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Department of Defense

INSTRUCTION

NUMBER 1325.7
July 17, 2001
Incorporating Change 1, June 10, 2003

USD(P&R)

SUBJECT: Administration of Military Correctional Facilities and Clemency and Parole Authority

References: (a) DoD Instruction 1325.7, "Administration of Military Correctional Facilities and Clemency and Parole Authority," December 17, 1999 (hereby canceled)
(b) DoD Directive 1325.4, "Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities," September 28, 1999
(c) DoD Directive 1300.17, "Accommodation of Religious Practices Within the Military Services," February 3, 1988
(d) Title 10, United States Code
(e) through (k), see enclosure 1

1. REISSUANCE AND PURPOSE

This Instruction:

1.1. Reissues reference (a) to implement policy, assign responsibilities, and prescribe procedures under references (a) and (b) to carry out the administration and operation of military correctional programs and facilities and the administration and operation of military clemency and parole programs.

1.2. Deletes automatic classification of officers and cadets as Level III prisoners.

1.3. Implements statute requiring prisoners with sentences of life without parole to be confined for 20 years before being considered for clemency.

1.4. Requires supervised release for prisoners not granted parole prior to their minimum release date except when supervision is deemed inappropriate by a Service Clemency and Parole Board.

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2. APPLICABILITY

This Instruction applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, and the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

3. DEFINITIONS

Terms used in this Instruction are defined in enclosure 2.

4. POLICY

It is DoD policy that corrections programs operated by the Military Services should strive to achieve uniformity, effectiveness, and efficiency in the administration of corrections functions, in accordance with reference (b). Clemency and parole programs shall be administered by the Military Departments to foster the safe and appropriate release of military offenders under such terms and conditions that are consistent with the needs of society, the rights of victims, and the rehabilitation of the prisoner.

5. RESPONSIBILITIES

5.1. The Under Secretary of Defense for Personnel and Readiness shall:

5.1.1. Monitor compliance with reference (b) and this Instruction.

5.1.2. Ensure that the DoD Corrections Council shall meet to make recommendations on policies and procedures to promote uniformity, effectiveness, and efficiency in military correctional programs and correctional facility operations.

5.2. The Secretaries of the Military Departments shall ensure compliance with reference (b) and this Instruction.

6. PROCEDURES

6.1. Correctional facilities shall be operated to maintain good order, safety, and security. Procedures for operating facilities, processing prisoners, and conducting programs shall be uniform to the maximum extent possible. The forms contained in this

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Instruction or their electronic equivalent shall be used to promote uniformity, effectiveness, and efficiency in the administration of correctional facilities and clemency and parole programs.

6.2. Intake Procedures

6.2.1. The confining authority shall transfer prisoners to the custody of the commanding officer of the nearest appropriate military correctional facility if a military facility is reasonably available.

6.2.1.1. To facilitate the transfer, confining officials shall complete DD Form 2707, "Confinement Order," enclosure 3. If a military confinement facility is not reasonably available, prisoners may be confined in civilian facilities used by the U.S. Marshal's Service. If a facility used or approved by the U.S. Marshal's Service is not reasonably available, military prisoners may be transferred to a facility accredited by the American Correctional Association or facility accredited by the State in which the prisoner is to be confined.

6.2.1.2. To facilitate transfer, risk assessment, and appropriate classification of inmates, transferring commanders will ensure that the following documents accompany the prisoner: Report of investigation (to include victim and witness statements and investigator's summary), medical records, dental records, completed victim witness forms, report of results of trial, permanent change of station orders, statement of conduct, confinement records, court-martial promulgating order, record of trial, military personnel file, and microfiche/film (restricted file).

6.2.1.3. Coordination for transfer to any Army confinement facility must be made with the Security Force Protection and Law Enforcement Division (DAMO-ODL), a minimum 48 hours prior to the transfer. After coordination is made, the gaining confinement facility will be notified and provided with the following information: Prisoner's name, offenses, sentence, escorts, arrival time and date, and discussion of any potential problems or issues.

6.2.2. Commanders of military confinement facilities shall establish in-processing procedures that will ensure maintenance of good order, safety, and security of persons and property. DD Form 2709, "Privacy Act Statement," enclosure 5, and DD Form 2710, "Inmate Background Summary," enclosure 6 shall be used to facilitate in-processing of prisoners placed in military confinement facilities.

6.2.3. Prisoners should be promptly transferred to an appropriate facility as soon as the convening authority has taken action on the sentence. Prisoners may be transferred to an appropriate facility before the convening authority takes action when required by the needs of the Service. If properly authorized, prisoners may be transferred to an appropriate facility or assigned to an organization to participate in a return-to-duty program.

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6.3. Sentence Computation. The DD Form 2710-1, "Inmate Sentence Information," enclosure 7, or a computer-generated equivalent, shall be used to compute sentences in the following manner:

6.3.1. General Procedures

6.3.1.1. The effective date that a sentence to confinement begins to run shall be determined by statute or appropriate authority.

6.3.1.2. Prisoners shall be given credit for time served toward a sentence to confinement until the term of confinement is served, except under those circumstances described below in which the term of confinement is interrupted. No credit for time served shall be given during periods in which the term of confinement is interrupted by unauthorized absence.

6.3.1.3. When a prisoner serving a sentence adjudged by a court-martial is later convicted of another offense and sentenced to another term of confinement, the later sentence to confinement, although not yet approved by the convening authority, shall be carried out as of the date adjudged and shall interrupt the running of a prior sentence.

6.3.1.4. If a prisoner or parole violator is serving two or more sentences to confinement, the sentences shall not be added together to determine the rate of calculating good conduct time, but shall be added to determine the date of eligibility for parole and restoration to duty. The remainder of the term of confinement that a parole violator is serving shall not be added to the term of confinement adjudged by a later sentence to determine the rate of earning good conduct time, but shall be added to such sentence to determine the date of eligibility for parole and restoration to duty.

6.3.1.5. Procedures used to compute sentences shall conform to those established by the Department of Justice for Federal prisoners unless they conflict with this Instruction, reference (b), or existing Service regulations.

6.3.2. Good conduct time and earned time abatement rates, policies, and procedures are provided in enclosure 26.

6.4. Custody Classification for Level II Inmates

6.4.1. During the reception process, a prisoner will receive an initial custody classification. Correctional officials shall use DD Form 2709, enclosure 5; DD Form 2711, "Initial Custody Classification," enclosure 8; and DD Form 2711-2, "Custody Initial/Reclassification Summary Addendum," enclosure 10, to document the classification process.

6.4.2. Prisoner custody reclassification shall be conducted by the Classification and Adjustment Board in accordance with Service regulations, this Instruction, and

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reference (b). Confinement facility personnel shall use DD Form 2711-1, "Custody Reclassification," enclosure 9; DD Form 2711-2, enclosure 10; and "Offense Severity Scale," enclosure 11, to document reclassification actions.

6.4.3. In making the custody classification level assignment that is appropriate, all facts and circumstances shall be considered, including the prisoner's offense(s), history of violence, mental health evaluation, and escape risk assessment.

6.5. Custody Classification for Level III Inmates

6.5.1. Inmates at Level III facilities shall be classified on an objective basis. Initial risk assessment will include consideration of the following factors: length of sentence, time served in confinement, criminal behavior elements associated with increased risk, mental health of the prisoner, criminal history, previous institutional adjustment, and existence of detainers. Level III correctional facilities shall develop an objective classification system based on these factors. Significant changes in this system shall be coordinated with the DoD Corrections Council at least 90 days prior to implementation.

6.5.2. In making subsequent risk assessments and custody management determinations, all of these factors in addition to institutional adjustment, record of behavior, and quality of participation in treatment and educational programs will be considered.

6.6. Custody Levels. Prisoners shall be assigned to custody levels based on a risk assessment and the type of restraint that is appropriate to manage internal and external risk. The four basic custody levels are:

6.6.1. Maximum Custody. Prisoners or detainees requiring special custodial supervision due to the seriousness of offense, high risk of causing injury to others, high escape risk, or a disposition toward or history of being dangerous or violent.

6.6.2. Medium Custody. Prisoners or detainees who pose a minimal risk of harm toward others and have neither a disposition toward nor history of being violent. These prisoners are permitted limited freedom of movement in the facility, but are not permitted to leave the facility except for authorized purposes (i.e., to attend court-martial proceedings or to receive emergency medical treatment). If authorized by the Service of the facility concerned, however, prisoners who are not dangerous or violent, and who do not present a threat to public safety may be assigned work details outside the facility under continuous supervision.

6.6.3. Minimum Custody. Prisoners who do not pose a risk of harm towards others and the general public; have neither a disposition toward nor history of being violent; are not dangerous or violent; and are considered to be sufficiently dependable to be assigned work details outside the facility under minimal correctional supervision.

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6.6.4. Installation Custody and/or Trustee. Prisoners who, based on all the circumstances, are considered reliable and dependable to live, work, and train with minimal supervision. Facility commanders may grant other privileges deemed appropriate.

6.6.5. The DD Form 2713, "Inmate Observation Report." Enclosure 13 may be used to assist in assigning and documenting the custody level for each prisoner.

6.7. Prisoner Administration

6.7.1. Health and Comfort Supplies

6.7.1.1. Supplies necessary for personal hygiene and maintenance of good health shall be provided to all military prisoners. The Military Services may also provide supplies for prisoner comfort and establish monetary or quantity limitations on all supplies.

6.7.1.2. Health and comfort supplies issued to persons in a non-pay status shall be paid for from appropriated funds. The cost of health and comfort supplies provided to persons in a pay status shall be charged against their pay accounts or paid from their personal funds.

6.7.2. Use of Prisoners' Personal Funds

6.7.2.1. Personal funds of prisoners shall be held in safekeeping.

6.7.2.2. In addition to an authorized allowance for health and comfort items, prisoners shall be permitted to use personal funds for other items as authorized by the facility commander. Additional use of personal funds may be permitted for special purposes such as purchase of educational materials, remittances to dependents, payment of debts or attorney's fees, or restitution to victims.

6.7.2.3. Facility commanders may impose reasonable limitations upon prisoner use of personal funds.

6.7.3. Prisoner Clothing Allowances

6.7.3.1. The Military Services may prescribe mandatory clothing or uniforms for prisoners and detainees confined in military confinement facilities that the Service operates. Prisoners and detainees shall wear the prisoner uniform or work uniform directed by the correctional facility commander.

6.7.3.2. If a distinctive prisoner uniform is prescribed, it shall be furnished at Government expense.

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6.7.3.3. All necessary items of clothing for prisoners confined in a non-pay status shall be furnished at Government expense.

6.7.3.4. Prisoners shall be permitted to wear prescribed Service uniforms during appearances before courts-martial or for other appropriate events and occasions as authorized by the facility commander.

6.7.3.5. Prisoners confined without essential clothing shall be provided suitable clothing, on a temporary loan basis, by the confinement facility commander. Permanent issue items, except for distinctive prisoner clothing, shall be subject to paycheck withdrawal if the prisoner is in a pay status. In cases requiring the issue of Service-unique items to members of other Services, reimbursement shall be made on a cross-Service basis.

6.7.4. Gratuities. On release from a military confinement facility, prisoners who are not returning to duty may be furnished suitable clothing in addition to other grants and gratuities as may be authorized by law.

6.7.5. Correspondence and Visits

6.7.5.1. A facility commander may limit correspondence and visiting privileges for prisoners based on security requirements, lack of available facilities, or other purposes consistent with this Instruction.

6.7.5.2. Visits or correspondence with a prisoner may be limited when necessary to maintain security or control. Correspondence between and visits by the prisoner's family should be approved unless the security needs of the facility, protection of the victims, or the circumstances of the offense committed warrant disapproval. Other persons may be approved as correspondents and visitors if approval would be in the best interests of the prisoner and not inconsistent with safety and security of the community and the facility. Disapproval of correspondent and visitor requests shall be documented as a permanent part of the prisoner's file.

6.7.5.3. The number and length of visits and the number of persons permitted to visit at any one time may be restricted to maintain efficient operations or availability of appropriate facility space. Normally, prisoners shall be permitted to receive visitors every other week for up to 2 hours on non-workdays (weekends and holidays). All visits shall be supervised.

6.7.5.4. Incoming and outgoing mail, except as provided in subparagraph 6.7.5.4.2., below, may be opened to ensure that money, stamps, personal property, and valuables are brought under the control of the confinement facility and that contraband is not received by the prisoner. In making inspections of correspondence, correctional facility officials shall limit the scope of the inspection to that reasonably necessary to

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control property, prevent receipt of contraband, and otherwise provide for the safety and security of the facility and the community.

6.7.5.4.1. Restrictions shall not be placed on the number of letters to and from authorized correspondents, except as necessary to maintain security and control, to prevent unreasonable or excessive individual use of outgoing mail privileges, or to avoid significant delays in processing mail. Mail privileges shall be as liberal as operating conditions permit. Restrictions or limitations on correspondence privileges must be approved by the correctional facility commander.

6.7.5.4.2. The following types of correspondence to prisoners shall not be opened, except when there is a reasonable basis for doubting the authenticity or identity of the addresser or addressee, when there is a reasonable basis to believe that the contents of the correspondence constitute a safety or security threat, or when there is a reasonable basis to believe that contraband is included with correspondence:

6.7.5.4.2.1. All correspondence between a prisoner and the President, Vice President, Members of Congress, Attorney General, the Judge Advocates General of the Military Departments or their representatives, and any military or civilian attorney of record who represents a prisoner.

