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Field Manual
No. 19-60

*FM 19-60

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 27 May 1986

Confinement and Correctional Treatment of US Military Prisoners

PREFACE

The Army correctional system (ACS) provides for the confinement and correctional treatment of US military prisoners. This field manual explains how the Army correctional system is organized. It discusses how the ACS provides custody, control, and correctional treatment. And it discusses the services and programs used to prepare prisoners for return to civilian life or to military duty.

FM 19-60 is primarily intended for military police soldiers who will or could work in correctional or confinement facilities as a result of their military occupational specialty (95C, 95B). But soldiers in other specialties supporting the Army correctional system will also find it useful.

FM 19-60 promotes a broad understanding of the military corrections process. It supports the principles on which the Army's correctional system is based and the regulatory guidelines (AR 190-47) that ensure the procedures and requirements of the system are in accord with military and civil law. FM 19-60 serves as the doctrinal foundation for 95C Corrections NCO training publications.

The proponent of this publication is HQ TRADOC. Submit changes for improving this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) and forward it to Commandant, US Army Military Police School, ATTN: ATZN-MP-DML, Fort McClellan, Alabama 36205-5030.

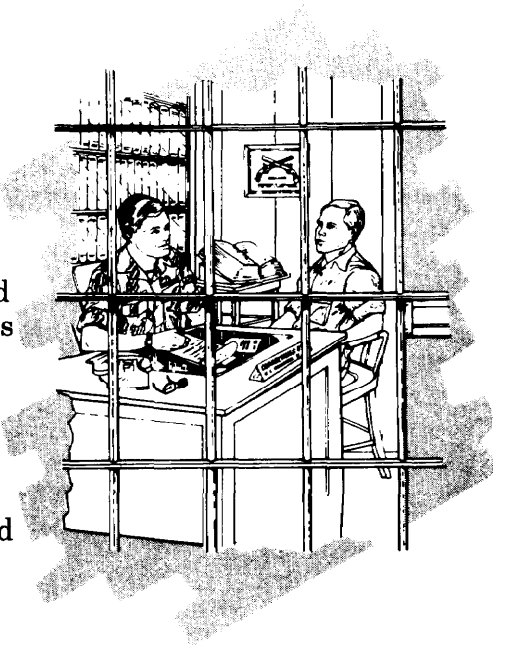
Unless otherwise stated, whenever the masculine gender is used both men and women are included.

*This publication supersedes FM 19-60, 8 October 1970.

Chapter 1

The Army Correctional System

The Army correctional system has a twofold mission. It provides for the confinement of military prisoners, and it provides for the correctional treatment of military prisoners. ACS facilities operate on a corrective rather than a punitive basis. The goal of ACS' correctional treatment is to help as many prisoners as possible become responsible, productive citizens when released to civilian life or, in some instances, returned to military duty. This philosophy governs all phases of confinement and correctional treatment. To that end, the Army staffs its facilities with carefully selected and well-trained professional personnel. And it provides its prisoners with programs of corrections, training, and rehabilitation. Both the staff and the programs help prisoners recognize and resolve their problems, correct their behavior, and improve their attitudes toward themselves and society.



The Army provides for the differing correctional needs of persons held for short, medium, and long periods of confinement by maintaining a three-tiered correctional system. Although the mission at all levels of the ACS is to confine US prisoners and to provide correctional treatment, the mission emphasis differs at each level. The differences in mission emphasis are based on the length of time prisoners are to be confined and the facilities and services such confinement requires.

At the local level are the installation detention facilities (IDFs), which hold pretrial detainees and short-term posttrial prisoners. Army IDFs provide limited services and custodial supervision. Also at this level are field confinement facilities for temporarily confining soldiers in custody in tactical situations until they can be evacuated to the rear.

On the second and third levels are the US Army Correctional Activity (USACA) and the US Disciplinary Barracks (USDB). Both the USACA and the USDB are full-scale correctional facilities. They both provide specialized correctional programs encompassing professional evaluation, counseling, training, custody, and personnel administration to prepare military prisoners for return to civilian life or to military duty. The USDB, because it holds prisoners in confinement longer than other facilities, places a correspondingly greater emphasis on the correctional portion of its mission.

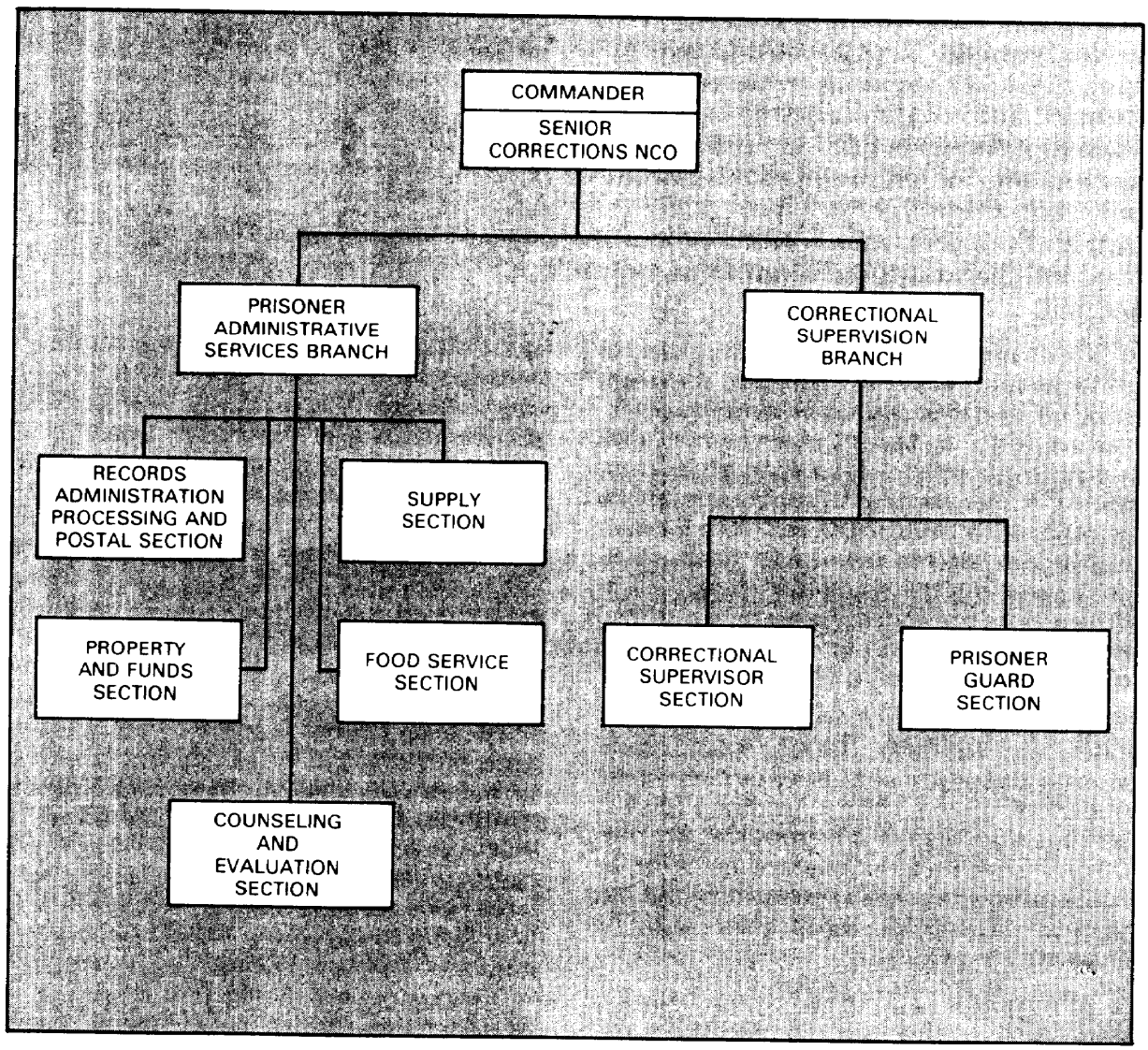
Although federal civilian penal institutions are not a part of the ACS, they are sometimes used by the military to confine prisoners. The Federal Bureau of Prisons, which is a branch of the Department of Justice, administers and operates the federal penal system. Generally, it is people who have been sentenced by federal courts who are confined in federal penal institutions. But military prisoners whose disciplinary and adjustment records indicate a need for the treatment available in a federal penal institution may be so confined. Military

prisoners who are to be confined in a federal institution are first confined at the USDB. From there they are transferred to the federal institution. For further guidance on procedures involving federal penal institutions, see AR 190-47.

IDF AND FIELD CONFINEMENT FACILITIES

Installation detention facilities are used to confine pretrial prisoners, posttrial prisoners awaiting transfer to another facility, and prisoners serving short-term sentences. The staffs at IDFs provide administrative services, custodial supervision, and limited counseling.

Important IDF functions include screening prisoners for transfer to another facility, processing prisoners whose adjudged punitive discharge is ordered, and coordinating with the installation AG for the reassignment of prisoners when they are released from confinement.



IDF Organization

Installation provost marshals are responsible for staff supervision of the operation and administration of installation detention facilities. They also are responsible for the custody and control of prisoners confined in hospitalized-prisoner wards. The installation PM guides and assists the facility commander and his staff in training the prisoners and the staff, implementing emergency plans, and obtaining people, equipment, and supplies to operate the facility. The installation PM also is responsible for ensuring that prisoners receive proper medical care.

Detention facility buildings are arranged with the primary goal of safely controlling detainees and prisoners. Special consideration is given to cells and living quarters, fire protection devices, and locking devices. IDFs must meet specific requirements for location, site, and the amount of space allotted for confinement areas in which prisoners are quartered. Workshops and recreation areas are constructed in facilities large enough to accommodate them. All IDFs must meet the physical requirements for the confinement of both sexes. See AR 190-47 for details.

Usually the prisoner capacity of a facility is based on 1 percent of the troop strength of the area being served. In some cases, the prisoner population of a facility maybe very small, or the size, location, or troop strength of an installation may not warrant a facility. Under such circumstances and when the installation commander so decides, prisoners of one service may be confined in confinement facilities operated by another service. The services coordinate a local written agreement. The agreement is based on the particular needs of the services located in the area the facility serves. The rules, regulations, laws, and procedures that apply to the confinement of Army prisoners also apply to the confinement of members of the other services. *See Appendix A* for an example of an inter service support agreement (ISA).

When access to a military confinement facility is not available, military prisoners may be temporarily confined in federally-approved local county or city jails or in MP detention cells. However, the prisoner must not be confined more than 72 hours after being sentenced before he must be transferred to a military confinement or correctional facility. There is one exception to the 72-hour rule. To prevent the transfer of an accused prisoner during court-martial proceedings, the general court-martial-convening authority may grant an exception to the 72-hour rule. For a detailed discussion of temporary confinement of military prisoners, see AR 190-47.

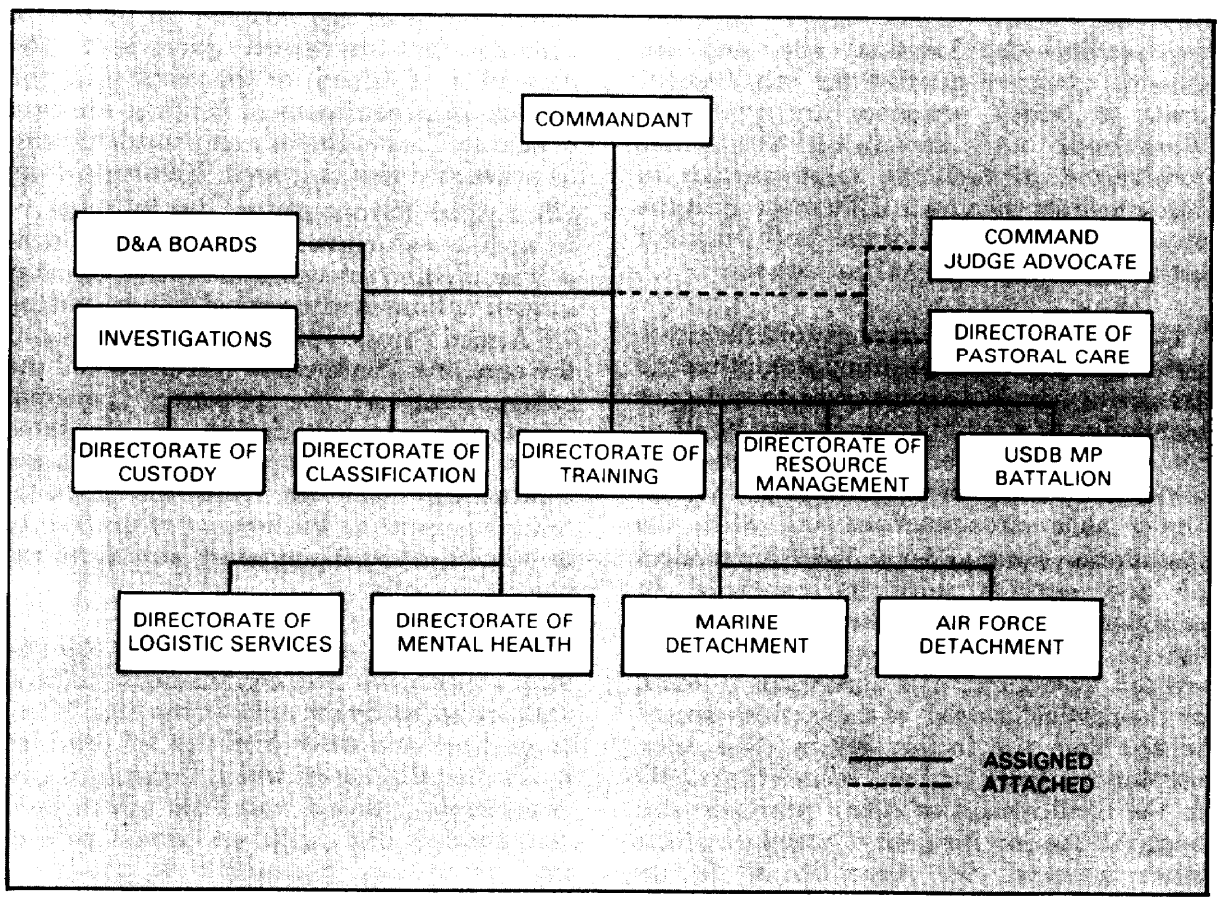
Field confinement facilities are temporary facilities set up in tactical situations. They are used to confine soldiers when it is imperative that the soldiers be placed in custody for their own protection, the protection of others, or the dictates of the service. Field confinement facilities are used to hold soldiers in custody only until they can be evacuated to a rear area. Members of the US Armed Forces cannot be confined in immediate association with enemy prisoners of war, civilian internees, detainees, or other foreign nationals who are not members of the US Armed Forces. Policies and procedures on the care and treatment of prisoners and the safeguarding of the prisoners' personal effects apply to field facilities to the same extent that they apply to other Army confinement facilities. And the physical criteria permitting the housing of the facility in permanent and temporary structures are basically similar.

Provost marshals of tactical units exercise staff supervision over confinement facilities that are set up by the units in the field. When in garrison and when facilities are provided by the installation on which the tactical unit is stationed, tactical unit PMs advise their commanders and staffs on current policies and procedures pertaining to prisoners. Tactical unit PMs also maintain liaison with the installation PM.

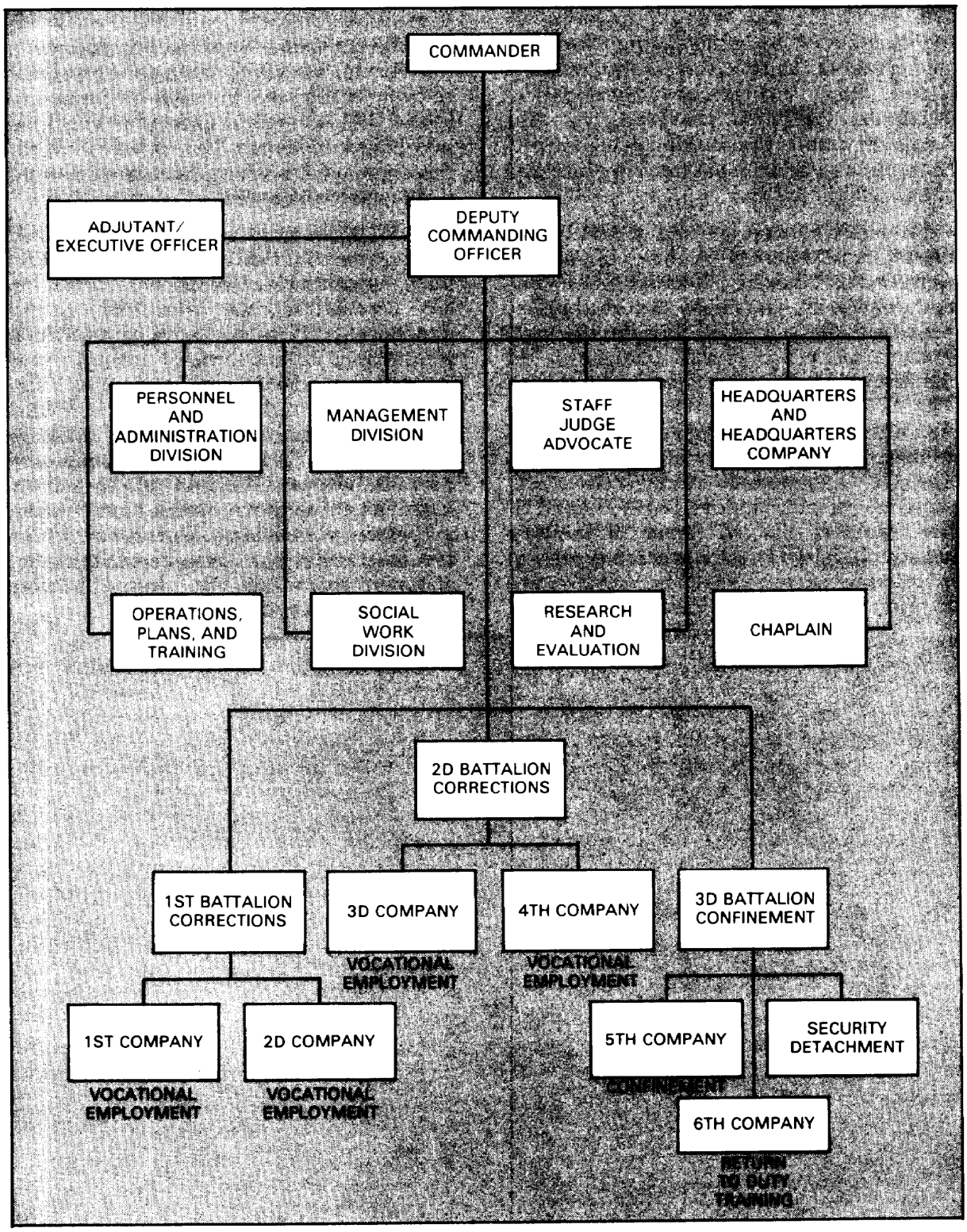
CORRECTIONAL FACILITIES

The Army's correctional facilities provide for prisoners sentenced to what the Department of the Army classifies as medium-term or long-term periods of confinement. The United States Army Correctional Activity provides custody and control for Army enlisted prisoners whose confinement will be medium-term and followed, usually, by a punitive discharge. The United States Disciplinary Barracks provides custody and control for military prisoners whose sentence to confinement will be long-term.

The missions and functions of the USACA and the USDB are similar. Both facilities provide a safe, secure environment in which confined prisoners can undergo correctional treatment. At both facilities the mission emphasis is on correctional treatment and educational and vocational training. And both facilities are staffed with carefully selected, well-qualified correctional, supervisory, and professional personnel. The USDB, however, because it confines long-term prisoners, provides specialized correctional programs. And it has specialized sections included in its organizational structure. The USDB provides the professional evaluation, counseling, training, and personnel administration needed to prepare inmates for return to civilian life or, more rarely, military duty.



USDB Organization



USACA Organization

At each facility the commander is responsible for the facility's administration and operation. He also oversees the custody, control, and correctional treatment of prisoners. And he provides for the employment and training of prisoners and the training of soldiers assigned or attached to the facility for duty.

The historical development of the USACA began in 1968 when the US Army Correctional Training Facility (CTF) was established in response to the public demands during the mid-1960's that society attempt to rehabilitate criminals in confinement rather than just confine them. The CTF's mission was to confine prisoners and retrain them for return to duty or, when necessary, to separate them from the Army. The CTF emphasized rehabilitation and retraining for return to duty. In 1973, the CTF was renamed the US Army Retraining Brigade (USARB) to more accurately reflect its emphasis on retraining. Then in 1982, the USARB was named the United States Army Correctional Activity to reflect the change in mission emphasis from retraining prisoners for return to duty to confining and preparing them for reentry into the civilian community. While USACA's main mission is to confine and prepare prisoners for return to civilian life as productive citizens, it also retrains and returns deserving soldiers to active duty.

The USDB, located at Fort Leavenworth, Kansas, was first established as a military prison under the War Department in 1874. In 1895, its control was transferred to the Department of Justice for use as a federal penitentiary. Eleven years later, it was returned to the control of the War Department. In 1915, the facility's official designation was changed from military prison to the United States Disciplinary Barracks. Between 1929 and 1940, the facility served as a penitentiary annex, again under the control of the Justice Department. Since 1940, the facility has been operating under military control as the United States Disciplinary Barracks.

Chapter 2

Prisoners' Legal Requirements and Rights

Restraint or confinement of military personnel is governed by provisions in the Uniform Code of Military Justice, the Manual for Courts Martial, and local and service regulations. Throughout the entire confinement process, from pretrial confinement to termination of prisoner status, the Army correctional system provides for the legal, humane, and just treatment of US military prisoners.



CONFINEMENT REQUIREMENTS

Accused prisoners in pretrial confinement are informed of the nature of the offenses for which they are being confined. The accused prisoner is so informed at the time of his confinement. Within seven days of the prisoner's confinement, a neutral and detached military magistrate reviews the circumstances of the prisoner's confinement. The magistrate then determines whether continued pretrial confinement is necessary. Pretrial confinement over 30 days is allowed only when approved by the general court-martial-convening authority. Such approval is made on a case-by-case basis.

Individuals are accepted for confinement only on receipt of a court-martial order, a report of the result of trial, or a confinement order. The court-martial order must be issued by the convening authority ordering the execution of the individual's sentence. If a commissioned officer or a warrant officer is to be placed in pretrial confinement, the confinement order must originate with the officer's commanding officer. The confinement order is read to the confinee in person by a commissioned officer. According to the UCMJ, an enlisted soldier may be confined prior to a trial on the confinement order of his commanding officer or of any warrant or noncommissioned officer to whom the commanding officer has delegated his authority to do so. In addition, an enlisted soldier may be confined on the order of any commissioned officer who has personal knowledge of the offense or has made inquiry into it. Specific procedures for pretrial confinement can be found in local SOPs and local supplements to AR 27-10. A new confinement order is not needed to reconfine a soldier who is convicted at a trial by court-martial following pretrial confinement. A commander or the trial counsel, if such authority is delegated to him, can order the soldier into posttrial confinement through a report of the result of trial.

PRISONER STATUS

Determination of a prisoner's status is made as soon as he enters a confinement facility. A prisoner's status is revised as necessary in response to judicial proceedings and other actions that affect his status.

A prisoner's status falls into one of six categories: casual, detained, adjudged, approved adjudged, sentenced, and officer. A casual prisoner is in confinement awaiting another command or military service to give

further instructions on his disposition or is waiting to be transferred to another facility or back to his unit. A detained prisoner is an enlisted service member in confinement awaiting the filing of charges, the disposition of charges, a trial by court-martial, or a trial by a foreign court. An adjudged prisoner is a prisoner who has been sentenced in open court, but the convening authority has not yet approved the sentence. An approved adjudged prisoner is a prisoner in confinement whose sentence has been adjudged and approved but not yet ordered into execution. A sentenced prisoner is a prisoner who is serving a sentence already ordered into execution. An officer prisoner is any commissioned or warrant officer on active duty who has been placed in confinement but has not yet had his sentence ordered into execution.

A prisoner's status changes during his term of confinement as the judicial process moves to completion. A prisoner's status changes from detained to adjudged when the sentence has been adjudged by a court-martial but the convening authority has not yet approved the sentence. A prisoner's status changes from adjudged to approved adjudged when the sentence has been approved by the convening authority but the sentence has not yet been ordered into execution. A prisoner's status changes from officer or approved adjudged prisoner to sentenced prisoner when the sentence is ordered into execution. And a prisoner's status can change from sentenced prisoner to civilian. This occurs when the prisoner's discharge has been executed and his sentence has expired, but he remains under military jurisdiction pending further legal, administrative, or medical actions.

SEGREGATION REQUIREMENTS

In accord with the requirements imposed by law and regulation, some categories of prisoners are kept and housed separately from other prisoners.

Pretrial prisoners who are in a detained status are not treated the same as posttrial prisoners whose status is adjudged, approved adjudged, or sentenced. Detained prisoners have not been proven guilty of any offense. Their confinement is not a punishment; it is only a means of ensuring their presence for trial or of preventing further serious misconduct. Detained prisoners are segregated as much as possible from all other prisoners, both in their working and their living arrangements. A detained soldier can waive his right to segregation from the general prison population if the facility cannot provide full benefits, like recreation, to detained prisoners while they are segregated from the general prison population. Waiving this right is strictly voluntary. The waiver is made in writing on DA Form 3702-R (Request to Work With and Be Billeted With Sentenced Prisoners).

Officer prisoners whose sentences have not been ordered into execution are entitled to certain rights and privileges. These privileges end when an officer's sentence begins and his status changes from officer prisoner to sentenced prisoner. Until that change in status, officer prisoners are employed and housed separately from enlisted prisoners unless they want to waive these privileges.

Female prisoners may only be confined in facilities that have been approved for the housing of women. Approved facilities afford separate living accommodations for female prisoners. If on-post facilities are not available, arrangements may be made with local city or county officials who have federally-approved detention facilities for women. Civilian facilities may be used only for pretrial or short-term (30 days or less) posttrial confinement.

Female prisoners are segregated from male prisoners except when participating in supervised classes, training, and group counseling, or when dining. All men are

REQUEST TO WORK WITH AND BE BILLETED WITH SENTENCED PRISONERS

For use of this form, see AR 190-47; the proponent agency is the ODCSPER

LAST NAME-FIRST NAME-MIDDLE INITIAL	GRADE	SOCIAL SECURITY NUMBER
LEWIS, DAVID J.	E-5	449-06-1095

TO:	CONFINEMENT FACILITY
Commanding Officer Cpt. Smith	US D.B.

LINE THROUGH UNAPPLICABLE PARAGRAPH

1. I have been advised that Army regulations require that prisoners work and train to the same extent as regular duty soldiers. I also understand that, as an unsentenced prisoner, I may not be commingled with sentenced prisoners in billets and employment, unless I specifically request it. I voluntarily waive my right to work and be billeted separately from sentenced prisoners, and I hereby request that I work with and be billeted with sentenced prisoners.

2. I have been advised that Army regulations require that prisoners work and train to the same extent as regular duty soldiers. I also understand that, as a noncommissioned officer in an unsentenced status, I may not be commingled with the general prisoner population in billets and employment, unless I specifically request it. I voluntarily waive my right to work and be billeted separately from the general prisoner population, and I hereby request that I work with and be billeted with the general prisoner population.

D.J.L.

SIGNATURE AND GRADE OF WITNESS AND DATE	SIGNATURE OF PRISONER AND DATE
J. Newman, MSG	David J. Lewis

DA Form 3702-R, 1 Oct 75 EDITION OF 1 MAR 71 IS OBSOLETE

Example of DA Form 3702-R

prohibited from female prisoner domicile areas unless a female corrections staff member is present. When female prisoners undergo administrative or disciplinary segregation or have privacy needs, female corrections personnel supervise and control the female prisoners.

PRISONERS' RIGHTS

Soldiers do not automatically forfeit all of their rights upon confinement. Prisoners retain most of the rights guaranteed them by the US Constitution, although perhaps to a lesser degree. For soldiers in confinement, the most important of the constitutional rights are found in the first, fourth, fifth, sixth, and eighth amendments of the Constitution.

The first amendment guarantees freedom of religion. Prisoners have the right to embrace their religious beliefs and to be free from discrimination because of those beliefs. But the practice of their religious beliefs is subject to modification caused by the conditions and circumstances of their confinement. The Army provides for prisoners' religious rights in its correctional system. Chaplains minister to the needs of prisoners. Regularly scheduled religious services are held, But prisoners are not required to attend religious meetings or services. Prisoners in disciplinary segregation or close confinement are afforded visits from a chaplain. And prisoners are allowed to possess Bibles, scriptures appropriate to their faith, prayer books, and religious pamphlets.

The first amendment also guarantees freedom of speech. For prisoners, however, some restrictions do apply. For example, prisoners may not give face-to-face interviews with the press. But they are allowed to make statements to the press through their attorneys. To prisoners the most significant aspect of any restrictions on their freedom of speech may be the degree to which limits are placed on their mail. The Army recognizes that frequent contact between prisoners and their families is vital to prisoner rehabilitation. Therefore, prisoners are allowed to enjoy mail privileges with a minimum of interference.

The correctional staff keeps a record of inspection of each prisoner's mail, correspondence, and authorized correspond: ents, on DD Form 499 (Prisoner's Mail and Correspondence Record). Generally, prisoners' mail is inspected but not read. Inspections are made to control traffic in contraband, money, and valuables. Both incoming and outgoing letters are inspected. But ordinary mail may be read, rejected, or censored if the facility commander has probable cause to believe that a letter contains plans for criminal activities or escapes, codes or plans for activities in violation of facility rules, requests for prohibited gifts or money, or obscenity. If a prisoner's mail is to be censored or rejected, the prisoner is notified of that decision. The author of the letter is given reasonable opportunity to appeal the decision. Appeals are decided by an official other than the person who originally disapproved the correspondence. The appellate official's decision is final. The guidelines for regulating prisoners' mail can be found in AR 190-47.

