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This instruction implements AFPD 31-2, *Law Enforcement*; DoD Directive 1325.4, *Confinement of Military Prisoners and Administration of Military Corrections Programs and Facilities*; and AFI 31-205, *Corrections Program*. It establishes unit responsibilities for confinement procedures of personnel designated for confinement at the Joint Forces Brig (JFB), Camp Hansen. This instruction applies to all Air Force units assigned, attached, or tenant to Kadena AB.

This instruction requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized by 10 U.S.C. 8013, as implemented by AFI 31-205, *Corrections Program*, and Executive Order 9397. System of Records Notice F125 AF A, *Correction and Rehabilitation Records*, applies.

SUMMARY OF REVISIONS

Summary of changes and additions outline better-defined local procedures, commander's responsibilities along with recent AFI updates in the USAF Corrections Program. A (|) indicates new or revised material .

AFI 31-205, 1 January 1999, is supplemented as follows:

2.8. The JFB located at Camp Hansen, Okinawa, Japan, is the US Military Corrections Facility for Okinawa. All Air Force casual, pretrial, adjudged, and sentenced prisoners who do not meet the criteria for transfer to a long-term correction facility will be confined at the JFB.

2.8.1. (Added) Upon the convening authority's approval of a sentence, the time remaining at that time will determine whether or not an inmate will be transferred to a long-term corrections facility.

6.2.4. Escort, Chaser, and Custody Requirements. (The terminology "escort" and "chaser" are synonymous.)

6.2.4.1. (Added) Permanent Release. Escorts are not required for prisoners being permanently released. However, a unit representative will pick up prisoners upon their release.

6.2.4.2. (Added) The unit representative will be in uniform of the day. A government-owned vehicle (GOV) is not mandatory.

6.2.4.3. (Added) Temporary Release. It is the responsibility of the parent unit to provide escorts with a valid chaser identification card issued by the JFB. Classes are held at the JFB, Camp Hansen, every Thursday at 0730. Escort requirements are as follows:

6.2.4.3.1. (Added) Completed 6 months of active service following basic training.

6.2.4.3.2. (Added) Be at least 19 years of age.

6.2.4.3.3. (Added) Be mature and emotionally stable.

6.2.4.3.4. (Added) Cannot have a record of Article 15 punishment or conviction by court-martial during current enlistment.

6.2.4.3.5. (Added) Cannot be under any current investigation or pending any type of discharge.

6.2.4.3.6. (Added) Have a memorandum from the command, addressed to the JFB, stating the names and social security numbers of the individuals attending the class. A memorandum must be received by the JFB at least 24 hours prior to the start of class.

6.2.4.4. (Added) Chasers must hold a chaser card issued by the JFB and must attend chaser training every 12 months.

6.2.4.5. (Added) The parent unit will also provide one driver for each vehicle used to transport prisoners. (Drivers are not required to have a chaser identification card.) Only GOVs will be used to transport prisoners.

6.2.4.6. (Added) Drivers do not count as chasers.

6.2.4.7. (Added) Commander's and first sergeant's considerations when selecting chasers. Commanders and first sergeants need to use sound judgement in selecting personnel to fulfil chaser duties. Individuals must possess maturity, the ability to think under pressure, and be able to act independently during escorts when there are unforeseen delays in transportation or lodging or other circumstances that could happen during escorts here on Okinawa or back to the CONUS. Another factor commanders and first sergeants must consider is that when senior ranking personnel are confined and/or sentenced, they may attempt to influence younger, more impressionable chasers with their rank/former rank/position they held in the unit. To help avoid some of these potential problems, it is highly recommended that commanders and first sergeants select junior NCOs, senior NCOs, and junior officers as chasers. Having a broad selection of chasers will give greater flexibility to the respective unit.

6.2.4.8. (Added) Commanders are responsible to ensure their units maintain a sufficient number of chasers at all times. Commanders must consider TDY factors, leave, and pending PCS to avoid any shortfalls. The 18th Security Forces Squadron is not responsible to provide escorts when a unit has failed to meet its requirement. The JFB schedules chaser classes on a regular basis. The brig staff is unable to schedule emergency classes due to manpower and resource constraints associated with these types of requests.

