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## CONTENT OF THE CORRECTIONAL TREATMENT FILE

Table A2.1. Content of the Correctional Treatment File.

<p><b>Section A—In-processing and Identification</b></p> <ol style="list-style-type: none"> <li>1. AF Form 899, Request and Authorization for Permanent Change of Station-Military, for inmates transferred through HQ AFSFC/SFC.</li> <li>2. DD Form 1610, Request and Authorization for TDY Travel of DoD Personnel, for escorts' TDY orders when issued for inmate transfer.</li> <li>3. FD-249, Current Arrest Card (fingerprint card).</li> <li>4. Individual Clothing Inventory.</li> <li>5. AF Form 807, Receipt for Inmate's Personal Property.</li> <li>6. Initial Confinement Interview (may be memorandum for record, local form letter, or checklist).</li> <li>7. DD Form 2710, Inmate Background Summary</li> <li>8. AF Form 1297, Temporary Issue Receipt, (used to record issue of facility rule or other items).</li> <li>9. DD Form 2707, Confinement Order.</li> <li>10. Inmate's photographs.</li> <li>11. DD Form 2708, Receipt for Inmate or Detained Person.</li> </ol> <p><b>Section B—Courts-Martial Actions and Sentence Computation</b></p> <ol style="list-style-type: none"> <li>1. AF Form 1359, Report of Result of Trial.</li> <li>2. AF Form 444, Advisement of Rights Upon Pre-trial Confinement.</li> <li>3. Courts-Martial Order.</li> <li>4. Staff judge advocate review.</li> <li>5. US Air Force Court of Criminal Appeals decision.</li> </ol>	<ol style="list-style-type: none"> <li>6. United States Court of Appeals for the Armed Forces decision.</li> <li>7. Sentence computation worksheets</li> <li>8. Other paperwork relating to or affecting sentence, to include abatements, forfeitures, credits for pre-trial, deferments, etc.</li> <li>9. AF Form 100, Request and Authorization for Separation.</li> </ol> <p><b>Section C—Work Release and Inmate Utilization</b></p> <ol style="list-style-type: none"> <li>1. AF Form 511, Individual Inmate Utilization.</li> <li>2. Sign-in and sign-out logs.</li> <li>3. Communication relating to job performance.</li> </ol> <p><b>Section D—Confinement History</b></p> <ol style="list-style-type: none"> <li>1. DD Form 510, Request for Interview.</li> <li>2. DD Form 2714, Inmate Disciplinary Report</li> <li>3. Custody grade determinations.</li> <li>4. Classification panel actions and results.</li> <li>5. On-the-Spot-Reports.</li> <li>6. DD Form 509, Inspection Record of Inmate in Segregation.</li> <li>7. Any other documents relating to confinement history.</li> </ol> <p><b>Section E—Disposition Boards and Considerations</b></p> <ol style="list-style-type: none"> <li>1. All disposition board-related documents.</li> <li>2. Copy of all disposition board proceedings.</li> <li>3. Clinical evaluations.</li> </ol> <p><b>Section F—Medical and Miscellaneous</b></p> <ol style="list-style-type: none"> <li>1. Report of illness/injury.</li> <li>2. Copies of physical examination and test results.</li> <li>3. Any documents not relating to other sections</li> </ol>
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## Attachment 3

## INMATE CLASSIFICATION AND GUIDELINES FOR CUSTODY LEVELS

**Table A3.1. Inmate Classification and Guidelines for Custody Levels.** The following descriptions illustrate behavior characteristics that are typical of inmate custody levels.

	<b>Risk of Escape</b>	<b>Violence</b>	<b>Mental/Emotional</b>
<b>MAXIMUM</b>	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.
<b>MEDIUM-IN</b>	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.
<b>MEDIUM-OUT</b>	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.
<b>MINIMUM</b>	No history of escape or attempts.	No history of violent behavior.	Stable personality and No record of suicide gesture or attempts.
<b>COMMUNITY (TRUSTEE)</b> *Not used in AF Level 1	No history of escape or escape attempts and requires minimal supervision.	No history of violence.	Stable personality. No record of suicide gesture or attempts.

**NOTE:** These characteristics are used only as guidelines. To determine the proper initial custody level assignment the classifications committee (including life skills and security staff) should base their decisions on documented behavior (pre and post incarceration). Subsequently, during incarceration, inmates may have custody levels increased or decreased based on behavior.

## GUIDELINES FOR INMATE CUSTODY LEVELS

The custody classification levels and level of supervision often considered appropriate are indicated in the following chart:

**Table A3.2. Custody Levels.**

ACTIVITY	MINIMUM	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 confinement officer.
After evening lockdown	Intermittent observation	Escorted and only on order of confinement officer	Out of cell only for emergencies. In restraints when outside cell or as approved by confinement 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	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 4****HEALTH AND COMFORT ITEMS**

**A4.1.** Inmates in pay status will purchase health and comforts items with the 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.

**A4.2.** 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 confinement 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 confinement officer)
3. Hair brush
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/conditioner
15. Any other item deemed appropriate as a personal hygiene/health item by the confinement officer

**A4.3.** The following comfort items may be issued at the inmate's request:

1. Writing instruments (as approved by the confinement officer)
2. Writing tablet
3. Envelopes
4. Face cream
5. Nail clipper (without file)
6. Chapstick
7. Detergent (if no laundry detail)

8. Panty liners (female inmates)
9. Hair curlers-sponge type (female inmates)
10. Hair gel (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 confinement officer

**NOTE:** Tobacco products and food items are not considered health and comfort items

**Attachment 5****CONFINEMENT/CORRECTIONS FACILITY OFFENSES****A5.1. Confinement/corrections Facility Offenses :**

A5.1.1. 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.

A5.1.2. 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 CFs and RCFs.

A5.1.2.1. 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.

A5.1.2.2. 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.

A5.1.2.3. Arson (Category V Offense). Igniting any item, which could cause personal injury or damage to any property.

A5.1.2.4. 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.

A5.1.2.5. 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.

A5.1.2.6. 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.

A5.1.2.7. 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.

A5.1.2.8. 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/corrections facility.

A5.1.2.9. 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.

A5.1.2.10. 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.

A5.1.2.11. 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.

A5.1.2.12. Communications Tampering (Category I Offense). Tampering with any part of a radio jack, headset, television, telephone, etc.

A5.1.2.13. Conduct Which Threatens (Category III Offense). Any conduct which interferes with the orderly running, safety, good order and discipline or security of the confinement/corrections facility.

A5.1.2.14. 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/corrections 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.

A5.1.2.15. 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.

A5.1.2.16. 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 (i.e., rulebook, identification badges, cell furnishings, clothing and all equipment). This offense also includes marking, defacing, or destroying any posted instructions/orders.

A5.1.2.17. 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.

A5.1.2.18. 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/corrections facility (i.e., throwing things on the floors, or flooding the facility by any means).

A5.1.2.19. Disrespect (Category IV and V Offenses). Being disrespectful in language or actions toward or about any member of the military service confinement/corrections staff or commissioned officers, or other person of authority.

A5.1.2.20. Escape (Category V Offense). Leaving custodial control, including departing the confinement/corrections facility or detail under escort, or job site without proper authority.

A5.1.2.21. 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.

A5.1.2.22. 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/corrections 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.

A5.1.2.23. 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.

A5.1.2.24. 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.

A5.1.2.25. 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.

A5.1.2.26. 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).

A5.1.2.27. Intoxicants (Category V Offense). Possession, introduction, manufacture, or use of any narcotic, narcotic paraphernalia, drug, or intoxicant not prescribed by the medical staff.

A5.1.2.28. Larceny (Category III or IV Offense). The taking of any property (Category III – Personal or Category IV – Government owned) without authority.

A5.1.2.29. Lock Tampering (Category IV Offense). Tampering with locking devices or other security equipment, to include obstructing doors to prevent them from locking.

A5.1.2.30. Loitering (Category I Offense). Linger, moving slowly, stopping, or pausing in any area during individual or mass movement. Taking more than the prescribed time to consume a meal.

A5.1.2.31. 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.

A5.1.2.32. Medicine Misuse (Category II Offense). Use, possession, or storage of medicine, except as authorized by the confinement/corrections medical staff. Failure to take medication as prescribed by confinement/corrections medical staff.

