

**BY ORDER OF THE COMMANDER,
374TH AIRLIFT WING**

AIR FORCE INSTRUCTION 71-101, VOLUME 1



**374TH AIRLIFT WING COMMAND
Supplement 1
10 MAY 2004**

Special Investigations

CRIMINAL INVESTIGATIONS (PA)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 374 CS/SCMD (MSgt E. R. Miller)
Supersedes AFI 71-101, Volume 1/
374 AWSUP 1, 25 February 1997

Certified by: 374 MSG/CC (Col M. A. Correll)
Pages: 2
Distribution: F

This supplement applies to all 374th Airlift Wing (374 AW) units assigned, attached and tenant organizations. This supplement requires the collection and maintenance of information protected by the Privacy Act of 1974. The authorities to collect and maintain the records prescribed in this supplement are 10 U.S.C. 47 and 8012. System of records notice F071 AF OSI D applies.

SUMMARY OF REVISIONS

Updates organization names and office symbols throughout text. Renumbered as new numbering system throughout publication. A bar (|) indicates new or revised material from the previous edition.

AFI 71-101, Volume 1, 1 December 1999, is supplemented as follows:

3.3.4.6. Routine telephone tracing actions will be initiated by the 374th Security Forces Squadron (374 SFS) or Air Force Office of Special Investigations Detachment 621 (AFOSI Det 621). A memorandum will be sent to the 374th Communications Squadron Commander (374 CS/CC), the 374 CS Telephone Systems Workcenter (374 CS/SCMDT) through the 374th Airlift Wing Commander (374 AW/CC) for first endorsements approving the trace actions. The memorandum will contain as a minimum; date and time the trace action is to be initiated, telephone number or numbers to be traced, a statement whether the individual receiving the calls consents to the trace, nature of the occurrence (obscene calls, bomb threat, official investigation, etc.), points of contact, Privacy Act consent statement, coordination with the 374 AW Staff Judge Advocate (374 AW/JA) and approval of the 374 AW/CC. AFOSI personnel will prepare their request in two original copies; one original will be returned to them after all required endorsements have been added. This copy will be retained in their investigative case file. The other original will be retained by the 374 CS/SCMDT as stated in paragraph **3.3.4.8. (Added)** of this supplement. Upon receipt, 374 CS/SCMDT personnel will start trace action on the listed telephone number and continue to do so until told by the 374 SFS or AFOSI to cancel the trace action. Data obtained from the trace action will be retrieved from the 374 CS/SCMDT by 374 SFS or AFOSI personnel only.

3.3.4.7. (Added) Typically, requests for emergency telephone trace action will be received by a telephone operator (the 374 CS Telephone Switchboard [374 CS/SCMDO]) or at the 374 SFS Law Enforcement Desk (374 SFS/SFOL).

3.3.4.8. (Added) The 374 CS/SCMDT is responsible for tracking and controlling trace actions. This office will ensure the telephone trace memorandum is maintained in order to reliably track and justify actions taken. The memorandum will be maintained under AFMAN 37-139, *Disposition of Air Force Records--Records Disposition Schedules*, Table 71-3, Rules 13, 14 and 15, and destroyed 1 year after completed trace action. All documentation resulting from telephone trace actions will be treated as sensitive information and will be released only to law enforcement agencies or base-level authorities requiring the information for official purposes.

3.3.4.9. (Added) If the call is received by a telephone operator, he or she will immediately take the person's name, telephone number the victim is receiving the calls on, address of the victim and the nature of the call (obscenity, bodily harm, etc.). The telephone operator will immediately relay this information to 374 SFS/SFOL at 225-7227, who will determine if emergency trace action is necessary. If the 374 SFS determine that emergency trace is necessary, they will inform 374 CS/SCMDT at 225-2418 and direct them to initiate trace action on the telephone number concerned.

3.3.4.9.1. (Added) If the call is received directly by the 374 SFS, they will determine if the caller requires emergency trace action. If emergency trace action is appropriate, 374 SFS will notify 374 CS/SCMDT at 225-2418, and direct them to initiate trace action on the telephone number concerned.

3.3.4.9.2. (Added) In all cases, the 374 SFS will be required to submit a telephone trace memorandum as stated in paragraph **3.3.4.6.** of this supplement the next duty day after the emergency trace action. Additionally, the 374 SFS is responsible for retrieving the telephone trace data from 374 CS/SCMDT.

MARK O. SCHISLER, Colonel, USAF
Commander