Different rules regarding the inspection and reading of mail apply to privileged mail. Privileged mail may be opened and inspected, but not read, to control contraband, money, or valuables and to verify authenticity. If a letter qualifies as privileged mail, it is usually delivered to the prisoner unopened. If privileged mail is opened, it must be opened in the presence of the prisoner and a commissioned officer. Mail between prisoners and the President and his representatives would qualify as privileged mail. So, too, would mail between prisoners and—

- The Vice President and his representatives.

PRISONER'S MAIL AND CORRESPONDENCE RECORD

LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NO /SOCIAL SECURITY NO	MARITAL STATUS
NELSON, CHARLES E.	111-22-3333	MARRIED

NAME, RELATIONSHIP AND ADDRESS OF AUTHORIZED CORRESPONDENTS (Include ZIP Code)	INCOMING MAIL (Date)	OUTGOING MAIL (Date)
MRS. MARY E. NELSON 311 Hilltop Road Weaver, AL 36277 REL: WIFE	7 Mar 85 10 Mar 85 12 Mar 85 14 Mar 85	7 Mar 85 10 Mar 85 12 Mar 85 15 Mar 85
MR. JOHN R. NELSON 315 Riley Drive Leavenworth, KS 66027 REL: FATHER	18 Sept 84 30 Sept 84 15 Oct 84 25 Nov 84 23 Dec 84 20 Jan 85 15 Feb 85 18 May 85	21 Sept 84 1 Oct 84 21 Oct 84 1 Dec 84 24 Dec 84 23 Jan 84 15 Feb 84 20 Mar 85
MS PATRICIA M. WILSON 3015 Alexandria Road Piedmont, VA 21344 REL: MOTHER	10 Sept 84 30 Sept 84 15 Oct 84 25 Nov 84 23 Dec 84 20 Jan 84 15 Feb 85 18 Mar 85	21 Sept 84 1 Oct 84 21 Oct 84 1 Dec 84 24 Dec 84 23 Jan 85 15 Feb 85 20 Mar 85
MR. GEORGE W. JONES 152 Kayln Drive Weaver, AL 36277 REL: FRIEND	10 Dec 84	5 Dec 84

DD FORM 1 OCT 87 499 PREVIOUS EDITIONS ARE OBSOLETE.

Example of DD Form 499

- Members of Congress and their representatives.
- The US Attorney General and his representatives.
- The Judge Advocate General and his representatives.
- The prisoner's defense counsel or any attorney of record.
- Chaplains or clergy, when recommended by the installation chaplain.

The fourth amendment guarantees the right of people to be secure from unreasonable searches and seizures. However, in confinement facilities the rights of prisoners are diminished substantially in this respect. The Supreme Court has ruled that a prisoner has no reasonable expectation to privacy. Most searches within a confinement facility are deemed "reasonable" because they are necessary to control weapons and contraband. Visitors to a facility may not be physically searched unless probable cause to search exists. But they can be screened electronically. And they may be required to secure their handbags and parcels in lockers before their visit. If probable cause exists, correctional personnel should call other law enforcement officials to conduct the search.

Unlike the fourth amendment, the provisions of the fifth amendment, in conjunction with Article 31 of the UCMJ, apply with full force, in or out of confinement. A suspect or an accused person is protected from compulsory self-incrimination. Thus, a prisoner who is suspected of an offense must be advised of his rights before being questioned. Failure to advise a prisoner of his rights renders any statement made by the prisoner inadmissible.

The sixth amendment guarantees an accused person the assistance of counsel for his defense. The government may not interfere with a legitimate attorney-client relationship when it relates to a criminal trial. The right to counsel, however, does not extend to representation by a lawyer at facility discipline and adjustment (D&A) board hearings.

The eighth amendment prohibits cruel and unusual punishments. This amendment also imposes the assurance of proper care and safety standards for prisoners. For example, prisoners must be assured adequate medical care and be protected from assaults. And, in accord with the principles of the eighth amendment, the Army prohibits the use of certain custody and control measures. Dogs are not used to guard prisoners. Patrol dogs, however, may be used to track escapees. Chemical agents other than CS riot control agents are not permitted. Machine guns, rifles, or automatic weapons are not permitted on guard towers or at fixed posts. Wire may not be electrically charged. Restraints securing a prisoner may not be attached to a fixed object. Pistols and revolvers may not be used to guard prisoners except when the prisoners are being transported from one place to another. The Army imposes these restrictions on all personnel through AR 190-47.

Chapter 3

Custody and Control



The Army correctional system's mission of confining military prisoners is accomplished by maintaining prisoners in custody and under control. Maintaining custody and control are basic functions for every confinement or correctional facility. Facility personnel achieve and maintain custody and control of prisoners by employing a number of custody and control measures. Prisoners are subject to custody and control measures 24 hours a day in all aspects of their lives in confinement, both inside and outside the facility.

CUSTODY MEASURES

To maintain custody, limits are placed on prisoners' freedom of movement. Custody is maintained within a facility by the presence of guards, walls, fences, protective lighting, alarms, and locking devices. Custody is maintained outside a facility by the presence of guards or supervisors. Custody of prisoners who have been designated as installation parolees is maintained by the conditions placed on their parole agreement.

CUSTODY GRADES

To help maintain custody, each prisoner is assigned a "custody grade." Custody grades designate the degree of supervision required to control the prisoner's movements. The facility commander or his representative assigns custody grades to prisoners based on their status; signs of emotional disturbance and instability; history of escape, drug addiction, or violence; and access to sensitive material. Custody grades are assigned with the minimum level of control necessary in mind. A prisoner's custody grade may be changed at any time. Reclassification is based on continual observation and evaluation of the prisoner. Each prisoner is promptly advised of his custody grade and the amount of supervision that he will receive. At the USACA, for example, each incoming prisoner is automatically assigned a specific custody grade for a certain period of time. During that time, the correctional staff observes and evaluates the prisoner's behavior. At the end of the period, the staff reviews the prisoner's behavior and, based on this review, assigns the prisoner an appropriate custody grade.

The four custody grades that are assigned to prisoners are installation parolee, minimum custody, medium custody, and maximum custody. Installation parolees require no custodial supervision. They are prisoners who have responded well to their correctional treatment programs. They also have shown that they can be trusted if given greater freedom. Installation parolees may be assigned to quarters outside the enclosed portion of the confinement facility. They also may be allowed to work and train within the specific limits of the military reservation without guards or supervisors. Minimum custody prisoners require little custodial supervision. They are allowed to move within the facility with little supervision. They are considered sufficiently dependable to be employed or trained outside the confinement facility. Minimum custody prisoners are quartered in the less secure housing units

within the facility. Medium custody prisoners require continuous supervision, but they are seldom considered a threat to life, limb, or property. They are usually employed inside the facility. When employed outside the facility, a ratio of not more than three prisoners to one unarmed guard is used. Medium custody prisoners are quartered within the facility in secured quarters. Maximum custody prisoners require constant close supervision. They are not allowed to move about without an escort. They are potential escapees or exhibit behaviors of a dangerous, troublemaking nature. They are employed only inside the facility.

The corrections NCOs ensure that prisoner movements are orderly, punctual, and well supervised. Inside a facility, prisoners usually move in mass or in groups to and from activities, such as work, meals, and recreation. At times it is necessary to allow individual prisoners to move about the facility without a guard. But custody measures can be developed to accommodate this need. For example, if a facility has a sufficient number of prisoners and its physical layout so allows, the facility commander may set up a pass system. Passes provide a means of checking a prisoner's activities in case there is an incident that involves him. Requests for passes are made in advance. A prisoner receives his pass at a start point and carries the pass on his person at all times. At each checkpoint, a guard records the event in ink on the pass, including the time, the place, and the guard's initials. The pass is collected when the prisoner returns to the start point. The pass is filed in the administrative section for 60 days.

For movements involving female prisoners, female guards should escort female prisoners. If a female prisoner being moved is a security risk, a male guard may accompany the female guard. When this is the case, the male guard only comes in contact with the prisoner or the female guard when his help is needed. If female guards are unavailable, two male guards may escort a female prisoner. But both guards must stay with the prisoner at all times. Movements involving two male guards and a female prisoner should be limited to emergency movements for short distances or times. Security precautions for such movements must be modified to accommodate the prisoner's sex.

ADMINISTRATIVE SEGREGATION

Sometimes specific prisoners must be separated from the larger population for more intense custodial supervision. Facility commanders may authorize the segregation of prisoners, either individually or by groups. Such segregation may be done for the good of the segregated prisoner or for the good of the larger population.

Prisoners may be placed in administrative segregation for a number of reasons. They may be segregated as a protective measure or for medical reasons. Or they may be segregated because of homosexual behavior or to await the results of an investigation.

Segregated prisoners are placed in "close confinement." Prisoners in close confinement are subject to increased supervision. They are escorted whenever they must leave their cells. And they are quartered in cells especially set aside for this purpose, Close confinement quarters must be adequately lighted, heated, and ventilated. The quarters must measure at least 6 feet wide, 8 feet long, and 8 feet high. Solid doors are used only when they are needed to keep noisy prisoners from disturbing others. Sleeping accommodations are elevated from the floor.

Administratively segregated prisoners usually are allowed the same food and privileges as prisoners who are not in close confinement. But modifications may be required by considerations of health, welfare, control, and availability of facilities. Prisoners in close confinement are allowed the same amount of clothing as other prisoners. They are allowed sufficient covers

for warmth during sleeping hours. And they may have a Bible or other religious book appropriate to their faith. But a segregated prisoner might be deprived of his bedding or clothing if the facility commander placed the prisoner in close confinement because of the prisoner's suicidal intent. In such a case the clothes would be removed to prevent injury.

Prisoners placed in administrative segregation may be kept in close confinement either 24 hours a day or only at night. They must receive at least 30 minutes of exercise daily. And they can be used on employment projects if such work is consistent with control procedures and the purpose of their segregation.

CONTROL MEASURES

To maintain control, limits are placed on prisoners' actions and behaviors. Control is invoked by the correctional staffs insistence on a state of order and military discipline among the prisoners. Control is sustained by the carrying out of a system of routines in the daily lives of the prisoners. For example, prisoners are routinely required to provide a daily display of their clothing, equipment, and health and comfort supplies. Control is reflected in the disciplined appearance, bearing, and conduct of the prisoners and by their prompt obedience to rules, regulations, and orders.

DISCIPLINARY MEASURES

Disciplinary measures may be imposed on prisoners to correct deviant behavior and to protect other prisoners, the staff, and government property.

For example, prisoners may be placed in disciplinary segregation as punishment for offenses they have committed in the facility. These prisoners have shown that they need stricter disciplinary control than other prisoners do. Prisoners are medically cleared before they are placed in disciplinary segregation. And disciplinary segregation should not exceed 15 consecutive days for any one application of the measure. Prisoners in disciplinary segregation, like those in administrative segregation, are quartered in close confinement cells and are subject to all of the restrictions that go with close confinement. In addition they are also subject to further restrictions. Their reading materials are restricted, but, as a minimum, they may have a Bible or other appropriate religious reading material. They may not be employed. The only work allowed to them is the cleaning of their own quarters. They receive at least 30 minutes of exercise each day, but only as long as their behavior is manageable. And hand irons or other restraining devices may be used during movement within the confinement or correctional facility. When a guard escorts a prisoner who is in disciplinary segregation, the guard stays to the rear of the prisoner and accompanies the prisoner at all times. For more information on the types of and procedures for administrative disciplinary measures, *see AR 190-47*. Guards must inspect prisoners in close confinement for disciplinary segregation at least hourly; every 15 minutes if the prisoner is considered suicidal. For more information on inspections of prisoners in close confinement, *see Chapter 6.*

Abusive measures are not imposed in the Army's correctional system. Cruel or unusual punishment, like wearing a ball and chain or being tattooed or flogged, has no place in Army discipline. Prisoners are not disciplined by being deprived of medical aid, food, clothing, shelter, or the opportunity for personal hygiene equal to that of their fellow prisoners. Nor are they disciplined by being subjected to physical or emotional stress or even make-work laboring. Such disciplinary measures are prohibited in the Army correctional system.

Corrections NCOs are alert for indications of impending problems in maintaining control and discipline. And they take measures to eliminate factors that can

promote problems. For example, prisoners cannot be permitted to harass the facility staff. Such behavior violates discipline and reduces control. Prisoners may try to convince a guard to change a decision or an order with bluster, threats, or cajolery. This is especially common when a guard is inexperienced. Prisoners, sensing this situation, try to take advantage of it. The corrections NCO issues firm, decisive orders in a positive tone to minimize such harassment. But sometimes prisoners deliberately create problems to harass guards. Or they express their resentment of confinement through profane or abusive language directed at guards and the facility, This type of language is not tolerated. (Profane or abusive language is considered a separate form of harassment because of the degree of self-control and restraint that a guard must exercise on such occasions.)

The imposition of disciplinary measures often begins with a disciplinary report written by a corrections NCO. A disciplinary report is written in an objective manner. It presents a detailed summary of an incident in which a prisoner violates discipline. It addresses the pertinent facts of who, what, where, when, why, and how.

When a facility commander receives a disciplinary report on a prisoner he has several options at his disposal. He can reduce the report to a memorandum of record. He can refer the prisoner for counseling. He can refer the case to a discipline and adjustment board. Or he can recommend action under the UCMJ.

A D&A board evaluates facts and circumstances that relate to the alleged violations. Because a D&A board is an informal fact-finding body, formal rules of evidence and procedure can be waived. But the board must use some form of due process during its proceedings. Whenever possible, the prisoner is given written notification of the charges at least 24 hours before the board convenes. The prisoner may confront accusers, cross-examine witnesses, and present evidence. He is allowed to be present during all open sessions of the board. He also has protection against self-incrimination.

Unlike courts-martial, only substantial evidence is needed to support a D&A board's findings. To find a prisoner guilty, the board's vote must be unanimous. A D&A board may recommend any of the following administrative, disciplinary, or management actions:

- A reprimand.
- A warning.
- Extra duty.
- Deprivation of privileges.
- Disciplinary segregation.
- Forfeiture of accrued good-conduct time.
- Reduction in custody grade.
- Trial by court-martial.

Depending on the degree of discipline that the board decides is appropriate, it may either take action itself or make recommendations to the approval authority. For information on specific administrative disciplinary measures, see *AR 190-47.*

At IDFs, the facility commander may perform the function of a D&A board. At the USACA, this authority may also be delegated to a unit commander. At the USDB, a prisoner can request a three-person D&A board consisting of two officers and one NCO (staff sergeant or higher). The USDB D&A board is strictly advisory in nature, providing recommendations to the commandant. At the USDB, the prisoner can consult with an attorney before a D&A board hearing. But the USDB is the only ACS facility resourced to provide the prisoner with legal advice for a D&A board hearing. Prisoners can appeal any punishment, including minor punishments and forfeiture of good-conduct time.

EMERGENCY MEASURES

Each confinement facility provides for the safe custody and maintenance of control of prisoners during emergencies like fires, escape attempts, or other disturbances. Formal plans are developed and periodically reviewed to ensure that they are complete and

that the information contained in them is current. The plans stipulate the actions to be taken during emergencies. For example, the plans include measures to apprehend escaped prisoners. And they also include actions to be taken in the event of fire or a prisoner disorder, riot, or hostage situation. For a sample emergency plan, *see Appendix B.*

Each confinement facility maintains a guard reserve that is mobilized in the event of an emergency. The guard reserve may be composed of guards who are off duty or in a standby status. Or it may be composed of administrative personnel, soldiers from other units on the installation, or a combination of these. The guard reserve trains and practices to ensure it can carry out the facility's emergency plans.

Escapes may occur at a facility if there are deficiencies in physical facilities, personnel, or both. The proper training of custodial and guard personnel and a continuous review of physical facilities and restraints can prevent or greatly reduce the possibility of escapes. To this end, the facility commander ensures that the facility is sufficiently staffed and trained to perform the mission. Through experience, the facility staff learns to recognize the symptoms and triggering situations associated with escape-attempt behaviors. They learn when and how to take preventive action. Escape behavior may be triggered by bad news from home, harassment by guards, or pre-release anxiety. Correctional supervisors watch for signs of staff inexperience, apathy, overfamiliarity, or brutality that promote prisoner unrest.

Disturbances among prisoners may take the form of minor disorders, major disorders, or full-scale riots. Disorders and riots may be spontaneous. Or they may be organized diversions for escape attempts or to emphasize grievances. Disturbances may take the form of demonstrations, hunger strikes, work stoppages or slowdowns, or destruction of property.

The way that a facility staff handles disorders determines whether a minor disorder is brought under control or grows to major proportions. Prisoners involved in a disturbance must be dispersed so that they cannot function as a cohesive group. Once dispersed, participants must be prevented from rejoining the disturbance. And ringleaders must be identified, isolated, and removed from the disturbance as soon as possible.

Guards must know where disturbances are likely to occur. The most likely places for disturbances are places where prisoners congregate in numbers. These places include the dining facility, the cellblocks, the recreation field, the gymnasium, building entrances, the library, and the chapel. Guards assigned to these areas are especially watchful for troublemakers and for gatherings of small groups.

CUSTODY AND CONTROL MEASURES DURING TRAVEL

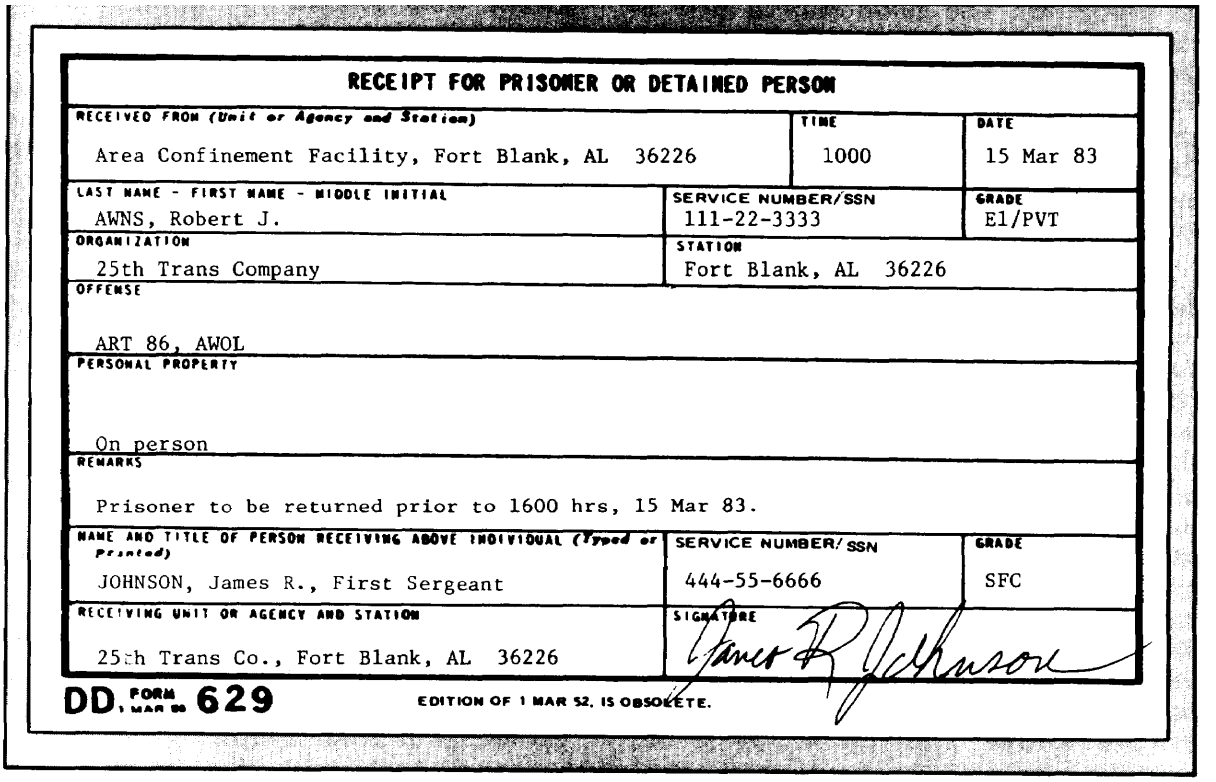
The movement of prisoners from one place to another outside the facility offers prisoners their best opportunity for an escape attempt. The use of established and stringent custody and control measures reduces the likelihood of this occurring. Procedures and techniques for the movement of prisoners may be modified as needed by the facility commander or the commander who is directing the movement. But the guards' alertness to duty and their adherence to proven procedures and techniques are essential.

When a prisoner is being placed in temporary confinement, the prisoner's unit is responsible for escorting the prisoner to the confinement facility. The unit is responsible for ensuring that the escort guards are qualified for escort duty, including weapons use when needed. The unit also ensures the guards are properly briefed on the use of force.

The number of guards required for each type of movement depends on the number of prisoners to be moved and the custodial supervision required. If a prisoner is a

potential security risk, the guards are armed. Armed guards are always careful to keep their weapons on the side away from the prisoner.

Prisoners may be placed in hand irons at the discretion of the movement commander. However, handcuffing procedures must be established to ensure that troublemakers, prisoners who exhibit abnormal behavior, and escapists are not handcuffed to each other. Prisoners must not be handcuffed to fixed objects during transportation. Each prisoner is frisk searched before leaving the facility. A DD Form 629 (Receipt for Prisoner or Detained Person) is signed for every prisoner escorted out of the facility. Prisoners are moved by foot when the distance involved is short enough to justify this method or when other means of transportation are not available.



RECEIPT FOR PRISONER OR DETAINED PERSON

RECEIVED FROM (Unit or Agency and Station)	TIME	DATE
Area Confinement Facility, Fort Blank, AL 36226	1000	15 Mar 83

LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NUMBER/SSN	GRADE
AWNS, Robert J.	111-22-3333	E1/PVT
ORGANIZATION: 25th Trans Company	STATION: Fort Blank, AL 36226	

OFFENSE: ART 86, AWOL

PERSONAL PROPERTY: On person

REMARKS: Prisoner to be returned prior to 1600 hrs, 15 Mar 83.

NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL (Typed or Printed)	SERVICE NUMBER/SSN	GRADE
JOHNSON, James R., First Sergeant	444-55-6666	SFC
RECEIVING UNIT OR AGENCY AND STATION: 25th Trans Co., Fort Blank, AL 36226	SIGNATURE: James R Johnson	

DD FORM 629 EDITION OF 1 MAR 52, IS OBSOLETE.

Example of DD Form 629

MOVEMENT BY MOTOR VEHICLE

Prisoners are moved by motor vehicle when the distance involved is great enough to justify this method and vehicles are available. If it is possible,the route of travel is checked before the trip. Two guards and a driver are assigned to each vehicle.One of the guards is armed. The escort guards search each vehicle before the prisoners board. Any search method may be used as long as it is thorough. Items that could be used as weapons are removed. When a four-door vehicle is used, the inside handles of the rear doors are removed if it is considered necessary and practical. The driver is briefed thoroughly before the prisoners are loaded. The vehicle is positioned near the exit through which the prisoners are to come, but away from crowds and heavy traffic.

MOVEMENT BY RAIL

When prisoners are moved by train, enclosed accommodations or compartments are used for day and night travel. When such

accommodations are not available, coach class and standard sleeping cars are authorized.

Two guards, one armed and one unarmed, usually escort one prisoner during a movement by rail. For overnight travel, two guards are always assigned. The armed guard carries the necessary restraining devices and the keys to those devices. The guard loads his weapon, but does not place a round in the chamber.

The guards select seats that are near, but not at, the end of the car and that are convenient to the bathrooms. The guards seat themselves in such a way that they block the prisoner's avenues of escape. The armed guard keeps his weapon out of the prisoner's reach. If the prisoner must use the bathroom, the unarmed guard accompanies the prisoner to remain in visual contact. The armed guard stations himself outside the bathroom door and enters immediately if there is a sound of a disturbance.

During group movements by train, the guards try to keep contact with the general public to a minimum. Group movements are made in enclosed accommodations, when such accommodations are available, or in a special car or chartered equipment.

MOVEMENT BY AIR

Prisoners are moved by aircraft when this method of transportation is more practical than moving them by train. Prisoners maybe transported in military aircraft or in commercial aircraft. The procedures and techniques used to transport the prisoners vary depending on which type of aircraft is used.

To move prisoners on military aircraft, arrangements are coordinated with the local Army, Navy, or Air Force commander who has jurisdiction over the facility that can most economically furnish such aircraft. The aircraft commander is in complete charge of the aircraft and the passengers during the entire flight. The officer in charge of the prisoner movement is responsible for the security and care of the prisoners and the supervision of the guards. The facility commander at the point of origin advises the commander of the receiving facility of the number of prisoners and the estimated time and place of arrival. Baggage for the prisoners and the guard escort cannot exceed authorized allowances for each person. An additional baggage allowance is authorized for the officer-in-charge to allow him to transfer the prisoners' records.

When traveling by military aircraft, the guards are briefed on the possibility of the prisoners escaping through the aircraft's emergency exits. Procedures governing other services can be found in appropriate Military Airlift Command directives. Maximum custody prisoners are segregated from medium and minimum custody prisoners on the same aircraft. Minimum and medium custody grade prisoners may be transported together. Prisoners in a medical patient status are transferred through military medical evacuation channels. The medical crew director is responsible for supervising the control of the prisoner patients during evacuation by aircraft. Prisoners classified as psychotic are moved in a patient status. Two escorts accompany each maximum custody prisoner during a medical evacuation.

Before the aircraft is loaded, it is inspected for equipment and gear that could be used as weapons. All prisoners are searched before they board. Prisoners are relieved of articles that are considered hazardous to their safety, to the safety of others, and to the aircraft. If aircraft facilities permit, a separate bathroom is designated for the prisoners' use. The locks are removed from the doors, and loose equipment and gear are removed and secured elsewhere. Prisoners remain in their seats at all times except to use the bathroom. One prisoner at a time is escorted to the bathroom. It is not necessary to escort minimum and medium custody prisoners on a military aircraft if they can be kept in sight while they are moving.

To move prisoners by commercial aircraft requires careful coordination and timing. The airline must be notified of the prisoner shipment well in advance. The prisoners are kept out of the public view as much as possible. If possible, the vehicle drives up to the aircraft so that the prisoners can leave the vehicle and board the plane quickly. The guards and prisoners board the aircraft before the other passengers. After boarding, the guards identify themselves to the pilots, the attendants, and the FAA security specialists.

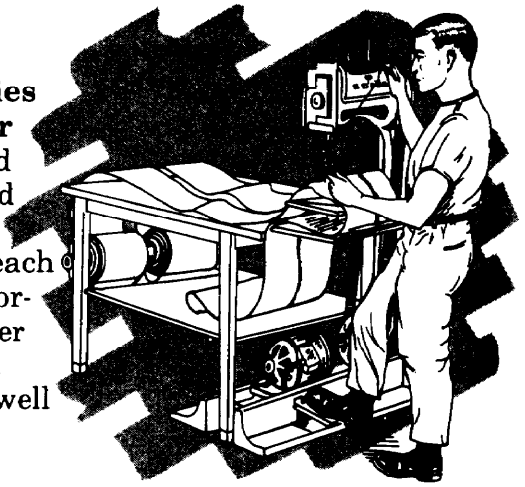
During the flight, all weapons are secured in the pilot's compartment or as directed by an airline representative. Seats are reserved for the prisoners and the guards, preferably to the rear of the aircraft near the bathrooms and away from the exits, including the emergency exits. The guards have the prisoners sit away from the aisle. Airline policies and directives govern the use of restraints on aircraft. It may be permissible to remove restraints after all exits to the aircraft have been secured. Restraints may be used during the flight if the prisoners' conduct constitutes a hazard to the security of the aircraft, the passengers, the crew, or the guards.

When delays occur or when it is necessary to wait for connecting flights, a waiting room or area that is away from the main terminal area is provided for prisoners. The request for a reserved waiting area is made to the airline representative or the station manager. Only those prisoners who are considered custody risks are handcuffed. If the guards cannot provide adequate control over the prisoners during anticipated stops, the guards make arrangements with civil or military authorities to provide additional guards. If an unscheduled stop is required during the flight, the pilot radios the airfield and requests assistance from military, security, or civil police, whichever is appropriate. If an emergency or forced landing has to be made, the guards secure the prisoners. After landing, the pilot dispatches a crew member to ask for help from local military or civil police and to notify the commanders of the receiving and losing confinement facilities of the situation.

Prisoners are usually released at a receiving facility. In some cases, due to transportation schedules, the guards who accompany the prisoners may not have time to take the prisoners to the receiving facility. In such instances, the final transfer of prisoners is made at the airfield.

Chapter 4

Correctional Treatment Programs



To accomplish the mission of the Army correctional system, the correctional facilities operate correctional treatment programs for their prisoners. The programs are based on and tailored to the custody, employment, training, and treatment needs of the prisoners. The programs include a continuous professional monitoring of each prisoner and his treatment. The main goal of a correctional treatment program is to return a prisoner to civilian life prepared for useful employment. A small percentage of prisoners, however, respond well enough to correctional treatment to qualify for a return to duty.

The Army's correctional treatment programs provide for a professional evaluation and a study of each prisoner and his background. The programs also include provisions for prisoners' health and welfare. Constructive work that teaches work skills and provisions for individual and group counseling or therapy of prisoners are important parts of the correctional programs. Each program includes the custody requirements and treatment for the prisoner. And each program specifies the custodial and disciplinary measures needed to achieve the program's correctional treatment goals.