A5.1.2.33. Mutilation (Category III Offense). Tattooing, piercing, marking, or maiming any part of the body or another person's body.

A5.1.2.34. 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 they 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 (i.e., requirements to provide copies of tax returns or make property distributions).

A5.1.2.35. Out of Place (Category IV offense). If an inmate is not at their designated detail, housing unit, scheduled appointment, religious activity, recreational activity, or dining area and is not on pass or under escort, they are out of place. Simply stated, if an inmate is not where they are supposed to be, they're out of place. This includes inmates who deviate from the most direct authorized route from one authorized location to another.

A5.1.2.36. 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 (i.e., modifying a disposable razor to expose the cutting edge, or placing a bar of soap in a sock, etc.).

A5.1.2.37. 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.

A5.1.2.38. Profiteering/Racketeering (Category IV). The loaning, buying, selling, transferring, receiving, lending of property, or anything of value for profit or increased return.

A5.1.2.39. 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 confinement 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.

A5.1.2.40. 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.

A5.1.2.41. Rations Misuse – Confinement/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.

A5.1.2.42. 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.

A5.1.2.43. 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.

A5.1.2.44. Rules Violation (Categories II and IV Offenses). Violation of any posted or published 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.

A5.1.2.45. Running (Category I Offense). Running anywhere inside the confinement/corrections facility is prohibited, except as appropriate when engaged in authorized recreational activities, or as part of the confinement/corrections training program.

A5.1.2.46. Sexual Misconduct (Category IV Offense) Soliciting, threatening, or engaging in sexual or lewd conduct with another.

A5.1.2.47. 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.

A5.1.2.48. 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.

A5.1.2.49. Trafficking (Category III Offense). Selling, buying, trading, giving, receiving, or lending any item within the confinement/corrections facility is prohibited except as specifically authorized by the proper authority.

A5.1.2.50. 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.

A5.1.2.51. Unauthorized Contact with Staff Members, Former Staff Members, or Former Inmates (Category III Offense). Any contact or communications by an inmate with confinement/corrections staff members, other than during the normal course of duty performance, or during a confinement/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 confinement officer.

A5.1.2.52. Unauthorized Use of Mail or Telephone (Category III Offense). Using the mail or telephone for unauthorized purposes as specified by law, regulation or confinement/corrections facility rules.

A5.1.2.53. 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 confinement/corrections facility by encouraging strikes, disturbances, 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 confinement officer, is prohibited.

A5.1.2.54. 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 confinement/corrections facility rule. Category V if the violation meets the specifications for any Category V Offense.

## Attachment 6

### EMERGENCY ACTIONS

**A6.1. Emergency Evacuations (i.e., Fire, Structural Damage)** Recommended actions (not all inclusive):

- A6.1.1. Sound the alarm, (i.e., whistle, shout “Fire, Fire, Fire”, etc.)
- A6.1.2. Notify the fire department (911)
- A6.1.3. Post guards on fire evacuation routes and exits.
- A6.1.4. Evacuate inmates a safe distance (away from danger) depending on the emergency. Ensure all inmates are under constant supervision and control.
- A6.1.5. Transport Med-In/Max custody inmates in handcuffs/shackles and march Med-out/minimum custody inmates to rally point with appropriate escorts
- A6.1.6. Conduct headcount
- A6.1.7. Notify the SF Control Center of evacuation, request appropriate escort(s)
- A6.1.8. Assign personnel to fire fighting equipment and attempt to extinguish
- A6.1.9. Notify CSF, confinement officer/NCO
- A6.1.10. If possible, assign personnel to remove records
- A6.1.11. Ensure duplicate door keys are available at all times to responsible personnel
- A6.1.12. Once emergency is declared safe, return inmates to the facility. Conduct count

**A6.2. Disturbances and Disorders.** Recommended actions (not all inclusive):

- A6.2.1. Lockup or isolate the situation(s) to the smallest area
- A6.2.2. Notify SF Control Center
- A6.2.3. Contact confinement NCO (if not on duty) and confinement officer. CSF determines need for recall of off-duty personnel
- A6.2.4. If order is not restored, review the following with the CSF:
  - A6.2.4.1. Another call for offenders to restore order
  - A6.2.4.2. Show of force (i.e., riot control formations, MWD Teams)
  - A6.2.4.3. Shut off power and water sources
  - A6.2.4.4. Use of tear gas (CN or CS)
  - A6.2.4.5. Use of high pressure water (Fire Dept)
  - A6.2.4.6. Use of firearms (IAW AFI 31-207)
- A6.2.5. Identify and segregate ringleaders involved
- A6.2.6. Remove peaceful inmates from the affected area

A6.2.7. Conduct count

A6.2.8. Designate units that will furnish additional personnel (if needed)

A6.2.9. Assist in the investigation and Incident Report

**A6.3. Hostage Situations.** Recommended actions (not all inclusive):

A6.3.1. Alert SF Control Center (recall)

A6.3.2. If possible, isolate the hostage taker and hostage(s)

A6.3.3. Determine whether to evacuate or secure remaining inmates

A6.3.4. Notify CSF, confinement officer/NCO

A6.3.5. Contact Hostage Negotiator, CSF determines recall of EST

A6.3.6. Make floor plans available

A6.3.7. Summon Medical Personnel available

A6.3.8. Complete Incident Report/Lessons Learned Report

**A6.4. Bomb Threats.** Recommended Actions (not all inclusive):

A6.4.1. Remain calm, DO NOT HANG UP THE PHONE

A6.4.2. Complete AF Form 440

A6.4.3. Alert SF Control Center (CSF determines recall)

A6.4.4. Notify the fire department

A6.4.5. CSF determines whether to evacuate inmates

A6.4.6. If evacuated, secure inmates/provide constant supervision and control with appropriate escort/inmate ratio based on custody grade

A6.4.7. Notify CSF, confinement officer/NCO

A6.4.8. Conduct count

**A6.5. Natural Disasters.** Recommended actions (not all inclusive):

A6.5.1. Place all inmates into structurally enhanced (i.e., segregation cells, etc.)

A6.5.2. Segregate inmates by custody grade and gender

A6.5.3. Conduct count

A6.5.4. Notify SF Control Center

A6.5.5. Once "all clear", determine damage and notify CE

A6.5.6. CSF, confinement officer/NCO, determines to reenter facility

**A6.6. Medical Emergency Responses.** Recommended actions (not all inclusive):

A6.6.1. Send an unarmed guard into the facility to evaluate the emergency

- A6.6.2. If a medical emergency exists, call 911
- A6.6.3. Render first aid as appropriate; use communicable diseases control techniques (i.e., wear protective gear- mask, gloves, etc.)
- A6.6.4. If blood is present; use a Blood Borne Pathogens kit (i.e., splash shield, apron, etc)
- A6.6.5. Notify CSF, confinement officer/NCO
- A6.6.6. If the inmate(s) must be transported, send an escort(s)
- A6.6.7. Notify the hospital that an armed/unarmed guard will be escorting the inmate
- A6.6.8. Ensure all used/contaminated supplies are gathered in a BIO Hazard bag and discarded IAW local guidance
- A6.6.9. All surfaces must be sanitized (i.e., bleach and water)
- A6.6.10. If hospitalized, notify the parent unit as soon as possible/provide escort/guard IAW with custody grade
- A6.6.11. Secure remaining inmates and conduct count
- A6.6.12. Notify SF Control Center of pertinent information
- A6.6.13. Have all responding personnel check themselves for suspected hazardous contact (cuts, needle sticks, splashes in eyes/mouth) go to ER immediately for treatment

**A6.7. Power Failure.** Recommended actions (not all inclusive):

- A6.7.1. Know the location and procedure for activating an emergency lighting system
- A6.7.2. Use pre-positioned flashlights
- A6.7.3. Execute procedures to secure the inmate(s) in an orderly manner
- A6.7.4. Notify SF Control Center, request assistance (i.e., patrol(s), CE etc.)
- A6.7.5. Conduct frequent counts
- A6.7.6. Plan procedures for obtaining mobile emergency lighting (generator)
- A6.7.7. Notify confinement officer/NCO

**A6.8. Apprehension of Escapees.** Recommended actions (not all inclusive):

- A6.8.1. Secure remaining inmates/return to cells (if out of facility)
- A6.8.2. Notify the SF Control Center with the following: Name, where escape occurred, direction of travel, description, mode, armed/unarmed, etc.
- A6.8.3. Conduct count
- A6.8.4. Patrols will secure avenues of escape
- A6.8.5. Notify confinement officer/NCO
- A6.8.6. Determine the identity of escapee/secure personal belongings for investigation
- A6.8.7. Post guards at critical points along the most probable route of escape