6.7.5.4.2.2. Initial correspondence with any attorney listed in professional or other directories for establishing an attorney-client relationship.

6.7.5.4.2.3. All correspondence between prisoners and clergy.

6.7.5.4.3. If a basis for opening the foregoing correspondence exists, the correspondence may be opened in the presence of the prisoner.

6.7.5.5. Prisoner letters containing accusations, charges, or complaints shall be forwarded through the proper channels to the official who has the authority to correct the complaint or alleged wrong. Petitions or writs for release shall be forwarded to the proper authority.

6.7.5.6. Prisoners may receive packages and articles other than correspondence, under reasonable terms, conditions, and limitations approved by the facility commander.

6.7.5.7. Prisoners shall be furnished reasonable postage as a health and comfort item. Postage for prisoners in a non-pay status shall be purchased from appropriated funds. Prisoners in a pay status must purchase their postage.

6.7.5.8. Inmates shall be allowed reasonable opportunity to make telephone calls at no expense to the Government. The facility commander may limit the number and length of inmate telephone calls. Telephone calls to or from the prisoner's

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attorney or to or from a clergyman may not be monitored. All others may be monitored. Any form of contact with a prisoner of another facility must be approved by both of the facility commanders involved.

6.7.5.9. Personal interviews and telephonic communications between prisoners and media representatives are not authorized unless a determination is made that such interview serves a legitimate public interest, or is in the best interest of the military. Service regulations shall specify procedures for approving and conducting personal interviews with prisoners. Written communication with media representatives is permitted subject to this Instruction and Service regulations.

6.7.6. American Red Cross. The American Red Cross may be used, in accordance with existing agreements, as the primary agency to provide prisoners with community and family information.

6.8. Boards

6.8.1. Discipline and Adjustment Board. Discipline and Adjustment Boards shall be established to recommend to facility commanders that administrative action be taken against prisoners for misconduct, rules violations, or adjustment problems.

6.8.2. Disposition Boards. Each confinement facility shall establish a Disposition Board to make recommendations on prisoner clemency and parole requests. Parole and clemency requests shall be forwarded along with the Board's recommendation through the facility commander to the appropriate Service Clemency and Parole Board.

6.8.3. Classification and Assignment Boards. Confinement facilities may establish a Classification and Assignment Board to review and recommend custody levels, work and billeting assignments, and program or special training assignments. Facility commanders may use the Disposition Board for these purposes.

6.9. Administrative Control and Disciplinary Measures

6.9.1. Facility commanders are authorized to impose disciplinary measures on prisoners.

6.9.2. Facility commanders are authorized to impose administrative control measures on prisoners to maintain good order and discipline, prevent injuries, maintain proper health standards, and ensure safety.

6.9.2.1. Prisoners in segregation shall be closely supervised. Precautions shall be taken in the preparation, equipping, inspection, and supervision of segregation quarters to maintain a healthy environment and prevent escapes and injuries.

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6.9.2.2. Prisoners are entitled to an informal evidentiary hearing on the need for disciplinary segregation. The prisoner shall be given notice of the basis for disciplinary segregation and an opportunity to make an oral or written statement. The hearing shall be conducted by a member of the facility staff, appointed by the facility commander, who will review the evidence and make recommendations to the commander within 3 duty days of the prisoner's entry into administrative segregation. The recommendation of the hearing officer shall not be binding upon the facility commander. If the facility commander disagrees with the recommendation, however, notice shall be provided to the inmate with reasons for decision. The need for disciplinary segregation shall be reviewed by a member of the facility staff appointed by the commander every 30 days until the prisoner is released from disciplinary segregation. Upon request from the prisoner, the prisoner shall be entitled to a hearing and to present a statement and evidence during each 30-day review. The facility commander shall approve or terminate continuation of disciplinary segregation after each 30-day review or hearing.

6.9.2.3. Medical personnel shall evaluate prisoners within 24-hours of entering administrative or disciplinary segregation. Thereafter, medical personnel shall visit prisoners in segregation at least once every 72 hours to observe prisoner health and the sanitary conditions of the segregation. Medical personnel shall immediately inform the facility commander of any unhealthy, unsafe, or unsanitary condition. Facility commanders will ensure immediate and appropriate action is taken to correct any noted problem or unhealthy condition. Facility commanders or the commander's representative shall conduct a daily visit to all prisoners in segregation.

6.9.3. Facility commanders are authorized to impose one or more of the following administrative disciplinary measures on persons confined under their jurisdiction for misconduct or infraction of regulations:

6.9.3.1. Reprimand or warning.

6.9.3.2. Deprivation of one or more privileges or restrictions on movement or activities.

6.9.3.3. Reduction of custody grade or classification.

6.9.3.4. Segregation on regular or restricted diet provided that a medical officer certifies in writing that a deterioration of the prisoner's health is not anticipated as a result of such action.

6.9.3.5. Forfeiture or suspension of earned good conduct time or earned time.

6.9.3.6. Disciplinary segregation or separate quartering.

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6.9.3.7. Restitution for damages or loss of property belonging to the facility or persons.

6.9.4. The facility commander must approve any administrative disciplinary measure prior to imposition. The DD Form 2714, "Inmate Disciplinary Report," enclosure 14, shall be used to report inmate infractions of rules and regulations.

6.9.5. Facility commanders may restore any privilege imposed as a disciplinary measure, including suspended or forfeited earned good conduct time or earned time.

6.10. Programs in Military Confinement Facilities

6.10.1. Programs of regular work, training, and rehabilitation shall be conducted to offset prisoner costs, increase prisoner usefulness, prevent idleness, aid in alleviating custodial problems, and prepare prisoners for release from confinement.

6.10.2. DD Form 2712, "Inmate Work and Training Evaluation," enclosure 12, shall be used to document performance in work and training.

6.10.3. Prisoner participation in such programs shall be based on the needs and resources of the correctional facility and on the prisoner's status (pretrial or adjudged), needs, capabilities, and motivation for successful adjustment. The combined time spent in training and employment shall not be less than that required of personnel in a regular duty status.

6.10.4. Military correctional facilities shall offer the following programs if personnel, space, and other resources necessary to conducting a safe, efficient, and effective program are available.

6.10.4.1. Physical Training Programs. Prisoners shall be afforded a reasonable opportunity to participate in physical exercise.

6.10.4.2. Educational, Training, and Work Programs. Prisoners shall be afforded a reasonable opportunity to participate in basic educational, vocational, and rehabilitative training and useful work to the Government consistent with available facilities, personnel, and resources. Prisoners not in maximum custody status may be temporarily released for training when in the best interests of the prisoner and the facility, as determined by the facility commander.

6.10.4.3. Return-to-Duty Programs. Each Service is authorized to establish policies and procedures for prisoner return-to-duty programs. The scope of these programs shall be determined by available resources, facilities, personnel, and the needs of the Service. Prisoners shall be evaluated under their Service regulations for suitability for the program and provided appropriate opportunities to improve potential for return to duty.

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6.10.4.4. Treatment and Rehabilitation Programs. Except in the case of prisoners sentenced to death, prisoners shall be afforded reasonable opportunities to participate in meaningful treatment programs. Programs shall be offered based on the capabilities and classification level of the correctional facility and prisoner needs. Level I facilities shall provide drug and alcohol education. Level II and III facilities shall provide reasonable opportunities for participation in drug and alcohol education, victim-impact, and stress or anger management. Significant changes in rehabilitation and treatment programs including all proposals to discontinue established programs in Level II and III facilities, shall be coordinated with the DoD Corrections Council and the Under Secretary of Defense (Personnel and Readiness) prior to implementation. Rehabilitation and treatment programs shall reflect sound correctional philosophy, as well as current behavioral theory and treatment technology.

6.10.5. Except in the case of prisoners sentenced to death, all physically qualified prisoners shall be required to engage in useful work projects or industries to develop occupational skills or good work habits consistent with the prisoner's custody level, skills, and physical abilities. Facility commanders shall promote opportunities for on-the-job training consistent with prisoner custody classification and facility resources. When authorized by law, prisoners in a non-pay status may be compensated for work performed as part of a correctional program using appropriated funds. The use of nonappropriated funds (NAF) to compensate prisoners assigned to NAF-generating work positions is authorized when determined appropriate by the Military Departments.

6.10.6. The Military Services shall consider establishing industries in Level II and Level III confinement facilities. Industries shall be designed to provide prisoners with the opportunity to acquire meaningful occupational skills. To the maximum extent possible, industries shall be established under the financial and managerial jurisdiction of the Federal Prison Industries, Incorporated. Confinement facilities may also operate prisoner industries as NAF instrumentalities.

6.11. Morale and Recreation Activities

6.11.1. Morale and recreation activities maintain prisoner physical condition, mental health, and morale and should be provided at all confinement facilities.

6.11.2. Morale and recreational activities shall include some or all of the following: fiction and nonfiction books; periodicals; newspapers; motion pictures; radio; television; physical recreation facilities and equipment; competitive sports; and special programs and events.

6.11.3. Military Services may authorize the use of nonappropriated funds generated by prisoner work to supplement other available sources of funds for morale and recreation activities.

6.12. Religious Activities

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6.12.1. Prisoners should be afforded appropriate and meaningful opportunities to participate in religious activities, consistent with available resources and the need to maintain good order and discipline.

6.12.2. Religious and spiritual activities should be designed to accommodate a variety of religions in accordance with DoD Directive 1300.17 (reference (c)). Authorized religious activities in correctional facilities include worship services, sacramental ministry, pastoral counseling, religious education, spiritual growth, prayer and meditation, and retreats.

6.12.3. Religious practices that include controlled substances are prohibited unless the facility commander, following consultation with a legal advisor, determines that such use is consistent with law, DoD policy, and reference (c).

6.13. Classification and Use of Facilities

6.13.1. To promote effective and efficient corrections programs, the Military Services shall classify facilities based upon the physical security features of the facility, assigned or available staff, and the availability of treatment, training, and work programs. Changes in the classification of a facility shall be staffed for comment with the DoD Corrections Council and the Under Secretary of Defense (Personnel and Readiness) prior to implementation.

6.13.2. All DoD correctional facilities shall be classified as Level I, II, or III based on the following criteria:

6.13.2.1. Level I. Capable of providing pretrial and post-trial confinement (up to 1 year). The maximum period of post-trial confinement that any Level I facility will be capable of providing shall be determined by the Secretary concerned (or designee). Level I facilities shall provide crisis intervention, work opportunities, access to counseling services, and drug and alcohol education.

6.13.2.2. Level II. Capable of providing pretrial and post-trial confinement for prisoners with sentences to confinement of 5 years or less unless modified by the DoD Executive Agent for long-term confinement and approved by the DoD Corrections Council. Level II facilities shall provide crisis intervention counseling and drug and alcohol education. Level II facilities shall offer programs on victim-impact and stress and anger management. Prisoners incarcerated in Level II facilities for conviction of serious sex offenses shall be afforded a reasonable opportunity to participate in sex offender treatment programs. Level II facilities shall offer vocational training, functional skills testing, remedial education, and high school level education classes or GED.

6.13.2.3. Level III. Provides post-trial confinement exceeding that of Level II facilities up to confinement for life and death sentences. Level III facilities shall

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provide all the programs and services available in Level II facilities based upon assessed inmate needs.

6.13.3. The Military Services may classify correctional facilities as capable of accommodating more than one custody level.

6.13.4. Male and female prisoners may be confined in the same confinement facility. The sleeping and personal hygiene areas for male and female prisoners, however, shall be separate.

6.14. Correctional Facility Staffing and Personnel Requirements

6.14.1. Personnel in the following categories are required to support confinement facility operations:

6.14.1.1. Custodial personnel trained specifically in the security and control of prisoners.

6.14.1.2. Chaplaincy personnel responsible to the facility commander for providing religious instruction, guidance, and services for prisoners.

6.14.1.3. Medical and healthcare providers responsible to the facility commander for the health of prisoners and the sanitary conditions of the facility.

6.14.1.4. Mental healthcare professionals and paraprofessionals including psychiatrists, clinical psychologists, psychiatric social workers, and psychiatric social work technicians qualified in the assessment and treatment of prisoners presenting special personality problems or psychiatric disorders.

6.14.1.5. Correctional treatment personnel as follows:

6.14.1.5.1. Classification Specialists. Supervisors and interviewers trained in compiling case histories and other background data required to plan confinement programs for individual prisoners and provide the basis for recommendations as to clemency, restoration to duty, or other appropriate disposition.

6.14.1.5.2. Training and Education Specialists. Supervisors and instructor personnel qualified to assess prisoner educational needs and provide educational training and programs.

6.14.1.5.3. Vocational Specialists. Supervisor and instructor personnel qualified to assess prisoner vocational needs and provide vocational programs.

6.14.1.5.4. Correctional Counselors. Specialists with training and experience in prisoner counseling.

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6.14.2. Personnel assigned to key positions involving confinement facility administration and operation should have a minimum of two years of active duty military service or have attained a comparable level of experience, maturity, and professional qualifications.

6.14.3. All confinement facility personnel shall meet the following criteria:

6.14.3.1. Possess a high degree of maturity and emotional stability.

6.14.3.2. Have no civilian felony convictions or court-martial convictions for any offense with a maximum authorized sentence to confinement of over 1 year.