PRISONER EVALUATION

The facility commander or a qualified representative evaluates each prisoner based on all of the available information that has been compiled on that prisoner. The evaluation determines the prisoner's custody grade and his treatment program. Information on prisoners can be obtained from the guards, the prisoner's unit commander, mental health services personnel, the chaplain, the medical officer, the prisoner's personnel file, and any other records relating to the prisoner. The chaplain, except for privileged matters, provides observations and recommendations pertaining to individual prisoner's correctional treatment requirements to the facility commander and appropriate staff officers.

A prisoner's correctional treatment program may change as a result of the continuous reevaluation that he undergoes. When additional information becomes available or changes in the prisoner's behavior take place, corrections officials adjust the prisoner's treatment program accordingly.

The first consideration in a prisoner's evaluation is to identify the needs of the prisoner that require immediate intervention. Because the purpose of a correctional treatment program is to return the prisoner to civilian life, civilian employment and social adaptability are the main goals. If long-term evaluation suggests that retraining is a viable option, the prisoner may be retrained for return to duty. In either case, the following aspects of correctional treatment are considered and closely monitored during the entire confinement period: employment, training, education, medical condition, religious participation, off-duty activities, and family and financial problems.

	USDB	USACA
Personal evaluation & professional counseling	YES	YES
Employment program	YES	YES
Vocational training	YES	YES
Certified apprenticeship training	YES	YES
Work release program	YES*	NO
Educational counseling and/or testing	YES	YES
Academic classes	YES	YES
Library	YES	YES
Recreational facilities	YES	YES
Clemency program (sentence reduction, restoration, return to duty)	YES	YES
Temporary home parole	YES	YES
Federal parole program	YES	YES
Abatement program	YES	YES
Correctional treatment program (eight weeks)	NO	YES
Graduate evaluation	YES	YES

*Restrictive USDB selection criteria; less than two percent of eligible USDB prisoners actually participate.

USDB and USACA correctional programs

A prisoner is controlled, supervised, and observed during all phases of confinement by all personnel assigned to the facility. Certain forms of prisoner behavior are especially important when observing prisoners. Indicators of prisoner behavior, such as appearance, bearing, conduct, attitude, and efficiency, definitely reflect the success or failure of a correctional treatment program. Any noticeable changes in these indicators must be reported to the officer in charge of the correctional treatment program or his representative. And observation of the development of negatively oriented groups also must be reported immediately. The formation of prisoner groups within the confinement facility is an important factor in the prisoners' social structure. Groups sometimes form naturally from people with common backgrounds or similar interests. The correctional staff must be alert at all times and closely observe prisoner groups.

PRISONER COUNSELING

In a corrections environment, counseling is a process in which behavioral problems of the prisoners are observed, and the prisoner is guided and directed toward more productive and useful behavior. The prisoner is assisted in setting realistic goals. Army detention and correctional facilities set up counseling programs based on guidance in AR 190-47.

Counseling at detention facilities, except overseas facilities, is limited to crisis intervention and immediate problem solving. However, interservice support agreements may provide for additional services. Counseling programs at correctional facilities are more comprehensive than counseling programs at detention facilities.

A counseling program in a correctional facility has two goals. First, counselors help prisoners adjust to the confinement environment. Second, counselors help prisoners to learn problem-solving techniques and to develop productive and acceptable behavior. As prisoner morale improves, disciplinary problems decrease. This, in turn, reduces the supervisory requirements and the administrative workload. Prisoners also become more motivated in training and educational programs.

The type, size, and mission of a confinement facility determines the size and scope of the prisoner counseling program. The facility commander may choose counselors from among the personnel assigned to the facility. A counselor's duties are challenging, varied, and complex. Each counselor maintains a close working relationship with other correctional personnel to facilitate the exchange of ideas and information. Whenever possible, the facility commander selects experienced, mature NCOs with backgrounds in the social sciences. He ensures that soldiers without a corrections background who are assigned as counselors are oriented to the missions, objectives, and operational procedures of the facility before they begin their counseling duties. The main duty of a counselor is assisting prisoners to strengthen their ability to define and solve problems and to formulate and achieve goals. To accomplish this, counselors must understand and be able to apply certain principles and concepts of human behavior and social values. Counselors must—

- Believe in the dignity and worth of an individual.
- Recognize that individuals are different.
- Understand that all behavior has meaning.
- Understand that individuals are the result of the impact of their environment and their total life experience.
- Understand that attitude and behavior are related.
- Understand that there are always reasons or causes for changes in behavior.
- Believe that people have a capacity for change.
- Believe that people have a right to participate in decisions affecting their welfare.
- Understand that judging individuals in terms of right and wrong is not within a counselor's purview. Counselors must be objective and unbiased.

Counselors must be alert for situations that exceed their capabilities and responsibilities. In such situations, the prisoner is referred for specialized counseling or problem solving. A number of specialists and organizations can provide specialized help in this area. They include the medical officer, the mental hygiene consultation service, the chaplain, the SJA, the finance officer, the adjutant general, and the inspector general.

The correctional staff may have difficulty in identifying problem prisoners when they first enter confinement. It may be some time before the staff can identify problem prisoners. The number of prisoners who can be classified as problem prisoners is usually small. However, it only takes a few problem prisoners to disrupt the entire facility's operations.

The correctional staff remains alert for escape-minded or dangerous prisoners, or alcoholic, drug-addicted, sexually deviant, suicidal, or otherwise emotionally disturbed prisoners. They must be identified as soon as possible and reported to superiors. The correctional staff processes prisoners who have been convicted of violent crimes as quickly as possible. Staff members must consider these prisoners dangerous, at least

initially. The staff must ensure that these prisoners are not treated as celebrities nor allowed special treatment.

Drug addicts and alcoholics can be dangerous during their withdrawal. If hospitalization is not needed when these prisoners are first confined, they are segregated until the withdrawal period has passed. Prisoners who talk of escape also are segregated and watched closely. Homosexuals, both active and passive, should be segregated from the main prisoner population. The staff also should take special care to separate child molestors from other prisoners. Child molestors generally are despised by other prisoners and can easily become victims of hostility.

Prisoners who are identified as having emotional problems are referred to mental health professionals for evaluation. Correctional staff members do not permit emotionally disturbed prisoners to be ridiculed for acting in a bizarre manner. Ridicule could easily trigger violent behavior by the prisoner. Such prisoners are brought to the attention of superiors, who will report the problem to medical authorities. Prisoners who threaten suicide are believed. Suicide risks usually announce their intentions. And a suicide attempt is never treated lightly. It must be treated as a cry for help. Prisoners who are suicide risks are reported immediately to mental health personnel and segregated for their own protection. While suicidal prisoners are in close confinement, they are observed at least every 15 minutes.

Even prisoners with less noticeable emotional problems can have a disruptive effect on a facility's operations. For example, a prisoner may deliberately instigate trouble to answer an emotional need. Or a prisoner having an excessive dependency need can cause other prisoners to resent his constant approval-seeking behavior and the preferential treatment that may result.

Continuity is essential to the successful operation of a counseling program. Ideally, the counselor initially assigned to a prisoner continues to work with that prisoner throughout his confinement. When possible, counselors meet with their assigned prisoners at least twice a week. Each counselor must maintain a close relationship with other correctional personnel. A counselor usually makes his first contact with a prisoner within 48 hours of the prisoner's in-processing. At that time, all necessary records are completed, and a follow-up plan is initiated.

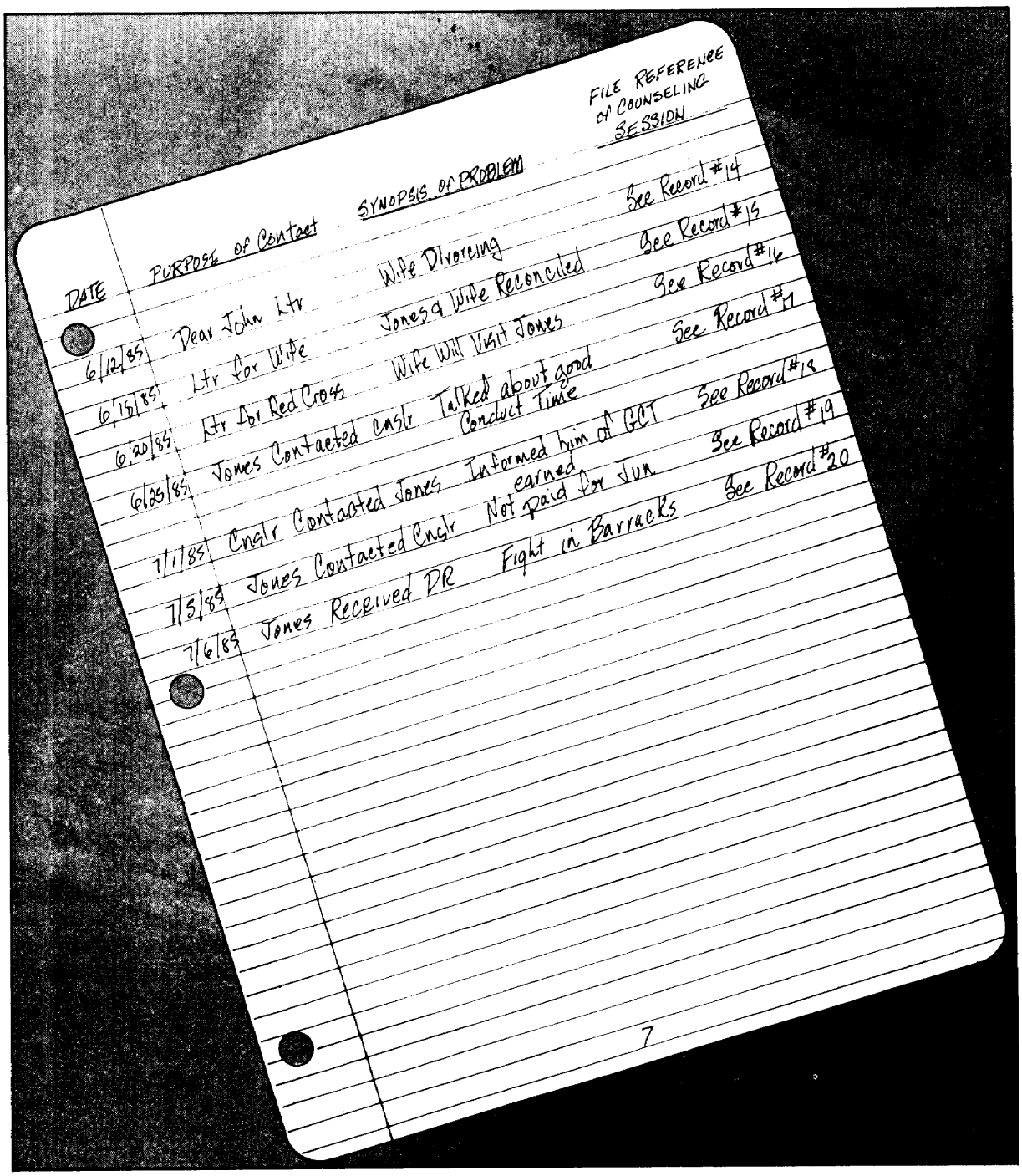
Each counselor attends meetings of the classification, D&A, and clemency boards. He is expected to provide advice concerning the prisoner's record, conduct, attitude, and progress. He makes recommendations concerning clemency, parole, restoration, custody, and job assignments in each prisoner's case.

During a counseling session, the counselor focuses on the prisoner's conduct, attitudes, and goals. He encourages the prisoner to further his education and training. He also helps the prisoner improve his problem-solving techniques. There are a variety of techniques and procedures that can be used in a counseling session. Counselors use and adapt those techniques that best fit their personal styles. General guidelines for setting up and conducting counseling sessions can be found in FM 22-1O1.

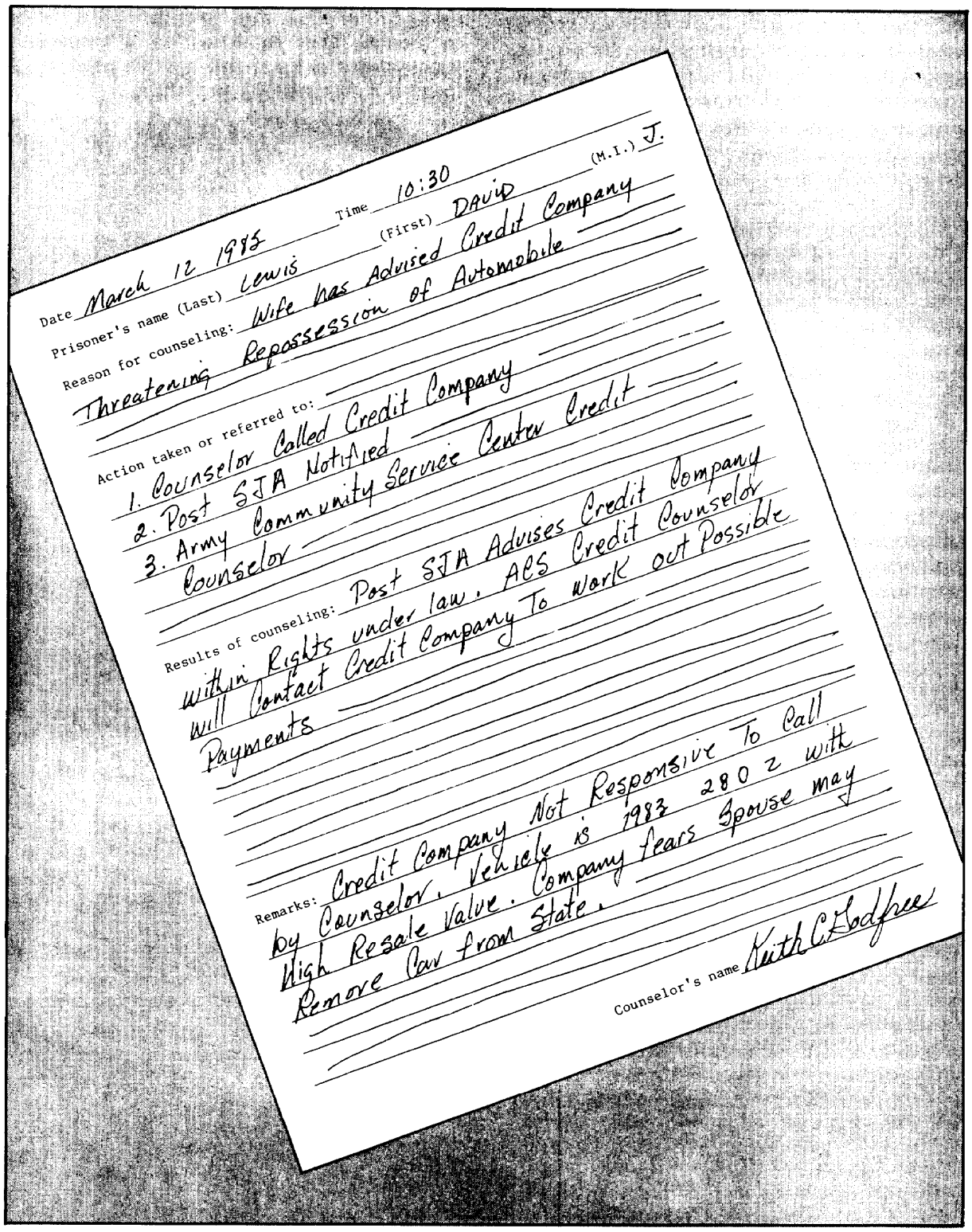
The two general types of records maintained by counselors are a current journal and a worksheet. A case file also is kept on each prisoner. As a minimum, a case file contains records of counseling sessions and additional information, reports, or correspondence. When preparing case files, the counselor must verify the accuracy of all data and evaluate all collected material. Written reports are submitted on an as-needed basis to disciplinary and classification boards and other activities that the facility commander deems appropriate. Copies of the reports are put in the prisoner's case file.

It is very difficult to evaluate the effectiveness of a counseling program. But high prisoner morale and a lack of

disciplinary problems indicate an effective counseling program. Basically, a counseling program is successful if the prisoners adjust to confinement and, on their release, exhibit more productive and socially responsible behaviors. The final test is a prisoner's satisfactory adjustment on his return to society, be it military or civilian.



Example of a counselor's journal



Date March 12 1985 Time 10:30

Prisoner's name (Last) Lewis (First) DAVID (M.I.) J.

Reason for counseling: Wife has Advised Credit Company Threatening Repossession of Automobile

Action taken or referred to:
1. Counselor Called Credit Company
2. Post SJA Notified
3. Army Community Service Center Credit Counselor

Results of counseling: Post SJA Advises Credit Company within Rights under law. ACS Credit Counselor will Contact Credit Company To work out Possible Payments

Remarks: Credit Company Not Responsive To Call by Counselor. Vehicle is 1983 280 Z with High Resale Value. Company fears Spouse may Remove Car from State.

Counselor's name Keith C. Godfree

Example of a counselor's work sheet

EMPLOYMENT AND TRAINING PROGRAMS

Employment and training of prisoners are important to the successful operation of a correctional facility. Prisoners can be employed in tasks that benefit the prisoner and meet the needs of the facility. Training activities for prisoners are given priority over work projects. Employment and training activities also help in preventing idleness among prisoners. Employment and training assignments are based on the prisoner's custody grade.

At the USACA and the USDB, employment and job training programs are the key correctional tools for preparing prisoners to reenter civilian life. These programs provide prisoners with marketable skills while building their self-confidence and teaching them the value of self-discipline. Work and job training opportunities range from unskilled manual labor to highly skilled trades, such as electricians and carpenters.

The facility commander coordinates with local on-post agencies and activities to determine possible employment programs for prisoners. The following areas are considered: vehicle, quartermaster equipment, and radio repairs; installation engineer functions; and installation maintenance. The employment section determines which type of employment is best suited for each prisoner.

Training programs in correctional facilities are designed to retrain prisoners who will return to duty and to prepare prisoners who will be discharged for their return to civilian life. The selection of a prisoner's course of training is based on the most recent evaluation of the prisoner. Factors that are given special consideration include educational background, aptitude/achievement scores, MOS, prisoner attitudes and interests, and the needs of the Army. The training of a prisoner who is returning to civilian life emphasizes obtaining academic or vocational skills and learning citizen responsibilities. The training of a prisoner who is returning to military duty is directed toward academic skills and selected military subjects.

RECREATION PROGRAMS

Nonduty activities play an important role in the morale and discipline of prisoners. Nonduty activities fill the gaps between work and training activities and take up the idle time that otherwise might be used for undesirable activities. Whenever possible, a program is set up to direct and guide the nonduty activities of the prisoners.

Prisoners are encouraged to develop nonduty time interests. A prisoner's involvement in nonduty activities indicates that the prisoner is adjusting to confinement. A lack of participation in these activities must be noted and reported to superiors.

Prisoners are encouraged to further their academic and military educations. Prisoners can take part in installation educational programs. They also can take self-study courses offered through Army correspondence course programs. The installation education officer can help in developing this aspect of a prisoner's nonduty activities. For example, one of the USACA's goals is to have every prisoner, if they have not already done so, complete their general educational development (GED) requirements.

Prisoners should have access to recreational and reading facilities. Depending on available equipment, the facilities can provide books, magazines, newspapers, games, radios, and television. Movies also can be shown to prisoners on a scheduled basis. The facility commander reviews the reading materials and selects those that are in the best interests of the prisoners. He can also arrange to borrow books on a rotating basis from the post library. Prisoners may also subscribe to newspapers, periodicals, magazines, and

books approved by the facility commander. The prisoners must, however, receive their publications directly from the publishers. Operation of radios and televisions must be closely monitored because they can be a source of discontent among prisoners.

Prisoners' participation in hobbies of their choice should be allowed to the extent that facilities permit. The pursuit of hobbies can increase the effectiveness of correctional treatment programs. Hobbies help prisoners to reduce the tensions that they may develop under the stress of confinement. Hobbies also can help prisoners develop skills and interests that may lead to a useful vocation.

Athletics are an important form of recreation in a confinement facility. Athletic activities provide a means for venting frustrations. They aid in the physical development and well-being of prisoners. They help prisoners to develop acceptable social attitudes and to adjust to military society. However, caution must be exercised during athletic activities. Sports that involve heavy body contact are prohibited.

Prisoners must be allowed to worship and to participate in other religious activities according to their faith. They are not required, however, to attend religious meetings or services. The chaplain is an important source of special counseling. He can provide religious guidance and emphasize moral, ethical, spiritual, and social values. He also can provide prisoners with materials and publications on religious subjects.

Prisoners are encouraged to write to their families and to other people who are interested in their welfare. This is important to prisoner morale, The right of prisoners to send and receive mail may be limited only by security requirements. Restrictions may not be placed on mail as a disciplinary measure.

Prisoners are briefed during their initial processing on mail procedures and their rights concerning mail. Prisoners also are advised of prohibited mail procedures as well as the procedures used for inspecting their mail. There is no limit on the number of correspondents each prisoner may have except to maintain proper security.

Before sending or receiving mail, a prisoner must authorize the inspection of his mail. He does this by signing the appropriate section of DD Form 499. If a prisoner does not want his mail inspected, it may be retained unopened in his personal property or returned unopened to the sender. A record of all letters mailed and received by each prisoner, including dates, is kept on DD Form 499. For additional information on prisoners' mail rights, *see Chapter 3.*

If approved by the facility commander or his representative, prisoners may receive or send telegrams in an emergency. Also, a prisoner may be allowed to make or receive telephone calls at the expense of the caller. These calls are authorized only when other means of communication will not suffice. For information on telephone monitoring procedures, *see AR 190-47.*

Members of a prisoner's family, members of his unit, and other people who have the installation commander's authorization may visit the prisoner. A prisoner may consult with his attorney at any reasonable hour of the day. Although visits by attorneys are supervised, the prisoner-attorney relationship must be respected. The number of visits and the number of visitors are limited only by security needs. Prisoner visits are usually limited to weekends and holidays.

CLEMENCY, RESTORATION, AND PAROLE

Prisoners who respond well to correctional treatment may be rewarded in several ways. The severity of their sentences may be lessened, including a reduction in the length of their sentences. They may be restored to military duty. Or they maybe granted greater freedom and more privileges for the remainder of their sentences. These alterations of the original sentences can serve as motivational goals for the prisoners. Such rewards also help maintain the prisoners' morale, discipline, and welfare.

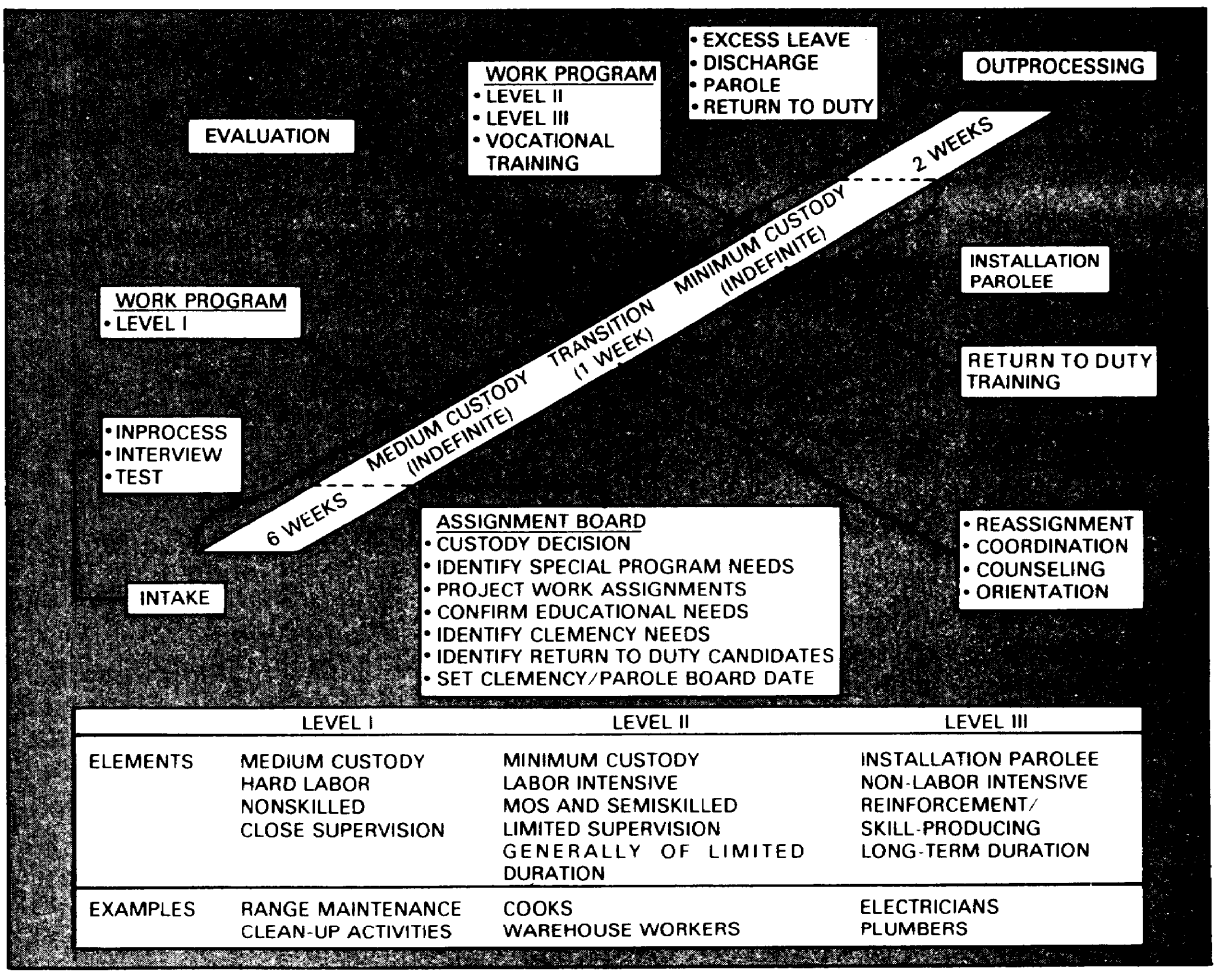
CLEMENCY

Clemency modifies the severity of a court-martial sentence. Clemency can be achieved through mitigation, suspension, or remission. Mitigation lessens the severity of a sentence. A suspension is the granting of a probationary period, which, if successfully completed, results in a remission. A remission cancels the unexecuted part of a sentence to which the remission applies. The facility commander makes recommendations concerning mitigation, remission, or suspension of each prisoner's sentence. A facility commander's recommendations for clemency are limited to those prisoners who have responded in an outstanding manner to the various correctional programs.

RESTORATION

The Department of the Army can restore to military duty those prisoners who are physically, mentally, and morally qualified to become useful members of the Army. Restoration applies only to those prisoners whose sentences include punitive discharges that have not been suspended. The basic consideration stated for clemency also applies to restoration; however, more careful consideration and greater scrutiny should be given during reviews. At the USACA, a prisoner is considered for restoration at the same time as his mandatory sentence review.

At the IDFs, the installation commander appoints a permanent board of officers. The



	LEVEL I	LEVEL II	LEVEL III
ELEMENTS	MEDIUM CUSTODY HARD LABOR NONSKILLED CLOSE SUPERVISION	MINIMUM CUSTODY LABOR INTENSIVE MOS AND SEMISKILLED LIMITED SUPERVISION GENERALLY OF LIMITED DURATION	INSTALLATION PAROLEE NON-LABOR INTENSIVE REINFORCEMENT/ SKILL-PRODUCING LONG-TERM DURATION
EXAMPLES	RANGE MAINTENANCE CLEAN-UP ACTIVITIES	COOKS WAREHOUSE WORKERS	ELECTRICIANS PLUMBERS

USACA Confinement, Correctional Treatment Program

board meets at scheduled intervals to review prisoner records, hear recommendations and evaluations, and interview each eligible prisoner. The board must consist of at least three members. The board members are selected from the following duty assignments: installation provost marshal, a commander of troops, a Judge Advocate General Corps officer, an officer from the Mental Hygiene Consultation Service, the facility commander, and the senior corrections NCO.

An inmate serving a sentence to confinement, other than a life sentence, can earn time off the term of his sentence by taking part in selected activities for which Extra Good Time Abatement is authorized. This is a reward for rendering his best service. Only those inmates who demonstrate ability, initiative, and productivity and who meet the eligibility criteria for their assigned duties are recommended for Extra Good Time Abatement.

PAROLE

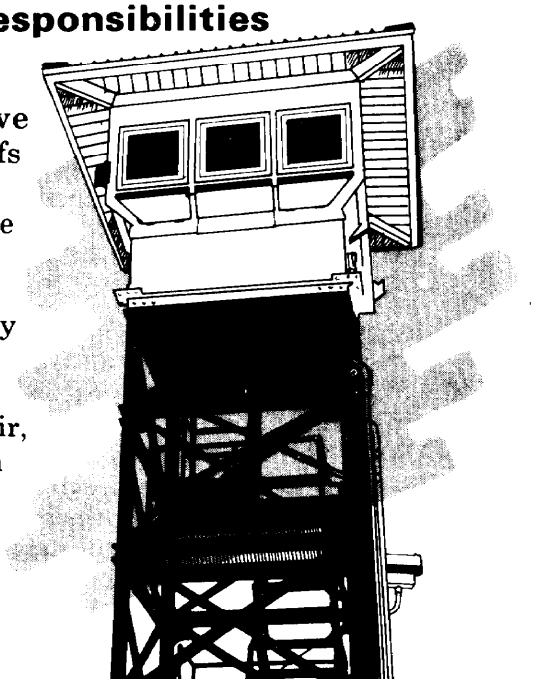
Installation parole serves as a transition between the strict supervision of confinement Installation parolees enjoy the benefits of normal military society while remaining and the normal supervision exercised in a military unit. It provides prisoners with an intermediate objective while pursuing their basic goal of release from confinement, subject to the modified controls of confinement. Installation parole is awarded only to deserving prisoners who have demonstrated a favorable response to correctional treatment.