- A6.8.8. Plan pursuit actions
- A6.8.9. Notify victims or witnesses, according to the Victim and Witness Protection Act
- A6.8.10. Provide all investigating agencies with photos and background data
- A6.8.11. Inspect personal property/review information from escapee's file that might aid in apprehension
- A6.8.12. Complete Incident Report/Lessons Learned

**A6.9. Forced Cell Moves/Extractions.** Recommended actions (not all inclusive):

- A6.9.1. Secure remaining inmates and facility
- A6.9.2. Request medical personnel (physically available)
- A6.9.3. Notify commander, confinement officer/NCO
- A6.9.4. Gather move team (recall)
- A6.9.5. Determine team setup and objectives
- A6.9.6. Equipment to use in the extraction
- A6.9.7. If the Inmate is resisting to be moved from the cell, complete the following :
  - A6.9.7.1. Shut off their water and turn off the lights
  - A6.9.7.2. Initiate a recall of at least five personnel
- A6.9.8. All five members will have a shield, helmet and flak vest
- A6.9.9. Set-up move team:
  - A6.9.9.1. First person should be the largest, objective - pin inmate against wall or floor
  - A6.9.9.2. Second person's objective- moves to left and secure inmate's hand/arm
  - A6.9.9.3. Third person's objective- moves to right and secure inmate's hand/arm (This person carries/applies handcuffs)
  - A6.9.9.4. Fourth person's objective- moves to left and secure inmate's leg
  - A6.9.9.5. Fifth person's objective- moves to right and secure inmate's leg (This person carries/applies leg restraining device)
- A6.9.10. Warn the inmate to: "Comply with our commands or we will extract you from your cell!"
- A6.9.11. Before use of ASP, OC/pepper spray or riot baton, ensure CSF has authorized
- A6.9.12. Complete Incident Report/Lessons Learned

**Attachment 7****SAMPLE – INITIAL VICTIM/WITNESS NOTIFICATION COVER LETTER**

TO BE PREPARED ON LETTERHEAD

Date

YOUR ORGANIZATION/ADDRESS

VICTIM or WITNESS ADDRESS

Re: (ACCUSED'S NAME)

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. 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 pending release or release-related activities of the above-named individual. This includes notification of initial parole and clemency eligibility dates, clemency and parole hearing dates (if eligible), transfer to another confinement/corrections facility and temporary releases (i.e., emergency parole, etc.). 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) 1517 Billy Mitchell Boulevard, 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 monitor at (NAME), at (COMM TELEPHONE).

Sincerely,  
Commander or OIC

Attachment:

DD Form 2705, **Victim/Witness Notification of Inmate Status**

**Attachment 8****SAMPLE – INMATE STATUS CHANGE LETTER**

TO BE PREPARED ON LETTERHEAD

Date

Your Organization/Address

Victim or Witness Address

Dear (NAME),

1. Our records reflect that you previously requested notification regarding the arrival of the above named inmate and/or all significant release and release-related activities pertaining to the above referenced inmate during the period of incarceration. We fully recognize that the impact of crime is devastating to innocent victims, witnesses and their families. Therefore, we will make every effort to be responsive, informative and sensitive to your request.

2. Unless otherwise requested, you will be notified of all future releases and/or release proceedings regarding this inmate. Please advise Central Repository in writing of any changes to your address or telephone number. Notification(s) ordinarily terminate when the inmate has completed the sentence to confinement for the crime that resulted in your request for notification. You may also cancel your request for notification at any time by contacting the Central Repository in writing. This information should be sent to the following address:

Manager, Central Repository  
HQ AFSFC/SFC  
1517 Billy Mitchell Boulevard  
Lackland AFB, TX 78236-0119

3. We will make every effort to ensure your request for notification remains confidential. However, if the inmate learns through other means that you have made this request and threatens or attempts to intimidate you in any manner, please notify this facility immediately.

4. The attached form indicates what action is pending or has been taken in this case. Should you have any questions or concerns, or would like more information, please contact my victim and witness monitor (name) at (telephone).

Sincerely,

Commander or OIC

Attachment:

DD Form 2705, **Victim/Witness Notification of Inmate Status**

**Attachment 9****SAMPLE – CLEMENCY/PAROLE NOTIFICATION COVER LETTER**  
TO BE PREPARED ON LETTERHEAD Date

Your Organization/Address

Victim or Witness Address

Re: (ACCUSED'S NAME)

Dear (NAME),

1. As requested, this is to notify you the above is scheduled for a clemency/parole initial/review hearing tentatively set for \_\_\_\_\_. If you wish to submit comments to be considered by the Air Force Clemency and Parole Board (AFC&PB), please send your comments no later than \_\_\_\_\_ to:

Executive Secretary, AFC&PB (SAFPC)  
1535 Command Drive EE Wing, 3<sup>rd</sup> Floor  
Andrews AFB, MD 20762-7002

2. Interested parties are permitted to offer a victim impact statement for the parole hearing. The AFC&PB considers any written, audio, or video material received by you or on your behalf. The chairperson or authorized AFC&PB representative may initiate discussions and correspondence with you and will make every effort to be responsive and sensitive to your request.

3. Please understand the scheduling of a clemency/parole hearing is required at this time by law/regulation and does not signify or imply that actual release on parole will result. The Board, at an initial parole hearing, will establish an appropriate guideline range for the inmate. This guideline will range can be located in Title 28 Code of Federal Regulations (CFR) §2.20.

4. Statutory interim (review) hearings are for the sole purpose of considering changes that may have occurred since the inmate's case last Board appearance. The merits of prior parole hearings will not reconsidered, but the release decision may be changed if new events or information warrant. Regardless of the type of parole hearing, the Board takes into account the seriousness of the offense, including surrounding circumstances and the risk to public welfare.

5. You may also request to keep you informed of any future case decisions even if you do not have comments to submit. If you have any questions, please contact the AFC&PB.

Sincerely,  
Commander or OIC

Attachment: DD Form 2705, **Victim/Witness Notification of Inmate Status**



### Attachment 11

#### OFFENSES REQUIRING PROCESSING OF SEX OFFENDER REGISTRATION

**A11.1.** 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) for this purpose.

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 12

## STATE LAW ENFORCEMENT AGENCY LIST FOR SEX OFFENDER REGISTRATION

1. **Alabama**  
Attorney General of Alabama  
Office of the Attorney General  
11 South Union Street  
Montgomery, AL 36130  
334-242-7300
2. **Alaska**  
Attorney General of Alaska  
Office of the Attorney General  
Post Office Box 110300  
Dimond Courthouse  
Juneau, AK 99811-0300  
907-465-3600
3. **American Samoa**  
Attorney General of American Samoa  
Office of the Attorney General  
Post Office Box 7  
Pago Pago, AS 96799  
684-633-4163
4. **Arizona**  
Attorney General of Arizona  
Office of the Attorney General  
1275 West Washington Street  
Phoenix, AZ 85007  
602-542-4266
5. **Arkansas**  
Attorney General of Arkansas  
Office of the Attorney General  
200 Tower Building  
323 Center Street  
Little Rock, AR 72201-2610  
501-682-2007
6. **California**  
Attorney General of California  
Office of the Attorney General  
1300 I Street, Suite 1740  
Sacramento, CA 95814  
916-324-5437
7. **Colorado**  
Attorney General of Colorado  
Office of the Attorney General  
Department of Law  
1525 Sherman Street  
Denver, CO 80203  
303-866-3052
8. **Connecticut**  
Attorney General of Connecticut  
Office of the Attorney General  
55 Elm Street  
Hartford, CT 06141-0120  
860 808-5318
9. **Delaware**  
Attorney General of Delaware  
Office of the Attorney General  
820 North French Street  
Wilmington, DE 19801  
302-577-3838
10. **District of Columbia**  
D.C. Corporation Counsel  
Office of the Corporation Counsel  
441 4th Street NW  
Washington, DC 20001  
202-727-6248