6.14.4. Correctional facility staff members must be trained or experienced in the control, management, and correctional treatment of prisoners. Corrections personnel shall be graduates of civilian or military corrections training programs or former corrections officers, employees, or specialists at military or civilian confinement facilities.

6.14.5. Personnel should be assigned to military correctional facilities for normal tours of duty. Transient personnel shall not be used.

6.15. Transfer to Federal Institutions

6.15.1. Prisoners with approved sentences to confinement may be transferred to Federal Bureau of Prisons (FBOP) facilities with the concurrence or by direction of the appropriate Secretary of a Military Department or designee. Authority to transfer prisoners to the FBOP confers no right on prisoners to request transfer. The Executive Agent for Level III Corrections shall enter into a memorandum of agreement, after staffing with the DoD Corrections Council for comment, with the FBOP containing the terms and conditions for the transfer of prisoners to the FBOP.

6.15.2. Factors for determining whether to transfer a prisoner to a FBOP facility include the following:

6.15.2.1. The prisoner's demonstrated potential for return to military service or rehabilitation.

6.15.2.2. The nature and circumstances of the prisoner's offenses.

6.15.2.3. The prisoner's incarceration record, including participation in rehabilitation programs.

6.15.2.4. The status of the prisoner's court-martial appeal and involvement in other legal proceedings.

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6.15.2.5. The nature and circumstances of the prisoner's sentence, including length of sentence to confinement.

6.15.2.6. The prisoner's age.

6.15.2.7. Any other special circumstance relating to the prisoner, the needs of the Service, or the interests of national security.

6.15.3. A prisoner's desire to be or not to be transferred to a Federal institution need not be considered in making the transfer decision.

6.15.4. A prisoner proposed for transfer to a FBOP facility for inpatient psychiatric treatment shall be afforded procedural due process including the following:

6.15.4.1. Notice of the proposed transfer.

6.15.4.2. Representation by an attorney or representative of the prisoner's choice provided at no cost to the Government, or by appointed military counsel certified as a judge advocate under the Uniform Code of Military Justice, Article 27(b), Uniform Code of Military Justice (10 U.S.C. 827(b) (reference (d))).

6.15.4.3. The opportunity for a hearing before an independent presiding officer who is a neutral and detached officer, O-4 or above, appointed by the general court-martial convening authority having jurisdiction over the facility housing the prisoner.

6.15.5. Prisoners transferred to Federal correctional institutions who later are determined to possess the potential for future military service may be returned to a military confinement facility for possible return to military duty.

6.16. Clemency, Parole, Reenlistment, and Restoration to Duty

6.16.1. Under Chapter 48 of 10 U.S.C. (reference (d)), the Secretary of a Military Department has the authority, for prisoners who at the time of commission of their offense were subject to the authority of that Secretary, to:

6.16.1.1. Remit or suspend a portion or all of the unexecuted part of any sentence adjudged by a court-martial. The Secretary concerned may only exercise this authority personally and only after the service of a period of confinement of not less than 20 years when a prisoner is serving an approved unsuspended sentence of confinement for life without parole adjudged for an offense committed on or after October 30, 2000.

6.16.1.2. Restore to duty or reenlist selected offenders.

6.16.1.3. Provide a system of parole for military prisoners.

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6.16.2. All prisoners shall be clearly informed that there is no right to clemency, parole, reenlistment, or restoration.

6.16.3. The Secretary of each Military Department shall establish a Clemency and Parole Board to assist the Secretary in executing clemency and parole authority and to serve as the primary departmental authority for administration of clemency and parole policies and programs. Clemency and Parole Boards shall have approval authority for all clemency, parole, restoration to duty, and reenlistment actions, except those for which the Secretary concerned has expressly withheld approval authority.

6.16.3.1. The Clemency and Parole Boards shall consider eligible individuals for clemency, parole, restoration to duty, and reenlistment. The Boards shall consider eligible individuals in Federal and State confinement facilities for clemency, restoration to duty, and reenlistment. The Clemency and Parole Boards shall collect such data as may be necessary to execute their responsibilities.

6.16.3.2. Military Department Clemency and Parole Boards shall strive for uniformity of operations consistent with individual Service needs. Representatives from Military Department Clemency and Parole Boards shall meet at least semiannually to exchange views on clemency and parole philosophy, procedures, significant cases, and similar matters. A representative from each Clemency and Parole Board shall serve on the DoD Corrections Council.

6.16.4. Confinement facility disposition boards shall provide clemency and parole recommendations to the Clemency and Parole Board concerned. DD Form 2715, "Clemency/Parole Submission"; DD Form 2715-1, "Disposition Board Recommendation"; DD Form 2715-2, "Inmate Summary Data"; and DD Form 2715-3, "Inmate Restoration/Return to Duty, Clemency and Parole Statement," (enclosure 15 through enclosure 18) and DD Form 2719, "Continuation Sheet," (enclosure 23) may be used for this purpose. The senior representative of the prisoner's Service present at the confinement facility is authorized to submit an independent clemency or parole recommendation.

6.16.5. When applicable, a Clemency and Parole Board shall consider the following criteria when considering an individual for clemency, parole, restoration to duty, or reenlistment:

6.16.5.1. The nature and the circumstances of the prisoner's offenses.

6.16.5.2. The prisoner's military and civilian history.

6.16.5.3. The prisoner's confinement record.

6.16.5.4. The personal characteristics of the prisoner, including age, education, marital and family status, and psychological profile.

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6.16.5.5. The impact of the prisoner's offense on the victim and the prisoner's efforts to make restitution to the victim.

6.16.5.6. The protection and welfare of society.

6.16.5.7. The need for good order and discipline in the Service.

6.16.5.8. Other matters, as appropriate.

6.16.6. Eligibility for Consideration for Clemency, Restoration, and Reenlistment. Clemency and Parole Boards shall normally consider an individual for clemency, restoration to duty or reenlistment when the court-martial convening authority has taken action on the sentence; the individual's case has been reviewed by a confinement facility disposition board or by an appropriate Federal correctional or probation official; and the individual meets the eligibility criteria. Individuals may waive consideration by Clemency and Parole Boards in accordance with instructions issued by the Secretaries of the Military Departments. Prisoners sentenced to death, are ineligible for consideration by a Service Clemency and Parole Board.

6.16.6.1. When a prisoner's approved unsuspended sentence includes no confinement or the approved unsuspended sentence to confinement is less than 12 months, normally there shall be no consideration by the Clemency and Parole Board. The Secretaries of the Military Departments may direct that Clemency and Parole Boards consider those cases when the approved sentence includes a punitive discharge or dismissal.

6.16.6.2. When a prisoner's approved unsuspended sentence to confinement is 12 months or more, initial consideration by the Clemency and Parole Board shall not be more than 9 months from the date that confinement began or within 30 days after the convening authority's action, whichever is later. This paragraph does not apply to those prisoners serving approved unsuspended sentences of confinement for life without parole adjudged for offenses committed on or after October 30, 2000.

6.16.6.3. The following rules govern consideration by the Clemency and Parole Board after the initial review:

6.16.6.3.1. When a prisoner's unsuspended sentence is 12 months or more, but less than 20 years, consideration by the Clemency and Parole Board shall be at least annually.

6.16.6.3.2. When a prisoner's unsuspended sentence is 20 years or more, but less than 30 years, consideration by the Clemency and Parole Board shall be at least annually beginning 3 years from the date confinement began.

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6.16.6.3.3. When a prisoner's unsuspended sentence is 30 years or more, including life, consideration by the Clemency and Parole Board shall be at least annually beginning 10 years from the date that confinement began. This paragraph affects only those prisoners in which any act with a finding of guilty occurred on or after January 16, 2000. For prisoners whose offenses with a finding of guilty occurred prior to that date, and with unsuspended, approved sentences of 30 years or more, including a sentence to confinement for life, consideration by the Clemency and Parole Board, shall occur not more than 5 years from the date confinement began and at least annually thereafter. This paragraph does not apply to those prisoners serving approved unsuspended sentences of confinement for life without parole adjudged for offenses committed on or after October 30, 2000.

6.16.6.3.4. When a prisoner's approved unsuspended sentence for an offense committed on or after October 30, 2000, includes confinement for life without parole, consideration by the Clemency and Parole Board shall be at least once every 3 years beginning 20 years after the date confinement began. The Secretary concerned may not delegate the authority to grant clemency for approved sentences of life without parole. Subordinate clemency approval authorities may deny clemency for approved sentences of life without parole.

6.16.6.4. Except in the case of prisoners sentenced to death, or to confinement for life or life without parole an individual may, for cause, be granted special consideration by the Clemency and Parole Board for clemency, restoration, or reenlistment.

6.16.6.5. A prisoner released on parole shall be considered by the Clemency and Parole Board for clemency, restoration, and reenlistment 12 months after release on parole, and thereafter annually upon request, until expiration of the sentence. When a prisoner has been returned to military control as a parole violator, the prisoner's consideration for clemency, parole, restoration, and reenlistment shall normally be 12 months after the prisoner's return to military control and annually thereafter.

6.16.6.6. When a prisoner is considered for parole, the Board may also consider the prisoner for clemency, and upon request, for restoration to duty or reenlistment.

6.17. Procedures for Granting and Revoking Parole

6.17.1. Clemency and Parole Boards shall consider a prisoner for release on parole when the prisoner first becomes eligible and annually thereafter. A prisoner is eligible for release on parole when requested by the prisoner, and when:

6.17.1.1. The prisoner has an approved unsuspended punitive discharge or dismissal or an approved administrative discharge or retirement.

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6.17.1.2. The unsuspended sentence or aggregate sentence to confinement is 12 months or more.

6.17.1.2.1. In cases in which the sentence to confinement is less than 30 years, the prisoner has served one-third of the term of confinement, but in no case less than 6 months.

6.17.1.2.2. In cases in which the sentence to confinement is more than 30 years up to life, the prisoner has served at least 10 years of a sentence to confinement.

6.17.1.2.3. In cases in which the prisoner has been sentenced to confinement for life, the prisoner has served at least 20 years of confinement. This paragraph affects only those prisoners in which any act with a finding of guilty occurred 30 days after January 16, 2000. For prisoners whose offenses with a finding of guilty occurred prior to that date, and with unsuspended, approved sentences of 30 years or more, including a sentence to confinement for life, consideration by the Clemency and Parole Board, shall occur after a prisoner has served not more than 10 years from the date confinement began and at least annually thereafter.

6.17.2. A prisoner confined pursuant to a death sentence is ineligible for parole.

6.17.3. A prisoner otherwise eligible for parole, with an approved sentence including a fine, with a provision for further confinement if the fine is not paid, shall be considered for parole by a Clemency and Parole Board based on the approved sentence to confinement. Confinement resulting from failure of the prisoner to pay a fine shall not be considered in computing eligibility for consideration by a Clemency and Parole Board.

6.17.4. A prisoner with an approved sentence that includes a fine and no confinement, but with a provision for confinement if the fine is not paid, shall be considered for parole by a Clemency and Parole Board on his or her imprisonment if the fine is not paid, if otherwise eligible for parole.

6.17.5. Projected abatement of confinement shall be excluded in computing eligibility for parole.

6.17.6. Unless an earlier parole consideration of the prisoner is directed by the Secretary of the Military Department concerned, requested by the facility commander, or initiated by the Clemency and Parole Board on its own motion, the Board shall not reconsider a prisoner for parole, whose parole has been revoked, until the prisoner has served 12 months in confinement subsequent to return to military custody.

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6.17.7. When exceptional circumstances exist or for other good cause, a Clemency and Parole Board may waive any prisoner's parole eligibility requirement with the exception of subparagraph 6.17.2., above.

6.17.8. When considering a prisoner for release on parole, or for mandatory supervision at minimum release date, Clemency and Parole Boards shall notify or verify the notification of all victims indicating a desire to be so notified on DD Form 2704 or otherwise, and provide them with an opportunity to provide information through the confinement facility to the Board in advance of its determination.

6.17.9. The following conditions apply to release of a prisoner on parole:

6.17.9.1. The prisoner shall be required to submit a parole plan and agree in writing to abide by that plan. DD Form 2716, "Parole Acknowledgment Letter," and DD Form 2716-1, "Department of Defense Certificate of Parole," (enclosures 19 and 20) may be used for this purpose.

6.17.9.2. The parole plan shall include, at a minimum, a residence requirement stating where and with whom the parolee will live and, except in the case of a medically disabled prisoner, a requirement that the prisoner have either guaranteed employment, an offer of effective assistance to obtain employment, or acceptance in a valid educational or vocational program. The parole plan shall include a requirement that the prisoner shall comply with State and local registration requirements that apply in the area in which the prisoner will reside. The parole plan may include other conditions such as a restitution plan, completion of substance abuse treatment, or participation in counseling or therapy programs.

6.17.9.3. A Clemency and Parole Board may establish and subsequently modify conditions of release as it considers reasonable and appropriate, such as the requirement to begin or continue treatment for alcohol or substance abuse.

6.17.9.4. Parole may be granted until the expiration of a prisoner's full sentence regardless of good conduct time or other sentence reductions. Prisoners who accept parole shall waive all good conduct time and extra good time earned up to the date of release on parole.

6.17.9.5. A prisoner who is denied parole shall be provided written notification of the reason for that denial. Prisoners denied parole may submit a parole appeal within 30 calendar days of notification of the denial. The Secretary concerned or a designee shall make the final decision on parole appeals. In the case of denial of parole for an offender serving a sentence of confinement for life, the Secretary concerned may act to grant parole on appeal. No further appeal is authorized after final decision by the appropriate authority is made.