The facility commander may authorize a **temporary parole** in certain instances. Temporary parole is granted for the same types of circumstances that allow the granting of emergency leave. The commander's foremost concern in considering a temporary parole is the public's safety.

A prisoner maybe released on **parole** from the USDB or the USACA under the supervision of an officer of the Federal Probation Service. The parole of a military prisoner confined in a federal institution is a responsibility of the United States Board of Parole, which is part of the Department of Justice.

Chapter 5

Correctional Staff Duties and Responsibilities



The correctional staffs of ACS facilities are composed of dedicated professionals who serve as positive role models for prisoners. The staffs consist of a mix of corrections NCOs and support personnel. The corrections NCOs are military police personnel who have entered the corrections NCO career program and received resident training in military occupational specialty 95C at the US Army Military Police School. Corrections NCOs are carefully selected and well trained because of their close contact with prisoners. They must be firm, fair, and decisive: their behaviors and attitudes form an integral part of the correctional treatment process. The support personnel are experts in areas other than corrections, but their expertise plays an important role in the proper functioning of the correctional process.

Corrections NCOs interact with prisoners as part of the correctional treatment process. They enforce the rules and regulations that are needed to maintain custody and control and to permit the correctional treatment of the prisoners. They treat all prisoners in an even-handed manner, being equally fair to all. They refrain from being too familiar or too belligerent with prisoners, And they avoid becoming either emotionally or personally involved with prisoners. By treating all prisoners in a fair, objective manner, corrections NCOs can gain the prisoners' respect and, thus, help maintain control.

Regardless of their duty position within a facility, every corrections NCO shares the same mission: custody and control, and correctional treatment of prisoners. Thus their duty positions have a number of jobs and tasks in common. All facility personnel must be familiar with and able to perform these common correctional tasks just as all facility personnel must be alert and pay special attention to detail while on duty.

CORRECTIONAL DUTIES

Corrections NCOs may be assigned to a variety of duty positions within a facility. The most experienced corrections NCOs serve as the facility's senior NCO, the chief correctional supervisor, and as shift correctional supervisors.

The senior corrections NCO assists in the administration and operation of the facility. He assists in the general supervision of the staff and the enforcement of rules and regulations. He supervises prisoner employment assignments. He informs the facility commander of incidents that affect the custody or morale of prisoners. And he ensures control measures are enforced throughout the facility and in the hospitalized-prisoner ward.

The chief correctional supervisor has direct supervision over all correctional and custodial personnel within the facility. He monitors all aspects of custody, control, and correctional treatment within the facility and ensures that rules and regulations are followed and enforced.

161-023 0 - 94 - 2

The shift correctional supervisor directly supervises custodial personnel for a given period of the duty day. He usually supervises a guard shift and is responsible for prisoner activities occurring during his shift's tour of duty. He ensures that the guards correctly perform their assigned duties.

COMPOUND AND CELLBLOCK GUARDS

Compound and cellblock guards are responsible for the control and discipline of the prisoners under their supervision in the confinement facility. These corrections NCOs come into direct contact with prisoners daily; they must be experienced, mature individuals. They perform their duties in areas where prisoners are quartered and in the mess hall during meal hours. They also help supervise and control the prisoners in the drill and recreation areas. The compound and cellblock guards wake prisoners and ensure that prisoners are properly dressed and assembled for roll call, work call, and training. They see that prisoners' living areas are policed and prepared for inspection. They supervise the work of prisoners who are detailed to employment projects within the facility. They conduct periodic searches and inspections and are alert to note evidence of unauthorized articles and improper conduct. They report breaches of discipline. They make and record prescribed inspections of prisoners, observe prisoners' general health, and dispense noninjection medications. They supervise the exercise of prisoners. And they assist in head counts, roll calls, and bed checks.

CLOSE CONFINEMENT GUARDS

Close confinement guards are corrections NCOs who have been carefully selected for their maturity and experience. During their daily tours of duty they come into direct contact with prisoners who have been placed in close confinement. Close confinement guards maintain custody and control of prisoners. They make and record prescribed inspections of prisoners and observe each prisoner's general health. They wake prisoners at the proper time. They supervise the exercise, bathing, and shaving of prisoners. They assist in head counts, roll calls, and bed checks. They detect unauthorized articles and improper conduct and report breaches of discipline.

DINING FACILITY GUARDS

Dining facility guards are corrections NCOs or military police (MOS 95B) who are responsible for the custody and control of prisoners during mealtimes. They make sure prisoners are in proper uniform, correcting minor uniform violations. They ensure prisoners follow the dining facility traffic plan. They prevent prisoners from clustering in groups or creating congestion in the dining facility. They ensure no food is taken out of the dining facility. And they are very careful to account for silverware before and after each meal and to search prisoners as they leave the dining facility.

VISITORS' ROOM GUARDS

Visitors' room guards (MOS 95C or 95B) must be very alert and observant. A main function of their duty is to detect any violations of rules and regulations, particularly improper behavior or the passing of unauthorized articles in the visitors' room. They report all infractions of rules and, if necessary, terminate the visit. They require visitors to identify themselves and sign the visitors' register. They ensure that the rules and regulations governing visits are read and explained to visitors. They require visitors to deposit handbags, packages, and baggage for safekeeping with a designated person or in a secure locker-type storage area. They ensure that all gifts intended for prisoners are approved by the facility commander or his representative. They escort visitors to the visitors' room and station themselves in an inconspicuous place where they can observe the prisoners and the visitors at all times. The guards provide security and control by observing conversations rather than by listening to them. Visitors' room guards assist in searching prisoners before and after each

visit, but they do not search prisoners in the presence of visitors. They also assist in searching the visitors' room before and after each visit.

EMPLOYMENT DETAIL GUARDS

Employment detail guards (MOS 95C or 95B) supervise prisoner work details inside and outside the confinement facility. They maintain custody and control of work details and move work details to and from employment areas.

MAIN GATE AND SALLY PORT GUARDS

Main gate and sally port guards (MOS 95B) are responsible for the custody and control of prisoners entering and leaving the facility. They keep the gate keys in their possession at all times while on post. They ensure that only authorized persons enter the facility. They identify people who want to enter or leave by the gate before allowing them to pass. They inspect vehicles entering and leaving the facility and check packages and receptacles. The guards keep a record of people and vehicles that enter and leave by the gate. They check civilian workers in and out through the gate, exercising caution. The guards inventory and make a record of the worker's tools when they enter, and they inventory the tools again when the workers leave. They search prisoners when they enter and leave the facility. And they prevent loitering near the entrance at any time.

ESCORT GUARDS

Prisoner escort guards (MOS 95C or 95B) escort prisoners, inside or outside the facility, to appointments, interviews, medical facilities, other confinement facilities, and other similar activities. Their duties consist of maintaining custody and control and moving prisoners in their charge to and from designated places. They may be armed or unarmed, depending on the custody grades and the custodial requirements of the prisoners in their charge. If armed, they usually are armed with a pistol.

HOSPITAL WARD GUARDS

Prisoner hospital ward guards (MOS 95C or 95B) are alert at all times for potential and actual breaches in security. The guards provide security, and the medical staff provides for the prisoner's care and treatment. But the hospital staff also must be alert, remembering that, although hospitalized, the patient is still a prisoner. Maintaining proper security requires a cooperative effort by the guards and the hospital staff. To that end, hospital ward guards maintain a good working relationship with the hospital staff. Hospital ward guards escort prisoners to and from medical appointments and guard prisoners during the appointments. They search prisoners' rooms for contraband and unauthorized articles. They ensure that prisoners only have contact with authorized personnel. They prevent unauthorized phone calls, communications, and visits. They count eating utensils before and after meals. And they ensure prisoners smoke only in designated areas. For detailed duty requirements in prisoner hospital wards, *see AR 190-47.*

TOWER GUARDS

Tower guards (MOS 95B) observe specific sectors of the perimeter and the areas inside and outside the facility. They also observe other areas within their range of vision even though the areas may be in another guard's sector. They remain alert for unusual activities and report all violations of rules and regulations. Tower guards are armed with 12-gauge shotguns. They must thoroughly understand the policy on the use of force. And they must be especially familiar with the rules governing the use of firearms, They keep prisoners away from the perimeter fence and prevent anyone from communicating with prisoners near the perimeter fence. And they make sure articles are not handed or thrown to prisoners. Tower guards also provide protection for the compound guards, who are in constant contact with the prisoners.

SUPPORT PERSONNEL

Support personnel aid in the correctional process in numerous areas. The chaplain promotes the spiritual and moral welfare of prisoners through worship services, special religious activities, counseling, and emphasis on moral, ethical, spiritual, and social values.

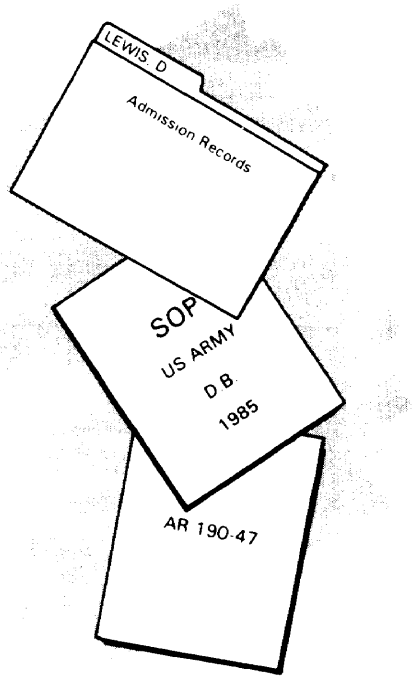
The commander of the local medical activity provides medical services for the prisoners. The medical services include the services of psychiatrists, psychologists, and social workers. They provide professional evaluations of prisoners and aid in developing correctional treatment programs. The medical activity commander also coordinates with the PM and the facility commander to ensure that custody and control measures conform to medical requirements.

The inspector general may assist the facility commander by investigating complaints, allegations, and charges. Such actions frequently provide a basis for corrective action, as well as serving to discourage unfounded allegations by prisoners. Both the PM and the facility commander should establish and maintain close liaison with the inspector general. The staff judge advocate serves as the legal advisor to the commander and to the facility's administrative staff. The SJA plays a major role in the correctional treatment of prisoners and in the administrative activities of confinement facilities. The SJA provides prisoners with legal services that include advice on military justice, legal assistance, status of cases, and status of sentences. The adjutant general is responsible for processing recommendations for the administrative elimination of prisoners from the service. He also advises the facility commander and the prisoners' unit commanders on procedures for processing.

Technical service representatives aid in the training and employment programs of a correctional facility. Constructive work programs are beneficial to the prisoners' mental and physical well-being. Such programs may include skilled tasks required in the maintenance and operation of the installation. Work programs permit on-the-job and MOS training of prisoners in their own and other military specialties. Carpenters, mechanics, painters, masons, and the like may be detailed for duty at the facility. Usually they are detailed for a minimum of one month and are trained in the duties and functions of their jobs, prisoner behavior, and disciplinary authority and procedures.

Chapter 6

Facility Administration



The proper functioning of Army facilities depends on the timely and accurate accomplishment of administrative procedures. Some of the administrative procedures performed at ACS facilities are unique to confinement and corrections operations. Key ACS procedures include admissions processing of incoming prisoners, maintaining records and forms, computing prisoners' sentences, managing prisoners' property and funds accounts, and processing prisoners for transfer or release. In addition to ensuring the day-to-day functioning of the facilities, these procedures have a direct impact on prisoner discipline and morale. Admissions processing is a prisoner's first contact with the facility where he will be confined. It is at this time that the prisoner first learns the facility rules—what is expected of the prisoner and what the prisoner can expect from the facility staff. During admissions processing the prisoner also learns what rights he retains during confinement.

Computation of prisoners' sentences and management of prisoners' property and funds accounts affect prisoner morale. Prisoners want to be certain that they are serving the correct sentence. They also need to know that their money and personal effects are being taken care of and properly managed.

ADMISSION PROCEDURES

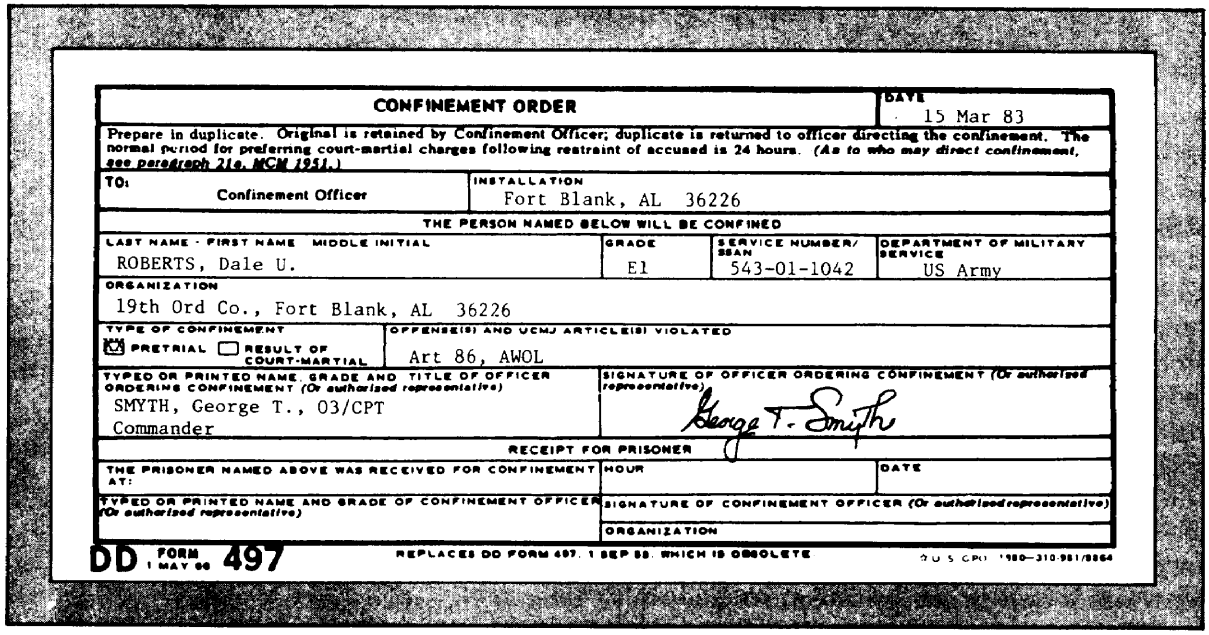
Prisoners begin their confinement with their admissions processing. Facility staff members processing incoming prisoners ease the impact of confinement by processing the prisoners in an orderly manner and carefully observing the prisoners' rights. Their manner and attitude also show the prisoners that discipline will be firm but fair.

Newly confined prisoners are segregated from the main prisoner population. This segregation allows staff members the opportunity to detect contagious disease before it can spread. And during this time the staff members conduct initial interviews and counseling sessions and observe the prisoners' behavior patterns.

Admissions processing of female prisoners is performed by female facility staff members whenever possible. Female prisoners are also segregated from the main prisoner population during this period. Initial and subsequent searches of female prisoners are made by female facility staffers, medical officers, nurse clinicians, or physician assistants.

During the admissions process, corrections NCOs—

- Check the DD Form 497 (Confinement Order) to ensure that the information on it is correct.
- Search and separate the prisoner's property into authorized and unauthorized property.
- Search the prisoner using the strip-search method.



CONFINEMENT ORDER

DATE: 15 Mar 83

Prepare in duplicate. Original is retained by Confinement Officer; duplicate is returned to officer directing the confinement. The normal period for preferring court-martial charges following restraint of accused is 24 hours. *(As to who may direct confinement, see paragraph 21a, MCM 1951.)*

TO: Confinement Officer

INSTALLATION: Fort Blank, AL 36226

THE PERSON NAMED BELOW WILL BE CONFINED

LAST NAME - FIRST NAME - MIDDLE INITIAL	GRADE	SERVICE NUMBER/SSAN	DEPARTMENT OF MILITARY SERVICE
ROBERTS, Dale U.	E1	543-01-1042	US Army

ORGANIZATION: 19th Ord Co., Fort Blank, AL 36226

TYPE OF CONFINEMENT: [X] PRETRIAL [ ] RESULT OF COURT-MARTIAL

OFFENSE(S) AND UCMJ ARTICLE(S) VIOLATED: Art 86, AWOL

TYPED OR PRINTED NAME, GRADE AND TITLE OF OFFICER ORDERING CONFINEMENT *(Or authorized representative)*: SMYTH, George T., 03/CPT, Commander

SIGNATURE OF OFFICER ORDERING CONFINEMENT *(Or authorized representative)*: George T. Smyth

RECEIPT FOR PRISONER

THE PRISONER NAMED ABOVE WAS RECEIVED FOR CONFINEMENT AT: | HOUR | DATE

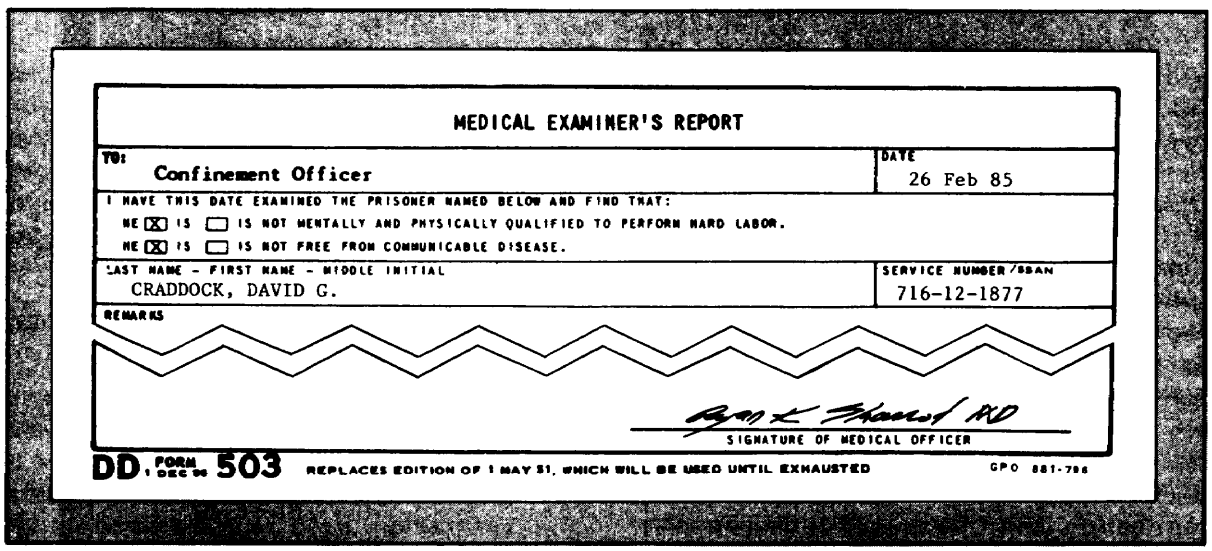
TYPED OR PRINTED NAME AND GRADE OF CONFINEMENT OFFICER *(Or authorized representative)* | SIGNATURE OF CONFINEMENT OFFICER *(Or authorized representative)*

ORGANIZATION

DD FORM 1 MAY 80 497 — REPLACES DD FORM 497, 1 SEP 58, WHICH IS OBSOLETE — 0 U.S. GPO: 1980—310-981/8864

Example of DD Form 497

- Photograph and fingerprint the prisoner.
- Inform the prisoner of his visitation rights.
- Complete all necessary forms on each prisoner.
- Have a medical officer examine each prisoner within 24 hours of confinement and complete DD Form 503 (Medical Examiner's Report).
- Issue each prisoner the appropriate health and comfort supplies, completing a DD Form 504 (Request and Receipt for Health and Comfort Supplies) for each prisoner.
- Inform each prisoner of his rights and the facility's rules.



MEDICAL EXAMINER'S REPORT

TO: Confinement Officer

DATE: 26 Feb 85

I HAVE THIS DATE EXAMINED THE PRISONER NAMED BELOW AND FIND THAT:

HE [X] IS [ ] IS NOT MENTALLY AND PHYSICALLY QUALIFIED TO PERFORM HARD LABOR.

HE [X] IS [ ] IS NOT FREE FROM COMMUNICABLE DISEASE.

LAST NAME - FIRST NAME - MIDDLE INITIAL	SERVICE NUMBER/SSAN
CRADDOCK, DAVID G.	716-12-1877

REMARKS

SIGNATURE OF MEDICAL OFFICER

DD FORM 1 DEC 68 503 — REPLACES EDITION OF 1 MAY 51, WHICH WILL BE USED UNTIL EXHAUSTED — GPO 881-796

Example of DD Form 503

REQUEST AND RECEIPT FOR HEALTH AND COMFORT SUPPLIES

TO.	INSTALLATION	DATE
Custodian, Personal Deposit Fund	Fort Blank, AL	3 Jan 86

REQUESTED BY (Last Name - First Name - Middle Initial. Printed or Typed)	GRADE OR RATE
Jones, John J.	PVT

SSN	ORGANIZATION	DEPT. OR MIL. SERVICE
132-16-3646		Army

I authorize the Confinement/Correctional Facility Commanding Officer to withdraw sufficient funds from my personal deposit fund account to pay for the health and comfort supplies described below. I understand that the cost of these supplies will be charged against my military pay account if the balance of my personal deposit fund account is insufficient to cover the total cost of these supplies. No charge will be made against my military pay account if I am in a nonpay and allowance status.

QUANTITY Requested	QUANTITY Issued	ARTICLE	UNIT COST	COST
1	1	TOOTHPASTE, TUBE	.37	.37
1	1	SHOE POLISH, CAN	.15	.15
1	1	CIGARETTES, CARTON (WINSTON)	1.59	1.59
1	1	SHAVING CREAM, TUBE	.32	.32
			TOTAL COST	2.43

REQUESTED BY (Signature)
(s) John J. Jones

APPROVAL AND AUTHENTICATION

NAME, GRADE OR RANK & TITLE OF APPROVING OFFICER (Printed or Typed)	SIGNATURE OF APPROVING OFFICER
I.M. RIGHT 1LT Funds Custodian	(s) I.M. Right

RECEIPT

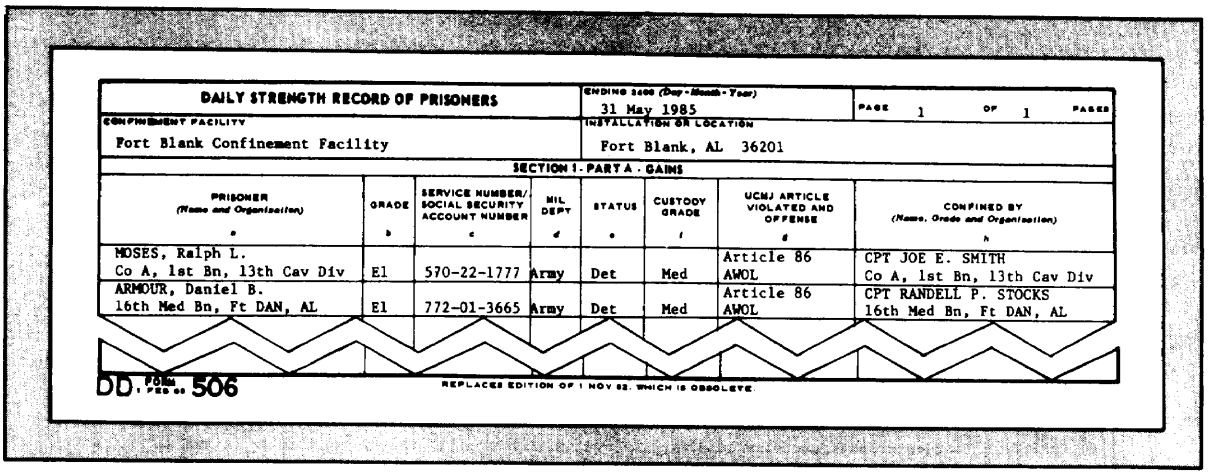
I acknowledge receipt of the issued health and comfort articles costing	DATE	SIGNATURE
TWO Dollars FORTY THREE	3 Jan 86	(s) John J. Jones

DD FORM 1 APR 76 504 EDITION OF 1 MAY 51 MAY BE USED.

Example of DD Form 504

A confinement facility must maintain a number of records and reports on the prisoners. The staff uses the records and reports to manage and operate the confinement facility. For example, corrections NCOs use a number of forms on a daily basis to administer custody and control of the facility's prisoners. They use DD Form 506 (Daily Strength Record of Prisoners) to account for the facility's prisoner population. They use DD Form 515 (Roster of Prisoners) to keep a daily listing of facility prisoners. They use DA Form 3997 (Military Police Desk Blotter) to keep a daily diary of significant events and actions in the facility. When there are prisoners in segregation, corrections NCOs use DD Form 509 (Inspection Record of Prisoners in Segregation) to record all information relating to inspections of segregated prisoners and their quarters. Staff members must prepare and maintain these documents with the utmost accuracy, completeness, and attention to detail.

Although confinement facilities differ from installation to installation, standardized control procedures are needed to ensure the effective preparation and maintenance of records and reports. Facility personnel set up a control system for records and reports. Such a system helps ensure that records and reports are processed in a timely manner.



DAILY STRENGTH RECORD OF PRISONERS

ENDING 2400 (Day - Month - Year): 31 May 1985

PAGE 1 OF 1 PAGES

CONFINEMENT FACILITY: Fort Blank Confinement Facility

INSTALLATION OR LOCATION: Fort Blank, AL 36201

SECTION I - PART A - GAINS

PRISONER (Name and Organization) a	GRADE b	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER c	MIL DEPT d	STATUS e	CUSTODY GRADE f	UCMJ ARTICLE VIOLATED AND OFFENSE d	CONFINED BY (Name, Grade and Organization) h
MOSES, Ralph L. Co A, 1st Bn, 13th Cav Div	E1	570-22-1777	Army	Det	Med	Article 86 AWOL	CPT JOE E. SMITH Co A, 1st Bn, 13th Cav Div
ARMOUR, Daniel B. 16th Med Bn, Ft DAN, AL	E1	772-01-3665	Army	Det	Med	Article 86 AWOL	CPT RANDELL P. STOCKS 16th Med Bn, Ft DAN, AL

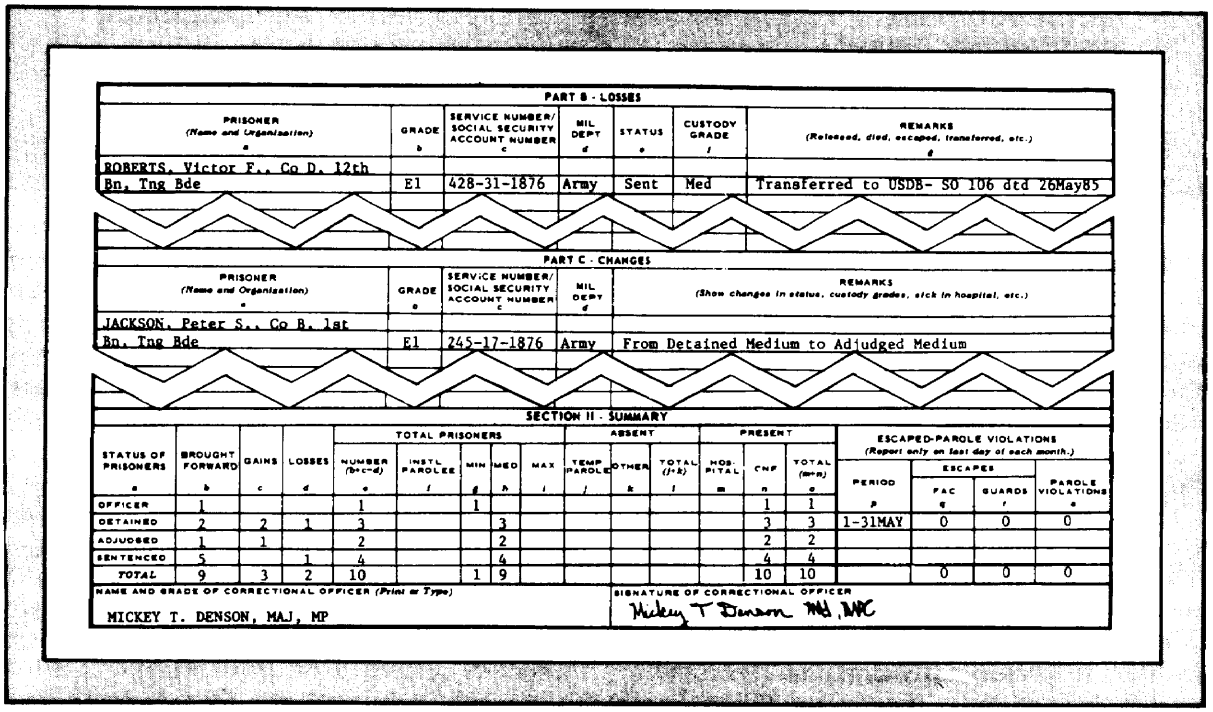
DD FORM 1 FEB 68 506

REPLACES EDITION OF 1 NOV 52, WHICH IS OBSOLETE.

Example of DD Form 506 (front)

Records must be readily accessible to administrative personnel so they can keep the records current. A records management officer can set up the control procedures that are needed for quick access to records. A visual control chart can help in training new personnel. It also can simplify the delegation of duties within the administrative staff. In addition to the control chart, staff members can develop a processing guide that lists pertinent references and required forms. A processing guide helps the administrative staff and simplifies the senior corrections NCO's control of staff training and of the records.

Facility records and reports must not be left within reach of prisoners. Prisoners also must not be allowed to work with facility records and reports.