11. **Florida**  
Attorney General of Florida  
Office of the Attorney General  
The Capitol, PL 01  
Tallahassee, FL 32399-1050  
904-487-1963
12. **Georgia**  
Attorney General of Georgia  
Office of the Attorney General  
40 Capitol Square, S.W.  
Atlanta, GA 30334-1300  
404-656-4585
13. **Guam**  
Attorney General of Guam  
Office of the Attorney General  
120 West O'Brien Drive  
Agana, GU 96910  
671-475-3324
14. **Hawaii**  
Attorney General of Hawaii  
Office of the Attorney General  
425 Queen Street  
Honolulu, HI 96813  
808-586-1282
15. **Idaho**  
Attorney General of Idaho  
Office of the Attorney General  
Statehouse  
Boise, ID 83720-1000  
208-334-2400
16. **Illinois**  
Attorney General of Illinois  
Office of the Attorney General  
100 West Randolph Street  
Chicago, IL 60601  
312-814-2503
17. **Indiana**  
Attorney General of Indiana  
Office of the Attorney General  
402 West Washington Street  
Indianapolis, IN 46204  
317-233-4386
18. **Iowa**  
Attorney General of Iowa  
Office of the Attorney General  
Hoover State Office Building  
Des Moines, IA 50319  
515-281-3053
19. **Kansas**  
Office of the Attorney General  
Judicial Building  
301 West Tenth Street  
Topeka, KS 66612-1597  
913-296-2215
20. **Kentucky**  
Attorney General of Kentucky  
Office of the Attorney General  
State Capitol  
Room 116  
Frankfort, KY 40601  
502-564-7600

21. **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
22. **Maine**  
Attorney General of Maine  
Office of the Attorney General  
State House Station Six  
Augusta, ME 04333  
207-626-8800
23. **Maryland**  
Attorney General of Maryland  
Office of the Attorney General  
200 Saint Paul Place  
Baltimore, MD 21202-2202  
410-576-6300
24. **Massachusetts**  
Attorney General of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108-1698  
617-727-2200
25. **Michigan**  
Attorney General of Michigan  
Office of the Attorney General  
Post Office Box 30212  
525 West Ottawa Street  
Lansing, MI 48909-0212  
517-373-1110
26. **Minnesota**  
Attorney General of Minnesota  
Office of the Attorney General  
State Capitol  
Suite 102  
St. Paul, MN 55155  
612-296-6196
27. **Mississippi**  
Attorney General of Mississippi  
Office of the Attorney General  
Department of Justice  
Post Office Box 220  
Jackson, MS 39205-0220  
601-359-3692
28. **Missouri**  
Attorney General of Missouri  
Office of the Attorney General  
Supreme Court Building  
207 West High Street  
Jefferson City, MO 65101  
573-751-3321
29. **Montana**  
Attorney General of Montana  
Office of the Attorney General  
Justice Building  
215 North Sanders  
Helena, MT 59620-1401  
406-444-2026
30. **Nebraska**  
Attorney General of Nebraska  
Office of the Attorney General  
State Capitol  
Post Office Box 98920  
Lincoln, NE 68509-8920  
402-471-2682

31. **Nevada**  
Attorney General of Nevada  
Office of the Attorney General  
Old Supreme Court Bldg.  
198 South Carson  
Carson City, NV 89710  
702-687-4170
32. **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
33. **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
34. **New Mexico**  
Attorney General of New Mexico  
Office of the Attorney General  
Post Office Drawer 1508  
Santa Fe, NM 87504-1508  
505-827-6000
35. **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
36. **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
37. **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
38. **N. Mariana Islands**  
Attorney General of the Northern Mariana  
Islands  
Office of the Attorney General  
Administration Building  
Saipan, MP 96950  
670-664-2341
39. **Ohio**  
Attorney General of Ohio  
Office of the Attorney General  
State Office Tower  
30 East Broad Street  
Columbus, OH 43215-3428  
614-466-3376
40. **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

41. **Oregon**  
Attorney General of Oregon  
Office of the Attorney General  
Justice Building  
1162 Court Street, N.E.  
Salem, OR 97310  
503-378-6002
42. **Pennsylvania**  
Attorney General of Pennsylvania  
Office of the Attorney General  
Strawberry Square, 16th Floor  
Harrisburg, PA 17120  
717-787-3391
43. **Puerto Rico**  
Attorney General of Puerto Rico  
Office of the Attorney General  
Post Office Box 192  
San Juan, PR 00902-0192  
809-721-7700
44. **Rhode Island**  
Attorney General of Rhode Island  
Office of the Attorney General  
150 S. Main Street  
Providence, RI 02903  
401-274-4400
45. **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
46. **Virginia**  
Attorney General of Virginia  
Office of the Attorney General  
900 East Main Street  
Richmond, VA 23219  
804-786-2071
46. **South Dakota**  
Attorney General of South Dakota  
Office of the Attorney General  
500 East Capitol  
Pierre, SD 57501-5070  
605-773-3215
47. **Tennessee**  
Attorney General of Tennessee  
Office of the Attorney General  
500 Charlotte Avenue  
Nashville, TN 37243  
615-741-6474
48. **Texas**  
Attorney General of Texas  
Office of the Attorney General  
Capitol Station  
Post Office Box 12548  
Austin, TX 78711-2548  
512-463-2191
49. **Utah**  
Attorney General of Utah  
Office of the Attorney General  
State Capitol, Room 236  
Salt Lake City, UT 84114-0810  
801-538-1326
50. **Vermont**  
Attorney General of Vermont  
Office of the Attorney General  
109 State Street  
Montpelier, VT 05609-1001  
802-828-3171
51. **West Virginia**  
Attorney General of West Virginia  
Office of the Attorney General  
State Capitol  
Charleston, WV 25305  
304-558-2021

**52. 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

**53. 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

**54. 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

**55. Wyoming**

Attorney General of Wyoming  
Office of the Attorney General  
State Capitol Building  
Cheyenne, WY 82002  
307-777-7841

## Attachment 13

## STATE AGENCY LIST FOR SEX OFFENDER REGISTRATION

- 1. Alabama**  
Alabama Bureau of Investigation  
Sex Offender Registration Office  
2720 Gunter Park Dr W, #A  
Montgomery AL 36109  
(334) 260-1135
- 2. Alaska**  
Sex Offender Registry State Police  
Sex Offender Registration Office  
117 W Fourth Ave  
Anchorage AK 99501  
(907) 269-0396
- 3. 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
- 4. 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
- 5. Arkansas**  
Sex Offender Registration Office  
Arkansas Crime Information Center  
Number One Capitol Mall  
Little Rock AK 72201  
(501) 682-2222; Fax (501) 682-2269
- 6. 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
- 7. Colorado**  
Sex Offender Registration Office  
Colorado Bureau of Investigation  
690 Kipling Street  
Denver CO 80215  
(303) 239-4251
- 8. Connecticut**  
Sex Offender Registration Office  
Connecticut Dept of Public Safety  
PO Box 2794  
Middletown CT 06457-9294  
(860) 685-8000; Fax (860) 685-8354
- 9. Delaware**  
Sex Offender Registration Office  
Delaware State Police  
PO Box 430  
Dover DE 19903  
(302) 739-5882; Fax (302) 739-5888
- 10. District of Columbia**  
Sex Offender Registration Office  
Operational Services Records Division  
Metropolitan Police Dept  
300 Indiana Ave, NW Rm 3058  
Washington DC 20001  
(202) 727-4407
- 11. Florida**  
Sex Offender Registration Office  
Criminal Justice Information Services  
Florida Dept of Law Enforcement  
PO Box 1489  
Tallahassee FL 32302  
(850) 410-8572; (888) 357-7332
- 12. Georgia**  
Georgia Bureau of Investigation  
Sex Offender Registration Office  
3121 Panthersville Rd  
PO Box 370808  
Decatur GA 30037-0808  
(404) 244-2895