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6.17.9.6. A parolee shall remain on parole provided that he or she complies with the conditions of parole. A determination by a Clemency and Parole Board to revoke parole shall be supported by a preponderance of the evidence that the parolee has violated a condition of parole and that the violation warrants parole revocation. The fact that a parolee has neither committed a criminal offense nor been convicted of committing a criminal offense does not prevent a decision to revoke parole.

6.17.10. On receipt of credible information that a parolee may have violated a condition of parole, a Clemency and Parole Board may suspend the parole. The Board may also order the parolee's return to military custody pending resolution of the alleged violation.

6.17.10.1. When a prisoner's parole has been suspended, a preliminary interview shall be held to determine whether probable cause exists to establish that a parolee violated a condition of parole. If, however, the parolee absconds parole or pleads guilty to or is convicted of an offense that is punishable by imprisonment, the parolee's absconding, the guilty plea or conviction shall suffice as probable cause and a preliminary interview may be waived by the Clemency and Parole Board of the prisoner's Service.

6.17.10.2. The preliminary interview shall normally be conducted by a neutral and detached officer at or near the place of the alleged parole violation.

6.17.10.3. The parolee shall be provided written notice of the preliminary interview, including the purpose of that interview.

6.17.10.4. The parolee shall be given an opportunity to inspect the evidence on which the revocation is based and an opportunity to be heard and to present relevant matters. Witnesses called by the parolee shall be at no expense to the Government.

6.17.10.5. The parolee may be represented at the preliminary interview by an attorney at no expense to the Government. The role of an attorney at a preliminary interview shall be limited in accordance with subparagraph 6.17.10.13., below.

6.17.10.6. When the officer conducting the preliminary interview finds probable cause to believe that the parolee violated any condition of parole, the Board may order a parole violation hearing. The violation hearing shall be conducted before a prisoner's parole is revoked. The purpose of the violation hearing is to determine whether the parolee has violated any condition of parole and, if so, whether the parole should be revoked.

6.17.10.7. The parole violation hearing shall normally be held at or near the place of the alleged violation. When the parolee has been returned to a military

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confinement facility or is confined by civil authorities, the parole violation hearing may be held at the place of confinement.

6.17.10.8. A Clemency and Parole Board of the inmate's Military Department shall appoint a hearing officer or panel to conduct a parole violation hearing. The hearing officer or panel shall be neutral and need not be, or include, a judicial officer or attorney.

6.17.10.9. The parolee and all victims indicating a desire to be notified shall be given written notice of the violation hearing. The notice to the parolee shall inform the parolee of the alleged violation, the purpose of the parole violation hearing, the evidence on which the parole violation hearing is based, the parolee's rights at the parole violation hearing, and the options available to the Clemency and Parole Board.

6.17.10.10. Evidence on which a finding of violation may be based shall be disclosed to the parolee at least 10 days before the parole violation hearing. If evidence supporting a parole violation is discovered subsequent to the hearing, the parolee will be given 10 days to respond in writing to the new evidence.

6.17.10.11. The scope of a parole violation hearing shall be limited to the examination of evidence of an alleged parole violation, relevant questioning of witnesses, pertinent statements as to an alleged parole violation, and whether the parole should be revoked.

6.17.10.12. The parolee may present witnesses and documentary evidence, at no expense to the Government, on his or her behalf and may cross-examine adverse witnesses subject to limitations imposed by the hearing officer or panel for good cause. The hearing officer or panel may limit or exclude any irrelevant or repetitious witness, statement, question, or documentary evidence.

6.17.10.13. The parolee may be represented at a parole violation hearing by an attorney or representative of his or her choice at no cost to the Government. When requested by the parolee, a military attorney shall be provided; however, the parolee has no right to a military attorney of his or her choice. The role of any representative or attorney shall be limited to the examination of witnesses, presentation of evidence, and the offering of a statement on the parolee's behalf as to whether parole should be revoked. Challenges to the parole violation hearing proceedings shall not be permitted. The hearing officer or panel may deny, for good cause, a parolee's choice of a non-attorney representative.

6.17.10.14. Parole may be revoked based on a finding that a parolee has violated a condition of parole by failure to pay a fine or make restitution only if the parolee refused to pay the fine or make restitution when the parolee had sufficient resources; or the parolee failed to make sufficient bona fide efforts to obtain employment, borrow money, or legally acquire funds with which to pay the fine or make restitution. If

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the parolee could not pay the fine or make restitution, despite sufficient bona fide efforts to acquire the resources to do so, parole may be revoked only if no alternative disposition exists that will adequately serve the need for good order and discipline within the Armed Services and the correctional treatment of the parolee.

6.17.10.15. A Clemency and Parole Board shall take final action on the findings and recommendations of the officer or panel conducting a parole violation hearing.

6.17.11. A prisoner whose parole is revoked shall receive credit for time spent on parole except as follows:

6.17.11.1. If, after being released on parole, the parolee commits and pleads guilty to or is convicted of a new offense that is punishable by a term of imprisonment, forfeiture of the time from the date of release to the date of suspension or revocation of that parole as a result of that new offense may be ordered by the Clemency and Parole Board and such forfeited time shall not be credited to service of the sentence. An actual term of confinement need not have been imposed for such conviction if the statute under which the parolee was convicted permits the trial court to impose any term of confinement. If such conviction occurs subsequent to a parole violation hearing, a Clemency and Parole Board may reconsider the forfeiture of time served on parole or other disposition, as appropriate.

6.17.11.2. If the Clemency and Parole Board finds that a parolee refused or failed to respond to any reasonable request, order, or summons of a Clemency and Parole Board or any agent thereof, including the assigned probation officer, or if a Clemency and Parole Board finds that the parolee was not in material compliance with the conditions of parole, a Clemency and Parole Board may order the forfeiture of time from date of the refusal, failure or violation to the date of revocation or return to custody to serve the military sentence. The length of time between release on parole and the refusal, failure or violation, and the nature and seriousness of the misconduct shall be considered in determining whether a parolee was ever in material compliance with the parole conditions.

6.17.11.3. Computation of any sentence to be served shall be done in accordance with applicable Service regulations. Prisoners who have been transferred to the FBOP, however, shall have their remaining sentences and related issues computed according to the FBOP regulations when parole is suspended or revoked.

6.17.12. Prisoners or parolees demonstrating potential for further military service shall be considered for restoration to duty or reenlistment. The needs of the Service govern reenlistment and restoration programs, not the desires of individual prisoners. A prisoner not selected for a restoration program may not appeal, or otherwise contest, nonselection unless applicable Service regulations provide a right of appeal.

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6.17.12.1. Each Service shall provide a program to restore or reenlist prisoners in accordance with the needs of that Service. A prisoner is afforded no right by this Instruction to participate in any particular restoration program.

6.17.12.2. In selecting prisoners and parolees for restoration or reenlistment, consideration should be given to the parolee's demonstrated motivation for future honorable service; Service needs; demonstrated ability to perform military duties in a creditable manner; mental and physical fitness for continued service; and the impact of the parolee's restoration or reenlistment on the morale, good order, and discipline of the Service.

6.18. Release Procedures

6.18.1. Commanders of correctional facilities shall ensure that DD Form 2708, "Receipt For Inmate or Detained Person" (enclosure 4), or comparable documentation is prepared and maintained to reflect that a prisoner has been taken out of a correctional facility for any reason.

6.18.2. Commanders of correctional facilities shall ensure that DD Form 2717, "Department of Defense Voluntary/Involuntary Appellate Leave Action" (enclosure 21), or comparable documentation is prepared and maintained when a prisoner with an unexecuted punitive discharge is released from confinement.

6.18.3. Commanders of correctional facilities shall ensure that DD Form 2718, "Inmate's Release Order" (enclosure 22), or comparable documentation is prepared and maintained upon each prisoner's final release from the facility.

6.18.4. Facility commanders shall not release a prisoner whose sentence has been set aside by the decision of an appellate court until such release is specifically directed by The Judge Advocate General of the prisoner's Service or other competent authority.

6.18.5. Notice to prisoners subject to sex offender registration requirements.

6.18.5.1. Before final release from confinement, DoD correctional facility commanders will advise prisoners convicted of an offense requiring registration as a sex offender (see enclosure 27 for list of covered offenses) of the registration requirements of the State in which the prisoner will reside upon release from confinement. The notice provided to a prisoner shall contain information that the prisoner is subject to a registration requirement as a sex offender in any State in which the person resides, is employed, carries on a vocation, or is a student.

6.18.5.2. Confinement facilities shall obtain the prisoner's acknowledgement in writing that the prisoner was informed of the registration requirements using *DD Form 2791, "Notice of Release/Acknowledgement of Convicted*

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Sex Offender Registration Requirements" (enclosure 28), or equivalent. The documentation shall be made part of the prisoner's permanent file and maintained by the prisoner's branch of Service according to policies and regulations prescribed by the Secretary of the Military Department concerned.

6.18.5.3. Facility commanders shall ensure that all available records concerning an inmate are reviewed upon entering the facility to determine if the prisoner has been convicted of a sexually violent offense or criminal offense against a victim who is a minor. The notice requirements described in subparagraph 6.18.5.1. apply to prisoners who were convicted of a covered offense at any time prior to beginning serving the current term of confinement.

6.18.6. Release Notification to State and Local Law Enforcement Officials.

6.18.6.1. Before release of prisoners convicted of sexually violent offenses or criminal offenses against a victim who is a minor (see enclosure 27 for list of covered offenses), facility commanders shall provide written notice of the release to the chief law enforcement officer of the State; the chief law enforcement officer of the local jurisdiction in which the prisoner will reside; and to the State or local agency responsible for the receipt or maintenance of a sex offender registration in the State or local jurisdiction in which the person will reside. Facility commanders shall ensure that all available records concerning an inmate are reviewed to determine if the prisoner to be released has been convicted of a covered sexually violent offense or criminal offense against a victim who is a minor.

6.18.6.1.1. The chief law enforcement officer of the local jurisdiction is the appropriate municipal or county law enforcement agent with jurisdictional authority consistent with the inmate's release address. When multiple jurisdictions have overlapping authority, the more geographically specific agency should be notified. Facility commanders may refer to the Directory of Law Enforcement Administrators to identify appropriate State and local chief law enforcement officers.

6.18.6.1.2. The written notice provided pursuant to subparagraph 6.18.6.1. shall include the place where the prisoner intends to reside and information that the prisoner shall be subject to registration. The notice shall also include the criminal history including a description of the offense of which the prisoner was convicted and any restrictions or conditions of release.

6.18.6.1.3. Notice shall be provided at least 5 days before release date if the expected place of residence following release is known to the confinement facility.

6.18.6.1.4. The Secretaries of the Military Departments will establish a system to verify that required notifications have been made for prisoners, military

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members whose sentences do not include confinement, and those members who were sentenced to confinement but are no longer confined.

6.18.6.1.5. Notice about a subsequent change of residence by a prisoner falling within this subsection during any period of supervised release or parole shall also be provided to the agencies and officers specified in subparagraph 6.18.6.1. In the case of parolees falling under supervision of the U.S. Parole Commission, the notice of changes in parolee residence while on parole shall be made by the U.S. Parole Commission.

6.18.6.1.6. Notification to State officials is not required for prisoners transferred to another correctional facility. However, upon the transfer of a military prisoner who is subject to this paragraph to a facility under the control of the FBOP, the Military Service of the prisoner concerned shall provide written notification to the FBOP that the prisoner has been convicted of a sexually violent offense or an offense against a victim who is a minor. If a military prisoner remains confined in a facility under the control of the FBOP until the time of release, the FBOP shall provide notice of release and inform the prisoner concerning registration obligations.

6.19. Victim and Witness Assistance Requirements

6.19.1. The Victim and Witness Assistance Programs established by each Service shall include procedures to provide timely advance notice to all of those victims and witnesses indicating a desire to be so notified of any significant change in the status of a prisoner confined in military correctional facilities. Notifications and procedures shall be consistent with DoD Directive 1030.1 and DoD Instruction 1030.2 (references (e) and (f)).

6.19.2. The Military Services shall establish and administer a central repository to serve as a clearinghouse of information on prisoner status and to collect and report data on victim and witness assistance, including notification of changes in prisoner confinement status.

6.20. Release of Prisoners at their Minimum Release Date (MRD) to Mandatory Supervision

6.20.1. The supervised release of prisoners who are not granted parole prior to their MRD is a highly effective technique to provide an orderly transition to civilian life for released prisoners and to better protect the communities into which such prisoners are released. Accordingly, it shall be the policy of the Department of Defense to use supervised release in all cases except where it is determined by the Service Clemency and Parole Boards to be inappropriate.

6.20.2. Military confinement facilities will submit the prisoners release plan and all other relevant information on cases approaching MRD to the appropriate Service

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Clemency and Parole Boards. Military confinement facilities will provide timely and advance notice to all those victims and witnesses indicating a desire to be so notified. Responses by victims and witnesses will be forwarded with the release plan to the Service Clemency and Parole Boards. Information should be provided in sufficient time, but no later than four months prior to the anticipated MRD, to permit the Service Clemency and Parole Board to consider all pertinent information in its mandatory supervision decision. Military confinement facilities will provide timely advance notice to all victims and witnesses indicating a desire to be so notified. The prisoners written release plan shall include, at a minimum, the same provisions required of a parole plan under subparagraph 6.17.9.2. of this Instruction. The Board may impose any additional reasonable supervision conditions to the release plan that would, in the judgment of the Board, further an orderly and successful transition to civilian life for released prisoners, and which would better protect the communities into which prisoners are released.

