its jurisdiction, when applicable.

A18.3. Inmates personnel and pay records:

A18.3.1. Coordinate with the MPF to mail the UPRG within 15 days after the transfer of inmate. AF Form 899, PCS Order and Medical Records are hand carried by the escort. Dental records are mailed to the confinement facility. DO NOT send these to a federal facility.

A18.3.2. Hand carry PDF check plus a properly certified voucher, or a copy of the appropriate AF Form 1392 covering personal money of transferred inmates.

A18.3.3. Hand carry DD Form 504, AF Form 808 and appropriate PDF account paperwork to the designated confinement facility.

A18.3.4. AF Form 214, **Certificate of Discharge**, if applicable.

A18.3.5. Completed AF Form 2098.

NOTE: HQ AFSFC/SFCI is responsible for all personnel actions on inmates transferred through HQ AFSFC/SFCI only. File the unfavorable information file in the UPRG and mail to HQ AFSFC/ SFCI, 1720 Patrick Street, Lackland AFB, TX 78236-5220.

ATTACHMENT 19 (ADDED-AETC)

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.

FOR OFFICIAL USE ONLY