- 13. 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
- 14. 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
- 15. Idaho**  
Sex Offender Registration Office  
Bureau of Criminal Identification  
Idaho Dept of Law Enforcement  
PO Box 700  
Meridian ID 83680-0700  
(208) 884-7136
- 16. Illinois**  
Sex Offender Registration Office  
Illinois State Police  
500 Iles Park Pl, Ste 400  
Springfield IL 62718  
(217) 557-1791; Fax (217) 785-3328
- 17. Indiana**  
Indiana Criminal Justice Institute  
Sex Offender Registration Office  
302 W Washington St, Rm E209  
Indianapolis IN 46204-2767  
(317) 232-1232
- 18. Iowa**  
Sex Offender Registration Office  
Dept of Public Safety  
Wallace State Office Bldg  
Des Moines IA 50319  
(515) 281-4976; Fax (515) 281-4898
- 19. Kansas**  
Kansas Bureau of Investigation  
Sex Offender Registration Office  
Center Manager  
1620 SW Tyler  
Topeka KS 66612-1837  
(785) 296-8277
- 20. Kentucky**  
Sex Offender Registration Office  
Dept of Corrections  
Division of Probation and Parole  
5<sup>th</sup> Fl, State Office Bldg  
Frankfort KY 40601  
(502) 564-4221
- 21. Louisiana**  
Sex Offender Registration Office  
Bureau of Identification  
Louisiana State Police  
PO Box 66614  
Baton Rouge LA 70896  
(504) 925-6095
- 22. Maine**  
Sex Offender Registration Office  
State Bureau of Identification  
36 Hospital St  
Augusta ME 04330  
(207) 624-7009
- 23. 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
- 24. Massachusetts**  
Criminal History Systems Board  
Sex Offender Registration Office  
200 Arlington St, Ste 2200  
Chelsea MA 02150  
(617) 660-4632; Fax (617) 660-4613

- 25. 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
- 26. Minnesota**  
Bureau of Criminal Apprehension  
Sex Offender Registration Office  
1246 University Ave  
St Paul MN 55104  
(651) 642-0600
- 27. 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
- 28. 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
- 29. 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
- 30. Nebraska**  
Nebraska State Patrol  
Sex Offender Registration Office  
1600 Nebraska Hwy #2  
PO Box 94907  
Lincoln NE 68509-4907  
(402) 471-4545
- 31. Nevada**  
Sex Offender Registration Office  
Nevada Hwy Patrol  
555 Wright Way  
Carson City NV 89711  
(702) 687-6675; Fax (702) 687-3168
- 32. New Hampshire**  
New Hampshire Dept of Safety  
Division of State Police  
Sex Offender Registration Office  
10 Hazen Dr  
Concord NH 03305  
(603) 271-2663
- 33. 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
- 34. 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
- 35. 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
- 36. 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

- 37. North Dakota**  
Sex Offender Registration Office  
North Dakota Bureau of Criminal Investigation  
PO Box 1054  
Bismarck ND 58502-1054  
(701) 328-5500
- 38. 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
- 39. 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
- 40. Oklahoma**  
Oklahoma Dept of Corrections  
Sex Offender Registration Office  
PO Box 11400  
3400 Martin Luther King Ave  
Oklahoma City OK 73136  
(405) 425-2872
- 41. 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
- 42. Pennsylvania**  
Sex Offender Registration Office  
Pennsylvania State Police  
1800 Elmerton Ave  
Harrisburg PA 17110  
(717) 783-4363; Fax (717) 772-3681
- 43. Puerto Rico**  
Sex Offender Registration Office  
Criminal Justice Information System  
Dept of Justice  
PO Box 9020192  
San Juan PR 00902-0192  
(787) 729-2121
- 44. 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
- 45. South Carolina**  
Sex Offender Registration Office  
State Law Enforcement Division  
PO Box 21398  
Columbia SC 29221  
(803) 737-9000
- 46. 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
- 47. Tennessee**  
Sex Offender Registration Office  
Tennessee Bureau of Investigation  
1148 Foster Ave  
Nashville TN 37265-4143  
(615) 741-0430; Fax (615) 532-8315
- 48. Texas**  
Sex Offender Registration Office  
Texas Dept of Public Safety  
PO Box 4143  
Austin TX 78765-4143  
(512) 424-2471; Fax (512) 424-5911

- 49. 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
- 50. Vermont**  
Sex Offender Registration Office  
Dept of Public Safety  
Vermont Crime Information Center  
103 S Main St  
Waterbury VT 05671  
(802) 244-8727
- 51. Virgin Islands**  
Sex Offender Registration Office  
Deputy Attorney General  
Virgin Islands Dept of Justice  
48B-50C Kronprindsens Gade  
GERS Bldg, 2<sup>nd</sup> Fl  
St Thomas, US Virgin Islands 00802  
(340) 774-5666; Fax (340) 774-9710
- 52. Virginia**  
Sex Offender Registration Office  
Dept of State Police  
PO Box 27472  
Richmond VA 23261-7472  
(804) 674-4656 (Capt RL Vass)
- 53. Washington**  
Sex Offender Registration Office  
Dept of Corrections  
410 W 5<sup>th</sup> Ave  
PO Box 41100  
Olympia WA 98504-1100  
(360) 753-6791
- 54. West Virginia**  
West Virginia State Police  
Sex Offender Registration Office  
725 Jefferson Rd  
South Charleston WV 25309  
(304) 746-2133
- 55. Wisconsin**  
Sex Offender Registration Office  
Wisconsin Dept of Corrections  
149 E Wilson St  
Madison WI 53703  
(608) 266-3831
- 56. Wyoming**  
Division of Criminal Investigation  
Sex Offender Registration Office  
316 W 22<sup>nd</sup> St  
Cheyenne WY 82002-0150  
(307) 777-7545; Fax (307) 777-7252

**Attachment 14**

**NOTIFICATION OF COMMUNITY TREATMENT PROGRAMS**

1. In accordance with the provisions of the Violent Crime Control and Law Enforcement Act of 1994 and AFI 31-205, name of releasing confinement facility is required to notify you of available treatment programs in the community in which you will reside. We have identified the following treatment program(s) in or about your release area, which may be of assistance to you. We strongly encourage you to contact these programs, or other similar programs.

a. Recommended Treatment Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address

\_\_\_\_\_

Telephone Number \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

b. Additional Treatment Program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

Inmate's signature \_\_\_\_\_ Date \_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

## Attachment 15

**QUALIFYING MILITARY OFFENSES UNDER 10 U.S.C. § 1565 DNA PROCESSING  
REQUIRED**

Definition:

**Court-Martial Conviction.** The findings of a general court-martial (10 U.S.C. § 818) or special court-martial (10 U.S.C. § 819) after the court-martial convening authority has taken action under 10 U.S.C. § 860.

<b>Offense</b>	<b>UCMJ Article</b>	<b>Title 10 Section</b>	<b>NIBRS Code</b>	<b>DIBRS Code</b>
Murder	118	918	09A	118A-D
Voluntary Manslaughter	119	919	09A	119-A
Rape	120	920	11A	120A
Carnal Knowledge	120	920	36B	120B1/2
Forcible Sodomy	125	925	11B	125A
Sodomy With a Child	125	925	11B	125B1/2
Aggravated Assault (with dangerous weapon or other means or force likely to produce death or grievous bodily harm)	128	928	13A	128-J1-J2
Aggravated Assault (in which grievous bodily harm was intentionally inflicted)	128	928	13A	128-H1-H2
Indecent Assault	134	934	11D	134-C1
Indecent Acts With Another	134	934	11D	134-R5
Indecent Acts With a Child	134	934	11D	134-R1
Indecent Language to a Child	134	934	90Z	134-R3
Pandering (By compelling or by arranging or by receiving consideration for arranging)	134	934	40B	134-B5*
*Only in cases when accused arranged for, or received valuable consideration for arranging for, a certain person to engage in sexual intercourse or sodomy with another person.				
Prostitution involving a minor	134	934	40A	134-B6
Kidnapping	134	934	100	134-S1
Robbery	122	922	120	122A-B
Burglary	129	929	220	129--
Housebreaking	130	930	220	130--
Maiming	124	924	13A	124--
Arson	126	926	200	126A-B2

<b>Offense</b>	<b>UCMJ Article</b>	<b>Title 10 Section</b>	<b>NIBRS Code</b>	<b>DIBRS Code</b>
Assault With Intent to Commit Murder	134	934	13A	134-C2
Assault With Intent to Commit Rape	134	934	11A	134-C4
Assault With Intent to Commit Voluntary Manslaughter	134	934	13A	134-C3
Assault With Intent to Commit Robbery	134	934	13A	134-C5
Assault With Intent to Commit Sodomy	134	934	11B	134-C6
Assault With Intent to Commit Arson	134	934	13A	134-C0
Assault With Intent to Commit Burglary	134	934	13A	134-C8
Assault With Intent to Commit Housebreaking	134	934	13A	134-C7
Solicitation of Another To Commit a Qualifying Offense	134	934	90Z	134-U7**

\*\* For this offense, the offense code will be the code of the offense solicited and "S=Solicit" will be reflected in Data Element 18 of the offense information field.