6.20.3. The terms and conditions of supervised release, as determined by the Service Clemency and Parole Board and identified in the release plan, will be communicated to the releasee using DD Form 2716-1, "Department of Defense Certificate of Parole" (enclosure 20). The releasee will acknowledge receipt of the provisions of the terms and conditions of supervised release. If the releasee refuses to acknowledge receipt, the notification will be witnessed, certifying that the releasee was advised of the terms and conditions of supervised release.

6.20.4. The departure of the releasee from the confinement facility constitutes acceptance of the terms and condition of supervised release.

6.20.5. The Service Clemency and Parole Boards may, at their discretion or upon the request of the supervising U.S. probation officer, modify or release any terms or conditions of supervision or may terminate supervision entirely.

6.20.6. A violation of the terms of supervised release will be considered equivalent to a violation of the terms and conditions of parole and processed in accordance with the procedures specified in subparagraphs 6.17.10. and 6.17.11. of this Instruction.

6.20.7. All paragraphs in this Instruction, which relate to the release of prisoners at their MRD to mandatory supervision affect only those prisoners who have an approved finding of guilty for an offense that occurred 30 days or more after the date of the change to this Instruction.

6.20.8. Military prisoners who have been transferred to the FBOP and are given early release through good time credits may be placed under mandatory supervision "as if on parole." The U.S. Parole Commission will determine the terms and conditions of any such mandatory supervision. In deciding whether or not to place a military prisoner on mandatory supervision, the U.S. Parole Commission should consider the criteria set out in this Instruction for use by the Military Service Clemency and Parole

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Boards. This paragraph affects only those prisoners who have an approved finding of guilty for an offense that occurred 30 days or more after the date of the change to this Instruction.

7. INFORMATION REQUIREMENTS

7.1. All forms identified in this Instruction are operating documents and exempt from licensing in accordance with paragraph C4.4.2., of DoD 8910.1-M (reference (g)) with the exception of the forms identified in subparagraphs 7.3.1. and 7.3.2., below. All forms have been cleared in accordance with DoD 7750.7-M (reference (h)).

7.2. The Military Services shall develop procedures to ensure that correctional facilities complete, submit, and update the corrections segment of the Defense Incident-Based Reporting System as required under DoD Directive 7730.47 and DoD 7730.47-M (references (i) and (j)).

7.3. Annual Confinement and Clemency/Parole Reports shall be submitted to the Office of the Under Secretary of Defense (Personnel and Readiness) no later than 16 February for the preceding calendar year.

7.3.1. Military Services shall submit an annual Confinement Report using DD Form 2720, "Annual Confinement Report" (enclosure 24). The Service central office for corrections matters shall approve the data on the DD Form 2720 before submission to Office of the Under Secretary of Defense for Personnel and Readiness, Attention: Legal Policy, 4000 Defense Pentagon, Washington, DC 20301-4000. The "Annual Confinement Report" has been assigned Report Control Symbol DD-P&R(A)2067 in accordance with reference (g).

7.3.2. Military Departments shall submit an annual Clemency and Parole Report using DD Form 2720-1, "Annual Clemency/Parole Report" (enclosure 25). Each Clemency and Parole Board shall prepare this form. The Department of the Navy shall separately report Clemency and Parole Board cases for the Navy and the Marine Corps. The "Annual Clemency/Parole Report" has been assigned Report Control Symbol DD-P&R(A)2069 in accordance with reference (g).

7.4. The Military Departments shall establish procedures to ensure that required prisoner information is provided to the Federal Bureau of Investigation for inclusion in the computerized Criminal History File (III) of the National Crime Information Center. The provision of prisoner information to the Federal Bureau of Investigation is exempt from licensing in accordance with Title 41 CFR Part 101-11.204(b)(2)(iii) (reference (k)).

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8. EFFECTIVE DATE

This Instruction is effective immediately.

David S. C. Chu
Under Secretary of Defense
(Personnel and Readiness)

Enclosures - 28

E1. References, continued
E2. Definitions
E3. DD Form 2707
E4. DD Form 2708
E5. DD Form 2709
E6. DD Form 2710
E7. DD Form 2710-1
E8. DD Form 2711
E9. DD Form 2711-1
E10. DD Form 2711-2
E11. Offense Severity Scale
E12. DD Form 2712
E13. DD Form 2713
E14. DD Form 2714
E15. DD Form 2715
E16. DD Form 2715-1
E17. DD Form 2715-2
E18. DD Form 2715-3
E19. DD Form 2716
E20. DD Form 2716-1
E21. DD Form 2717
E22. DD Form 2718
E23. DD Form 2719
E24. DD Form 2720
E25. DD Form 2720-1
E26. Abatement of Confinement Procedures
E27. Listing of Offenses Requiring Sex Offender Processing
E28. *DD Form 2791*

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E1. ENCLOSURE 1

REFERENCES, continued

(e) DoD Directive 1030.1, "Victim and Witness Assistance," November 23, 1994
(f) DoD Instruction 1030.2, "Victim and Witness Assistance Procedures," December 23, 1994
(g) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 1998
(h) DoD 7750.7-M, "DoD Forms, Management Program Procedures Manual," August 1991
(i) DoD Directive 7730.47, "Defense Incident Based Reporting System (DIBRS)," October 15, 1996
(j) DoD 7730.47-M, "Defense Incident-Based Reporting System (DIBRS)," November 1996
(k) Title 41, Code of Federal Regulations, § 101-11.204, "Interagency Reports Management Program," July 2000

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E2. ENCLOSURE 2

DEFINITIONS

E2.1.1. Crime of Violence. Any crime that:

E2.1.1.1. Has as an element that involves the use, attempted use, or threatened use of physical force against the person or property of another, or;

E2.1.1.2. By its nature, involves a substantial risk that physical force against the person or property of another may be used in committing the offense.

E2.1.2. Criminal Offense Against a Victim Who is a Minor

E2.1.2.1. Any criminal offense that consists of:

E2.1.2.1.1. Kidnapping of a minor, except by a parent;

E2.1.2.1.2. False imprisonment of a minor, except by a parent;

E2.1.2.1.3. Criminal sexual conduct toward a minor;

E2.1.2.1.4. Solicitation of a minor to engage in sexual conduct;

E2.1.2.1.5. Use of a minor in a sexual performance;

E2.1.2.1.6. Solicitation of a minor to practice prostitution;

E2.1.2.1.7. Any conduct that by its nature is a sexual offense against a minor; or

E2.1.2.1.8. An attempt to commit an offense described in any of subparagraphs E2.1.2.1.1. through E2.1.2.1.7., offenses against a victim who is a minor for the purposes of this definition.

E2.1.2.2. Conduct that is criminal only because of the age of the victim shall not be considered a criminal offense if the perpetrator is 18 years of age or younger.

E2.1.3. Classification. A process for determining the level of security and program requirements for military prisoners or detainees.

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E2.1.4. Confinement. Confinement is the physical restraint of a person imposed by order of competent authority, either pending disposition of charges (pretrial) or as a result of a sentence adjudged by court-martial.

E2.1.5. Corrections Council. An authorized DoD Board composed of corrections representatives from each Military Service and a representative from the clemency and parole boards from each Military Department and Chaired by a senior staff member appointed by the Under Secretary of Defense (Personnel and Readiness).

E2.1.6. Custody. The degree of supervision each prisoner or detainee requires.

E2.1.7. Custody Levels. The classification level assigned to each prisoner signifying the degree of supervision and type of restraint appropriate based on the prisoner, the circumstances of the confinement, and all other appropriate factors. The four basic custody levels are maximum custody; medium custody; minimum custody; and installation custody or trustee.

E2.1.8. Detail. A work assignment not specifically designated as an Earned Time Detail (ETD).

E2.1.9. Detainee. A detainee is a person subject to the UCMJ who has been lawfully ordered into confinement not as a result of an adjudged court-martial sentence. Detainees includes persons ordered into pretrial confinement, persons pending a rehearing on charges or sentence, and persons pending the vacation of a suspended sentence, which includes confinement or a punitive discharge.

E2.1.10. Earned Time (ET). The time earned by prisoners through work performance, program participation, or extraordinary achievements, which is used to reduce sentence to confinement. The following definitions apply to ET:

E2.1.10.1. ET Detail (ETD). Work programs that the facility commander designates as qualifying for award of ET.

E2.1.10.2. ET Programs (ETP). A program (e.g., alcohol or drug counseling) relating to rehabilitation for certain criminal activity that the facility commander designates as qualifying for award of ET, or a Service-mandated program (e.g., remedial reading).

E2.1.10.3. Special ET. ET awarded to a prisoner for extraordinary achievements that are neither associated with his or her ETD or ETP.

E2.1.10.4. New Arrival. A prisoner with 0 months continuous employment in ET.

E2.1.10.5. Forfeiture. The loss of ET.

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E2.1.10.6. Termination. Removal from an ETD or ETP.

E2.1.10.7. Duplicate Degree. The award of more than one educational degree for substantially the same academic credits by one or more educational institutions.

E2.1.11. Parole. A prisoner on a conditional release from confinement, under the guidance and supervision of a U.S. probation officer.

E2.1.12. Prisoner. A person sentenced by a court-martial to confinement or death and ordered into confinement by competent authority whether or not the sentence has been ordered approved by the convening authority. A person placed into confinement by competent authority pending trial by court-martial is a pretrial prisoner.

E2.1.13. Segregation

E2.1.13.1. Administrative Segregation. The segregation of a prisoner to enhance control of the facility, prevent injury to themselves or others, or promote the safe and orderly administration of the correctional facility.

E2.1.13.2. Disciplinary Segregation. The segregation of a prisoner as an administrative disciplinary measure.

E2.1.14. Special Quarters. A group of cells or secure rooms used to house those prisoners who have serious adjustment problems, create anxiety and disruption among other prisoners in the general population, or who need protection from other prisoners. It is a preventive management tool that should not be used as punishment. Programs, movements, and privileges should be limited only as necessary for the maintenance of good order.

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E3. ENCLOSURE 3

DD FORM 2707

CONFINEMENT ORDER

1. PERSON TO BE CONFINED			2. DATE *(YYYYMMDD)*
a. NAME *(Last, First, Middle)*		b. SSN	
c. BRANCH OF SERVICE	d. GRADE	e. MILITARY ORGANIZATION *(From)*:	

TYPE OF CONFINEMENT

a. PRE-TRIAL ☐ NO ☐ YES | b. RESULT OF NJP ☐ NO ☐ YES

c. RESULT OF COURT MARTIAL: ☐ NO ☐ YES

TYPE: ☐ SCM ☐ SPCM ☐ GCM ☐ VACATED SUSPENSION

4. OFFENSES/CHARGES OF UCMJ ARTICLES VIOLATED:

5. SENTENCE ADJUDGED: **SAMPLE** | b. ADJUDGED DATE *(YYYYMMDD)*:

6. IF THE SENTENCE IS DEFERRED, THE DATE DEFERMENT IS TERMINATED:

7. PERSON DIRECTING CONFINEMENT

a. TYPED NAME, GRADE AND TITLE:	b. SIGNATURE	c. DATE *(YYYYMMDD)*	d. TIME

8.a. NAME, GRADE, TITLE OF LEGAL REVIEW AND APPROVAL	b. SIGNATURE:	c. DATE *(YYYYMMDD)*

MEDICAL CERTIFICATE

9a. The above named inmate was examined by me at _____ *(Time)* on _____ *(YYYYMMDD)* and found to be ☐ Fit ☐ Unfit for confinement. I certify that from this examination the execution of the foregoing sentence to confinement ☐ will ☐ will not produce serious injury to the inmate's health.

b. The following irregularities were noted during the examination *(If none, so state)*:

c. HIV Test administered on *(YYYYMMDD)*: _____

d. Pregnancy test administered on *(YYYYMMDD)*: _____ ☐ N/A

10. EXAMINER

a. TYPED NAME, GRADE AND TITLE:	b. SIGNATURE	c. DATE *(YYYYMMDD)*	d. TIME

RECEIPT FOR INMATE

11.a. THE INMATE NAMED ABOVE HAS BEEN RECEIVED FOR CONFINEMENT AT: _____ *(Facility Name and Location)*

ON _____ *(YYYYMMDD)* AND TIME: _____ *(Time)*

b. PERSON RECEIPTING FOR INMATE TYPED NAME, GRADE AND TITLE:	c. SIGNATURE:	d. DATE *(YYYYMMDD)*	e. TIME

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E4. ENCLOSURE 4

DD FORM 2708

RECEIPT FOR INMATE OR DETAINED PERSON

1. RECEIVED FROM *(Unit or Agency and Station)*	2. TIME	3. DATE *(YYYYMMDD)*
4. INMATE NAME *(Last, First, Middle)*	5. SSN	6. GRADE
7. ORGANIZATION	8. STATION	
9. OFFENSE		
10. PERSONAL PROPERTY		
11. REMARKS		
12. NAME AND TITLE OF PERSON RECEIVING ABOVE INDIVIDUAL	13. SSN	14. GRADE
15. RECEIVING UNIT OR AGENCY AND STATION	16. SIGNATURE	

SAMPLE

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E5. ENCLOSURE 5

DD FORM 2709

PRIVACY ACT STATEMENT

(To be presented to the prisoner when information for DD Form 2710 and/or DD Form 2711 is provided in an interview setting.)