PART B - LOSSES

PRISONER (Name and Organization) a	GRADE b	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER c	MIL DEPT d	STATUS e	CUSTODY GRADE f	REMARKS (Released, died, escaped, transferred, etc.) g
ROBERTS, Victor F., Co D, 12th Bn, Tng Bde	E1	428-31-1876	Army	Sent	Med	Transferred to USDB- SO 106 dtd 26May85

PART C - CHANGES

PRISONER (Name and Organization) a	GRADE b	SERVICE NUMBER/ SOCIAL SECURITY ACCOUNT NUMBER c	MIL DEPT d	REMARKS (Show changes in status, custody grades, sick in hospital, etc.)
JACKSON, Peter S., Co B, 1st Bn, Tng Bde	E1	245-17-1876	Army	From Detained Medium to Adjudged Medium

SECTION II - SUMMARY

STATUS OF PRISONERS a	BROUGHT FORWARD b	GAINS c	LOSSES d	TOTAL PRISONERS (b+c-d) e	INSTL PAROLEE f	MIN g	MED h	MAX i	ABSENT: TEMP PAROLE j	ABSENT: OTHER k	ABSENT: TOTAL (j+k) l	PRESENT: HOSPITAL m	PRESENT: CNF n	PRESENT: TOTAL (m+n) o	ESCAPED-PAROLE VIOLATIONS (Report only on last day of each month.) PERIOD p	ESCAPES: PAC q	ESCAPES: GUARDS r	PAROLE VIOLATIONS s
OFFICER	1			1		1							1	1				
DETAINED	2	2	1	3			3						3	3	1-31MAY	0	0	0
ADJUDGED	1	1		2			2						2	2				
SENTENCED	5		1	4			4						4	4				
TOTAL	9	3	2	10		1	9						10	10		0	0	0

NAME AND GRADE OF CORRECTIONAL OFFICER (Print or Type): MICKEY T. DENSON, MAJ, MP

SIGNATURE OF CORRECTIONAL OFFICER: Mickey T Denson MAJ, MPC

Example of DD Form 506 (back)

Each facility must have a complete and current set of the regulations that cover correctional administration. To that end, the facility commander ensures that the facility is part of the Army's pinpoint distribution system.

ROSTER OF PRISONERS

MONTH AND YEAR: May 1985 | PAGE OF PAGES: 1 1

CONFINEMENT FACILITY: Army Confinement Facility, Fort Blank, AL 36201

LINE NR.	LAST NAME - FIRST NAME MIDDLE INITIAL	SERVICE NUMBER/ SSAN	ARMY NAVY USAF USMC	SENTENCE: TERM OF CONFI	SENTENCE: TYPE DISCH	MINIMUM RELEASE DATE	REMARKS (Date released, transferred, etc., and authority)
1	ABBAOT, Sam J.	311-77-4321	Army	8 Mo	BC	9 Dec 85	
2	BAILEY, Jim C.	332-75-9753	USAF				Trf to Lackland,AFB San Antonio, TX 3 May 85
3	BULLOCK, William A.	423-71-1961	Army	3 Yrs	D	19 Sep 87	
4	CRADDOCK, David G.	716-12-1877	Army				
5	DAVID, David A.	416-60-1979	Army	8 Mo	BC	11 Dec 85	
6	FRANKLIN, Alan L.	332-30-2972	USAF				Trf to Lackland,AFB San Antonio, TX 3 May 85
7	HILL, Mike K.	297-51 8191	Army	2 Yrs	D	8 Dec 86	Trf to USDB, Ft Leavenworth, KS 5 May 85
8	HILL, Norman P.	319-65-3315	Army				Confinement no longer deemed necessary 3May85
9	JACKSON, Peter S.	345-17-1876	Army	2 Mo		20 Jul 85	
10	LAMY, Frank T.	516-71-1476	Army				Confinement no longer deemed necessary 3May85
11	McCOY, Ronald	349-11-8190	USAF				Trf to Lackland,AFB San Antonio, TX 7 May 85
12	NOLAN, Marvin B.	246-77-5543	Army	6 Mo		27 Sep 85	Trf to USARB, Ft Riley, KS 5 May 85
13	O'NEAL, Ken D.	338-52-1776	Army				
14	ROBERTS, Victor	438-31-1876	Army	2 Yrs	BC	9 Dec 86	Trf to USDB, Ft Leavenworth, KS 31 May 85
15	SMITH, Wayne V.	570-11-1777	Army	1 Yr	BC	11 Mar 86	
16	TURLEY, Fred E.	416-41-5161	Army				Confinement no longer deemed necessary 3May85
	2 May 1985						
17	CURLEY, Peter B.	999-44-7788	Army	1 Yr	D	11 Mar 86	
	31 May 1985						
18	MOSES, Ralph	570-22-1775	Army				
19	ARMOUR, Daniel B.	773-01-3665	Army				

DD FORM 515 REPLACES EDITION OF 1 MAY 51, WHICH IS OBSOLETE

* U. S. GOVERNMENT PRINTING OFFICE – 1969 / 343-784 / 482

Example of DD Form 515

MILITARY POLICE DESK BLOTTER
For use of this form, see AR 190-45; the proponent agency is Office of the Provost Marshal General.

DATE (From 0001 hours to 2400 hours): 26 APRIL 1982

PAGE NO: 8

UNIT OR STATION DESIGNATION: ARMY CONFINEMENT FACILITY, FORT BLANK, AL 36201

NO OF PAGES: 8

ENTRY NO.	TIME	SUMMARY OF COMPLAINT, INCIDENT, POLICE INFORMATION	SUMMARY OF ACTION TAKEN	ENTERED BY
32	1300	RELEASED (1) (EXPIRATION OF SENTENCE): MARTIN, JOE L., E-1, 428-78-9377, 2/1 ARMOR. RELEASED TO SGT RANCH, SAME UNIT. PRISONER WAS IN B BLOCK.	NEW COUNT 30 RELEASED TO LTC HILL, ACT ASST AG	SMITH
33	1315	CONFINED (1) (RESULT OF TRIAL): PALMER, JAMES R., E-1, 452-33-1154, 4/9 ARTY. ART 134 (SALE AND TRANSFER OF COCAINE; USE, POSSESSION AND SALE OF MARIJUANA). CRL X 3 MONTHS, FORFEIT $50.00 PER MONTH X 3 MONTHS. CONFINED BY CPT JACK S. HART, TRIAL COUNSEL.	NEW COUNT 31 ISSUED ONE SET OF BEDDING, ONE H & C PACKET AND ONE CARTON OF KOOLS. ASSIGNED CELL W-6, B BLOCK	SMITH
47	1520	TRANSFERRED (1) (USDB): EAST, WALTER E., E-1, 514-22-3412, 211 ENGR. TRANSFERRED TO USDB, FORT LEAVENWORTH, KS. ESCORTED BY SGT LONG, 112 MP CO. PRISONER WAS IN A BLOCK.	NEW COUNT 30 DD 629 ORDER NO 10-12 HQ FORT BLANK DTD 26 APR 82	WILLIAMS
48	1530	INSPECTION: COL ANDERSON, FORT BLANK PROVOST MARSHAL ENTERED THE FACILITY TO CONDUCT WEEKLY INSPECTION. ESCORTED BY LTC HILL.	DEPARTED 1550	WILLIAMS
65	2201	KEY AND BADGE INVENTORY: ALL KEYS/BADGES ARE PRESENT OR ACCOUNTED FOR.	INFORMATION	JONES
66	2210	INFORMATION: 1LT GREENE, MP DUTY OFFICER, ENTERED THE FACILITY TO VISIT A BLOCK.	DEPARTED 2220	JONES
67	2240	HEADCOUNT/BEDCHECK: CONDUCTED BY SFC JONES A BLOCK 10 B BLOCK 20 TOTAL 30	IN COUNT 30 OUT COUNT 0 TOTAL 30	JONES
68	2325	SECURITY CHECK: SFC JONES MADE A SECURITY CHECK OF ALL CELLS, GATES, LOCKS AND SECURITY LIGHTING.	ALL SECURE	JONES
69	2359	LAST ENTRY FOR 26 APRIL 1982: ALL ENTRIES ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.	COUNT 30	JONES
70	2400	BLOTTER CLOSED: Larry B Jones LARRY B JONES SFC, USA SHIFT CORRECTIONAL SUPV	INFORMATION Huston R. Hill HUSTON R. HILL LTC, MP COMMANDING	JONES

DA FORM 1 DEC 72 3997 REPLACES DA FORM 19-50, 1 NOV 58, WHICH WILL BE USED.

Example of DA Form 3997

INSPECTION RECORD OF PRISONER IN SEGREGATION

☐ ADMINISTRATIVE ☒ DISCIPLINARY

INSTALLATION: Ft Blank, AL

NAME (Last, First, Middle)	GRADE	SSAN	DEPT OF MILITARY SERVICE
BROWN, John L.	E1	999-22-1234	Army

REASON FOR SEGREGATION (Cite offenses for disciplinary segregation.)	DATE SEGREGATION IMPOSED	DATE OF ACTUAL RELEASE FROM SEGREGATION
Assaulted a guard, Disobeyed an order.	16 March 1985	

PART I - REMARKS

1. Prisoner is on reduced diet with a minimum of 2100 calories daily.
2. Prisoner will be allowed 30 minutes daily exercise.
3. Prisoner will be observed every 30 minutes.
4. Prisoner will be required to shower and shave daily.

PART II - DAILY INSPECTION RECORD

DATE	HOUR	CONDUCT	SIGNATURE OF CONFINEMENT OFFICER	HOUR	SIGNATURE OF DUTY OFFICER	HOUR	CONDITION	SIGNATURE OF MEDICAL OFFICER
16 Mar 85	1000	Unsatisfactory	David E. Jones	2330	Robert C. Miller, 1LT	0800	Good	Pat Simpson, PA
	1510	Unsatisfactory	David E. Jones	2230	Robert C. Miller, 1LT			
17 Mar 85	0800	Satisfactory	David E. Jones	2315	Harry B. Smith, 2LT	0830	Good	Pat Simpson, PA
	1500	Satisfactory	David E. Jones	0300	Harry B. Smith, 2LT			
18 Mar 85	0845	Satisfactory	David E. Jones			0745	Good	John Ford, CPT, MC
	1435	Satisfactory	David E. Jones					

PART III - GUARD INSPECTION RECORD

(Inspections will be made at irregular intervals - Supervisors or Guards will initial and complete hour columns.)

DATE	2400-0100	0100-0200	0200-0300	0300-0400	0400-0500	0500-0600	0600-0700	0700-0800	0800-0900	0900-1000	1000-1100	1100-1200	1200-1300	1300-1400	1400-1500	1500-1600	1600-1700	1700-1800	1800-1900	1900-2000	2000-2100	2100-2200	2200-2300	2300-2400
16 Mar 85										RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD
17 Mar 85	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD
18 Mar 85	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD	RD									

DD FORM 1 JUL 70 509 — REPLACES EDITION OF 1 AUG 68, WHICH MAY BE USED. — ★U.S. G.P.O. 1974-768383/287

Example of DD Form 509

COMPUTATION OF SENTENCE

The accurate computation of prisoners' sentences helps ensure the proper administration of the Army's correctional program. It also is an essential element in protecting prisoners' legal rights. Sentence computation must be thoroughly understood by all who are involved in any way with determining the correct release dates of prisoners. Incorrect computations that result in incorrect release dates could violate Article 96 of the UCMJ or the court-martial order that set the sentence.

The installation commander and the provost marshal exercise command and staff supervision of the computation of sentences. The facility commander ensures that selected corrections NCOs are trained to properly compute sentences.

Computation of sentences is governed by AR 633-30, which provides detailed guidance and procedures. The prisoner's sentence is read to him by the facility commander or an officer assistant when the court-martial order that sets the sentence is received or when a court-martial order suspends a sentence or reinstates a suspended sentence. The prisoner acknowledges that the court-martial order was read to him by signing a statement entered on the order. The statement contains the date of the prisoner's acknowledgement and the name, grade, and service number of the officer who read the order. The signed order is filed in the prisoner's correctional treatment file. Computation of sentence is based on the signed order.

PRISONERS' PERSONAL PROPERTY AND FUNDS

Prisoners may keep certain personal property in their possession. All other personal property and funds must be surrendered for safekeeping or disposition.

Facility staff members impound the funds and prohibited personal property when they begin the admissions processing. The funds and property are held in safekeeping for the prisoner while they serve their sentences or are disposed of according to regulations or the prisoner's authorization. The disposition of prisoners' properties and funds is governed by AR 210-174.

The staff member who impounds a prisoner's funds and property gives the prisoner a receipt for the items. That staff member also ensures that the impounded funds and property are processed for safekeeping and disposition as soon as possible. Unauthorized or excess property can be disposed of by shipment to another person, by sale, by donation to a charity or another person, by destruction, or by disposal as abandoned or unclaimed property.

A commissioned officer, a warrant officer, or a Department of the Army civilian employee is assigned as the custodian of the prisoners' personal properties and funds. The installation commander appoints the custodian by published orders. The custodian is responsible for receiving, safeguarding, and disposing of or disbursing property and funds. He maintains the fund accounts, including all records prescribed in AR 210-174, to reflect the current status of the fund, to provide monthly reports on receipts and expenditures, and to provide the required daily reports. The custodian may designate authorized representatives to handle some of these duties, such as cashier and accounting functions. The custodian and any personnel authorized to handle prisoners' personal properties and funds must be bonded by Army position schedule bonds as outlined in AR 600-13.

The custodian holds the prisoners' properties and funds in trust. With few exceptions, any action that involves a prisoner's property and funds requires the prisoner's authority and consent. The exceptions to this rule are as follows:

- The Internal Revenue Service can levy a prisoner's personal deposit fund to satisfy delinquent federal income taxes.

- Personal property that is illegal to possess or is the proceeds of illegal activities is released to the custody of a competent authority.
- Property that has evidentiary value is subject to impounding. When such property is taken from prisoners, disposition is made only by instructions received from a competent authority. The disposition of evidentiary property is governed by AR 190-22.
- Property of an escapee is disposed of in accordance with Defense Disposal Manual 4160-21-M and AR 755-2.

A system of internal controls are used to protect prisoners' properties and funds, to ensure the accuracy of records, to control the receipt and disposition or disbursement of properties and funds, and to promote efficiency in operations. The custodian ensures that the prisoners' funds and valuables are stored in safes or secure cabinets. The safes or cabinets must be equipped with combination locks. If an item is too large to fit into a safe or a cabinet, it is tagged with identifying data and placed in a maximum security room. Only the custodian and authorized representatives of the custodian have access to the room. Property such as this is usually kept and secured by a prisoner's unit. This is not practical in some cases, especially for casual prisoners. The custodian and the correctional staff must ensure that prisoners are denied access to personal property and funds, either their own or other prisoners'.

PRISONERS' PERSONAL PROPERTY

When a prisoner enters a confinement facility, his personal property and his valuables, such as watches, rings (except wedding bands), money, wallet, and keys, are taken and held in safekeeping. Facility staff members inventory the prisoner's property and valuables. They then list the items on DA Form 1132 (Prisoner's Personal Property List—Personal Deposit Fund) in five copies.

Staff members must be very careful how they describe personal valuables on the DA Form 1132. They must identify the valuables as completely as possible by make, model, serial number, type, shape, and color. They describe the items in general terms, such as a yellow-colored ring with two clear-white stones. They must not describe valuables by the type of metal or the kind of stone that they appear to be, such as a gold ring with two diamonds.

If a prisoner requests an appraisal of an item that is to be held in safekeeping, the facility commander may authorize a withdrawal from the prisoner's personal funds to pay for the appraisal. The request also must include an authorization to spend funds for the reappraisal and identification of the item before it is returned to the prisoner. If an appraisal is made, the item can be described on the prisoner's personal property list using the appraiser's data.

Detailed procedures for receipting for, accounting for, disposing of, and safeguarding a prisoner's personal property are contained in AR 190-47 and AR 210-174. When a prisoner is released, his personal property that has been held in safekeeping is inventoried against the DA Form 1132. The custodian or his representative performs the inventory in the presence of the prisoner and a witness. The custodian then returns the property to the prisoner, and the prisoner signs the receipt section of the DA Form 1132.

Personal property that is listed for destruction on the prisoner's personal property list is destroyed under the supervision of the custodian or his bonded representative. The prisoner authorizes the destruction by signing the DA Form 1132. The custodian or his representative acknowledges the destruction by signing the DA Form 1132.

When a prisoner wants to withdraw an item of personal property for use, he prepares and submits a DA Form 1134 (Request for Withdrawal of Personal Property). A DA Form 1135 (Personal Property Permit) is used to authorize the prisoner to keep the withdrawn property in his possession.

PRISONER'S PERSONAL PROPERTY LIST - PERSONAL DEPOSIT FUND
For use of this form, see AR 210-174; the proponent agency is USAFAC.

DATE: 27 FEB 85

LAST NAME - FIRST NAME - MIDDLE INITIAL: CRADDOCK, David G.

REGISTER OR SOCIAL SECURITY NUMBER: 716-12-1877

DESCRIPTION OF PROPERTY	QUANTITY RECEIVED	DISPOSITION				
		SHIPPED	DESTROYED	PRISONER'S POSSESSION	STORED	
					CONTAINER VALUABLES	SUPPLY ROOM OTHER ITEMS
WATCH, SEIKO,Gold-Colored SN 035018	1				1	
CHAIN NECKLACE, Gold-Colored 9"	1				1	
FIVE DOLLAR BILL, US, K19241643B	1				1	
WALLET, Brown	1				1	
ID CARD # D861974	1				1	
----------LAST ENTRY----------						
PRISONER'S INITIALS	DBC				DBC	
CUSTODIAN'S INITIALS	DCP				DCP	
WITNESS' INITIALS	TML				TML	

RECEIPT IS ACKNOWLEDGED OF THE PROPERTY LISTED AS RECEIVED:

SIGNATURE OF CUSTODIAN: David C Price

SIGNATURE OF WITNESS: Tom M. Love

ALL PERSONAL PROPERTY IN MY POSSESSION AT TIME OF CONFINEMENT IS LISTED ABOVE AND I AUTHORIZE DISPOSITION AS INDICATED.

SIGNATURE OF PRISONER: David G. Craddock

ORGANIZATION OF WITNESS: 43d MP Det
Fort Blank, AL 36201

REQUEST PROPERTY LISTED AS "SHIPPED" BE FORWARDED (Check one ☐ COD ☐ Prepaid) TO ADDRESSEE BELOW.

NAME

ADDRESS

PROPERTY LISTED IN COLUMN "SHIPPED" WAS FORWARDED ON — DATE | SIGNATURE OF CUSTODIAN

PROPERTY LISTED IN COLUMN "DESTROYED" WAS DESTROYED ON — DATE | SIGNATURE OF CUSTODIAN

RECEIPT FROM PRISONER (To be completed upon final disposition of prisoner)

ALL OF THE PROPERTY HELD IN SAFEKEEPING FOR ME HAS BEEN RETURNED THIS DATE AND I RELIEVE THE CUSTODIAN OF ANY FURTHER RESPONSIBILITY. | DATE | SIGNATURE OF PRISONER

(See reverse side for Withdrawals and Additions)

DA FORM 1 NOV 79 1132 EDITION OF 1 SEP 58 MAY BE USED

Example of DA Form 1132

REQUEST FOR WITHDRAWAL OF PERSONAL PROPERTY
For use of this form, see AR 210-174; the proponent agency is Comptroller of the Army.

DATE: 20 Oct 1985

TO: Custodian of Personal Deposit Fund

FROM: (Name of prisoner and register or service number)
VANCE, GEORGE J.
333-10-3839

I hereby request authorization to withdraw the following personal property for my personal use: *(List individual items and give full explanation for this request.)*

Guitar pick, brown in color for purpose of playing guitar during non-duty hours and church services.

George J. Vance
(Signature of Prisoner)

	DATE	POSTED ON DA FORM 1132	
☒ WITHDRAWAL APPROVED ☐ WITHDRAWAL DISAPPROVED	20 Oct 1985	20 Oct 1985	J M. Right (Signature of Custodian)

The following items of personal property were received by me:

////////////////////////////GUITAR PICK, BROWN IN COLOR////////////////////////////
//LAST ITEM////////////////////////////////////

DATE	SIGNATURE OF PRISONER
20 Oct 1985	George J. Vance

DA FORM 1 JAN 61 1134 — PREVIOUS EDITION OF THIS FORM IS OBSOLETE. ☆ GPO: 1971 421-070/324

Example of DA Form 1134

PERSONAL PROPERTY PERMIT *(AR 210-174)*

NAME *(Last-First-Middle Initial)*	REG NO. OR SSN
DILAIIGAF, Peter T.	111-11-1111

IS PERMITTED TO HAVE IN HIS CELL THE FOLLOWING:

Trophy, weightlifting
Inscribed "AAU Champion 1986"

FROM *(Date)*	SIGNATURE *(Custodian)*
17 Mar 86	John J. Jones
TO INCLUDE *(Date)*	
15 Jun 86	

(This permit may be renewed upon expiration)

DA FORM 1 OCT 52 1136 REPLACES DA AGO FORM R-5316, 1 DEC 48, WHICH IS OBSOLETE.

PROPERTY PERMIT *(AR 210-174)*
...rst-Middle Initial) | REG NO. OR SSN
...AF, Peter T | 111-11-1111
...TO HAVE IN HIS CELL THE FOLLOWING:
..., weightlifting
...d "AAU Champion 1986"
...86 | SIGNATURE *(Custodian)* John J. Jones
...Date) 86
...it may be renewed upon expiration)
1 OCT 52 1136 REPLACES DA AGO FORM R-5316, 1 DEC 48, WHICH IS OBSOLETE.

Example of DA Form 1135

When a prisoner is transferred to another confinement facility, his personal property is forwarded with the guard escorting him. The guard carries one copy of the DA Form 1132. A second copy of the form is attached to the outside of the container that holds the property.

The personal property of an escaped or deceased prisoner is disposed of in accordance with AR 630-10, AR 643-50, or AR 700-84, whichever is appropriate. A disinterested officer is appointed by the facility commander or the installation commander to audit the prisoner's personal property. When the audit is complete, the officer signs the DA Form 1132 in lieu of and for the prisoner.

PRISONER'S PERSONAL DEPOSIT FUND

The prompt payment of those prisoners who are entitled to receive pay contributes to high prisoner morale. A prisoner's sentence determines if and how much a prisoner is paid. Payments by check from installations are authorized and encouraged. Unit commanders ensure that prisoners from their unit are paid during the same pay period as other members of the unit. The facility commander monitors the fund accounts of prisoners who receive pay and maintains liaison with the prisoners' unit commanders to ensure the prisoners are paid.

Payments to prisoners are made directly to them in the presence of the custodian or his representative. But prisoners are not allowed to have money in their possession. All monies that they are, or become, entitled to while in confinement are deposited in their personal deposit fund account. The personal deposit fund is a trust fund. It consists of the personal funds of all of the prisoners in the facility. The fund's balance equals the total of the individual accounts on the ledger. The accounting for prisoners' personal funds and patients' trust funds may be consolidated at military hospitals when practical. The installation commander or the hospital commander must authorize the consolidation of finds.

During a prisoner's processing, all money is taken from his possession. United States currency and US government paychecks are deposited in the personal deposit fund. A DA Form 1124 (Individual Receipt Voucher Personal Deposit Fund) is prepared in triplicate. It lists all money received for deposit. In addition, a receipt is issued for personal checks surrendered by the prisoner,

INDIVIDUAL RECEIPT VOUCHER
PERSONAL DEPOSIT FUND
For use of this form, see AR 210-174; the proponent agency is the Office of the Comptroller of the Army.

DATE OF RECEIPT: 26April1986

RECEIPT NO.: C- 1960954

FOR DEPOSIT IN THE PERSONAL DEPOSIT FUND TO THE CREDIT OF: John M Don

REGISTER OR SERVICE NO.: 379-28-4242

THE SUM OF: Seven and No —— / 100 Dollars $ 7.00

DESCRIPTION OF REMITTANCE: [X] CASH [ ] CHECK [ ] MONEY ORDER
CHECK OR MONEY ORDER NO.

NAME OF REMITTER: Bill JohnSON

ADDRESS OF REMITTER: RT. 2 P.O. Box 9 Jamestown, Ga. 76343

SIGNATURE OF PERSON ACCEPTING FUNDS: Jason Smith

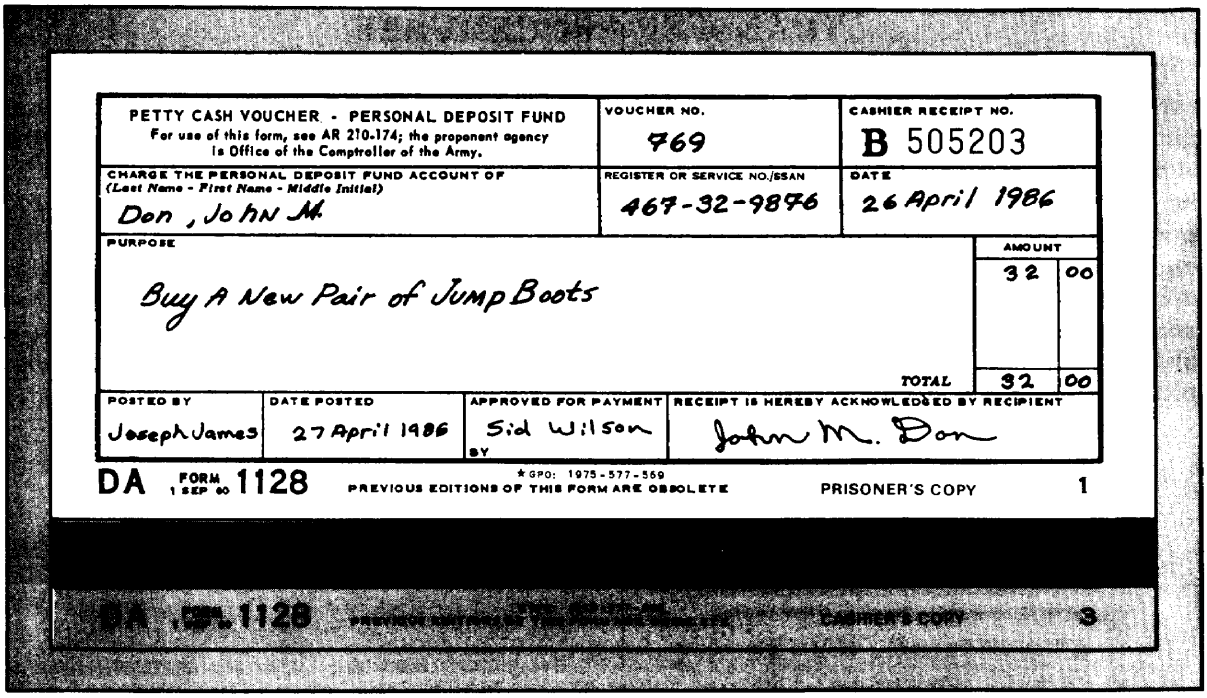
PRISONER'S COPY

PRISONER IS AUTHORIZED TO RETAIN THIS COPY IN HIS POSSESSION

DA FORM 1 OCT 52 1124

16—67892a—4 U.S. GOVERNMENT PRINTING OFFICE

Example of DA Form 1124



PETTY CASH VOUCHER - PERSONAL DEPOSIT FUND
For use of this form, see AR 210-174; the proponent agency is Office of the Comptroller of the Army.

VOUCHER NO. 769

CASHIER RECEIPT NO. B 505203

CHARGE THE PERSONAL DEPOSIT FUND ACCOUNT OF (Last Name - First Name - Middle Initial): Don, John M.

REGISTER OR SERVICE NO./SSAN: 467-32-9876

DATE: 26 April 1986

PURPOSE: Buy A New Pair of Jump Boots

AMOUNT: 32 00

TOTAL: 32 00

POSTED BY	DATE POSTED	APPROVED FOR PAYMENT	RECEIPT IS HEREBY ACKNOWLEDGED BY RECIPIENT
Joseph James	27 April 1986	Sid Wilson BY	John M. Don

DA FORM 1 SEP 00 1128 * GPO: 1975-577-559 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE PRISONER'S COPY 1

DA FORM 1128 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE CASHIER'S COPY 3

Example of DA Form 1128

but the value of these checks is not entered or accounted for on the DA Form 1124. The original copy of the receipt is given to the prisoner as evidence of funds to be credited to his individual account.

All cash receipts are deposited intact in the name of the fund. Daily deposits are made when practical. Any checks that are received are endorsed immediately for deposit to the fund and promptly deposited in the bank for collection. Personal checks are turned over to the bank for collection. Individual withdrawals that cover the amount of the checks presented for collection will not be approved until the checks have been cleared by the depository. Individual prisoner accounts will not be credited for personal checks that have been forwarded for collection until after they are cleared by the depository.

When a prisoner is transferred from one confinement facility to another, his personal deposit funds are transferred to the receiving facility. When a prisoner is released and his personal deposit fund account is $50 or less, the entire amount can be paid to the prisoner in cash. Otherwise, the prisoner receives the balance of his personal deposit fund in the form of a check.

PETTY CASH FUND

The USDB commandant, the USACA commander, and installation commanders who supervise confinement facilities are authorized to set up a petty cash fund. The fund provides prisoners with cash to make minor purchases. The commandant or the commander, as applicable, determines the amount that each prisoner contributes to the petty cash fund. That amount is drawn from each prisoner's personal deposit fund. The commandant or the commander sets the limit, in writing, on the amount of money in the petty cash fund.