19.1. (Added) Only military personnel of the armed forces who are medically certified as fit for confinement in accordance with appropriate service regulations and who are accused or convicted of an offense under the UCMJ, or persons awaiting action of Japanese authorities, may be confined in the JFB. Persons receiving Article 15 punishment will not be confined.

20.3. Personnel who may be expected to experience withdrawal symptoms because of the use of alcohol, drugs, or narcotics will be hospitalized. The prisoner's parent unit will provide chaser and guard personnel, as required, for hospitalized prisoners.

24.1. (Added) No person will be confined without a written order for confinement, with the offenses indicated, and signed by an officer. The NAVPERS 1640/4, *Confinement Order* (PA), will be used in lieu of DD Form 497, **Confinement Order** (PA). The order will be prepared and signed by the commander, the duty officer of the day, or other officer designated by the commander who authorizes confinement. (Under no circumstances will an NCO sign a confinement order). A copy of the record of trial is required for all prisoners confined pursuant to court-martial convictions.

24.2. (Added) Administrative Instructions for the Confinement Order:

24.3. (Added) A typed original and one copy of the confinement order are required to confine an individual. The confinement order must be signed by the prisoner's commander, the duty officer of the day, or other officer designated by the commander. (Carbon paper may be used for the copy.)

24.4. (Added) The original is retained by the JFB.

24.5. (Added) A copy is returned to the unit as an endorsement or receipt for the prisoner.

24.6. (Added) Confinement orders must be complete and accurate and state the individual's full name, social security number, grade at time of court-martial, branch of service, organization, and date.

24.7. (Added) The confinement order will clearly identify the person to be confined and show the offenses, in an abbreviated form, of which the person is accused or convicted.

25.3. Prior to acceptance of a person for confinement, the person shall be examined by qualified medical personnel to determine fitness for confinement. The examining official will certify the person's fitness for confinement on the confinement order. No person will be confined who, through the use of alcohol, drugs, or narcotics, is expected to experience withdrawal symptoms. Female prisoners will be given a pregnancy test. The test results will be stated in the "remarks" section of the confinement order. Confinement physicals are valid for 24 hours.

27.6. (Added) Prisoners Awaiting Japanese Action. While awaiting Japanese court action, prisoners in maximum- and medium-controlled custody require two escorts and a military vehicle operator. Prisoners will wear restraining belts and handcuffs whenever outside of the JFB. Restraints may be removed only with the authorization of JFB personnel. Prisoners requiring transport will have one driver per vehicle. Drivers will not perform chaser duties. No more than five medium- or minimum-custody prisoners may be escorted by one escort, with an additional escort for every additional five prisoners. **NOTE:** Six prisoners require two escorts, eleven prisoners require three escorts, and so forth.

27.7. (Added) Temporary Absences. Temporary absences of prisoners from the JFB are authorized under custodial procedures when approved by the commander. A DD Form 629, **Receipt for Prisoner or Detained Person** (PA), must be accomplished. Valid reasons for temporary absences include, but are not limited to:

- 27.7.1. (Added) Appearance at court-martial, Article 32 hearings, and Article 72 hearings.
- 27.7.2. (Added) Consultations with legal counsel.
- 27.7.3. (Added) Investigations.
- 27.7.4. (Added) Procurement of uniform of the day for legal proceedings.
- 27.7.5. (Added) Temporary absences will be coordinated through the JFB and the unit first sergeant not later than 24 hours prior to release.
- 29.6. (Added) Release.
 - 29.6.1. (Added) Pretrial releases from confinement procedures are outlined in R.C.M. 305(g) RCM.
 - 29.6.2. (Added) Post-trial releases from confinement procedures are outlined in R.C.M. 1108 RCM.
 - 29.6.3. (Added) Upon receipt of proper authorization, the Commanding Officer of the JFB will effect release of the prisoner by signing the confinement release order. Only the Commanding Officer of the JFB is authorized to sign the confinement release order.
 - 29.6.4. (Added) The procedures for suspending all or part of a sentence are governed by R.C.M. 1108. Written justification (remittance, deferment, or suspension of remaining confinement) must accompany a request for release of a prisoner serving a sentence. The convening authority will consider all requests and, upon review, render a final decision. In the case of a detainee, the detainee's commander may request release at anytime that pretrial confinement is no longer deemed necessary.
 - 29.6.5. (Added) Written authorization releasing the confinee in other than end of sentence release will be delivered in original to the JFB.
- 30. The parent unit is responsible for delivery of required items of health and comfort with the person upon confinement. Required health and comfort items, along with the amounts, for personnel entering confinement are as indicated in Table 1.

