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Security

REMOTIVATION PROGRAM



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OPR: HQ AFSFC/SFC
(SMSgt Edward J. McGowan)
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Certified by: HQ USAF/XOF
(Brig Gen James Shames)
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This instruction implements AFD 31-2, *Law Enforcement*, and gives the requirements and procedures for the remotivation program. It does not apply to the Air National Guard and Air Force Reserve. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, United States Code, Section 8013. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule*.

SUMMARY OF REVISIONS

The name of the program described in this instruction has been changed from “Correctional Custody” to “Remotivation Program.” The term “offender” has been changed to “candidate.” Instruction updated to incorporate changes made in Security Forces structure. Grammatical and format changes made to facilitate reading.

Section A—Program Definition and Purpose

1. Definition. The remotivation program is nonjudicial punishment that commanders impose for minor offenses. It is not confinement, and time served in remotivation is not time lost under Title 10, United States Code, Section 972. Security forces corrections staff are not assigned to, nor part of, the remotivation program. Detention cells collocated with law enforcement desks and Air Force Corrections System (AFCS) facilities are not to be used for remotivation programs.

2. Purpose. The remotivation program is optional. It provides commanders a secure setting in which to maintain discipline with correctional treatment, and return candidates to the mainstream Air Force. It punishes, rehabilitates, and deters each candidate; and it visibly deters others on the installation. Because depriving people of their liberty is a severe punishment, imposing the remotivation program requires careful consideration.

Section B—Organization, Staffing, and Staff Training

3. Determining Need. Installation commanders decide whether a remotivation program is needed by balancing potential benefits and costs. Costs may outweigh benefits. Remotivation programs should be reevaluated at least annually. If costs outweigh benefits, cancel the program.

3.1. Before setting up a program, consider these factors:

- 3.1.1. Deterrent to potential candidates.
- 3.1.2. Value of work candidates does in remotivation program.
- 3.1.3. Value of self-help improvements to the remotivation area.
- 3.1.4. Savings from rehabilitating candidates instead of replacing them.
- 3.1.5. Cost of facility, staff, vehicles, and equipment.
- 3.1.6. Burden on units providing extra staff members.
- 3.1.7. How many candidates might be in remotivation each day?

4. Remotivation Housing. Use dormitories or other suitable bachelor housing to establish housing for remotivation candidates. If quarters for unaccompanied personnel are used, clearly define the remotivation area and make it off limits to people not involved in the program. Use partitions to make rooms in open-bay dormitories. In all cases, consider needs for fire, safety, and emergency evacuation before remotivation requirements.

5. Regional Facilities. If an installation facility is impractical, installations may participate in a regional program. Air Force major commands (MAJCOMs) use the installation commander's comments to determine the need for regional facilities. If the installation belongs to a separate MAJCOM, develop support agreements to define responsibilities.

Section C—Operating a Remotivation Area

6. Remotivation Plan. If the installation commander opts for a remotivation program, then he/she is responsible for its establishment. If established, the installation commander designates an OPR for the program. The OPR will develop a local plan governing its operation.

6.1. The plan should include the following:

- 6.1.1. Purpose and policy.
- 6.1.2. Rehabilitation programs and responsibilities of referral agencies.
- 6.1.3. Standardized procedures for in-processing.
- 6.1.4. Daily schedules.
- 6.1.5. Responsibilities of unit commanders, remotivation supervisors, and staff members.
- 6.1.6. Training and work programs, including how much "extra" duty to permit.
- 6.1.7. Guidelines for supervising and treating candidates.

6.1.8. Establish local procedures for secure storage, issue, accountability, and destruction of candidate medications. The remotivation staff strictly controls medical supplies and medication, documents all medication issues and dispositions, and files completed records in a candidate's established folder.

6.2. The training and work plan may include military, physical, or technical training; productive work; or other duties. Candidates may be assigned to details. Develop procedures for returning candidates to their normal duty sections for parts of the day as soon as possible after entry into the program.

6.2.1. Installation commanders should consider establishing a physical training routine at least three times a week into the candidate's curriculum. Establish a seasonal schedule allowing physical training to be conducted during cooler times of the duty day.

6.2.2. Prior to the candidate entering the remotivation program, the member's unit must ensure the host clinic or hospital conducts a health assessment. The purpose of the assessment should focus on the candidate's fitness to complete the requirements of the remotivation program (similar to, but not identical to, medical examinations given to inmates when entering into confinement).