1. PRISONER NAME	2. SSN	3. IDENTIFICATION NUMBER

4. FACILITY NAME

S A M P L E

AUTHORITY: 5 U.S.C. 301 and E.O. 9397.

PRINCIPAL PURPOSE(S): To collect personal history information from the prisoner to assist in the classification and assignment process. In addition, the information will be used to evaluate the prisoner's progress toward rehabilitation or suitability for parole or clemency.

ROUTINE USE(S): To the Department of Justice, in instances where the prisoner is transferred to a Federal Bureau of Prisons facility for incarceration.

DISCLOSURE AND EFFECT ON THE INDIVIDUAL OF NOT PROVIDING INFORMATION: Voluntary; however, failure to provide the requested information may prevent the staff of the correctional facility from fully evaluating the prisoner.

5. PRISONER SIGNATURE	DATE *(YYYYMMDD)*

6. WITNESS		
a. NAME	b. SIGNATURE	c. DATE *(YYYYMMDD)*

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E6. ENCLOSURE 6

DD FORM 2710

INMATE BACKGROUND SUMMARY
SECTION 1 - PERSONAL DATA

REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER
4. MAIDEN NAME
5. NICKNAME
6. ALIAS(ES)
7. AGE
8. SEX: MALE ☐ FEMALE ☐
9. PLACE OF BIRTH *(City, County and State)*
10. DATE OF BIRTH *(YYYYMMDD)*
11. RACE: ☐ CAUCASIAN ☐ AFRICAN AMERICAN ☐ HISPANIC ☐ AMERICAN INDIAN ☐ ALASKAN NATIVE ☐ ASIAN OR PACIFIC ☐ OTHER _____
12. ETHNIC GROUP
13. NATIONALITY
14. RELIGION

S A M P L E

15. HEIGHT
16. WEIGHT
17. IDENTIFYING MARKS *(Scars, tattoos, etc.)* *(If Yes, see attached)* ☐ NO ☐ YES
18. HAIR COLOR: ☐ BLACK ☐ BROWN ☐ BLONDE ☐ RED ☐ WHITE ☐ GREY ☐ SANDY ☐ BALD ☐ AUBURN ☐ OTHER _____
19. EYE COLOR: ☐ BLACK ☐ BLUE ☐ BROWN ☐ GREEN ☐ HAZEL ☐ OTHER _____
20. GANG ASSOCIATION: ☐ NO ☐ YES — GANG NAME/LOCATION *(City, State)*
21. CULT/EXTREMIST ASSOCIATION: ☐ NO ☐ YES — CULT NAME/LOCATION *(City, State)*
22. DOES YOUR FAMILY KNOW YOUR WHEREABOUTS: ☐ NO ☐ YES
23. DO THEY NEED TO BE NOTIFIED: ☐ NO ☐ YES *(If Yes, Name, Relationship, Phone)*
24.a. HAVE YOU EVER TRIED TO COMMIT SUICIDE? ☐ NO ☐ YES
b. DO YOU FEEL SUICIDAL AT THIS TIME? ☐ NO ☐ YES
25. ARE THERE ANY ISSUES THAT NEED IMMEDIATE MEDICAL ATTENTION? *(Communicable diseases or disabilities)*
26. ARE THERE ANY ISSUES THAT NEED IMMEDIATE ATTENTION?
27.a. FORM COMPLETED BY: b. DATE *(YYYYMMDD)* c. TIME
28. ACTIONS TAKEN IF NECESSARY:
29.a. ACTION TAKEN BY: b. DATE *(YYYYMMDD)* c. TIME

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SECTION 2 - MILITARY BACKGROUND | REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)* | 2. SSN | 3. ID NUMBER

4. BRANCH OF SERVICE ☐ AIR FORCE ☐ ARMY ☐ NAVY ☐ MARINES ☐ COAST GUARD ☐ RESERVES

5. MILITARY UNIT | 6. MILITARY INSTALLATION

7. HOME OF RECORD *(City, State)*: | 8. ACTIVE DUTY BASE DATE *(YYYYMMDD)* | 9. DATE ENTERED CURRENT TERM *(YYYYMMDD)*

10. END OF ACTIVE DUTY OBLIGATION *(YYYYMMDD)* | 11. TOTAL ACTIVE LENGTH OF SERVICE

12. METHOD OF ENTRY *(Choose one)*: ☐ INDUCTION ☐ INITIAL ENLISTMENT ☐ REENLISTMENT

13. HIGHEST PAYGRADE ATTAINED: | 14. CURRENT MOS/RATE OR SPECIALTY: | 15. PREVIOUS DISCHARGE RECEIVED *(Type and Date - YYYYMMDD)*:

16. PRIOR SERVICE ☐ NO ☐ YES | PRIOR BRANCH OF SERVICE ☐ AIR FORCE ☐ ARMY ☐ NAVY ☐ MARINES ☐ COAST GUARD ☐ RESERVES

17. MILITARY AWARDS AND DECORATIONS

SAMPLE

18. MAJOR MILITARY SCHOOLS ATTENDED

COURSE TITLE a.	COURSE LOCATION b.	DATE COMPLETED *(YYYYMMDD)* c.

19. PREVIOUS MILITARY OFFENSES

ARTICLE 15 OR COURT MARTIAL a.	DATE OF INCIDENT OR ACTION *(YYYYMMDD)* b.	OFFENSES c.	DISPOSITION d.	CONFINEMENT *(Y/N)* e.

20. MILITARY HISTORY NARRATIVE
a. GENERAL MILITARY SERVICE BACKGROUND

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SECTION 3 - CIVILIAN BACKGROUND		REPORT DATE *(YYYYMMDD)*
1. NAME *(Last, First, Middle)*	2. SSN	3. ID NUMBER

4. CIVILIAN EDUCATION *(List High School, Colleges, and Trade Schools)*

NAME AND ADDRESS OF SCHOOL a.	AGE b.	DATE ENTERED *(YYYYMMDD)* c.	GRADE(S) COMPLETED d.	DEGREE e.	DATE *(YYYYMMDD)* f.

SAMPLE

g. HIGHEST GRADE COMPLETED	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

h. REASON FOR LEAVING SCHOOL:

5. CIVILIAN EMPLOYMENT

NAME AND CITY/STATE OF EMPLOYER a.	TYPE OF WORK b.	SALARY c.	FULL OR PART TIME d.	DATES FROM/TO *(YYYYMMDD)* e.	REASON FOR LEAVING f.

6. CIVILIAN ARREST RECORD

OFFENSE *(Exclude minor traffic offenses - include DUI/DWI)* a.	PLACE OF ARREST b.	DATE *(YYYYMMDD)* c.	DISPOSITION OR SENTENCE d.	CONFINED *(Y/N)* e.

7. PERSONAL HISTORY

a. EDUCATIONAL BACKGROUND

b. OCCUPATIONAL BACKGROUND

c. GENERAL BACKGROUND

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SECTION 4 - FAMILY BACKGROUND

REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER

4. MARITAL STATUS: *(Current)*
☐ SINGLE *(Never married)* ☐ MARRIED ☐ SEPARATED ☐ DIVORCED ☐ COMMON LAW
☐ WIDOW/WIDOWER ☐ DIVORCED/REMARRIED ☐ OTHER: _____ DATE *(YYYYMMDD)*: _____

5. LIVING STATUS:
☐ ALONE ☐ SINGLE PARENT/HEAD OF HOUSEHOLD ☐ WITH SPOUSE ☐ WITH PARENTS
☐ WITH RELATIVE ☐ COHABITING ☐ MILITARY QUARTERS ☐ OTHER: _____ DATE *(YYYYMMDD)*: _____

6. INMATE'S HOME ADDRESS *(Street, City, State and Zip Code)*
7. NUMBER OF FAMILY MEMBERS

8. FAMILY

NAME a.	RELATIONSHIP *(List Spouse, Children, and Parents)* b.	ADDRESS *(Street, City, State)* c.	TELEPHONE NUMBER *(Include Area Code)* d.	AGE e.

SAMPLE

9. NEXT OF KIN
a. NAME *(Last, First, Middle Initial)*
b. ADDRESS *(Street, City, State, ZIP Code)*
c. TELEPHONE *(Incl. Area Code)*

10. EMERGENCY CONTACT *(If Next of Kin, indicate SAME)*:
a. NAME *(Last, First, Middle Initial)*
b. ADDRESS *(Street, City, State, ZIP Code)*
c. TELEPHONE *(Incl. Area Code)*

11. LENGTH OF RESIDENCY AT CURRENT ADDRESS: YEARS _____ MONTHS _____
12. LENGTH OF RESIDENCY IN THE LOCAL AREA: YEARS _____ MONTHS _____
13. LENGTH OF TIME APART FROM PARENTS: YEARS ____ MONTHS ____
14. HAS ANY FAMILY MEMBER EVER BEEN CONVICTED OF A FELONY? NO ☐ YES ☐ UNKNOWN ☐

15. HAVE YOU EVER BEEN REFERRED TO OR PARTICIPATED IN A MILITARY FAMILY ADVOCACY PROGRAM OR CHILD/SPOUSE PROTECTIVE SERVICES AGENCY? ☐ NO ☐ YES *(If Yes, state where, when and reason.)*

16. ARE YOU PRESENTLY UNDER A COURT ORDER CONCERNING FAMILY/OTHERS *(restraint order, no-contact order)*?
☐ NO ☐ YES *(If Yes, give dates, persons, conditions and name of jurisdiction.)*

17. FAMILY NARRATIVE ENVIRONMENTAL INFORMATION:
a. GENERAL FAMILY BACKGROUND
b. IF APPLICABLE INCLUDE:
- STATUS OF MARRIAGE
- FINANCIAL ARRANGEMENTS FOR FAMILY

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SECTION 5 - MENTAL/PHYSICAL HEALTH BACKGROUND

REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER

4. HOW WOULD YOU DESCRIBE YOUR CURRENT PHYSICAL CONDITION: ☐ EXCELLENT ☐ GOOD ☐ FAIR ☐ POOR

5. LIST ANY PAST SERIOUS ILLNESS, INJURY OR PHYSICAL AILMENT YOU HAVE SUFFERED OR ARE CURRENTLY SUFFERING AND DATE OF OCCURRENCE: _____

6. DO YOU HAVE A PHYSICAL HANDICAP: ☐ NO ☐ YES *(Explain)*

7. LAST HIV TEST DATE *(YYYYMMDD)*

8. HAVE YOU EVER BEEN HOSPITALIZED IN A MENTAL INSTITUTION: ☐ NO ☐ YES *(State facility, reason and date)*

SAMPLE

9. HAVE YOU EVER CONSIDERED SUICIDE: ☐ NO ☐ YES *(Explain)*

10. HAVE YOU EVER ATTEMPTED SUICIDE: ☐ NO ☐ YES *(Explain)*

11. PERSONAL HABITS

ALCOHOL USE CLAIMED: ☐ NONE ☐ OCCASIONAL ☐ MODERATE ☐ HEAVY ☐ OTHER *(Explain)* _____

WAS ALCOHOL ABUSE APPARENT? ☐ NO ☐ YES

HAVE YOU EVER RECEIVED ALCOHOL TREATMENT? ☐ NO ☐ YES *(State facility and date)* _____

DRUG USE CLAIMED: ☐ NONE ☐ OCCASIONAL ☐ MODERATE ☐ HEAVY ☐ OTHER *(Explain)* _____

DRUG USE APPARENT? ☐ NO ☐ YES

HAVE YOU EVER RECEIVED DRUG TREATMENT? ☐ NO ☐ YES *(State facility and date)* _____

GAMBLING: ☐ FREQUENTLY ☐ OCCASIONALLY ☐ NEVER

12. MENTAL/PHYSICAL HEALTH BACKGROUND INFORMATION

a. SPORTS AND HOBBIES

b. SPECIAL SKILLS/ABILITIES

c. NOTES *(Is there anything on this form which is not covered that you feel should be brought to the attention of the confining facility?)*

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E7. ENCLOSURE 7

DD FORM 2710-1

INMATE SENTENCE INFORMATION		REPORT DATE *(YYYYMMDD)*
1. INMATE NAME *(Last, First, Middle)*	2. SSN	3. ID NUMBER
4. MOST SERIOUS OFFENSE		
5. INMATE STATUS *(Check one)* ☐ a. PRE-TRIAL DETAINEE ☐ b. ADJUDGED ☐ c. SENTENCED		
6. SENTENCE ☐ PRETRIAL AGREEMENT ☐ ADJUDGED SENTENCE ☐ CONVENING AUTHORITY		

	CONFINEMENT a.			FORFEITURES b.	FINE c.	REDUCTION IN GRADE d. *(Y/N)* *(Grade)*	TYPE OF DISCHARGE e.
	MONTHS	DAYS	YEARS				
PTA							
ADJ							
CA							