Expenditures from the petty cash fund may not exceed $20 for any one authorized expenditure except when the prisoner is released from confinement. When a petty cash disbursement is made to a prisoner, the prisoner submits a signed DA Form 1128 (Petty Cash Voucher–Personal Deposit Fund) to the cashier of the petty cash fund.

TRANSFER PROCEDURES

The transfer of a prisoner, except for casual prisoners, from one confinement facility to another qualifies as a permanent change of station. Certain procedures and actions must be accomplished during the administrative processing and clearing from the installation and the confinement facility. The prisoner's unit commander ensures the completion of all portions of the prisoner's administrative processing and clearing that are not performed by the confinement facility staff.

The facility commander instructs the escorting guards on their assigned duties and responsibilities. This is done as an aid to the unit commander who supplies the guards for the transfer. Whenever possible, the guards should hold a 95C MOS.

Detailed guidance on the administrative and operational processing required for prisoner transfers can be found in AR 190-47. All personnel involved in any way with these functions must be familiar with the provisions of the regulation.

RELEASE PROCEDURES



Prisoners are released from confinement only with proper authorization. Usually, the facility commander or a designated representative is the approving authority. At the USDB and the USACA, the installation commander or the commandant may approve releases. Guidance on parole and conditional release of prisoners from the USDB can be found in AR 190-26.

The installation commander can authorize the facility commander to authenticate DD Form 367 (Prisoner's Release Order) for prisoners—

- Who are being released because their sentences have expired.
- Whose sentences have been mitigated, suspended, or remitted.
- Who have had charges against them dropped.
- Who are casual prisoners being released for return to their unit.

If the facility commander is authorized to authenticate release orders, he is designated on orders by the installation commander as an assistant adjutant general for this purpose.

Usually, prisoners are released from confinement when their sentences have been served. In some cases, prisoners are released through clemency actions or administrative discharge from the service. If a prisoner completes a sentence and has additional

PRISONER'S RELEASE ORDER

DATE: 18 Mar 85

TO: Confinement or Brig Officer

INSTALLATION: Fort Blank, AL 36226

THE PRISONER NAMED BELOW WILL BE RELEASED FROM CONFINEMENT 18 March 1985 AND DELIVERED TO THE ORGANIZATION SHOWN

DATE

LAST NAME - FIRST NAME - MIDDLE INITIAL (Printed or typed)	SERVICE NUMBER	GRADE/RANK
FORTNEY, Art L.	462-01-6300	E1/PVT

DEPARTMENT OF MILITARY SERVICE	ORGANIZATION
US Army	462d Signal Co., Fort Blank, AL 36226

REASON FOR RELEASE

Pre-trial confinement no longer deemed necessary.

FOR THE COMMANDER

AUTHENTICATING OFFICER (Printed or typed)	SIGNATURE
JONES, David E.	David E. Jones

GRADE/RANK, ORGANIZATION, AND TITLE

03/CPT 14th MP Co., Fort Blank, AL Assistant AG

RECEIPT

RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED	DATE	TIME
	18 Mar 85	1400

NAME, GRADE/RANK, ORGANIZATION, TITLE (Printed or typed)	SIGNATURE
LEMON, John K., 02/1LT 25th Trans Bn, Fort Blank, AL Bn XO	John K. Lemon

REMARKS

DD FORM 1 DEC 57 367 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. U. S. GOVERNMENT PRINTING OFFICE 1958 O—457924

Example of DD Form 367

charges pending, he may be kept in confinement upon the issuance of a new confinement order based on the pending charges. If a prisoner completes a sentence before final action is taken on that portion of the sentence that adjudged a punitive discharge, he is released from confinement. However, he remains subject to military jurisdiction until final approval of the sentence and the execution of discharge.

A sentenced prisoner whose sentence includes, in addition to confinement, a punitive discharge or dismissal is released from confinement on completion of his sentence. The released prisoner may be retained under military jurisdiction for medical treatment of an illness or injury that occurred or was aggravated during military service or in confinement. Prisoners whose sentences have been mitigated or remitted by the convening authority or by another competent authority are released from confinement in the same manner as those whose sentences have been served. A court-martial may render a decision of not guilty on a prisoner who has been held in confinement during the trial. However, the prisoner may not be released until a proper release order is executed. When charges are withdrawn against a prisoner who has been confined in a detained prisoner status, the prisoner may not be released until a properly authenticated release order has been executed.

Before a prisoner is released, he must be cleared administratively from the confinement facility. This includes clearing supply, property and funds, mail, and confinement records. When so authorized, the

facility commander or his representative prepares and authenticates the release order.

For additional guidance on administration and operation, *see AR 210-170.*

Chapter 7

Logistics

Confinement facilities must provide for the needs of the prisoners and the staff. Such provisioning is a prerequisite to maintaining custody and control and to fostering correctional treatment. The availability of supplies and services influences the quality of treatment programs. The quality and quantity of supplies and services affect the morale of the staff as well as the prisoners. And, certainly, food and health services and supplies, general maintenance supplies, and personal-use items are operational necessities for any residential environment. Controling as well as providing the services and supplies needed by prisoners and staff of an ACS facility is an important part of a facility's daily operation.



DINING FACILITIES AND RATIONS

Each confinement facility should have its own dining facility. The best location for a dining facility is in a secure compound or in a building that is a safe distance from the prisoners' living quarters and work areas. The dining facility is made as attractive as possible to help maintain prisoner morale.

The food served to prisoners is an important factor in maintaining morale and discipline. The dining facility staff must ensure that the highest possible food service standards are maintained. The meals served to prisoners are the same quantity, type, and quality as those served to other soldiers. For detailed information on food service standards, see *TB MED* 530.

The facility commander, however, has the authority to place prisoners who are in disciplinary segregation on a reduced diet, The minimum daily caloric intake for a prisoner on a reduced diet is 2,100 calories. Seasonings are used in reduced diet meals. With the exception of desserts, balanced portions of all daily rations are served to prisoners in reduced amounts. The facility commander is responsible for ensuring that reduced diets meet the requirements of AR 190-47. The facility commander or his representative inspects the reduced diet daily to see that it is adequate. A medical officer reviews, examines, approves, and samples portions of reduced diet menus periodically. Personnel of the custodial branch supervise the serving of reduced diet meals.

One way of ensuring that proper reduced diet meals are served is to ask the local Army hospital for a monthly reduced diet list. Hospital personnel extract the list from the Army master menu. The mess steward maintains a record of each type of food, by weight and caloric value, that is served as part of a reduced diet. The mess steward maintains this record during the period that a prisoner is on a reduced diet. When a reduced diet is discontinued, the mess steward forwards the record to the confinement facility's administrative section,

Type or Kind of Food	Weight or Measurement	Caloric Value
Asparagus, cooked w/seasoning	1/2 cup	60
Beans, dry, cooked	1/2 cup	70
Beans, string, cooked w/seasoning	1/2 cup	60
Beets, cooked w/seasoning (fat)	1/2 cup	35
Biscuit	1-2" diameter	70
Bread, white	1 slice	70
Bread, whole wheat	1 slice	70
Broccoli, cooked w/seasoning	1/2 cup	60
Brussel sprouts, cooked w/seasoning (butter, oleo, or other fat)	1/2 cup	60
Cabbage, cooked w/seasoning	1/2 cup	60
Cabbage, raw	1 cup	20
Carrots, cooked w/seasoning (fat)	1/2 cup	35
Cauliflower, cooked w/seasoning	1/2 cup	60
Celery, cooked w/seasoning	1/2 cup	60
Celery, raw	1 cup	20
Cereal, cooked	1/2 cup	70
Cereal, dry (flakes or puffed)	3/4 cup	70
Chard, cooked w/seasoning	1/2 cup	60
Corn, w/butter or oleo	1/3 cup	105
Cornbread	1-1 1/2" cube	70
Crackers, saltines	5-2" square	70
Cucumbers, raw	1 cup	20
Eggplant, cooked w/seasoning	1/2 cup	60
Flour	2 1/2 tbsp	70
Greens, leafy, cooked w/seasoning	1/2 cup	60
Lettuce, raw	1 cup	20
Onions, cooked w/seasoning (fat)	1/2 cup	35
Peas, dry cooked	1/2 cup	70
Peas, green, cooked w/seasoning (fat)	1/2 cup	35
Peppers, green, raw	1/4 cup	5
Potatoes, creamed	1/2 cup	116
Potatoes, french fried, 2"x1/2"x1/2"	10 pieces	200
Potatoes, hash brown	1/2 cup	240
Potatoes, mashed w/milk and butter	1/2 cup	125
Potatoes, white, baked or boiled (no fat added)	1-2" diameter	70
Radishes, raw, sliced	1 cup	20
Rice-grits, cooked	1/2 cup	70
Rutabagas, cooked w/seasoning (fat)	1/2 cup	35
Rye bread	1 slice	70
Spaghetti-noodles, cooked	1/2 cup	70
Spinach, cooked w/seasoning	1/2 cup	60
Squash, summer, cooked w/seasoning	1/2 cup	60
Squash, winter, cooked w/seasoning (fat)	1/2 cup	35
Tomatoes, cooked w/seasoning	1/2 cup	60
Tomatoes, raw	1 cup	20
Turnips, cooked w/seasoning (fat)	1/2 cup	35

Caloric Guide for Reduced Diets

MEDICAL AND DENTAL SERVICES

Facility commanders, through close liaison with the commanders of their installation's medical and dental facilities, ensure full support for these services to the confinement facility. Medical personnel conduct sick call, inspect the segregation area, and monitor diets daily. They also inspect the entire confinement facility weekly. Medical personnel supply first aid equipment and help train the correctional staff in first aid

techniques. The first aid training emphasizes the early identification of symptoms of illnesses, the latest methods of resuscitation, and the first aid measures for various kinds of suicide attempts.

Daily sick call is usually held at a time that does not interfere with the duties and training of the prisoners. The medical officer or medically trained personnel conduct sick call, administer first aid, and dispense medication. If the facility does not have a dispensary, sick call is held at a medical facility.

Medical examinations and treatment usually require the use of instruments and medications that are hazardous to custody and control. Medications and equipment are secured when not in use, and they are inventoried frequently. If the facility does not have a dispensary, medications prescribed for prisoners are kept in a centrally located, locked container.

Corrections NCOs usually dispense medications to prisoners in the cellblock. They supervise the ingestion or application of medications. Prescription medicines, however, are best dispensed by qualified medical personnel whenever possible. The corrections NCOs also are responsible for accurately maintaining the medication issue register.

Prisoners receive the same dental care as other soldiers. When medication is prescribed for dental problems, the same precautions used to administer and store other medications also apply.

HEALTH AND COMFORT SUPPLIES

Health and comfort supplies are those supplies needed to maintain the personal hygiene, health, and comfort of prisoners. The supply branch orders health and comfort supplies through normal supply channels. The health and comfort section stores, safeguards, and issues the supplies. The facility commander ensures that the basic supplies are made available to prisoners. The installation commander may allow the issue of additional supplies if the facility commander recommends them as being necessary or desirable.

Health and comfort supplies are issued as needed to each prisoner during initial processing. They are issued regularly thereafter. The prisoner requests health and comfort supplies by filling out DD Form 504. Basic health and comfort supplies include, but are not limited to, the following:

- Safety razor and disposable cartridges.
- Shaving cream.
- Toothbrush and toothpaste.
- Stick or roll-on deodorant,
- Soap, towel, and washcloth.
- Shoe polish.
- Cigarettes or a pipe and tobacco.
- Safety matches, if needed.

Postage stamps for use on personal mail are health and comfort supplies. A prisoner in pay status must pay for the postage on his personal mail. He fills out a request for stamps as an item of health and comfort issue. Stamps are issued monthly along with other health and comfort items. Postage for outgoing letter mail of a prisoner who is in a nonpay status is furnished at government expense.

Haircuts are also considered a health and comfort item. Reimbursement for haircuts, when required, usually is done through the health and comfort section. The supply branch may order a barber kit and related equipment and supplies, paying for them with facility welfare funds. Prisoners may be selected to serve as barbers. Prisoner-barbers must be supervised to ensure haircut uniformity, sanitation standards, and equipment control. Prisoners do not have to pay for haircuts given under such an arrangement.

The installation exchange service may provide barbers and the necessary equipment and supplies for cutting prisoners' hair on a scheduled basis. An area within the facility must be designated for this purpose to avoid custody and control problems during

prisoner movement. Prisoners in a pay status reimburse the exchange service for their haircuts. Prisoners in a nonpay status get their haircuts at government expense.

At least once a month, the health and comfort section takes an inventory of all supplies and compares it against the previous inventory, the supplies ordered, and the supplies issued during the intervening period. The facility commander or his representative verifies each inventory.

GENERAL-USE SUPPLIES

Supply functions in a confinement facility are basically the same as those in any military unit. But stronger security measures are necessary to prevent certain supplies and equipment from getting into the hands of prisoners.

Weapons, ammunition, and emergency equipment, such as protective masks and hand and leg irons, must be stored in maximum security-type locked racks and cabinets. The racks and cabinets must be placed in a room that is located away from prisoner areas. Guards draw weapons and ammunition only as they are needed. The facility staff keeps records of all weapons and ammunition transactions. A weapons loading and unloading point or area must be set up outside the facility to reduce safety hazards.

Tools that are needed for everyday operations must be stored outside the facility's secure area. The facility staff uses a sign-out system to dispense the tools. They also maintain a current list of facility tools. A physical inventory must be taken at least twice each month by the facility commander or his representative. Records of the inventories are kept on file.

Each prisoner's unit commander is responsible for ensuring that the prisoner has all necessary clothing when he enters confinement. The government pays for laundering prisoners' clothing. Usually, the following items are issued to each prisoner:

- One bed.
- The same number of blankets as are issued to other troops.
- Two sheets.
- One mattress.
- One mattress cover.
- One pillow.
- One pillowcase.

Enough items of individual clothing and equipment must be on hand to ensure the uniform appearance of the prisoners. Emergency issues of clothing and equipment are given to prisoners of determined status who are confined without the minimum amount of clothing. After the prisoner's pay status has been determined, the emergency issue is withdrawn. A prisoner who receives the basic standard maintenance allowance buys those items of personal clothing needed to perform his duties while in confinement. If a prisoner is confined at a facility other than at his home station, he buys those items of personal clothing needed to travel to his home station. A prisoner who does not receive the standard maintenance allowance is given the necessary clothing at government expense.

Janitorial and housekeeping supplies fall into two categories: unauthorized items and general-use items. Prisoners may not have unauthorized items in their possession. Unauthorized items include steel wool, caustic soda, lye, acids, pest and rodent control preparations, chemicals, paints, thinners, and antifreeze solutions. Unauthorized items are stored outside the facility's secure area. Custodial personnel and designated prisoners draw on these supplies on a day-to-day or an as-needed basis. Unauthorized items are used only under the direct supervision of custodial personnel. Care must be taken to prevent their unauthorized use by prisoners.

The supply branch orders and issues general-use items, such as janitorial and housekeeping supplies. General-use items include mops, brooms, lightbulbs, toilet paper, and office supplies. General-use items are issued as needed to prisoners and to facility staff members.

APPENDIX A

Example of an Interservice Support Agreement

SUPPORT AGREEMENT

1. DOCUMENT IDENTIFIER ("X" one): ☐ NEW ☐ REVIEW NO. ____ ☒ REVISION NO. 1 ☐ TERMINATION

2. SUPPLIER (Name, Office Symbol & complete address)
HQ, XX Corps
ATTN: AHIK-TBN
Fort Black, ND 12345
GEOGRAPHICAL AREA OR COUNTRY CODE: 00

2a. MAJOR COMMAND CODE: W55GU8
2b. SUBORDINATE COMMAND CODE: W43EVQ
3. PRESENT AGREEMENT NUMBER: W43EVQ-86051-195
4. TERMINATION DATE (Month and Year): 0691
3a. SUPERSEDED AGREEMENT NUMBER: None

5. RECEIVER (Name, Office Symbol & complete address)
Smith Technical Training Center
ATTN: ABCD/WXYZ
Green Air Force Base, IL 00000
GEOGRAPHICAL AREA OR COUNTRY CODE: 00

5a. DODAAC/FEDSTRIP NUMBER: AC5064
5b. MAJOR COMMAND CODE: AC50XX
5c. SUBORDINATE COMMAND CODE: N/A

6. SUPPORT AGREEMENT RESOURCE SUMMARY

a. CATEGORY CODES	b. MAN YEARS (SUPPLIER)		c. GROSS ADDITIONAL COSTS (SUPPLIER)		
	MILITARY	CIVILIAN	TOTAL	NON-REIMBURSEABLE	REIMBURSEABLE
AB	0	0	0		
AD	0	0	0		
AE	0	0	0		
AF	0	0	0		
AH	0	0	0		
AI	0	0	0		
AK	0	.5	19,325	6,950	12,375
AL	4.9	0	38,460	38,460	
AM	0	0	159,780		159,780
AO	0	0	0		
AP	0	0	142,087	142,087	
AQ	0	0	0		
AU	0	0	0		
AW	0	0	6,432	6,432	
AY	0.2	0	996	996	
AZ	0	0	0		
BA	0	0	0		
BB	0	0	0		
BC	0	0	450		450
BD	0	0	0		
TOTAL	5.1	.6	442,596	195,309	247,287

6d. RECEIVER DATA (When applicable, provide similar data required in blocks 6a, b and c)
AI 60 Military Personnel $1,200,000 nonreimbursable (Annual rates computed at $20,000 average per manpower space)

7. SAVINGS ACCRUED/COSTS INCURRED/MAN YEARS SAVED/EXPENDED TO FEDERAL GOVERNMENT

7a. SAVINGS	7b. COSTS	7c. MAN YEARS SAVED	7d. MAN YEARS EXPENDED
See Block 8 FY:	195,309 FY:	0 FY: 86	5.7 FY: 86

8. FUNDING AND REIMBURSEMENT ARRANGEMENT (Include all details concerning billing/reimbursement procedures, funding limitations, and the appropriate "billing/submit thru" addressees. Also list those references which specifically apply to the type of organization being supported.)
Billing will be accomplished by submitting SF 1080 thru Cdr, Det #6, 4867 CRS at Fort Black to Smith Technical Training Center, ATTN: ABCD/WXYZ, Green Air Force Base, IL 00000. Accounting classification 4583600-208-7663-306458-A7-483-601000.
Corrected FY85 cost avoidance:
W55GU8 $2,065,370.40 FB0000 $2,065,370.40

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(Front)

9. GENERAL PROVISIONS *(Complete blank spaces)*: The following general provisions, as set forth in Chapter III, DOD 4000.19-M, apply to this agreement unless otherwise specified in "Remarks" block below:

a. The Receiving Activity will provide the Supplying Activity projections of support required to accomplish its mission. Significant changes in the Receiving Activity function, mission or support requirements will be submitted by the Receiving Activity in a manner that will permit timely modification of resource requirements.

b. It is the responsibility of each agency providing support under this agreement to bring any required or requested change in support to the attention of AHIK-TBN, Fort Black, ND prior to providing/reducing unilaterally such additional/reduced support.

Activities providing reimbursable support in this agreement will submit a monthly statement of costs to CF&AO, Fort Black, ND for preparation of billing document, SF 1080.

d. Manpower required in support of this agreement which is subject to return to the lending activity upon termination of the agreement: _____ (Enter number or if no manpower is required, enter "None").

e. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as Congressional legislation, DOD directives, commercial utility rate increases, etc. The receiver will be notified immediately of such rate changes.

f. This agreement will be reviewed biennially at least 120 days prior to the anniversary date. It may be revised at any time upon the mutual consent in writing of the parties concerned.

g. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

h. In case of mobilization or other emergency, this agreement will remain in force within supplier's capabilities, subject to normal cancellation provisions and will be subject to review at that time. This agreement will not be terminated if such action impairs the combat mission of the receiving activity as determined by higher headquarters.

10. REMARKS

11. COMPTROLLER CONCURRENCE *(Supplier Signature & Date)*	12. COMPTROLLER CONCURRENCE *(Receiver Signature & Date)*

13. TYPED NAME AND ORGANIZATION OF SUPPLIER APPROVING AUTHORITY	13a. SIGNATURE	13b. DATE
14. TYPED NAME AND ORGANIZATION OF RECEIVER APPROVING AUTHORITY	14a. SIGNATURE	14b. DATE

(Back)

SUPPORT AGREEMENT

1. DOCUMENT IDENTIFIER ("X" one)
[ ] NEW [ ] REVIEW NO. ____ [X] REVISION NO. 1 [ ] TERMINATION

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ATTN: ABCD/WXYZ
Green Air Force Base, IL 00000
GEOGRAPHICAL AREA OR COUNTRY CODE: 00

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5b. MAJOR COMMAND CODE: AC50XX
5c. SUBORDINATE COMMAND CODE: N/A

6. SUPPORT AGREEMENT RESOURCE SUMMARY

a. CATEGORY CODES	SUPPLIER				
	b. MAN YEARS		c. GROSS ADDITIONAL COSTS		
	MILITARY	CIVILIAN	TOTAL	NON-REIMBURSEABLE	REIMBURSEABLE
BF	0	0	0		
BG	0	0	0		
BU	0	0	65,700		65,700
SE	0	0	0		
SF	0	.1	550		550
ST	0	0	8,432		8,432
SY	0	0	0		
IG Svc	0	0	384	384	
TOTAL					

6d. RECEIVER DATA (When applicable, provide similar data required in blocks 6a, b and c)

7. SAVINGS ACCRUED/COSTS INCURRED/MAN YEARS SAVED/EXPENDED TO FEDERAL GOVERNMENT

7a. SAVINGS	7b. COSTS	7c. MAN YEARS SAVED	7d. MAN YEARS EXPENDED
FY:	FY:	FY:	FY:

8. FUNDING AND REIMBURSEMENT ARRANGEMENT (Include all details concerning billing/reimbursement procedures, funding limitations, and the appropriate "billing/submit thru" addressees. Also list those references which specifically apply to the type of organization being supported.)

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(Front — continued)

9. GENERAL PROVISIONS *(Complete blank spaces)*: The following general provisions, as set forth in Chapter III, DOD 4000.19-M, apply to this agreement unless otherwise specified in "Remarks" block below:

a. The Receiving Activity will provide the Supplying Activity projections of support required to accomplish its mission. Significant changes in the Receiving Activity function, mission or support requirements will be submitted by the Receiving Activity in a manner that will permit timely modification of resource requirements.

b. It is the responsibility of each agency providing support under this agreement to bring any required or requested change in support to the attention of _____ prior to providing/reducing unilaterally such additional/reduced support.

c. Activities providing reimbursable support in this agreement will submit a monthly statement of costs to _____ for preparation of billing document, SF 1080.

d. Manpower required in support of this agreement which is subject to return to the lending activity upon termination of the agreement: _____ (Enter number or if no manpower is required, enter "None").

e. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as Congressional legislation, DOD directives, commercial utility rate increases, etc. The receiver will be notified immediately of such rate changes.

f. This agreement will be reviewed biennially at least 120 days prior to the anniversary date. It may be revised at any time upon the mutual consent in writing of the parties concerned.

g. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

h. In case of mobilization or other emergency, this agreement will remain in force within supplier's capabilities, subject to normal cancellation provisions and will be subject to review at that time. This agreement will not be terminated if such action impairs the combat mission of the receiving activity as determined by higher headquarters.

10. REMARKS

1. Revisions: General provisions changed; cost data updated; support category AU expanded and clarified; telecopier support deleted from support category BC; support categories BF and SE clarified.

2. Added: Attachment 5 (Manpower Annex); Attachment 6 (Cost Avoidance Computation).

11. COMPTROLLER CONCURRENCE *(Supplier Signature & Date)*	12. COMPTROLLER CONCURRENCE *(Receiver Signature & Date)*

13. TYPED NAME AND ORGANIZATION OF SUPPLIER APPROVING AUTHORITY	13a. SIGNATURE	13b. DATE
JAMES JONES, COL, GS Director of Industrial Operations	James Jones	21 Jan 86
14. TYPED NAME AND ORGANIZATION OF RECEIVER APPROVING AUTHORITY	**14a. SIGNATURE**	**14b. DATE**
DAVID BROWN, COL, USAF Dep Comdr for Resource Mgt	David Brown	21 Jan 86

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ATTACHMENT 1

This agreement between Commander, Fort Black, and Commander, Smith Technical Training Center, is to provide for the confinement and administration of Air Force prisoners at the Fort Black Installation Detention Facility (IDF).

1. References:

   a. DOD Directive 4000.19-R, 27 March 1984, Basic Policies and Principles for Interservice, Interdepartmental and Interagency Support (implemented by AR l-35/AFR 400.27. June 1973).

   b. DOD 4000.19-R, Defense Regional Interservice Support (DRIS) Regulation, March 1984.

   c. AR 37-19/AFR 172-3, Financial Administration of Interservice and Interdepartmental Support Agreements, 27 December 1974.

   d. AFR 125-23, Parole of Air Force Prisoners from Disciplinary Barracks.

   e. AFR 125-30, Military Sentences of Confinement.

   f. AR 190-47, The United States Army Correctional System.

   g. AFR 125-18, Operation of Air Force Correction and Detention Facilities.

2. Purpose: The purpose of this agreement is to establish policies, principles, and procedures for personnel support and for reimbursement to the Army by the Air Force of costs incurred for the confinement and administration of Air Force prisoners at the Installation Detention Facility (IDF) at Fort Black, ND.

3. General Provisions:

   a. The Fort Black IDF will operate under the provisions of AR 190-47. All prisoners confined within the IDF are subject to the policies outlined in AR 190-47.

   b. The Air Force will retain full command jurisdiction over its prisoners in confinement and over USAF staff personnel with duty at the Fort Black IDF.

   c. The Air Force will assure that personnel transported to the Fort Black IDF for confinement are accompanied by the following items:

      (1) Correctional Treatment File containing as a minimum:

         (a) One copy of a properly executed DD Form 497, Confinement Order.

         (b) One copy of AF Form 1359, Notification of Results of Trial.

         (c) Two copies of court-martial order when available.

      (2) The military clothing outlined in Atch 4.

      (3) Medical and Dental Records.

   d. Personnel Support. Personnel support shall be provided as follows:

      (1) The Army shall continue to provide personnel resources (2 officers, 33 enlisted, 2 civilians) for confinement and administration to support a minimum of 50 Army prisoners.

(2) The requirement for personnel support to be provided by the Air Force under this agreement shall be reviewed annually and at such other times as may be necessary by prisoner population changes. Staffing and adjustments in military spaces between the Army and the Air Force will be accomplished as follows:

(a) The Air Force will provide military personnel at the IDF, Fort Black, based upon the average Air Force prisoner confinement rate at the Fort Black stockade in accordance with the attached manpower annex (Atch 5).

(b) To ensure personnel stability and maintain a basic staffing element, it is further agreed that the Air Force will not reduce AF staffing below two (2) officers (Security Police specialty) and thirty-five (35) airmen, including a minimum of four (4) female Security Police (supporting a prisoner population of 50 or less). Incremental increases in Air Force staffing will be provided when the average Air Force prisoner population includes increments of two (2) prisoners for three consecutive months. Maximum will be 125 Air Force prisoners; further prisoner increases subject to negotiation. Each increase will be reviewed in accordance with paragraph 3d(2) and (a) above,

(c) The Army and Air Force will mutually agree upon specialty codes and skill levels required for Air Force and Army staffing based on standards in manpower annex (Atch 5).

(d) The senior ranking USAF Security Police Officer shall be assigned principle duty as Commander, Detachment 6, 4867th Correctional Rehabilitation Squadron (CRS) at Fort Black, ND, with the additional duty as Deputy Commander of the IDF. This officer commands all other assigned USAF permanent party personnel and makes assignments and utilizes such USAF and Army personnel as directed by the Commander, IDF. The Commander, IDF, will submit a mandatory Letter of Evaluation (LOE) on the Commander, Detachment 6, 4867th CRS, in accordance with paragraph 2-13, AFR 36-10.

(e) As a general rule, prisoners to be confined at Fort Black are those ineligible to be transferred to the USDB, Fort Leavenworth, KS, IAW USDB Shipment Criteria. The IDF, Fort Black, will accept prisoners with remaining sentences not exceeding 24 months within the population ceiling cited in paragraph 2d(2)(b). Exceptions can be arranged on a case by case basis between the Commander, 4867th CRS, and the Commander, IDF, to allow the confinement of prisoners eligible for transfer to the USDB to be confined at Fort Black.

4. Reimbursement: Reimbursement of costs shall be as follows:

a. Reimbursement shall be on the basis of estimated gross costs exclusive of costs of military pay or depreciation of facilities or equipment and those support

categories listed as nonreimbursable. For the purpose of this agreement, gross expenditures reported against Law Enforcement Cored account, Fort Black, ND, adjusted for known increases and decreases between the current year and the budget year less one-time costs will be considered estimated gross costs.

b. Based on gross cost experience, the rate of reimbursement shall be adjusted quarterly based on actual cost of the Fort Black IDF to include haircuts, health and comfort items, consumable supplies, self service supplies, equipment and cash donations. The actual cost figures for the quarter are divided by the number of days in the quarter, divided by the average number of prisoners for the quarter. The result of this computation is the daily reimbursement per AF prisoners' cost for the next quarter.

c. The Army Finance and Accounting Officer administering the allotted funds shall prepare and submit Standard Form 1080, Voucher for Transfer between Appropriations of Funds, to Commander, Smith Technical Training Center, Green Air Force Base, Illinois, ATTN: ACFMC.

d. Cost of Air Force prisoner\ escort shipment will be borne exclusively by Air Force.