The following offenses do not have a related DIBRS code:

Attempt to Commit a Qualifying Offense - Article 80, UCMJ (10 U.S.C. § 880)

Conspiracy to Commit a Qualifying Offense – Article 81, UCMJ (10 U.S.C. § 881)

Conviction for any conduct similar to the above offenses, any conduct which involves any form of sexual abuse and any conduct of a sexual nature that involves a minor, when charged as an assimilative offense under Article 134, UCMJ.

Conviction for any conduct similar to the above offenses, any conduct which involves any form of sexual abuse and any conduct of a sexual nature that involves a minor, when charged as conduct unbecoming an officer and a gentleman in violation of Article 133, UCMJ, or conduct that is prejudicial to good order and discipline or is service discrediting, under Article 134, UCMJ.

Conviction for conduct described in Chapter 117, §§ 2421, 2422, 2423, 2425 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

Conviction for conduct described in Chapter 110 §§ 2251, 2251A, 2252 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

Peonage or Slavery: Conviction for conduct described in Chapter 77 of title 18, United States Code, when charged as Article 133 or 134, UCMJ, offenses.

## Attachment 16

### GUIDANCE ON DNA FINGERPRINTING

#### A16.1. HQ AFSFC/SFC Responsibilities:

A16.1.1. Maintain a supply of USACIL collection kits that may be expeditiously dispatched to Air Force commanders, RCFs or CFs in immediate need of kits.

A16.1.2. Maintain copies of all initial promulgating orders containing an annotation that DNA processing is required, regardless of where or if the member is confined.

A16.1.3. When requested, assist USACIL in reconciling why a DNA sample for a particular Air Force member has not been received at the lab for analysis (i.e., in cases where USACIL has received an annotated initial promulgating order reflecting conviction of a "qualifying military offense" but no corresponding sample). This includes contacting the facility at which the member is confined and ascertaining the status of the DNA collection requirement. If the member is not in confinement at the time the request is received, this will require contacting the convening authority's staff judge advocate for assistance in ascertaining the status of the DNA collection requirement.

A16.1.4. Assist USDB in answering questions about "qualifying military offenses" involving Air Force members.

#### A16.2. Air Force Correctional Facility Responsibilities:

A16.2.1. Designated Air Force CFs and RCFs (5 beds or more) are required to maintain USACIL collection kits. Maintain current address, phone number and POC and notify USACIL of changes.

A16.2.2. Determine if any inmates confined at their facilities on or after 19 June 2001, regardless of service affiliation, have a conviction of a "qualifying military offense" for which initial action has been taken by the convening authority. Ascertain the existence of a "qualifying military offense" by examining the initial court-martial promulgating orders published for each inmate. DNA samples are not collected upon conviction of a qualifying offense, but upon convening authority action approving the member's sentence.

A16.2.2.1. Promulgating orders published on and after 19 Jun 01 will annotate in bold print at the top of the first page if the inmate has been convicted of a "qualifying military offense": "DNA processing required. 10 U.S.C. §1565."

A16.2.2.2. Promulgating orders published prior to 19 Jun 01 will not be annotated. Examine such promulgating orders for each inmate to ascertain the existence of convictions for "qualifying military offenses," which are listed on [Attachment 15](#). When in doubt, consult with your local SJA.

A16.2.3. For each inmate identified pursuant to paragraph [A16.2.1](#). with a conviction of a "qualifying military offense," ensure a DNA sample is promptly collected and sent to USACIL. Use USACIL DNA collection kits, including the instructions contained in these kits, for processing DNA collection. If an inmate refuses to cooperate in providing a DNA sample, contact HQ AFSFC/SFC for guidance.

A16.2.4. Document DNA processing in each inmate's confinement records. If an inmate is subsequently transferred to another correctional facility after a DNA sample has been sent to USACIL, ensure paperwork reflecting DNA processing is included with the other documentation provided to the gaining correctional facility. If the inmate is transferred to another correctional facility before a

required DNA sample can be obtained, notify the receiving facility that DNA processing requirements must still be accomplished for the transferred inmate.

A16.2.5. If an inmate identified pursuant to paragraph [A16.2.1](#), must be released from confinement before collection of a DNA sample is possible (i.e., USACIL kits are unavailable), immediately notify SJA of the convening authority. The SJA will notify appropriate agencies to ensure DNA processing is accomplished.

A16.2.6. If designated by HQ AFSFC/SFC, pursuant to paragraph [A16.2.1](#), as a facility required to maintain USACIL collections kits, ensure an adequate supply. This includes monitoring kit expiration dates. When supplies are low, request additional kits from USACIL.

A16.2.6.1. If not designated to maintain USACIL collection kits, obtain kits when needed from HQ AFSFC/SFC or from another Air Force confinement/correctional facility.

A16.2.6.2. A list of these facilities is provided in [Attachment 17](#).

A16.2.7. When members did not receive confinement or are no longer in confinement provide full assistance to commanders who are responsible for ensuring a DNA sample is collected, when the initial promulgating order is published. Assist such commanders regardless of service affiliation. This includes completing items 1 - 6 and 8 on the USACIL collection card, witnessing local medical personnel draw the blood and complete item 7 on the USACIL collection card and mailing the DNA sample to USACIL.

A16.2.7.1. For installations that do not operate a correctional facility, SF personnel should assist local commanders in fulfilling their DNA processing responsibilities, including assistance as described in paragraph [A16.2.6](#) above.

A16.2.7.2. Coordinate with SJA and owning commanders to develop procedures to deal with inmates on appellate leave who refused to comply with requirements following notification.

## Attachment 17

## FACILITIES DESIGNATED AS RECIPIENTS FOR USACIL DNA COLLECTION KITS

## Points of Contact:

HQ AFSFC/SFC, Director, Air Force Corrections, <mailto:afcorrections@lackland.af.mil>, Tel: DSN 945-7733 or Commercial (210) 925-7733, Fax: DSN 945-5411.

For USAF CFs and RCFs: Contact the security forces squadron commander at the location and/or telephone number provided below.

HQ AFSFC/SFC  
1517 Billy Mitchell Boulevard  
Lackland AFB TX 78236-5226  
DSN 473-0945 / COM (210) 671-0945