7. Unit Commander's Progress Review. Commanders maintain command authority for assigned personnel in remotivation, regardless of location. If imposed, the commander or first sergeant must review the progress of the candidate weekly. Commanders must get base referral agencies to evaluate and contribute to the correction process by making referral appointments for candidates. Commanders may mitigate, remit, or suspend punishment for the following reasons:

- 7.1. The candidate's behavior is believed to have been corrected.
- 7.2. Remotivational treatment is no longer appropriate.
- 7.3. Administrative discharge actions have begun.

8. Staffing Remotivation Areas. The designated OPR determines the size of the remotivation staff and carefully selects them to make sure they are responsible, dependable, and mature. The OPR reports directly to the installation commander or designated representative. The installation commander should detail staff from units with members in remotivation when the remotivation OPR needs them. Do not use corrections personnel to staff a remotivation facility.

- 8.1. Prior to assigning members to the remotivation staff, the installation commander may require each individual have proper CPR and other first-aid related training.
- 8.2. The installation commander must have provisions established for female candidates when assigned. If female monitors are not available, the unit should develop local procedures for handling female candidates.

9. Training and Work Programs. Allow candidates to train and work in their own units as they progress in the remotivation program. Each unit supervises candidates attached to it for training or work and designs duties so candidates meet performance standards in their specialties by the end of the program.

- 9.1. Supervisors of regional remotivation facilities will designate work and training units for candidates, thus returning candidates to their normal Air Force specialties whenever possible.

9.2. Each facility will use offices such as base legal, security forces, and social actions to educate candidates on professional military subjects.

10. Supervising Candidates. Supervise candidates at all times in the remotivation area, and know where they are at other times. Remotivation supervisors and staff will not carry weapons or use any form of personal restraints, such as handcuffs. Remotivation staff members must abide by the following standards when dealing with candidates:

10.1. Act in accordance with the requirements of the UCMJ and observe the constitutional rights of individuals. The following aspects of remotivation staff member behavior require special emphasis and the remotivation supervisor must immediately review any violations:

10.1.1. 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.

10.1.2. Physical abuse, hazing, use of unnecessary force, and any form of corporal punishment by staff members are prohibited. The use of profanity by staff members is prohibited.

10.1.3. Striking or laying hands upon candidates 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.

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

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

10.1.6. Staff members are prohibited from fraternizing with candidates. These restrictions should not prohibit all contact, such as simple conversation between candidates and staff members.

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

11. Disciplining Candidates. The commander who imposes punishment also disciplines candidates who commit violations while in remotivation. The installation commander may empower the remotivation supervisor to withdraw in-house privileges from candidates who commit minor violations. The remotivation supervisor must establish guidelines for doing so.

12. Clothing for Candidates. Candidates must wear the prescribed Air Force uniform in the remotivation area and in training or work programs. Do not use special or distinctive uniforms, armbands, or other devices to identify candidates.

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 33-332, *Air Force Privacy Act Program*, 12 October 1999

AFPD 31-2, *Law Enforcement*, 6 May 1994

Attachment 2

DUTIES AND RESPONSIBILITIES

A2.1. The Director of Security Forces (HQ USAF/XOF) establishes policy and guidance for administering the remotivation program.

A2.2. The Headquarters Air Force Security Forces Center monitors and administers the remotivation program as directed by the HQ USAF/XOF.

A2.3. The MAJCOM/SF acts as the MAJCOM's office of primary responsibility for remotivation and coordinates with HQ AFSFC on remotivation issues.

A2.4. The installation commander develops local policies and procedures for operating the program and uses referral agencies to counsel/evaluate candidates. The installation commander also uses feedback from the unit commander, referral agencies, and remotivation supervisor to evaluate the program's effectiveness.

A2.5. Unit commanders decide if remotivation will correct a candidate's delinquent behavior. Normally, do not assign remotivation for members above staff sergeant or when the individual will be discharged. Track and evaluate a candidate's progress in remotivation using regular reports from the remotivation supervisor and referral agencies.

A2.6. The remotivation supervisor will:

A2.6.1. Administer the remotivation program under the designated OPR's supervision.

A2.6.2. Oversee buildings and equipment.

A2.6.3. Make sure correction is fair and effective.

A2.6.4. Report any misconduct that may warrant disciplinary action to the responsible commander.

A2.6.5. Supervise candidates in the remotivation area or assigned duties that are directly monitored.