ATTACHMENT 2

Interservice Support Agreement

SPECIFIC PROVISIONS:

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(AB) Finance & Accounting Nonreimbursable	Ft Black IDF will maintain and administer individual personnel deposit funds on all Air Force personnel.	
(AD) Legal Services Nonreimbursable		Provide legal assistance to all AF personnel (Commander, STTC, exercises court-martial jurisdiction over Air Force prisoners confined at Fort Black, ND). Grant temporary home parole as required.
(AE) Mail Pickup and Delivery Nonreimbursable	Provide normal postal and mail services.	Designate a qualified individual to receive and distribute mail.

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(AF) Custodial Nonreimbursable	Provide custodial services to facility/ space occupied by Receiver personnel.	Prisoners will perform custodial work within the facility.
(AH) Fire Protection Nonreimbursable	Provide fire protection and prevention for facilities occupied by the Receiver.	Comply with appropriate fire prevention and protection regulations and procedures of Supplier.
(AI) Police Services Nonreimbursable	Provide normal police protection.	Comply with appropriate regulations and procedures of supplier.
(AK) Laundry/Dry A. Linen Nonreimbursable	Provide exchange of prisoner's linen, as required.	
B. Quartermaster laundry Reimbursable	Provide laundry service to prisoners as required.	Reimburse Supplier at the rate of $8.00 per month, per prisoner. Est. annual requirement $12,000. SF 1080:$12,000.
(AL) Health Service Nonreimbursable	Provide normal medical/dental treatment, to include evaluation, treatment, and counseling of prisoners, on the same basis as for Army personnel.	Ensure medical/dental records are available to Supplier's treatment facilities.
(AM) Food Service A. Nonreimbursable-Labor	Provide the same meals as those provided to Army Personnel.	Issue meal cards to authorized personnel. At Departmental level, reimburse cost of meals consumed in accordance with AR 30-1. Est. annual requirement: $161,513.
B. Reimbursable - Subsistence		
(AO) Transportation Nonreimbursable	Authorized use of Ft Black SATO.	
(AP) Utilities *Nonreimbursable	Provide utilities services to facilities used by Receiver on the same basis as for other installation facilities.	Comply with Supplier's resource conservation directives and procedures.

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(AQ) Mortuary Nonreimbursable	Provide mortuary services in accordance with Appendix B, para B-1, AR 638-40.	
(AU) Administrative Office Space Nonreimbursable	1. Provide adequate office equipment, and supplies (except those items in Atch 3).	1. Provide equipment as outlined in Atch 3.
(Except for facilities listed in Category AU as sole use by Det 6, 4867 CRS.)	2. Allow Det 6, 4867 CRS to provide by lease/purchase a temporary structure (double-wide trailer) for use as administrative office space.	2. Provide by lease/purchase a temporary structure for use as administrative office space (also see para 2- Supplier will).
(AU) Administrative Office Space (Continued)	a. Structure to be for the exclusive use of Det 6 personnel but may also house such joint functions as mutually agreed to by Cdr, Det 6, 4867 CRS and Cdr, Ft Black IDF (that is, counseling, social services and the like).	a. Ownership/ accountability retained by Det 6, 4867 CRS.
	b. Structure to be located in close proximity to Bldg 1450.	b. Initial hook up costs to be reimbursable to Supplier.
	c. All arrangements for necessary waivers, installation, water and sewage hookups, and the like to be expedited by Supplier.	c. At such time structure is no longer required, removal and disposition will be the responsibility of the Receiver.
		d. If structure remains sole use by Receiver, utilities costs to be reimbursable to Supplier. If structure houses joint functions pro-rata schedule for utilities to be developed and Receiver to reimburse Supplier for sole use portion.

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CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(AU) Administrative Office Space (Continued)	4. Continue to provide space in Bldg 1450 for common functions, (that is, finance, personnel, supply, food service, and the like).	4. N/A.
	3. Provide for terms under para 2 (Supplier will) or; permanently assign 1/4 of Bldg 1448 for same functions.	3. Reimburse Supplier for necessary reconfiguration of sole use space and reimburse on pro-rata basis for utilities consumed in sole use space.
(AW) Real Property Maintenance Reimbursable	Provide normal cyclical maintenance and repair of real estate facilities provided Receiver.	Designate a responsible individual to serve as real estate custodian in facilities occupied by Receiver. Comply with Supplier's directives for requesting maintenance and repairs to such facilities. Reimbursable when services required are as a result of AF peculiar requirements or as a result of support of the agreement.
(AY) Administrative Services Nonreimbursable	Provide installation regulation concerning security, behavior of military personnel, and the like.	Submit requirements to Supplier.
	Provide administrative support for disposition boards.	
	Provide blank forms and standard publications required IAW installation regulations.	
	Provide word processing and reproduction service on a space available basis.	Submit requirements to Supplier. Provide a photo copier for use at the IDF.

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(AZ) Information Office Services Nonreimbursable	Provide information service when requested by Receiver.	Submit request to Supplier's Information Office.
(BA) Chaplain/ Religious Nonreimbursable	Provide regularly scheduled religious services on a weekly basis.	Provide religious counseling to all AF prisoners to include representation on disposition boards.
(BB) Safety Nonreimbursable	Provide safety services, when requested, on the same basis as for assigned Army Units.	
(BC) Communication Services Reimbursable	Provide telephone services to include two class A lines, and maintenance for such equipment.	Reimburse Supplier for the cost of sole use Class A lines. SF 1080:$390.00.
(BF) Military Personnel Services Nonreimbursable	1. Confine and support the administration of Air Force prisoners IAW appropriate directives.	1. Man, command and control Det 6, 4867 CRS according to paragraph 3d basic agreement.
	2. In-process all Air Force prisoners for confinement.	2. Provide a liaison NCO to coordinate all personnel and financial matters.
		3. Release Air Force prisoners, confined at the Fort Black IDF, who reach their minimum release date, to casual/transient status to await final disposition.
		4. Administratively discharge prisoners who have completed their confinement as the Commander, 4867 CRS directs.
		5. Transfer prisoners when directed by proper authority to Green Air Force Base for rehabilitation.

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL
		6. Green CBPO will maintain records, separate, reassign and monitor all actions regarding prisoners as may be required.
(BG) Social Actions Nonreimbursable	Provide service to AF prisoners the same as provided to Army prisoners within the organic capacity of the IDF.	For Air Force Staff Provide normal services to include drug and alcohol abuse counseling, race relations instructions, equal opportunity for off-base housing, and personal counseling relating to child abuse, family problems, and undesired pregnancy.
(BU) Expendable/ General Supplies Reimbursable	Provide normal supplies and equipment required by Receiver. (Also see Atch 3).	Reimburse for actual costs as indicated in para 4 a, b. SF 1080: Est $67,500.00.
(SE) Clothing and Textiles Nonreimbursable	When an Air Force prisoner is discharged, assist in retrieval of USAF clothing and equipment for return to USAF. Provide storage for USAF uniforms.	Provide clothing outlined in Atch 4. Retrieve USAF clothing and equipment for return to USAF.
(SF) Vehicles, Commercial/Military Reimbursable	Provide inspection and maintenance of Air Force assigned vehicles.	Provide two vehicles (8 passenger vans), and perform normal operator's maintenance on vehicles. Reimburse for maintenance costs of TMP vehicles. Est annual requirement $675.00.
(ST) POL Reimbursable	Provide fuel for Air Force assigned vehicles.	Reimburse for fuel used by USAF vehicles. Est annual requirement: $9,675.00.
(SY) Audiovisual Reimbursable	Provide routine photographic services, film library, and audiovisual equipment in support of training.	Submit requirements to Receiver. Reimburse for services/supplies received. Est (dollar amount not determined at this time).

CATEGORY OF SUPPORT	SUPPLIER WILL:	RECEIVER WILL:
(SZ) Inspector General Services Nonreimbursable	Fort Black Inspector General will resolve AF prisoner complaints specifically pertaining to operation of the IDF and forward AF specific complaints to Green AFB Inspector General for resolution.	Resolve complaints presented by AF prisoners pertaining to specific AF operations/ procedures.

ATTACHMENT 3

List of Required Equipment to be provided by Air Force

1. Footlocker: Each prisoner confined must be furnished a footlocker, minimum dimensions 31 1/2" L, 12 1/2" H, 16" W. May be purchased or fabricated locally.
2. Typewriter (8):
   a. 1 to 50 prisoners—5 typewriters (3 manual, 2 electric).
   b. 50 to 75 prisoners—1 typewriter (manual).
   c. Over 75 prisoners—1 typewriter (electric).
   d. Over 100 prisoners—1 typewriter (manual).
3. Television, Color (3):
   a. 1 to 50 prisoners—1 television.
   b. Over 50 prisoners—1 television.
   c. Over 100 prisoners—1 television.
4. Vehicles: Two vans (8 passenger minimum).
5. Photocopier (l).

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ATTACHMENT 4

Clothing US Air Force

MALE		FEMALE	
ITEM	AUTH	ITEM	AUTH
Bag, Duffle	1 Ea	Anklet, Cotton	2 Pr
Belt, Cotton, Blue	1 Ea	Bag, Duffle	1 Ea
Boot, Combat, Black	1 Pr	Belt, Blue	1 Ea
Buckle, Belt	1 Ea	Beret, Blue	2 Ea
Cap, Garrison	1 Ea	Buckle, Belt	1 Ea
Cap, Service	1 Ea	Cap, Utility	2 Ea
Cap, Utility	2 Ea	Coat, Blue, 10 oz.	2 Ea
Coat, LW, Blue	2 Ea	Gloves, Black	1 Pr
Cover, Svc Cap, Blue	1 Ea	Handbag	1 Ea
Drawers, Ctn, White	6 Pr	Hood, Rain	2 Ea
Gloves, Inserts, Grey	1 Pr	Insignia, Beret	1 Ea
Gloves, Shell, Leather, Blk	1 Pr	Insignia, BOS, EP, US	1 Pr
Handkerchief	6 Ea	Insignia, Grade, 3"	8 Pr
Insignia, BOS, EP, US	1 Pr	Insignia, Grade, 4"	5 Pr
Insignia, Grade, E-2, 4“	8 Pr	Insignia, Grade, Medal	1 Pr
Insignia, Grade, E-2, 3“	3 Pr	Insignia, Tape, Ind, EMB	5 Ea
Insignia, Grade, Medal	1 Pr	Insignia, Tape, USAF	5 Ea
Insignia, Svc Cap, EP	1 Ea	Liner, Raincoat	1 Ea
Insignia, Tape, Ind, EMB	5 Ea	Raincoat, Blue	1 Ea
Insignia, Tape, USAF	5 Ea	Shirt, Utility	4 Ea
Necktie, Blue	2 Ea	Shirt, Overblouse	6 Ea
Overcoat, Blue	1 Ea	Shoes, Oxford	2 Pr
Raincoat, Blue	1 Ea	Skirt, Blue, 10 oz.	4 Ea
Shirt, Short Sleeve, Blue	3 Ea	Sweater, Blue	1 Ea
Shirt, Long Sleeve, Blue	3 Ea	Std Name Tag, Ind	2 Ea
Shirt, Utility	4 Ea	Towel, Bath	2 Ea
Shoes, Oxford, Black	1 Pr	Trousers, Utility	4 Pr
Shoes, Service, Black	1 Pr		
Socks, Ctn\Nylon, Black	4 Pr		
Socks, Ctn\Nylon, Wool, BI	4 Pr		
Tag, Name, Plastic, Blue	2 Ea		
Towel, Cotton, White	2 Ea		
Trousers, Utility	4 Pr		
Trousers, LW, Blue	4 Pr		
Undershirt, Cotton	6 Pr		

ATTACHMENT 5

Detachment 6, 4867 Correctional Rehabilitation Squadron
Personnel Requirements
Fort Black, ND

		MIN	51-60	61-70	71-80	81-90	91-100	101-110	111-120	121-130
A8124	CPT/CPT	1	1	1	1	1	1	1	1	1
8124	CPT/LT	1	1	1	1	1	1	1	1	1
9186	CPT/CPT	-	-	-	-	1	1	1	1	1
9196	CPT/CPT	1	1	1	1	1	1	1	1	1
81172	SMS/MSG	1	1	2	2	2	2	2	2	2
62270	TSG/TSG	-	-	-	1	1	1	1	1	1
81172	TSG/TSG	1	2	2	2	2	2	2	2	2
91470	TSG/TSG	1	1	1	1	1	1	2	2	2
64550	SSG/SSG	1	1	1	2	2	2	2	2	2
73430B	SSG/SSG	1	1	1	2	2	2	2	2	2
62250	SSG/SSG	1	1	1	-	-	-	-	1	1
67252	SSG/SGT	1	1	1	1	1	1	1	1	1
70250B	SSG/SSG	1	1	1	1	1	1	1	1	1
81152 (M)	SSG/SSG	5	6	6	6	6	7	7	7	7
81152 (F)	SSG/SSG	3	3	3	3	3	3	3	3	3
62250	SGT/SGT	1	1	2	2	2	3	3	3	4
70250B	SGT/SGT	1	1	1	1	2	2	3	4	4
73250	SGT/SGT	1	1	1	1	1	1	1	1	1
81152 (M)	SGT/SGT	7	8	9	10	11	12	13	14	15
81152 (F)	SGT/SGT	2	2	2	2	2	3	3	3	4
62230	SGT/A1C	1	1	1	1	1	1	1	1	1
70230B	SGT/A1C	1	1	1	1	1	1	1	1	1
81132	SGT/A1C	4	5	6	7	8	9	10	11	12
	TOTALS	37	41	45	49	53	58	62	66	70

INCLUDED ABOVE

DET 6 OVERHEAD		ESCORT	
1 - A8124	CPT/CPT	1 - 81152	SSG/SSG
1 - 81172	SMS/MSG	2 - 81152	SGT/SGT
1 - 70250B	SSG/SSG	3 - 81132	SGT/A1C

ATTACHMENT 6

Cost Avoidance for ISA W43EVQ 86051-195 Fort Black, ND, and Smith Technical Training Center, IL

PROJECTED AF COSTS 1ST YEAR - PRISONERS AT AF FACILITY	1. Upgrade Existing Facilities	$ 100,000
	2. New Construction	4,250,000
	3. Relocate Other Facilities	41,155
	4. Manpower	1,226,545
	5. Dining Facility Operation	300,000
	6. Operational Costs (Utilities, Maintenance)	250,000
	7. Transportation	3,655
	8. PCS Moves	35,546
	9. Additional Vehicles	6,508
	TOTAL:	$6,213,409
PROJECTED AF COSTS 1ST YEAR - PRISONERS AT FT BLACK IDF	1. Manpower	$1,400,000
	2. ISA Reimbursable Cost	251,753
	3. TDY	3,444
	4. PCS Moves	205,547
	5. Additional Vehicles	13,061
	TOTAL:	$1,873,805
PROJECTED ARMY COSTS 1ST YEAR - PRISONERS AT FT BLACK IDF	ISA Nonreimbursable Cost	$194,823
	TOTAL:	$2,068,628

PROJECTED COST AVOIDANCE FY 83

$6,213,409
- 2,068,628
$4,144,781

* CREDIT W55GU8 -------$2,065,370.40
FB30XX--------$2,065,370.40

* NOTE: A preliminary FY83 cost avoidance projection of $100,000 (shared equally) was previously reported on the original agreement dated 28 Jan 85.

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APPENDIX B

Example of a Facility Emergency Plan

HEADQUARTERS FORT BLANK
Confinement Facility
Fort Blank, Georgia

(Date)

CONFINEMENT FACILITY EMERGENCY PLAN

1. REFERENCES:
   a. AR 190-47.
   b. FM 19-60.
   c. Post Fire Regulations.
2. PURPOSE: To establish procedures and furnish instructions/guidance for the expeditious implementation of the following Confinement Facility Emergency Plans.
   a. Facility Fire Plan (Tab A).
   b. Emergency Control Plan (Tab B).
   c. Escape Apprehension Plan (Tab C).
   d. Facility Passive Air Defense Plan (Tab D),
3. GENERAL:
   a. The commanding officer is responsible for ensuring that all personnel assigned and/or detailed to duty with the confinement facility are thoroughly familiar with all aspects and the expeditious implementation of these Emergency Plans. Pertinent information/instructions applicable to units and/or agencies outside the facility will be disseminated/coordinated as applicable.
   b. These Emergency Plans are written in anticipation of those emergencies listed in paragraph 2 above. All personnel, administrative and correctional alike, will be thoroughly trained in and familiar with these plans; periodic rehearsals, to ensure the adequacy and expeditious implementation of these plans, will be conducted as follows:
      (1) The Passive Air Defense Plan will be rehearsed/tested as directed by higher headquarters or the commanding officer.
      (2) Fire drills will be conducted at least twice monthly.
      (3) The Emergency Control Plan will be tested at least twice annually.
      (4) The Escape and Apprehension Plan will be implemented only as required but will be reviewed as to its adequacy and timeliness whenever implementation is necessitated.

(SIGNATURE BLOCK)

HEADQUARTERS FORT BLANK
Confinement Facility
Fort Blank, Georgia

(Date)

FACILITY FIRE PLAN

1. PURPOSE: This section of the Facility Emergency Plan provides for the following:
   a. A Fire Prevention Program for facility administrative/correctional personnel and prisoners alike.
   b. A Fire Evacuation and Immediate Action Plan based upon the facts that:
      (1) The saving of life through immediate evacuation of the building is of primary importance.
      (2) The custody of prisoners and the saving of government property are of secondary importance.
2. RESPONSIBILITIES:
   a. It is the responsibility of all facility administrative/correctional personnel and all prisoners to be constantly alert for fire hazards, to prevent conditions conducive to the creation of fire hazards, to immediately report fires, and to assist, if feasible, in fighting fires until the arrival of firefighting personnel and apparatus.
   b. The confinement officer will be appointed on facility orders as the confinement facility Fire Prevention Officer and is responsible for:
      (1) Ensuring compliance with this directive,
      (2) Conducting a serviceability inspection of all facility fire prevention and firefighting equipment at least once each month.
      (3) Conducting fire drills at least twice monthly.
3. FIRE PREVENTION PROGRAM: The Fire Prevention Program will be actively observed and conducted by all administrative/correctional personnel and all prisoners as follows:
   a. The following fire prevention rules will be observed:
      (1) Fire exits will be free of any obstruction and will be maintained in good working condition at all times. The guard commander will have the keys to all such exits in his personal possession at all times.
      (2) Tampering or repair of electrical equipment and/or circuits within facility buildings by unauthorized persons is prohibited. With the exception of replacing fuses and burned out light bulbs, all electrical deficiencies will be reported to the Post Engineer Work Order Desk.
      (3) Window curtains will be suitably flameproofed.
      (4) Rubbish and trash will not be allowed to accumulate in any portion of the facility buildings.
      (5) Paints, thinners, solvents, gasoline, and similar flammable/combustible materials will not be stored within any of the facility buildings.
         (a) Paint will be stored in the paint locker, located near the sally port for this purpose.

(b) The handling and storage of gasoline and other flammable liquids will be in accordance with TM 10-1101 and TM 5-687.

(6) Cooking equipment will be free of obstructions, well ventilated, and turned off or, if feasible, disconnected when not in use; overheating will be avoided.

(7) Warehousing and storage will conform to TM 743-200, TM 743-200-1, and established good practices. All storage will provide for necessary ventilation and observation, and will not become a fire hazard through the blocking of exits and firefighting equipment and/or its proximity to flammable materials.

(8) Ammunition and explosives will not be stored in the facility proper. All facility ammunition and explosives will be stored only in the facility arms room, and such storage will be in accordance with applicable Ordnance and\or Chemical manuals. Smoking and open flames will not be permitted in the arms room under any circumstances.

(9) Smoking and open flames are prohibited in the following facility areas/buildings:
- (a) All supply areas/rooms other than the main supply room office.
- (b) Arms room.
- (c) Kitchen and mess hall storage areas.
- (d) Within 50 feet of flammable material storage areas.

(10) Smoking is also prohibited in the following places and/or under the following conditions:
- (a) While on or in bed. All cell blocks and dormitories will be prominently marked with “No Smoking In Bed” signs.
- (b) Within buildings where noncombustible ashtrays or “butt cans” are not available.
- (c) In posted “No Smoking” areas.
- (d) While operating military vehicles.

(11) Hot pressing irons will be rested on approved insulated metal stands; plugs will be disconnected when not in use.

(12) Electrical household appliances, such as coffee makers, maybe installed only with the permission of the post engineer and in accordance with paragraph 48, AR 420-70.

(13) Orderliness, good arrangement, and cleanliness are basic requirements in fire prevention. Accumulations of rubbish and combustible trash and disorder of stored materials are hazardous and are prohibited. Combustible trash and rubbish will be removed from all facility buildings as they accumulate, but not less often than on a daily basis.

(14) Ashtrays will not be emptied into wastebaskets or into areas or receptacles containing flammable or combustible materials.

(15) Section chiefs will inspect their respective areas of responsibility for fire hazards prior to the close of the duty day.

(16) Fire drills will be conducted at least twice each month to familiarize all building occupants with this Facility Fire Plan. During these fire drills, all cell and emergency exits will be opened, and all prisoners, to include those

in close confinement, will evacuate the building or simulate the operation of firefighting equipment as specified in b(6), below.

b. In addition to the general fire prevention provisions outlined in a above, the following fire prevention measures will also be observed and enforced by appropriate section chiefs:

(1) A sufficient number of suitable, noncombustible disposal receptacles or ashtrays will be available in all office/administrative areas where smoking is prohibited.

(2) "Butt cans" will be provided in sufficient number in all prisoner cell blocks and dormitories. These "butt cans" will contain at least one (1) inch of water and will be utilized only for the disposal of cigarettes and lighted matches. Cigarettes and lighted matches will not be disposed of in urinals or commodes.

(3) Prisoners may smoke within authorized areas of the facility only between 0430 and 2130 hours.

(4) Smoking in areas of prisoner activity inside or outside the facility maybe restricted where fire hazards exist.

(5) All administrative/custodial personnel and all prisoners will receive instructions on and be thoroughly familiar with the utilization and location of facility fire prevention equipment, fire alarms, and firefighting apparatus.

(6) A number of prisoners will be selected to operate and/or assist with the operation of firefighting apparatus. Prisoners so selected will be designated in writing on the form attached as tab A. These forms will be maintained in a current status and posted as required.

(7) Fire evacuation plans will be posted on all facility personnel and prisoner bulletin boards. A copy of the master fire evacuation plan for the facility is attached as tab B.

4. FIRE EVACUATION AND IMMEDIATE ACTION PLAN:

a. In the event of a fire, the following priorities of action are established:

(1) Saving of human life through the immediate evacuation of all personnel.

(2) Custody of prisoners.

(3) Saving of government property and confinement facility records, if feasible.

(4) Extinguishing or controlling the fire, if feasible, until the arrival of firefighting personnel and apparatus.

b. The following actions, in the sequence listed, will **immediately be taken** upon the discovery of a fire:

(1) **Sound the fire alarm.** This will be accomplished by activating the nearest fire alarm box.

(a) This activation of the fire alarm is accomplished by **opening the alarm box and pulling the alarm lever down.**

(b) If the alarm fails to function, **pull the alarm lever down a second time.** If the alarm is still not activated, the individual discovering the fire will yell "Fire" to alert and\or awaken all building occupants.

(c) Persons hearing another individual yelling "Fire" will immediately activate the fire alarm box nearest them.

(2) After the fire alarm is activated, the **Post #1 guard will dial 17 to verify the notification and need of the fire department.**

(3) **Open all cell and emergency exit doors.**

(a) The guard commander will ensure that the Post #2 door and the doors to the compound are opened. (The Post #2 guard will be his alternate.)

(b) The guard commander will also open the rear emergency exit doors on both the first and second floors. The first floor rear exit will be the primary fire exit for those prisoners quartered in "C" block cells; the second floor rear exits will be the alternate fire exit for those prisoners (parolees and minimum custody) quartered in "D" and "E" dormitories. (The Post #2 guard will be his alternate.)

(c) The "B" block guard will remove all prisoners in "B" block close confinement and instruct these prisoners to exit the building through Post #2 and the main compound door. (The guard commander will be his alternate.)

(d) The "A" block guard(s) will open all "A" block cells and direct all "A" block prisoners to leave the building and proceed to the compound through Post #2 and the main compound door. ("C" block guard(s) will be the alternate(s).)

(e) The "C" block guard(s) will open all "C" block cells and direct all "C" block prisoners to leave the facility and proceed to the compound through the first floor rear fire exit door. ("A" block guard(s) will be the alternates; see (3)(b), above.)

(f) The Post #3 guard will open the doors to "D" and "E" dormitories and direct the parolees and minimum custody prisoners quartered therein to evacuate the facility and proceed to the compound through Post #3, down the main stairway, and past the guard commander's desk. If the **stairway is blocked,** the Post #3 guard will direct the prisoners to evacuate the building **through the second floor rear tire exit doors;** this is the **alternate fire exit** for the second floor. (The "B" block guard will be the alternate; also see (3)(b) above.)

(g) The Post #1 guard will not normally evacuate prisoners through his post unless all compound exit doors are blocked by fire. He will, however, man his post for the evacuation of administrative personnel working in offices in the hallway between Post #1 and Post #2 and, if feasible, assist in combatting any fire within his immediate area.

(4) **If the fire exits specified above cannot be used due to the location of the fire, the nearest fire exit(s) will be utilized.** (See enclosure for primary and alternate exits.)

(5) Prisoners will evacuate the facility in an **orderly manner, in single file, and will not run, push, or shove;** they will **walk** to the specified exits.

(6) **All guards** will direct the **orderly evacuation of all prisoners** under their responsibility to the **prisoner assembly area.**

(a) The **primary prisoner assembly area** is the **facility compound.**
(b) If fire precludes evacuating some or all of the prisoners into the compound, the prisoners will be assembled in the **facility parking lot** after passing through Post #1.

(7) **All guards** will conduct an **immediate followup check** to ensure that **all prisoners have evacuated the building.** A report of their findings will be **immediately forwarded to the guard commander.**

(8) When the guard commander is **certain that all prisoners have been evacuated, he will immediately form the prisoners by cell block in the assembly area and conduct an immediate headcount and roll call.** The results will be reported to the commanding officer.

(9) As soon as possible after all prisoners are accounted for, the guard commander will notify, or appoint a member of his guard relief to notify the following persornnel/activities in the order specified:
(a) The Military Police desk sergeant, who will, in turn, notify the provost marshal, Military Police duty officer, post duty officer, and dispatch any additional guards requested by the guard commander,
(b) The 111th Military Police Company. This notification will be made **only if the guard commander requires additional guards for prisoner custody.** The 111th MP Company will be the primary source of additional guards. Additional guards will **not** be summoned for the purpose of combatting the fire and will not normally be required when all prisoners are assembled in the compound. If additional guards are summoned, they will stand by at the sally port to receive further instructions from the guard commander and/or senior facility person present.
(c) The commanding officer, who will, in turn, notify his assistant.
(d) The provost sergeant, who will, in turn, notify the assistant provost sergeant and the correctional guard supervisor.
(e) The main post dispensary, which will dispatch an ambulance and necessary medical personnel.

(10) When the fire alarm is sounded at the fire department, they will bring additional bolt cutters and acetylene equipment with them for cutting bars or locks where exits are blocked by fire, or lock and/or key failures might prevent immediate evacuation of prisoners. The guard commander will direct this equipment to required locations immediately upon arrival of the fire department. The guard commander will also use the facility-provided bolt cutter for cutting bars as required.

(11) When all prisoners have been evacuated and accounted for through the headcount/roll call, the "B" block guard and/or the Post #2 guard will, if feasible, and **without endangering their lives,** direct firefighting operations and records removal.
(a) Facility records, files, and equipment will be removed in the order of priority marked on each container.

(b) If the fire is located in or endangering the supply, funds, or personal property room(s), the priority of the removal is:
[1] All supply and personal deposit funds and property records. (Funds room safes will not be removed.)
[2] All clothing, equipment, and other supplies on hand.
(c) If the fire is located in the administrative office(s), the priority of removal is:
[1] All prisoner correctional treatment files.
[2] All file cabinets in the order of priority.
(d) If the fire is located in the mess hall/kitchen, the priority of removal is:
[1] Mess sergeant's records.
[2] Rations.
[3] Mess equipment.
(e) If the fire is located in the arms room, the priority of removal is:
[1] All ammunition and explosives.
[2] All weapons.
[3] Records.
(f) If the fire is located in any of the tool rooms:
[1] Combat the fire until arrival of the fire department.
[2] Remove all tools.

c. The above actions are prescribed on the assumption that the fire occurred during other than normal duty hours. Administrative personnel will assist, as appropriate, the guard commander in the priorities of action stated in paragraph 4a above. Administrative personnel will be primarily utilized to combat/control the fire and evacuate facility records.

d. All facility administrative and correctional personnel will be familiar with the duplicate sets of keys to all gates and doors which are located/ secured in the duplicate key control box in the administrative office forms\ storage room.

e. Tab A also designates the location and type of firefighting equipment.

(SIGNATURE BLOCK)

HEADQUARTERS FORT BLANK
Confinement Facility
Fort Blank, Georgia

(Date)

EMERGENCY CONTROL PLAN

1. PURPOSE: This section of the Facility Emergency Plan provides for the following:
a. Restoring and maintaining order in the event of a minor disturbance.
b. Regaining control and maintaining order in event of a major disorder (riot).
c. Overcoming prisoner disorders that occur outside the facility.

2. RESPONSIBILITIES:
   a. All facility administrative/correctional and special duty prisoner guard personnel will:
      (1) Be thoroughly familiar with this directive/plan and be constantly prepared for its immediate implementation.
      (2) Be constantly alert for indications of and conditions conducive to creation of disorders/disturbances and immediately report them through their chain-of-command.
   b. The commanding officer is responsible for:
      (1) Ensuring compliance with this directive/plan.
      (2) Conducting tests of this directive/plan as frequently as practicable or required through major changes and at least twice a year.