Table 1. (Added) Health and Comfort Items.

ITEM	MAXIMUM
Laundry Bag	1
Writing Tablet (non-spiral)	1
Ball Point Pen (non-government)	2
Shoe Polish, Black	1
Boot Brush and Dauber	1
Shower Shoes	1
Disposable Razors	10
Shave Cream (no gel type)	1
Toothbrush with Case	1
Toothpaste	1
Towel, White	2
Face Cloth, White	2
Soap, Bar, with Case	4
Nail Clippers	1
Comb or Brush	1
Deodorant (nonaerosol)	1
Medical Record	1
Dental Record	1
Cigarettes (no pipes, cigars, or chewing tobacco)	2 Cartons

33. Official visits are for the purpose of conducting official government business either on behalf of the individual or in the interest of justice. Prisoners do not have the right to refuse an official visit and will be made available at the posted hours for visitation. The commander, visiting officer, legal counsel, case investigators, and other authorized military personnel in the prisoner's chain of command requesting visits with a prisoner will be considered official visitors.

33.3. The prisoner's commander is required to ensure a command visit takes place weekly. It is preferable that the commander conducts these visits personally; however, the commander may appoint personnel in the grade of E-6 or higher to make these visits. These visits will take place on Fridays from 1300 to 1600. Commanders may schedule visits with prisoners at times other than those designated by informing the JFB 24 hours in advance to ensure that the inmate will be available.

33.4. Visitation by family members and friends is permitted on weekends and holidays from 1300 to 1500. Prisoners are not limited to the number of visitors they may see during these hours; however, only three visitors will be allowed to visit with the inmate at a time.

34.2. The medical and dental records must accompany the person being confined. If the permanent medical and dental records are not available, it is the unit's responsibility to ensure that a temporary record is prepared and delivered with the person being confined. If permanent records are not available, JFB medical personnel will prepare DD Form 877, **Request for Medical/Dental Records or Information (PA)**, to obtain permanent records.

35.3. The parent unit is responsible for delivery of required items of clothing and health and comfort items with the person upon confinement. Required clothing and amounts for personnel entering confinement are as indicated in Table 2.

Table 2. (Added) Required Clothing.

REQUIRED CLOTHING	MAXIMUM
Blouse, BDU	1
Trouser, BDU	1
Cap, BDU	1
Boots (no steel toes)	2
Briefs, White (male only)	6
Undershirts, White/Brown-Black	6
Socks, Black/White	5
Shoes, Running/Court	1
Shorts, PT (service)	2

35.3.1. (Added) The listed items in Table 3 are required in addition to items listed in Table 2 for female prisoners.

Table 3. (Added) Required Clothing.

REQUIRED CLOTHING	MAXIMUM
Panties	8
Bras (wireless)	5
Box of Sanitary Napkins (no tampons)	1

35.3.2. (Added) Any missing gear will be delivered to the JFB by 0800 the next duty day. Proper minimum clothing and health and comfort items are essential for work and hygiene factors. Noncompliance could result in refusal by the JFB to confine the individual until the items needed are in the prisoner's possession. Replenishment items of clothing and health and comfort items will be obtained by the JFB from clothing cash sales and the Camp Hansen Exchange outlet. Items will be paid for by the individual prisoner through cash purchase or checks, except for prisoners in a "nonpay" status. A prisoner will be released on a "temporary absence" by his/her parent unit the first work day to obtain required items not possessed during the initial confinement. Close coordination with the JFB is required to ensure a temporary release does not interfere with the confinement indoctrination phase. The point of contact will be the Programs Chief.

37.4. Personnel confined in the JFB will have a minimum of \$100 in the form of cash, money order, or US Government checks in their possession upon confinement. Since pay accounts cannot be held in suspense, any moneys due to a confined member will be paid through the parent unit. It is the responsibility of the unit to expedite the delivery of all checks to the JFB. All payroll checks for prisoners will be received by the Valuables NCO and entered into the JFB safekeeping account.

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