2 SFS/CC  
425 Lindbergh Dr E Ste 200  
Barksdale AFB LA 71110  
DSN 781-2223 / COM (318) 456-2223

27 SFS/CC  
112 East Sextant Ave  
Cannon AFB, NM 88103  
DSN 681-2353 / COM (515) 784-2356

355 SFS/CC  
3895 S. Sixth St.  
Davis Monthan AFB, AZ 85707-3835  
DSN 228-4792 / COM (520) 228-4792

95 SFS/CC  
105 E Yeager Blvd  
Edwards AFB, CA 93524-1145  
DSN 527-4959 / COM (805) 277-4959

96 SFS/CC  
302 West D. Ave. Ste 102  
Eglin AFB, FL 32542-6841  
DSN 872-3512 / (850) 882-3627

39 SFS/CC  
Unit 7080 Box 95  
Incirlik AB, Turkey  
APO AE 09824  
DSN 314-676-3632 / COM 90-322-316-3632

28 SFS/CC  
2740 Eaker Dr. Ste 109  
Ellsworth AFB, SD 57706-4829  
DSN 675-4028 / COM (605) 385-4028

92 SFS/CC  
2 E. Arnold St  
Fairchild AFB, WA 99011  
DSN 657-8289 / COM (509) 247-8289

90 SFS/CC  
7100 Garrison Loop  
F.E. Warren AFB, WY 82005-5000  
DSN 481-1931 / COM (307) 773-1931

319 SFS/CC  
690 First Ave  
Grand Forks AFB, SD 58205  
DSN 362-4203 / COM (701) 747-5351

66 SFS/CC  
130 Eglin Street  
Hanscom AFB, MA 01731-1643  
DSN 478-8749 / COM (781) 377-8749

49 SFS/CC  
750 First St  
Holloman AFB, NM 88330  
DSN 867-5881 / COM (505) 475-5881

42 SFS/CC  
130 W Selfridge St  
Maxwell AFB, AL 36112  
DSN 493-4118 / COM (334) 953-4118

81 SFS/CC  
405 Larcher Blvd  
Keesler AFB, MS 39534  
DSN 597-3040 / COM (601) 377-3040

377 SFS/CC  
1351 First Street SE  
Kirtland AFB, NM 87117-5527  
DSN 246-7156 / COM (505) 846-7156

37 SFS/CC  
2020 Third St  
Lackland AFB, TX 78236-5136  
DSN 473-3356 / COM (210) 671-3356

48 SFS/CC  
P.O. Box 7001  
RAF Lakenheath, UK  
APO AE 09464  
DSN 314-226-1425

314 SFS/CC  
480 Cannon Dr  
Little Rock AFB AR 72099-5011  
DSN 731-7791 / COM(501) 987-7791

56 SFS/CC  
7333 N Bong Ln  
Luke AFB, AZ 85309-1428  
DSN 896-3607 / COM (602) 856-3607

6 SFS/CC  
7235 Bayshore Blvd.  
MacDill AFB, FL 33621  
DSN 968-2049 / COM (813) 828-2049

341 SFS/CC  
7506 Flightline Drive  
Malmstrom AFB, MT 59402-7529  
DSN 632-2144/COM (406) 731-2144

20 SFS/CC  
524 Nelson Ave  
Shaw AFB, SC 29152  
DSN 965-3608 / COM (803) 895-3608

22 SFS/CC  
53403 Kansas St, Ste 147  
McConnell AFB, KS 67221  
DSN 743-4658 / COM (316) 652-4658

5 SFS/CC  
330 Tanker Trail Suite 226A  
Minot AFB, ND 58705-5012  
DSN 453-4437 / COM (701) 723-4437

35 SFS/CC  
Unit 5018  
Misawa AFB, Japan  
APO AP 96309  
DSN 318-226-4011 / COM  
011-81-3117-66-4001

366 SFS/CC  
270 7<sup>th</sup> Ave  
Mt Home AFB, ID 83648  
DSN 728-6228 / COM (208) 828-6228

99 SFS/CC  
4455 Grissom Ave  
Nellis AFB, NV 89191  
DSN 682-7217 / COM (702) 652-7217

55 SFS/CC  
110 Airman Circle, P.O. Box 3551  
Offut AFB, NE 68113  
DSN 271-3545 / COM (402) 294-3545

375 SFS/CC  
201 West Winters Street  
Scott AFB, IL 62225  
DSN 576-4883 / COM (618) 256-4883

4 SFS/CC  
2585 Andrews Street  
Seymour Johnson AFB, NC 27531  
DSN 488-6307/COM (919) 722-2359

509 SFS/CC  
1031 Vandenberg Ave., Ste 113B  
Whiteman AFB, MO 65305  
DSN 975-6829 / COM (660) 687-6829,  
ext 63178

325 SFS/CC  
515 Swanney Rd. Stop #35  
Tyndall AFB, FL 32403  
DSN 523-2553 / COM (850) 283-2553

30 SFS/CC  
108 Colorado Ave  
Vandenberg AFB, CA 93473  
DSN 276-3178 / COM (805) 734-8232

88 SFS/CC  
1800 Van Patten Dr., Bldg 168  
Wright-Patterson AFB, OH 45433  
DSN 787-6065 / COM (937) 656-6065

374 SFS/CC  
Unit 5118  
Yokota AB, Japan  
APO AP 96328-5118  
DSN 315-225-8052

## Attachment 18

## DISPOSITION BOARD CONSIDERATION SCHEDULE

Table A18.1. Disposition Board Consideration Schedule for Clemency, Remission and Restoration

	A	B	C	D
R U L E	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 7 <sup>th</sup> month (notes 3 & 4) and annually thereafter	15 days prior to the end of the 9 <sup>th</sup> 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 15 February 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	Contact SJA for instructions	N/A	N/A

**Table A18.2. Disposition Board Consideration Schedule for Parole**

	A	B	C	D
R U L E	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 4 <sup>th</sup> 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 15 February 2000, then annual review begins after 10 years	Within 45 days following the disposition board (note 5)	SAFPC
7	Life without parole	Contact SJA for instructions	N/A	N/A
8	Death	Contact SJA for instructions	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 while a disposition board is due, but before a disposition board convenes, 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 and 4 (Jul 17, 2001).
10. An inmate considered for parole may also be considered for clemency and upon request, restoration to duty or reenlistment.
11. Inmates 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 (Jul 21, 2001).

**Attachment 19****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 20

SAMPLE - CERTIFICATE OF TRANSFER OF ACCOUNTABILITY

1. 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 21****INMATE TRANSFER DOCUMENT REQUIREMENTS**

**A21.1.** Mail all items in this list if the inmate travels without escort. Unless otherwise specified, the inmate's escort carries them when escorted.

**A21.2.** Documents or personal items relating to transfer:

A21.2.1. Cover letter of transmittal of items.

A21.2.2. Copies (20) of orders directing travel. The escort or inmate (if traveling unescorted) carries additional copies unsealed.

A21.2.3. Transportation request (copy) for each inmate.

A21.2.4. 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).

A21.2.5. 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.)

A21.2.6. Agreement to travel without escort.

A21.2.7. All other items in inmate's case file not otherwise listed in this attachment.

A21.2.8. HIV test status.

A21.2.9. Court-martial orders (six copies) promulgating or modifying sentence. If court-martial orders are not yet published, one copy of the following:

A21.2.9.1. Charge sheet.

A21.2.9.2. AF Form 1359, **Report of Result of Trial**.

A21.2.10. Action of Convening Authority.

A21.2.11. Copies of any DD Forms 2714

A21.2.12. Incident complaint report, Article 15 (prior or current), additional court-martial orders, reports, or counseling documentation, etc.

A21.2.13. Staff Judge Advocate's Review/Summary of Offense

A21.2.14. Record of Trial

A21.2.15. 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).

A21.2.16. 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.

A21.2.17. 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.

A21.2.18. FD-249.

A21.2.19. 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.

A21.2.20. Any other reports on file regarding the inmate's history, which may assist in classification, clemency consideration, decision to return to duty, or parole.

A21.2.21. 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.

A21.2.22. Documented evidence of physical examination by medical officer.

A21.2.23. Report of any neuropsychiatry examination.

A21.2.24. Copies of all DD Forms 2710, 2715-2 and 2719.

A21.2.25. Copy of DD Form 2718, showing date of and authority for release of inmate, when applicable.

A21.2.26. Detainer for return to military custody or to civilian authorities and permission from court concerned to transfer inmate from its jurisdiction, when applicable.

**A21.3.** Inmates personnel and pay records:

A21.3.1. 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/corrections facility. DO NOT send these to a federal facility.

A21.3.2. Hand carry PDF check plus a properly certified voucher, or a copy of the appropriate AF Form 1392 covering personal money of transferred inmates.

A21.3.3. Hand carry DD Form 504, AF Form 808 and appropriate PDF account paperwork to the designated confinement/corrections facility.

A21.3.4. AF Form 214, **Certificate of Discharge**, if applicable.

A21.3.5. 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, 1517 Billy Mitchell Boulevard, Lackland AFB, TX 78236-0119.

## Attachment 22

## SAMPLE INMATE TRANSFER REQUEST MESSAGE

DMS

SAMPLE

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**From: CONFINEMENT/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. **LOCATION OF CONFINED INMATE:**
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:** CA, GCMO NUMBER, DATE
7. **UNIT OF ASSIGNMENT AND SERVICING MPF AT THE TIME OF THE INMATE'S COURT-MARTIAL:**  
UNIT/BASE and UNIT MPF/BASE
8. **HOME OF RECORD:** TOWN, STATE. **PLACE OF REENLISTMENT:** CITY/STATE
9. **MINIMUM RELEASE DATE:**                      **MAXIMUM RELEASE DATE:**
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:** (Full Name, Rank/DSN phone number)
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, i.e., (**CUSTODY LEVEL, IF VWAP NOTIFICATIONS ARE REQUIRED, MEDICAL OR MENTAL CONDITION, GUARD OR RESERVE INMATE ON ACTIVE DUTY ORDERS**). *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 23****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 confinement/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)

1<sup>st</sup> Ind, Legal Representative

\_\_\_\_\_

Date

MEMORANDUM FOR NCOIC RTDP

Prior to signing the foregoing consent, I fully advised \_\_\_\_\_ of their rights regarding their sentence to confinement, including a prompt release from NAVCONBRIG Charleston, if they fail to complete the Return-to-Duty Program due to removal, or if they elect to withdraw from the program any time after their maximum release date.