3. GENERAL:
   a. Disorders/disturbances may be unorganized or organized and be developed through prisoner leadership or through group hysteria development.
   b. In a majority of minor disturbances, prompt application of basic control procedures will preclude loss of control and/or spread of the disturbance.

4. MINOR DISTURBANCES AND DISORDERS:
   a. **Immediately** upon detection or notification of a disturbance or disorder, the senior correctional guard present, utilizing all available correctional personnel in the immediate area of the scene, will take the following actions:
      (1) Segregate/isolate the nonparticipants ("followers") from the participants ("leaders").
      (2) Notify the guard commander and request correctional reinforcements.
      (3) Where practicable, promptly isolate the area.
      (4) Disperse the participants by order or such physical force as is necessary and practicable under the circumstances.
      (5) Identify and immediately segregate the ringleaders and, if feasible, principal participants.
   b. The guard commander will **immediately** take the following actions upon notification of a disturbance or disorder:
      (1) Alert all correctional personnel. (Correctional personnel will **not** leave their assigned posts upon receiving the guard commander's alert unless they are specifically summoned by the guard commander.)
      (2) Proceed directly to the scene of the disorder, make an estimate of the situation, and take appropriate measures, as stated in a above, to terminate the disturbance and maintain order.
      (3) If necessary, because of the present size or estimated potential of the disturbance under existing circumstances, notify the following in sequence:
         (a) lllth Military Police Company and request that all off-duty correctional personnel and such other military police as may be available, report to the facility **immediately.**
         (b) Tower guards and the Post #1 guard and direct them to maintain special surveillance of affected areas and report any prisoner activity and/or movements immediately.
         (c) Commanding officer who will, in turn, notify his assistant.
         (d) Provost sergeant who will, in turn, notify the assistant provost sergeant and correctional guard supervisor.

(e) Military police desk sergeant who will, in turn, notify the military police duty officer and provost marshal and, if requested by the guard commander, will dispatch military police patrols to the confinement facility.

(4) Upon termination of the disturbance, the guard commander will notify and brief the commanding officer and provost sergeant of the incident if **they were not notified** per instructions and guidance furnished in the above paragraph, and will expedite implementation of instructions relative to the disturbance that these individuals pass on to him for the maintenance of order and to preclude subsequent disturbances.

c. All cell block guards, upon notification or discovery of a disturbance in other areas, will **immediately secure all prisoners** within their area of responsibility and **maintain order** among those prisoners in their assigned area of supervision. **They will remain at their posts unless otherwise directed by the guard commander.**

d. Tower guards and the Post #1 guard, upon notification or discovery of a disturbance, will **immediately** notify the guard commander, extend surveillance over the affected area, and be prepared to relay emergency messages from the guard commander.

e. When a situation arises wherein a single prisoner becomes unruly and/or fails to comply with orders, the guard commander will implement the following procedure:

(1) Isolate/segregate that prisoner.

(2) Clear all other prisoners from the area.

(3) Attempt to counsel and reason with the prisoner. If this fails to subdue him, inform the prisoner that necessary force will be used to control him if he fails to desist from his behavior.

(4) If all of the above measures fail, sufficient correctional personnel will be used to subdue the prisoner. The **degree of force** employed will be **strictly limited to that which is deemed reasonable and necessary** under all circumstances. In controlling or moving an unruly prisoner, sufficient correctional personnel will be used in order to preclude the necessity for striking or inflicting bodily injury upon the prisoner. **Under no circumstances will one (1) guard attempt to subdue an unruly prisoner.**

(5) When the prisoner has been subdued, he will be placed in one of the individual cells after all items of equipment and clothing that might be used by the prisoner to cause damage to property and/or personal injury to himself or others have been removed from the prisoner's person and cell.

(6) If the commanding officer and/or provost sergeant were not notified of the incident during the process of subduing the prisoner, they will be so notified and briefed after control of the prisoner has been accomplished.

f. **Correctional personnel must not lay hands on a prisoner except in self-defense, to prevent an escape, to prevent injury to persons or property, or to quell a disturbance.**

5. SERIOUS OR MAJOR DISTURBANCES AND MASS DISORDERS:

a. In the event of an attempted group or mass breakout, a riot, or other general serious disorder, the guard discovering or receiving notification of such an

incident or the guard commander will **immediately** implement the following actions:

(1) **The riot alarm** will be immediately activated (sounded) by pushing the riot alarm button nearest the disorder. The locations of riot alarms are as follows:
   (a) Post #1, administrative offices, and main entrances: Use the alarm in the commanding officer's office (Room 111).
   (b) Guard commander's area, library/visitor's room "A", "B", and "C" blocks: Use the alarm at the guard commander's desk and fire point.
   (c) Mess hall or kitchen: Use the alarm in the mess hall near the serving line.
   (d) "D" and "E" dormitories: Use the alarm at Post #3 outside the training room\ barber shop.
   (e) Compound or sally port area: Notify the guard in Tower #l and direct him to activate the alarm at his post.

(2) Upon hearing the riot alarm (a continuously ringing bell), all correctional personnel will immediately close and secure all doors, gates, and corridor exits in order to secure prisoners under their supervision and isolate the area of disorder.

(3) Upon hearing the alarm or receiving other notification of the disorder, the guard commander will immediately:
   (a) Activate the riot alarm if this has not as yet been accomplished.
   (b) Ensure that all doors, gates, and exits are secured.
   (c) Ensure that all prisoners are secured.
   (d) Proceed to the area of the disorder and ensure that, if possible, the affected area has been isolated.
   (e) Assume command and supervision of subduing/controlling the disorder and all prisoner personnel until the arrival of the military police duty officer, commanding officer, or assistant commanding officer.
   (f) Remove uninvolved prisoners from the affected area of the building.
   (g) Attempt to identify, isolate, or remove the ringleaders. If this cannot be accomplished, the guard commander will attempt to reason with the prisoners involved and inform them that authority prevails, that order will be restored, and that means are available to restore it by the vigorous application of force, if necessary.
   (h) **No one will bargain with or make concessions to prisoners in a state of revolt.**
   (i) Disperse additional reinforcement correctional personnel, immediately upon their arrival, to strengthen affected areas and/or perimeter security.

(4) Upon notification of the disorder the "B" block guard will immediately secure all close confinement cells and notify the following personnel in the sequence listed:
   (a) 11lth Military Police Company. Request that they alert and dispatch all off-duty facility personnel and such other military police personnel as are available to the facility **immediately.**
   (b) Military police desk sergeant. He will, in turn, notify the military police duty officer and the provost marshal. The desk sergeant will dispatch

the military police duty officer and, if requested by the guard commander, will also dispatch military police patrols to the confinement facility.

(c) Commanding officer. He will, in turn, notify his assistant. Both officers will proceed directly to the confinement facility.

(d) Provost sergeant. He will, in turn, notify the assistant provost sergeant and the correctional supervisor. These individuals will also proceed directly to the facility.

(e) The unit providing the special duty guard detail, Request that they alert and dispatch all available guards to the stockade as soon as possible. These individuals will be utilized for facility perimeter security only.

b. Upon arrival, the commanding officer or assistant will:

(1) Assume command of the situation and direct all control measures.

(2) Make an estimate of the situation and ensure that the guard commander has implemented the actions and procedures prescribed above.

(3) Personally implement the following procedures in accomplishing the restoration of order and/or control:

(a) If not already accomplished by the guard commander, attempt to:

[1] Remove all uninvolved prisoners from the affected area of building.

[2] Isolate or remove the identified ringleaders.

[3] Reason with the prisoners involved.

[4] Inform the participating prisoners that authority prevails, that order will be restored, and that means are available to restore it by vigorous application of force, if necessary. He will also inform the prisoners that an opportunity still exists to avoid the consequences of forceful measures if they promptly desist from further resistance and surrender or disperse. He will not bargain or make concessions with the prisoners while they are in a state of revolt.

(b) Brief and post additional supplemental correctional/guard personnel as they arrive at the facility.

(c) If reasoning and warnings have failed to subdue or quell the disorder, a **direct order** will be given to the prisoners by the confinement officer or assistant confinement officer to terminate the disorder, or firm words to this effect. **This order will not be given until it can be enforced by application of such measures of force as the situation may require.**

(d) If the direct order does not attain restoration of order and/or control and the use of force becomes necessary, the degree of force to be applied will be **in accordance with the below-listed priorities and strictly limited to that force which is deemed reasonable and necessary under all attendant circumstances.** The application of any or all of the measures of force listed below, or the application of a higher numbered priority without first employing a lower numbered one, will depend upon and be consistent with the situation encountered in the disorder and must **first be specifically approved by the provost marshal or assistant provost marshal, or in the employment of firearms, by the commanding general.** (See Enclosure 1, attached.)

The **measures of force are:**

[1] Show of force.

[2] Use of high-pressure water and/or riotcontrol agent (CS). (These means will not normally be used to secure control of an individual prisoner.)

[3] Use of physicaI force, **other than weapons fire.** (Riot control formations are not considered feasible within this facility. Suitable adaptations may, however, be utilized.)

[4] Fire by selected marksmen.

[5] Use of full firepower. NOTE: **When firepower is utilized, all firing will be aimed to disable rather than to kill.**

(e) An incident that involves the taking of hostages and/or demands for concessions does not preclude the application of force. Such incidents will, however, **be immediately reported to the installation commander** and, if the situation permits, prior to the application of any force.

c. An investigation to determine the cause(s) of the disorder, the identity of the ringleaders, and recommendation(s) to prevent a recurrence will be conducted/completed as the provost marshal or installation commander may direct.

6. DISORDERS THAT OCCUR OUTSIDE THE FACILITY:

a. If a disturbance occurs outside the facility, the guard(s) concerned will exercise every verbal effort (counseling, warning, reprimand, order) to restore order and control and call the facility for assistance per instructions contained in the special orders. If the disturbance continues, and the prisoner(s) attempt to escape, the prisoner guard will:

(1) In a loud voice, twice call upon the prisoner(s) to "Halt."

(2) If the prisoner(s) continues his flight after the order "Halt" is repeated once and if the prisoner has freed himself of all barriers and there are no other effective means of preventing the escape, the guard(s) **will direct shots at the prisoner(s) that are aimed to disable rather than to kill.**

(a) The guard(s) will **not** fire at an escapee if the fire will endanger the lives of innocent bystanders.

(b) The use of firearms to prevent the escape is justified only when there are no other reasonable means to prevent the escape.

b. The prisoner guard will immediately notify the facility of the disturbance or its suppression. When order is restored, all prisoners on the detail(s) involved will be expeditiously returned to the facility.

c. Upon notification of a disturbance outside the facility, the commanding officer, or the senior man present at the facility will take necessary actions as applicable and as contained in b and c above.

7. ACTION UPON QUELLING A MASS DISORDER OR RIOT:

a. Isolate participants from the main prisoner population.

b. Isolate identified ringleaders from each other.

c. Correctional personnel will expeditiously reestablish a normal routine and discourage the following:
(1) Prisoner speculation as to the disposition of offenders/participants.
(2) Discussions of roles of individual prisoners and/or custodial personnel.
(3) Any punitive or retaliatory measures against offenders/participants by an individual(s).

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HEADQUARTERS FORT BLANK
Office of the Commanding General
Fort Blank, Georgia

(Date)

SUBJECT: Delegation of Authority

Provost Marshal
Fort Blank, Georgia

1. In accordance with AR 190-47, the officers occupying positions listed below, in the priority indicated, are authorized to direct the use of force, where necessary, against prisoners confined in the installation detention facility who are involved in an attempted mass breakout, riot, or similar general disorder.
   a. Provost marshal.
   b. Assistant provost marshal or acting provost marshal.
2. The priorities of force to be used are as follows:
   a. Show of force.
   b. Use of high-pressure water and/or riot control agent (CS). (Normally not to be used to secure control of an individual prisoner.)
   c. Use of physical force, other than weapons fire (riot control formation) are not considered feasible within confinement facilities; however, suitable adaptations may be utilized.
   d. Fire by selected marksmen.
   e. Use of full firepower,
3. Prior to the application of force in 2d and 2e above, such incidents will be cleared with the commanding general or in his absence from the post, the senior assistant division commander.

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Copy furnished:
Post Staff Judge Advocate

TAB A TO PROVOST MARSHAL ESCAPE AND APPREHENSION PLAN

SUBJECT: Confinement Facility Escape Apprehension Plan

1. REFERENCES: AR 190-47.

2. PURPOSE: To establish a plan and expedite action for apprehending and returning to confinement those prisoners who have escaped from:
   a. Confinement facility.
   b. Prisoner guards while on detail,
   c. Training classes conducted outside the facility.

3. GENERAL:
   a. In a majority of escapes, prompt application of this plan will expedite the apprehension of the escapee.
   b. All custodial personnel will be thoroughly familiar with this plan. This plan will be tested at least once yearly or when amended or revised.

4. ESCAPE FROM CORRECTIONAL FACILITY:
   a. Upon suspecting or ascertaining that an escape has been effected, the following will be accomplished immediately:
      (1) Return all work details to the facility immediately,
      (2) Secure remaining prisoners.
      (3) Conduct a headcount and roll-call formation to determine identity of escaped prisoner(s). Double-check results.
      (4) Provide additional security for the perimeter when the fence has been cut or damaged.
   b. Upon determining that an escape has occurred, the provost sergeant (during duty hours) or the guard commander (during other than duty hours) will immediately accomplish the following:
      (1) Notify the following in order:
         (a) MP desk sergeant, giving name, serial number, organization, complete physical description, time, location, and direction of escape, and any additional pertinent information (such as home address, nearest relatives) from prisoner's correctional treatment file that might assist in the apprehension. The desk sergeant will also be advised of available information concerning escapee's possession of weapons or vehicle.
         (b) Commanding officer, who will notify his assistant.
         (c) Provost sergeant, who will notify the assistant provost sergeant.
         (d) Unit commander of escapee.
      (2) Supervise the security of remaining prisoners.
   c. If an escape has been effected through damage to building or fences (cutting of fence, bars, etc.), the guard commander will position a security guard or guards at the avenue(s) of escape until necessary repairs have been made.

5. ESCAPE FROM WORK DETAILS OR TRAINING CONDUCTED OUTSIDE FACILITY:

a. Upon suspecting or ascertaining that an escape has been effected, the following will be accomplished immediately:
(1) Prisoner guard(s) concerned will immediately secure remaining prisoners and immediately notify the commanding officer.
(2) Upon notification of an escape, the commanding officer, provost sergeant, detail NCO, or guard commander, as applicable, will immediately cause all work details or training classes to return to the facility. All prisoner guards will stand by for further instructions. (Returning guards will be made available to assist in the search at point of escape.)
(3) Guard commander will secure all prisoners in or returned to the facility and begin an immediate accounting of prisoners.
(4) Guard commander will conduct a headcount and roll-call formation as soon as possible to determine identity of escaped prisoner(s). Double-check results.

b. Upon determining that an escape has been effected, the commanding officer, provost sergeant (during duty hours), or guard commander (during other than duty hours), will immediately accomplish the actions prescribed in paragraph 4b(l) and (2).

6. ADMINISTRATIVE PROCEDURES:

a. In addition to those administrative matters prescribed above, the assistant commanding officer will ensure that the following actions are accomplished as soon as practicable:
(1) Screen the escapee's personal property, mail, mail records, visitor's list, 201 file, and photographs for any information that might aid in his apprehension. Relay this information to MP desk sergeant and USACIDC.
(2) Coordinate expeditious execution of this plan with post provost marshal office and ensure prompt notification of civil authorities.

b. The commanding officer will, in addition to other duties stipulated in this SOP:
(1) Supervise escape operations at point of escape (see para 2c, Duties of Search Control Officer, PM Escape Plan).
(2) Initiate an investigation in conjunction with USACIDC to determine person(s) responsible for and/or cause(s) of escape.
(3) Ensure that any corrective and/or punitive action deemed necessary is initiated/administered as soon as practicable.
(4) Recommend to the provost marshal action to be taken to preclude recurrences.

7. PURSUIT AND SEARCH PARTY PLAN:

a. Basic pursuit and search party plan is contained in the Provost Marshal SOP (see para 2, PM Escape and Apprehension Plan) and contains the following:
(1) Dispatch of MP patrols to area of escape.
(2) Duties and responsibilities of local MP units.
(3) Duties and responsibilities of search control and troop control officers.
(4) Duties and responsibilities of USACIDC.
(5) Instructions for searching vehicles leaving post (on order of provost marshal only).

(6) Notification of other military and civilian police agencies.

b. Prisoner guards will be utilized as soon as they become available. The commanding officer and prisoner guard OIC will:

(1) Organize these guards into three-man search teams under supervision of their NCOIC and OIC.

(2) Brief this force on all facts concerning the escape and furnish accurate, complete description of escapee.

(3) Brief teams on methods of search and communications,

(4) Dispatch teams to area where prisoner was last seen and/or post them at critical points along the most probable escape routes.

(5) Try to equip NCO and OIC vehicles with radios capable of netting with MP search party NCS.

c. Methods of search:

(1) Teams will broadly encircle the area in which escapee was last seen and maneuver inward toward a predesignated point.

(2) Teams will search inside, under, and around all buildings, vehicles, culverts, and any other hiding places.

(3) Supervisory personnel will ensure that the search is conducted in an organized and methodical manner.

(4) Changes in search areas will be made at the discretion of search and troop control officers, based upon information received and results of search accomplished.

(5) Recall of search teams will be at the discretion of the provost marshal. Teams will be recalled by radio and/or through verbal instructions of supervisory personnel.

(6) Search control and troop control officers will ensure that all members of all search teams are accounted for upon completion of the search.

8. PRESS INQUIRIES: All press inquiries will be referred to the public affairs officer with a statement to the effect that Army regulations prohibit any person, other than the public affairs officer, from releasing information to the press.

9. ESCAPE APPREHENSION MAP (See Tab B). NOTE: This tab would be part of the local post, camp, or station plan.

HEADQUARTERS FORT BLANK
Confinement Facility
Fort Blank, Georgia

(Date)

CONFINEMENT FACILITY PASSIVE AIR DEFENSE PLAN

1. PURPOSE: This section of the Installation Detention Facility (IDF) Emergency Plans is designed to provide for the following:

a. Minimize hazards of an actual air attack through prescribing actions to be taken prior to, during, and immediately after such an attack.

b. Establish procedures and requirements for practice Air Defense Warning Alerts.

2. APPLICABILITY: This plan applies to:
   a. Administrative and correctional personnel assigned duties at the post confinement facility.
   b. Special duty prisoner guards detailed to duties at the IDF.
   c. All prisoner personnel confined within the post confinement facility.

3. ACTUAL MILITARY AIR DEFENSE WARNING SIGNALS:
   a. The **alert signal** (Yellow Alert) is a steady siren blast of three to five minutes in duration. This signal indicates that an attack by hostile aircraft and/or missiles is **probable.** Upon receipt of this alert, preliminary passive air defense measures will be implemented as follows:
      (1) The individual(s) receiving the alert notification notify the following:
         (a) Commanding officer and his assistant.
         (b) Provost sergeant and assistant provost sergeant.
         (c) All administrative and correctional personnel on duty within the facility at the time the alert is received.
         (d) All administrative and correctional personnel off duty at the time the alert is received. Those off duty personnel contacted will be directed to report to the facility **immediately.**
      (2) All prisoners will be expeditiously returned to the facility. Upon return of all prisoners, the senior man present at the facility will:
         (a) Release all special duty prisoner guards and order them to report directly to their unit(s).
         (b) Conduct a prisoner headcount and roll call. This will be accomplished **within the building, not** in a compound formation. The results of this headcount and roll call, including the names and whereabouts of any missing prisoner(s), will be reported at once to the commanding officer.
         (c) All outside doors, gates, and windows will be secured and locked shut, where possible.
         (d) The towers will **not** be manned.
         (e) Administrative and correctional personnel will draw their assigned protective gear from the facility arms room or 11lth MP Company, as applicable. Protective masks will not be worn at this time, but all other protective gear will be worn.
         (f) All prisoner personnel will be instructed to wear their raincoats, headgear, and gloves in addition to their complete work uniform.
         (g) Those prisoners quartered on the lower floor of the facility will remain in their assigned cells, Parolees and minimum custody prisoners (those quartered on the top floor) will be moved to the library/visitors' room and the hallway between Post #1 and Post #2.
         (h) All personnel, including prisoners, will be instructed to remain clear of windows and movable objects insofar as possible and to lie on the floor under bunks, tables, desks, etc., and next to interior walls if an actual attack takes place.
   b. The **take cover signal** (Red Alert) is a wailing tone or a series of short blasts on a siren and is of three minutes in duration. This signal indicates that attack by

hostile aircraft and/or missiles is **imminent** or **taking** place. The Red Alert may or may not be preceded by a Yellow Alert. Upon receipt of a Red Alert, personnel will immediately take the following actions:

(1) If prisoners are outside the facility on work or training projects, the guards will move them to the nearest protective shelter. If in an open area, guards and prisoners will drop to the ground and attempt to cover exposed parts of their bodies with their arms and clothing.

(2) All personnel within the facility will lie on the floor next to interior walls and under bunks, tables, desks, etc., if available. Every effort should be made to avoid windows and light, movable objects.

(3) Protective masks will be worn, as available.

(4) Custodial guards will take immediate cover in shelter closest to their posts. Tower guards take cover inside the bottom portion of the tower walls.

(5) If attack results in a fire, the Facility Fire Plan will be placed into effect.

(6) All personnel will remain under cover until the "All Clear" is sounded.

c. The **all clear signal** (White Alert) indicates that the attack is **no longer imminent** or **probable.** The White Alert will be disseminated by telephone, sound trucks, or CONELRAD radio stations. **No siren** will be used. If an attack has occurred and the area is contaminated, the following actions will be taken:

(1) Personnel wearing protective masks and all available protective clothing will sweep up all radioactive dust and/or otherwise contaminated debris. Contaminated areas will be hosed down and scrubbed with strong soap.

(2) All personnel will change clothes from the skin out, bury all contaminated clothing, and thoroughly wash themselves with hot soapy water, paying particular attention to the hair.

(3) The mess sergeant ensures contaminated foods are properly disposed of.

(4) The supply sergeant will arrange for monitoring and/or appropriate detection equipment to ensure that all contaminated areas, personnel, food, and other items have been decontaminated, disposed of, or destroyed.

4. TEST OR PRACTICE ALERTS.

a. Practice alerts may be conducted by any higher headquarters or the commanding officer in order to test the adequacy of communications, methods of dissemination, and actions taken.

b. Notification for such alerts will be made by telephone or verbal order of the commanding officer. No audible signals, such as sirens, will be sounded for practice alerts.

c. Notification for practice alerts are as follows:

(1) "Test Lemon Juice" is the practice alert notification for a Yellow Alert and will require the same actions as are required by a Yellow Alert (attack probable).

(2) "Test Apple Jack" will require the same action as a Red Alert (attack imminent or taking place).

(3) "Test Snow Man" will require the same actions as a White Alert (all clear).

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Glossary

Acronyms and Abbreviations

ACS - Army correctional system
admin - administrative
AF - Air Force
A1C - airman first class
AFR - Air Force regulation
AG - adjutant general
AR - Army regulation
art - article
arty - artillery
atch - attachment
auth - authorized
AWOL - absent without leave

BC - bad conduct
bd - board
bde - brigade
BI - basic issue
bldg - building
blk - black
bn - battalion
BOS - branch of service

cav - cavalry
CBPO - consolidated base personnel office
CHL - confinement at hard labor
cdr - commander
cnslr - counselor
co. - company
comd - command
CONELRAD - control of electromagnetic radiations
CRS - correctional rehabilitation squadron
CS - chlorobenzalmalononitrile
CTF - Correctional Training Facility
ctn - cotton

D - dishonorable
DA - Department of the Army
D&A - discipline and adjustment
det - detachment
div - division
DOD - Department of Defense
DR - disciplinary report
DRIS - Defense Regional Interservice Support
dtd - dated

ea - each
emb - embroidered
engr - engineer
EP - enlisted personnel
est. - estimated
etc. - et cetera

FAA - Federal Aviation Administration
FM - field manual
ft - fort
FY - fiscal year

GCT - good-conduct time
GED - general educational development

H - height
HQ - headquarters
hrs - hours

IAW - in accordance with
IDF - installation detention facility
ind - individual
ISA - interservice support agreement

L - length
LOE - letter of evaluation
LT - lieutenant
ltr - letter
LW - lightweight

med - medical
M.I. - middle initial
MOS - military occupational specialty
MP - military police
MPC - Military Police Corps

NA - not applicable
NCO - noncommissioned officer
NCOIC - noncommissioned officer in charge
NCS - net control station

OIC - officer in charge
ord - ordnance
oz - ounce

para - paragraph
PCS - permanent change of station
PM - provost marshal
POL - petroleum, oils, and luoricants
pr - pair

rt - route
RTD - return to duty

SATO - scheduled airlines traffic office
SF - standard form
SJA - staff judge advocate
SMS - senior master sergeant
so - special order
SOP - standing operating procedure
std - standard
svc - service

TB - technical bulletin
tbsp - tablespoon
TDY - temporary duty
TM - technical manual
TMP - transportation motor pool
tng - training
TRADOC - Training and Doctrine Command
trans - transportation
trf - transferred
TSG - technical sergeant

UCMJ - Uniform Code of Military Justice
US - United States
USA - United States Army
USACA - United States Army Correctional Activity
USACIDC - US Army Criminal Investigation Command
USAF - United States Air Force
USDB - United States Disciplinary Barracks
USARB - US Army Retraining Brigade

W - width
w/ - with

References

REQUIRED PUBLICATIONS

Required publications are sources that users must read in order to understand or to compIy with this publication.

Army Regulations

190-11	Physical Security of Arms, Ammunition and Explosives
190-13	The Army Physical Security Program
190-14	Carrying of Firearms
190-22	Searches, Seizures, and Disposition of Property
190-47	The US Army Correctional System
210-174	Accounting Procedures for Prisoners' Personal Property and Funds
340-3	Official Mail Cost Control 'Program
420-10	Facilities Engineering General Provisions, Organization, Functions, and Personnel
420-70	Buildings and Structures
420-90	Fire Protection
633-30	Military Sentences to Confinement

Field Manuals

10-25	Preparation and Serving of Food in the Garrison Dining Facility
19-30	Physical Security

Technical Manuals

5-800-1	Construction Criteria for Army Facilities

RELATED PUBLICATIONS

Related publications are sources of additional information. They are not required in order to understand this publication.

Army Regulations

10-5	Department of the Army
10-7	US Army Research Institute for the Behavioral and Social Sciences
15-6	Procedures for Investigating Officers and Boards of **Officers**
15-130	Army Clemency Board
20-1	Inspector General Activities and Procedures
27-10	Military Justice
36-75	Audit Procedures for Nonappropriated, Trust, and Other Official Funds Other Than the Army Club Systems

37-27	Accounting Policy and Procedures for Intragovernrnent, Intradefense, and Intra-Army Transactions
40-5	Preventive Maintenance
55-355	Military Traffic Management Regulation
190-9	Military Absentee and Deserter Apprehension Program
190-27	Army Participation in National Crime Information Center
190-45	Records and Forms
210-10	Administration
210-130	Laundry and Dry Cleaning Operations
360-5	Public Information
360-61	Community Relations
385-63	Policies and Procedures for Firing Ammunition for Training, Target Practice and Combat
420-22	Preventive Maintenance and Self-Help Programs
420-43	Electrical Services
570-4	Manpower Management
600-6	Individual Sick Slip
600-20	Army Command Policy and Procedures
600-30	Chaplain Support Activities
611-201	Enlisted Career Management Fields and Military Occupational Specialties
630-10	Absence Without Leave and Desertion
640-10	Individual Military Personnel Records
680-1	Unit Strength Accounting and Reporting
700-84	Issue and Sale of Personal Clothing
725-1	Special Authorization and Procedures for Issues, Sales, and Loans

Field Manuals

3-4	NBC Protection
3-5	NBC Decontamination
3-100	NBC Operations
19-1	Military Police Support for the AirLand Battle
19-4	Military Police Team, Squad, Platoon Combat Operations
19-15	Civil Disturbances
19-20	Law Enforcement Investigations
21-10	Field Hygiene and Sanitation
21-11	First Aid for Soldiers
21-20	Army Physical Training Program
22-5	Drill and Ceremonies
22-6	Guard Duty
22-100	Military Leadership
23-30	Grenades and Pyrotechnic Signals
23-35	Pistol and Revolvers

101-5	Staff Organization and Operations
101-5-1	Operational Terms and Symbols
101-10-1	Staff Officers' Field Manual: Organizational, Technical, and Logistical Data

Department of Defense Catalogs

5040.2-C-1	Catalog of Audiovisual Productions — Army

Department of the Army Pamphlets

611-2	Army Personnel Tests and Measurements

Technical Manuals

8-240	Psychiatry in Military Law
743-200-1	Storage and Materials Handling

Department of Defense Forms

367	Prisoner's Release Order
497	Confinement Order
499	Prisoner's Mail and Correspondence Record
503	Medical Examiner's Report
504	Request and Receipt for Health and Comfort Supplies
506	Daily Strength Record of Prisoners
509	Inspection Record of Prisoners in Segregation
515	Roster of Prisoners
629	Receipt of Prisoner or Detained Person

Department of the Army Forms

1124	Individual Receipt Voucher Personal Deposit Fund
1128	Petty Cash Voucher — Personal Deposit Fund
1132	Prisoner's Personal Property List — Personal Deposit Fund
1134	Request for Withdrawal of Personal Property
1135	Personal Property Permit
3702-R	Request to Work With and Be Billeted With Sentenced Prisoners
3997	Military Police Desk Blotter

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