\_\_\_\_\_  
Signature of Legal Representative

*PROTECTED BY THE PRIVACY ACT OF 1974 - this communication contains personal information which must be protected IAW DOD5400.11R and is FOR OFFICIAL USE ONLY*

(SAMPLE)

## Attachment 24

### MARRIAGE OF INMATES

**A24.1. PURPOSE AND SCOPE.** Provide confinement/corrections facilities guidelines for the marriages of inmates. The CSF shall approve an inmate's request to marry except where a legal restriction to the marriage exists, or where the proposed marriage presents a threat to the security or good order of the facility, or to the protection of the public. The CSF may approve the use of the facility for the marriage ceremony. If a marriage ceremony poses a threat to the security or good order of the facility, the CSF may disapprove a marriage ceremony in the facility, but will seek SJA guidance for an alternate means (i.e., most states recognize a marriage ceremony performed over speaker phones or a proxy marriage via affidavit of absent applicant for marriage license).

**A24.2. PROGRAM OBJECTIVE.** The expected result of this program: Inmate marriages will be requested, approved and conducted in accordance with all applicable laws, rules and regulations.

**A24.3. PRE-TRIAL AND OR DETAINEE PROCEDURES.** Procedures specified in this Program Statement apply to all Air Force pretrial, detainee and designated inmates. U.S. Marshals' holdovers and Immigration and Naturalization Service (INS) temporarily housed in Air Force custody shall be referred to those agencies for marriage consideration.

**A24.4. AUTHORITY TO APPROVE A MARRIAGE.** The CSF may approve the marriage of an Air Force inmate confined in an Air Force facility. This authority may not be delegated below the level of Acting CSF.

**A24.5. ELIGIBILITY TO MARRY.** An inmate's request to marry shall be approved provided:

A24.5.1. The inmate (and intended spouse) is legally eligible to marry. If overseas, some countries require citizenship of that country;

A24.5.2. The inmate is mentally competent;

A24.5.3. The intended spouse has verified, ordinarily in writing, an intention to marry the inmate; and

A24.5.4. The marriage poses no threat to facility security or good order, or to the protection of the public. For example, staff shall review the marriage request of all inmates. This scrutiny is to ensure the request is not made to circumvent existing visiting policy, thereby posing a threat to facility security or good order.

**A24.6. APPLICATION TO MARRY.**

A24.6.1. An Air Force inmate confined in an Air Force confinement/corrections facility who wants to get married shall submit a DD Form 510, requesting to marry to the confinement NCO. Requirements will vary by facility according to country (international) or State law. Obtain the requirements from the nearest city courthouse or foreign consulate. The confinement NCO will evaluate the request based on the criteria identified in paragraph 7. The confinement NCO will submit a written report of the findings and make a recommendation to the CSF for a final decision. Seek SJA assistance if there is a question about the age of the intended spouse. The intended spouse must obtain the needed documents.

A24.6.1.1. Information on the inmate's legal eligibility to marry is determined through conversation with the inmate and by reviewing the Inmate Correction Treatment File (CTF). Indication of a present or prior marriage, including a common-law marriage, requires written verification that the marriage is legally dissolved. The status of a common-law marriage and its dissolution, are determined under the law of the state where the marriage occurred. Questions on an inmate's legal eligibility to marry shall be referred to the SJA.

A24.6.1.2. Information on an inmate's mental competence may be obtained by reviewing behavioral health reports prepared on the inmate prior to and/or during the present period of confinement. A mental competency examination should not be conducted specifically to determine the inmate's mental competence to marry.

A24.6.1.3. The confinement NCO should contact and request a written statement from the intended spouse, to verify that party's interest in marrying the inmate. If requested, the staff member may reveal public record information from the inmate's file, but this contact shall not include a specific discussion of the inmate's personal history, or suitability for marriage. An intended spouse who requests this information shall be advised to discuss these issues with the inmate, or, if preferred, to write the ADC.

A24.6.1.4. The confinement NCO shall assess whether the marriage poses a threat to facility security or good order, or to public protection. As part of their review, the confinement NCO shall consult with the confinement officer for his or her assessment.

A24.6.2. The CSF will notify the inmate in writing whether the inmate's request to marry is approved or disapproved. A copy of this notification shall be placed in the inmate's CTF. When the CSF's decision is to disapprove the inmate's request, the notification to the inmate shall include a statement of reason(s) for that action. The CSF shall advise the inmate that the decision may be appealed to the installation commander.

#### **A24.7. SPECIAL CIRCUMSTANCES.**

A24.7.1. Detainers and Pending Charges. Staff review of a marriage request from an inmate who has a detainer and/or a pending charge, shall include an assessment by the SJA for the legal effects of the marriage on these actions. For example, an inmate could request to marry a potential witness in litigation pending against that inmate. Approving this marriage could affect the status of this litigation.

A24.7.2. Pretrial Inmates. A pretrial inmate may request permission to marry in accordance with the provisions of this rule. Staff shall contact the court, U.S. Attorney and in the case of an alien, the Immigration and Naturalization Service, to advise of the marriage request of the pre-trial inmate and to request their comments. Comments received should be specifically mentioned and considered, in the confinement NCOs report to the CSF.

A24.7.3. Federal Inmates Not in Federal Facilities. An AF inmate who is not confined in a federal facility who wants to get married shall submit a request to the appropriate installation confinement NCO. Prior to making a decision on the inmate's request, the confinement NCO shall advise the confining authority of the inmate's request and ask that information on the criteria identified in paragraph [A24.6.](#), be furnished.

#### **A24.8. MARRIAGE CEREMONY IN THE FACILITY.**

A24.8.1. The CSF may approve the use of the facility for a short simple marriage ceremony. If a marriage ceremony poses a threat to the security or good order of the facility, the CSF may disapprove a marriage ceremony in the facility. The CSF may not delegate the authority to approve or to disapprove a marriage ceremony in the facility below the level of Acting CSF. A marriage ceremony in the facility shall not be denied because it may inconvenience the facility. Ordinarily, if there is concern about facility security or good order, the matter can be resolved by controlling the place, time and number of participants for the ceremony, or by placing conditions or restrictions on the ceremony. When the CSF approves an inmate's application to marry, but *denies the use of facility* for the marriage ceremony, the CSF shall document the reasons for this disapproval and consult the SJA for other options (i.e., conduct the ceremony over speakerphones or conduct the marriage by proxy via a completed affidavit of absent applicant for marriage license).

A24.8.2. Expenses for a marriage ceremony in the facility shall be paid by the inmate, the inmate's intended spouse, the inmate's family, or other appropriate source must be determined in advance and approved by the CSF. The method of payment will be in a money order. The CSF may not permit appropriated funds to be used for the marriage ceremony. Upon request of the inmate, military Chaplain (clergy); a justice of the peace; an officiate may be authorized to assist in a marriage ceremony at the facility.

A24.8.2.1. The marriage ceremony may be performed by any military chaplain, community clergy, or by a justice of the peace. The facility chaplain must confirm that a community person requested to perform the marriage ceremony is either a member of the clergy or a justice of the peace.

A24.8.2.2. Because of ecclesiastical constraints, chaplains may decline to perform the marriage ceremony. Upon request of the inmate, the chaplain will assist the inmate in preparing for an approved marriage; for example, by providing, or arranging for an inmate to receive, prenuptial marriage counseling.

A24.8.3. The CSF shall require that the marriage ceremony be a short private ceremony conducted without media publicity and without a best man or bride's maids. There will not be visiting time between the couple after the ceremony unless a situation, i.e., sign legal documents, warrants approval from the CSF. The CSF shall notify the appropriate MAJCOM and HQ AFSFC/SFC of the proposed marriage of an inmate whose marriage might attract national attention, or significant local or regional attention.

**A24.9. FACILITY SUPPLEMENT.** Each CSF shall develop a facility Supplement establishing local procedures to implement this Program Statement. It should include, but not be limited to, information on the local marriage laws and processing procedures (for example, marriage license requirements, blood tests). Also note the military members responsibility to complete all requirements in arranging for the military identification card and DEERS and Tri-Care enrollment.