SAMPLE

7. SENTENCE COMPUTATION

ACTION	YEAR	MONTH	DAY	JULIAN DATE
a. DATE SENTENCE WAS ADJUDGED				
b. DATE SENTENCE BEGAN *(If sentence was deferred)*				
c. SENTENCE LENGTH TO CONFINEMENT AS ADJUDGED				
d. FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
e. INTERNATIONAL DATE LINE				
f. LESS ONE DAY *(Day of Release)*				
g. CREDIT FOR PRE-TRIAL CONFINEMENT				
h. ADJUSTED FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
i. SENTENCE REDUCTION BY CONVENING AUTHORITY				
j. ADJUSTED FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
k. SENTENCE REDUCTION THROUGH LEGAL REVIEWS OR CLEMENCY				
l. ADJUSTED FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
m. LESS GOOD CONDUCT TIME POSSIBLE @ ____ DAYS				
n. NORMAL/MINIMUM RELEASE DATE				
o. ADD GOOD CONDUCT TIME FORFEITED				
p. INOPERATIVE TIME				
q. NEW SENTENCE *(See back for details)*				
r. AGGREGATED ADJUSTED FULL TERM CONFINEMENT/MAXIMUM RELEASE				
s. LESS GOOD CONDUCT TIME AT AGGREGATE RATE OF ____ DAYS				
t. LESS GOOD CONDUCT TIME RESTORED				
u. LESS EXTRA GOOD CONDUCT TIME EARNED				
v. AJDUSTED NORMAL MINIMUM RELEASE DATE				

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8. INOPERATIVE TIME COMPUTATION

a. REASON FOR INOPERATIVE TIME

☐ ESCAPE ☐ REHEARING ☐ SUSPENSION ☐ OTHER *(Specify)*

	YYYYMMDD (1)	JULIAN DATE (2)
b. DATE RETURNED TO MILITARY CONTROL		
c. DATE SENTENCE WAS INTERRUPTED		
d. INOPERATIVE TIME		
e. FORFEITED GOOD CONDUCT TIME *(Parole Violators)*		

9. AGGREGATING ADDITIONAL SENTENCES

ACTION (1)	YEAR (2)	MONTH (3)	DAY (4)	JULIAN DATE (5)
a. DATE NEW SENTENCE BEGINS				
b. SENTENCE TO CONFINEMENT AS ADJUDGED				
c. FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
d. REMAINDER OF PRIOR SENTENCE				
e. AGGREGATE FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
f. LESS ONE DAY *(Day of Release)*				
g. AGGREGATE FULL TERM CONFINEMENT/MAXIMUM RELEASE DATE				
h. LESS GOOD CONDUCT TIME POSSIBLE *(Aggregate rate of ____ days)*				
i. ADJUSTED NORMAL/MINIMUM RELEASE DATE				

SAMPLE

10. MITIGATION OF SENTENCE

a. REASON *(X one)* ☐ SUSPENSION ☐ REMISSION	b. DATE RECOMMENDED *(YYYYMMDD)*	c. DATE APPROVED *(YYYYMMDD)*

11. RELEASE OR TRANSFER

a. *(X one)* ☐ RELEASE ☐ TRANSFER	b. AUTHORITY	c. DATE *(YYYYMMDD)*

12. REMARKS

13. PREPARED BY

a. NAME, GRADE, TITLE	b. SIGNATURE	c. DATE *(YYYYMMDD)*

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E8. ENCLOSURE 8

DD FORM 2711

INITIAL CUSTODY CLASSIFICATION

1. DATE *(YYYYMMDD)*	2. INTERVIEWER NAME	3. *(X one)* ☐ DETAINED ☐ ADJUDGED

4. IDENTIFICATION

a. PRISONER NAME *(Last, First, Middle)*	b. SSN	c. GRADE	d. SEX *(X one)* ☐ MALE ☐ FEMALE

5. ADMINISTRATIVE FACTORS *(X as applicable)*	NO	YES
a. SUICIDE RISK		
b. PHYSICAL HEALTH PROBLEM		
c. MENTAL HEALTH PROBLEM		
d. SPECIAL QUARTERS		

SAMPLE

6. MANAGEMENT FACTORS *(Enter point values)*	POINTS
a. OFFENSE _____ OFFENSE SEVERITY = 1 - 8	
b. SUBSTANCE ABUSE YES x 1 = 1 YES x 2 = 2 YES x 3 = 3 YES x 4 = 4	
c. PENDING CHARGES/WARRANTS/DETAINERS NO = 0 YES = *(Enter points from Offense Severity Scale)*	
d. HISTORY OF VIOLENCE QUESTION (2) - YES = 2 QUESTION (3) - YES = 4 QUESTION (4) - YES = 6 QUESTION (5) - YES = 8	
e. HISTORY OF ESCAPE NO = 0 YES = 6	
f. LENGTH OF SENTENCE TIME REMAINING DETAINEE OR 0 - 90 DAYS = 0 91 DAYS - 1 YEAR = 1 1+ TO 3 YEARS = 2 3+ TO 5 YEARS = 3 5 + TO 10 YEARS = 5 10+ YEARS = 7 LIFE/DEATH = 8	
g. TOTAL POINTS	

7. SCREENING DECISION *(X one)*

☐ MEDIUM-IN *(0 - 11 Points)* ☐ MAXIMUM *(12+ Points)*

8. FINAL DECISION

a. OVERRIDE *(X one)*

☐ NO ☐ YES - ☐ CODE ☐ NOT APPLICABLE *(Policy)*

b. RATIONALE

9. DECIDING AUTHORITY

a. NAME	b. GRADE	c. TITLE	d. SIGNATURE

10. CUSTODY DECISION

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CLASSIFICATION WORKSHEET

11. DATE *(YYYYMMDD)*	12. TIME	13. INTERVIEWER NAME	14. *(X one)* DETAINED / ADJUDGED

15. ADMINISTRATIVE FACTORS

a. SUICIDE RISK

(1) HOW DO YOU FEEL ABOUT BEING HERE?

	NO	YES
(2) HAVE YOU EVER THOUGHT ABOUT COMMITTING SUICIDE? *(X)*		
(3) DID YOU MAKE A PLAN TO COMMIT SUICIDE?		
(4) HAVE YOU EVER ATTEMPTED SUICIDE? *(If Yes, when and how?)*		

SAMPLE

b. PHYSICAL HEALTH PROBLEM

	NO	YES
(1) DO YOU HAVE A CONTAGIOUS DISEASE? *(If Yes, what?)*		
(2) DO YOU HAVE ANY PHYSICAL PROBLEMS? *(If Yes, what?)*		
(3) ARE YOU TAKING ANY MEDICATIONS? *(If Yes, give reason)*		

c. MENTAL HEALTH

	NO	YES
(1) DO YOU HAVE ANY MENTAL PROBLEMS? *(If Yes, what?)*		
(2) WERE YOU EVER HOSPITALIZED FOR MENTAL PROBLEMS? *(If Yes, when?)*		

d. SPECIAL QUARTERS

	NO	YES
TO YOUR KNOWLEDGE, DO YOU HAVE ANY ENEMIES IN THIS FACILITY? *(If Yes, who and why?)*		

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CLASSIFICATION WORKSHEET *(Continued)*

16. MANAGEMENT FACTORS

a. WHAT CHARGE(S) ARE YOU CONFINED FOR?

b. SUBSTANCE ABUSE *(X)*		NO	YES
(1) HAVE YOU EVER USED DRUGS OR ALCOHOL?	DRUGS		
	ALCOHOL		
(2) HAVE YOU USED DRUGS/ALCOHOL IN THIS ENLISTMENT?	DRUGS		
	ALCOHOL		
(If answer to both (1) and (2) is No, skip to 16.c. If either (1) or (2) is Yes, continue lines (3) through (6).)			
(3) HAVE YOU EVER BEEN DISCIPLINED IN THE SERVICE OR FIRED FROM A JOB BECAUSE OF DRUG OR ALCOHOL USE?			
(4) HAS DRUG/ALCOHOL USE EVER LED TO FAMILY PROBLEMS OR CONFLICTS?			
(5) HAVE YOU EVER BEEN ARRESTED WHILE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL?			
(6) HAS USE OF DRUGS/ALCOHOL RESULTED IN OTHER PROBLEMS, SUCH AS BLACKOUTS OR LOSS OF FRIENDS?			

c. PENDING CHARGES/WARRANTS/DETAINERS	NO	YES
DO YOU HAVE ANY OUTSTANDING WARRANTS/DETAINERS OR ADDITIONAL PENDING CHARGES? *(If Yes, explain)*		

SAMPLE

d. HISTORY OF VIOLENCE *(X)*	NO	YES
(1) HAVE YOU EVER ASSAULTED ANOTHER PERSON?		
(If No, skip to 16.e. If Yes, answer (2) through (7).)		
(2) NON-PHYSICAL ALTERCATION		
(3) ASSAULT WITHOUT A WEAPON		
(4) ASSAULT WITH A WEAPON		
(5) MULTIPLE ASSAULTS		

(6) AGE AT TIME OF INCIDENT(S)

(7) EXPLAIN INCIDENT(S)

e. HISTORY OF ESCAPE *(X as appropriate. Assign 6 points in Item 6.e. if answer is Yes to any of the following questions:)*	NO	YES
(1) HAVE YOU EVER ESCAPED OR ATTEMPTED TO ESCAPE CONFINEMENT?		
(2) WERE YOU EVER APPREHENDED ON A PAROLE VIOLATION?		
(3) HAVE YOU EVER RESISTED ARREST?		
(4) DID YOU EVER INITIATE A PERIOD OF UNAUTHORIZED ABSENCE WHILE OTHER CHARGES WERE PENDING?		

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CLASSIFICATION WORKSHEET *(Continued)*

17. INTERVIEWER'S IMPRESSION

S A M P L E

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E9. ENCLOSURE 9

DD FORM 2711-1

CUSTODY RECLASSIFICATION

1. INTERVIEWER NAME
2. *(X one)* ☐ DETAINED ☐ ADJUDGED

3. IDENTIFICATION
   - a. PRISONER NAME *(Last, First, Middle)*
   - b. SSN
   - c. RELEASE DATE *(YYYYMMDD)*
   - d. PRESENT CUSTODY
   - e. HOUSING UNIT
   - f. REGISTRATION NUMBER

4. ADMINISTRATIVE FACTORS *(X as applicable)*

	NO	YES
a. SUICIDE RISK		
b. PHYSICAL HEALTH PROBLEM		
c. MENTAL HEALTH PROBLEM		
d. SPECIAL QUARTERS		
e. VICTIM/WITNESS NOTIFICATION PROGRAM		
f. WAS THERE AN OVERRIDE ON LAST CLASSIFICATION?		

5. CLASSIFICATION CRITERIA *(Enter point values)*

	POINTS
a. OFFENSE SEVERITY = 1 - 8	
b. NUMBER OF DISCIPLINARY REPORTS *(Last 90 days)* NONE = 0 ONE = 2 TWO + = 4	
c. SEVERITY OF DISCIPLINARY REPORTS NONE = 0 LOW MODERATE = 1 MODERATE = 3 HIGH = 5 GREATEST = 7	
d. NUMBER OF NEGATIVE SPOT REPORTS *(Last 90 days)* NONE - THREE = 0 FOUR - SIX = 2 SEVEN - TEN = 4 ELEVEN + = 6	
e. CURRENT PROGRAMMING PROGRAM AND JOB = MINUS 2 (-2) PROGRAM OR JOB = MINUS 1 (-1) NONE = 0	
f. FALSE DATA ON SCREENING FORM *(Initial Classification only)* NO = 0 YES = 4	
g. RESPONSIBILITY SHOWN GOOD = -2 AVERAGE = 0 POOR = +2	
h. LENGTH OF SENTENCE TIME REMAINING DETAINEE OR 0 - 90 DAYS = 0 91 DAYS - 1 YEAR = 1 1 + TO 3 YEARS = 2 3 + TO 5 YEARS = 3 5 + TO 10 YEARS = 5 10 + YEARS = 7 LIFE/DEATH = 8	
i. PENDING CHARGES/WARRANTS/DETAINERS NO = 0 YES = *(Enter offense severity code)*	
j. TOTAL POINTS	

6. CLASSIFICATION DECISION
   - a. *(X one)*
     ☐ REDUCE *(0 - 6 Points)* ☐ SAME *(7-10 Points)* ☐ INCREASE *(11 + Points)*
   - b. RATIONALE

7. OVERRIDE
   - a. *(X one)*
     ☐ NO ☐ YES *(Enter code)* ☐ NOT APPLICABLE *(Policy)*
   - b. RATIONALE

8. RECOMMENDED DECISION

9. FACILITY COMMANDER/DESIGNEE
   - a. NAME, GRADE, TITLE
   - b. SIGNATURE
   - c. DATE *(YYYYMMDD)*

10. FINAL DECISION

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SAMPLE

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E10. ENCLOSURE 10

DD FORM 2711-2

CUSTODY INITIAL/RECLASSIFICATION SUMMARY ADDENDUM

1. PRISONER NAME		2. SSN
3. DATE *(YYYYMMDD)*	4. HOUSING UNIT	5. PRESENT CUSTODY

6. **NEW INFORMATION.** Information received subsequent to previous classification session will be reported here. An addendum, not to exceed one page, is prepared for each reclassification session.

S A M P L E

7. PREPARER

a. NAME, GRADE, TITLE	b. SIGNATURE	c. DATE *(YYYYMMDD)*

DD FORM 2711-2, NOV 1999

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E11. ENCLOSURE 11

OFFENSE SEVERITY SCALE (ALPHABETICAL) UCMJ CODES FOR DoD USE

Severity of offenses marked with an asterisk (*) are to be determined on a range of 1 through 8 by the classifier.

CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
134-A1	ABUSING ANIMAL	1	NONE	3 M
134-B1	ADULTERY	1	DD	1 Y
104-A-	AIDING THE ENEMY			
096-B2	ALLOW ESCAPE: DESIGN	3	DD	2 Y
096-B1	ALLOW ESCAPE: NEGLECT	1	BCD	1 Y
126-A-	ARSON: AGGRAVATED	6	DD	20 Y
126-B1	ARSON: PROPERTY $100 OR LESS	2	DD	5 Y
126-B2	ARSON: PROPERTY MORE THAN $100	4	DD	5 Y
128-B-	ASSAULT: BY BATTERY	1	BCD	6 M
128-G-	ASSAULT: CHILD UNDER 16	2	DD	2 Y
128-C-	ASSAULT: COMMISSIONED OFFICER	2	DD	3 Y
091-A1	ASSAULT: CWO	3	DD	10 Y
128-D-	ASSAULT: CWO	1	DD	18 M
128-J1	ASSAULT: HARM INFLICTED, FIREARM	7	DD	10 Y
128-J2	ASSAULT: HARM INFLICTED, OTHER	5	DD	5 Y
128-H1	ASSAULT: HARM INTENDED, FIREARM	5	DD	8 Y
128-H2	ASSAULT: HARM INTENDED, OTHER	3	DD	3 Y
090-A2	ASSAULT: IN TIME OF WAR	8	DEATH	LIFE
134-C1	ASSAULT: INDECENT	5	DD	5 Y
134-C8	ASSAULT: INTENT ARSON/BURGLARY	7	DD	5 Y
134-C7	ASSAULT: INTENT TO HOUSEBREAK	5	DD	5 Y
134-C3	ASSAULT: INTENT TO MANSLAUGHTER	7	DD	10 Y
134-C2	ASSAULT: INTENT TO MURDER	7	DD	20 Y
134-C4	ASSAULT: INTENT TO RAPE	7	DD	20 Y
134-C5	ASSAULT: INTENT TO ROB	7	DD	10 Y
134-C6	ASSAULT: INTENT TO SODOMIZE	7	DD	10 Y
128-F-	ASSAULT: MIILT/CIV LAW ENFORCER	3	DD	3 Y

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
128-E-	ASSAULT: NCO OR P0	1	BCD	6 M
090-A1	ASSAULT: OFFICER EXECUTING DUTY	5	DD	10 Y
091-A3	ASSAULT: OTHER NCO/PO	2	DD	1 Y
128-A-	ASSAULT: SIMPLE	2	NONE	3 M
091-A2	ASSAULT: SUPERIOR NCO/PO	2	DD	3 Y
134-Y2	ASSIMILATED CRIMES ACT	*	PRES	PRES
123AB-	BAD CHECK: DECEIVE	1	BCD	6 M
123AA1	BAD CHECK: DEFRAUD $100 OR LESS	1	BCD	6 M
123AA2	BAD CHECK: DEFRAUD MORE THAN $100	2	DD	5 Y
099-D-	BEFORE ENEMY: CAST AWAY ARMS OR AMMUNITION	8	DEATH	LIFE
099-G-	BEFORE ENEMY: CAUSE FALSE ALARMS	8	DEATH	LIFE
099-E-	BEFORE ENEMY: COWARDLY CONDUCT	8	DEATH	LIFE
099-C-	BEFORE ENEMY: ENDANGER COMMAND/UNIT/PLACE/SHIP	8	DEATH	LIFE
099-1	BEFORE ENEMY: FAIL TO AFFORD RELIEF OR ASSISTANCE	8	DEATH	LIFE
099-F-	BEFORE ENEMY: QUIT PLACE OF DUTY TO PLUNDER/PILLAGE	8	DEATH	LIFE
099-A-	BEFORE ENEMY: RUN AWAY	8	DEATH	LIFE
099-B-	BEFORE ENEMY: SHAMEFUL ABANDON/SURRENDER/DELIVER COMMAND	8	DEATH	LIFE
099-H-	BEFORE ENEMY: WILLFUL FAILURE TO ENCOUNTER ENEMY	8	DEATH	LIFE
134-B2	BIGAMY	1	DD	2 Y
116-B-	BREACH OF PEACE	1	NONE	6 M
095-B-	BREAK ARREST	1	BCD	6 M
134-G3	BREAK QUARENTINE	1	NONE	6 M
134-D1	BRIBERY	5	DD	5 Y
129---	BURGLARY	5	DD	10 Y
134-E1	BURN WITH INTENT TO DEFRAUD	4	DD	10 Y
120-B1	CARNAL KNOWLEDGE: CHILD 12 TO 16 YRS OLD	4	DD	20 Y
120-B2	CARNAL KNOWLEDGE: CHILD UNDER 12 YRS OLD	7	LIFE	DD
134-F1	CHECK: WORTHLESS MAKE/UTTER	1	BCD	6 M
134-B3	COHABITATION: WRONGFUL	1	NONE	4 M
104-D-	COMMUNICATING WITH THE ENEMY	8	DEATH	LIFE
100-A-	COMPEL SURRENDER	8	DEATH	LIFE
133-A-	CONDUCT UNBECOMING OFFICER: COPY CHEAT	3	DIS	PRES

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133-B-	CONDUCT UNBECOMING OFFICER: DRUNK/DISORDERLY	3	DIS	PRES
133-C-	CONDUCT UNBECOMING OFFICER: FRATERNIZATION	3	DIS	PRES
133-D-	CONDUCT UNBECOMING OFFICER: OTHER	3	DIS	PRES
088---	CONTEMPT TOWARD OFFICIALS	2	DIS	1Y
134-G2	CORRECTIONAL CUSTODY: BREACH	2	BCD	6 M
134-G1	CORRECTIONAL CUSTODY: ESCAPE	2	DD	1 Y
134-Y1	CRIME AND OFFENSES NOT CAPITAL	*	PRES	PRES
093---	CRUELTY AND MALTREATMENT	3	DD	1 Y
103-C1	DEALING IN CAPTURED PROPERTY: $100 OR LESS	2	BCD	6 M
103-C2	DEALING IN CAPTURED PROPERTY: MORE THAN $100	3	DD	5 Y
098-A-	DELAY DISPOSITION OF CASE	1	BCD	6 M
132-G1	DELIVER LESSER AMT THAN ON RECEIFT: $100 OR LESS	1	BCD	6 M
132-G2	DELIVER LESSER AMT THAN ON RECEIPT: MORE THAN $100	5	DD	5 Y
092-C1	DERELICT DUTIES: NEGLECT	1	NONE	3 M
092-C2	DERELICT DUTIES: WILLFUL	2	BCD	6 M
085-A-	DESERT: AVOID DUTY	4	DD	5 Y

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
085-C1	DESERT: BEFORE NOTICE: APPREHEND	3	DD	3 Y
085-C2:	DESERT: BEFORE NOTICE: OTHER	1	DD	2 Y
085-D-	DESERT: IN TIME OF WAR	8	DEATH	LIFE
085-B2	DESERT: OTHERWISE TERMINATE	2	DD	2 Y
085-B1	DESERT: TERMINATE BY APPREHENSION	3	DD	3 Y
109-B1	DESTROY OR DAMAGE NONMILT PROPTY: $100 OR LESS	1	BCD	1 Y
109-B2	DESTROY OR DAMAGE NONMILT PROPTY: MORE THAN $100	3	DD	5 Y
101-A-	DISCLOSE PAROLE/COUNTERSIGN TO UNAUTHORIZED	8	DEATH	LIFE
134-I1	DISLOYAL STATEMENT	4	DD	3 Y
091-B1	DISOBEY: CWO	2	DD	2 Y
090-B2	DISOBEY: IN TIME OF WAR	8	DEATH	LIFE
090-B1	DISOBEY: LAWFUL ORDER OF COMM OFFICER	3	DD	5 Y
091-B2	DISOBEY: NCO OR PO	1	BCD	1 Y
134-J8	DISORDERLY CONDUCT: BRING DISCREDIT	1	NONE	4 M
134-J9	DISORDERLY CONDUCT: OTHER CASES	1	NONE	1 M
089---	DISRESPECT TOWARD SUPERIOR	1	BCD	1 Y
091-C1	DISRESPECT: CWO	2	BCD	9 M
091-C3	DISRESPECT: OTHER NCO/PO	1	NONE	3 M
091-C2	DISRESPECT: SUPERIOR NCO/PO	2	BCD	6 M
134-J6	DRINK LIQUOR WITH PRISONER	1	NONE	3 M
112AD1	DRUGS: DISTRIBUTE SCHEDULE I, II, OR III DRUGS	5	DD	15 Y
112AD2	DRUGS: DISTRIBUTE SCHEDULE IV OR V DRUGS	4	DD	10 Y
112AI1	DRUGS: IMPORT AND/OR EXPORT SCHEDULE I, II, OR III	5	DD	15 Y
112AI2	DRUGS: IMPORT AND/OR EXPORT SCHEDULE IV OR V DRUGS	4	DD	10 Y
112AH1	DRUGS: INTRO W/ INTENT TO DISTR SKED I, II, OR III	5	DD	15 Y
112AH2	DRUGS: INTRO W/ INTENT TO DISTR SKED IV OR V	4	DD	10 Y
112AG4	DRUGS: INTRODUCE 30 GRAMS OR MORE OF MARIJUANA	4	DD	5 Y
112AG3	DRUGS: INTRODUCE LESS THAN 30 GRAMS OF MARIJUANA	1	DD	2 Y
112AG1	DRUGS: INTRODUCE SCHEDULE I, II, OR III DRUGS	3	DD	5 Y
112AG2	DRUGS: INTRODUCE SCHEDULE IV OR V DRUGS	1	DD	2 Y

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112AE4	DRUGS:	MANUFACTURE 30 GRAMS OR MORE OF MARIJUANA	3	DD	5 Y
112AE3	DRUGS:	MANUFACTURE LESS THAN 30 GRAMS OF MARIJUANA	1	DD	2 Y
112AE1	DRUGS:	MANUFACTURE SCHEDULE I, II, OR III DRUGS	5	DD	5 Y
112AE2	DRUGS:	MANUFACTURE SCHEDULE IV OR V DRUGS	4	DD	2 Y
112AF1	DRUGS:	MFG W/INTENT TO DISTR SKED I, II, OR III	5	DD	15 Y
112AF2	DRUGS:	MFG W/INTENT TO DISTR SKED IV OR V	4	DD	10 Y
112AB1	DRUGS:	MFG W/INTENT TO DISTR SKED I, II, OR III	5	DD	15 Y
112AB2	DRUGS:	MFG W/INTENT TO DISTR SKED IV OR V	4	DD	5 Y
112AA4	DRUGS:	POSSESS 30 GRAMS OR MORE OF MARIJUANA	3	DD	5 Y
112AA3	DRUGS:	POSSESS LESS THAN 30 GRAMS OF MARIJUANA	1	DD	2 Y
112AA1	DRUGS:	POSSESS SCHEDULE I, II, OR III DRUGS	3	DD	2 Y

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
112AA2	DRUGS: POSSESS SCHEDULE IV OR V DRUGS	1	DD	2 Y
112AC4	DRUGS: USE 30 GRAMS OR MORE OF MARIJUANA	3	DD	5 Y
112AC3	DRUGS: USE LESS THAN 30 GRAMS OF MARIJUANA	1	DD	2 Y
112AC1	DRUGS: USE SCHEDULE I, II, OR III DRUGS	3	DD	5 Y
112AC2	DRUGS: USE SCHEDULE IV OR V DRUGS	1	DD	2 Y
111-A2	DRUNK DRIVING: OTHER CASES	1	BCD	6 M
111-A1	DRUNK DRIVING: PERSONAL INJURY	2	DD	18 M
112---	DRUNK ON DUTY	1	BCD	9 M
134-J7	DRUNK PRISONER	1	NONE	3 M
134-J4	DRUNK/DISORDERLY: BRINGING DISCREDIT	1	NONE	6 M
134-J3	DRUNK/DISORDERLY: ON SHIP	1	BCD	6 M
134-J5	DRUNK/DISORDERLY: OTHER	1	NONE	3 M
134-J1	DRUNK: ABOARD SHIP	1	NONE	3 M
134-J2	DRUNK: OTHER CASES	1	NONE	1 M
134-J0	DRUNK: UNABLE TO PERFORM DUTIES	1	NONE	3 M
114---	DUELING	1	DD	1 Y
095-C-	ESCAPE FROM CUSTODY	3	DD	1 Y
095-D2	ESCAPE FROM POST-TRIAL CONFINEMENT	3	DD	5Y
095-D1	ESCAPE FROM PRETRIAL CONFINEMENT	3	DD	1 Y
106-A-	ESPIONAGE	8	DEATH	LIFE
127---	EXTORTION	5	DD	3 Y
098-B-	FAIL TO ENFORCE PROCEDURAL RULES	3	DD	5 Y
092-A1	FAIL TO OBEY GENERAL ORDER: APPEARANCE	2	DD	2 Y
092-A2	FAIL TO OBEY GENERAL ORDER: BLACK MARKET	2	DD	2 Y
092-A3	FAIL TO OBEY GENERAL ORDER: FRATERNIZATION	2	DD	2 Y
092-A0	FAIL TO OBEY GENERAL ORDER: OTHER	2	DD	2 Y
092-A4	FAIL TO OBEY GENERAL ORDER: PARAPHERNALIA	2	DD	2 Y
092-A5	FAIL TO OBEY GENERAL ORDER: SECURITY	2	DD	2 Y
092-A6	FAIL TO OBEY GENERAL ORDER: SEXUAL HARASSMENT	2	DD	2 Y
092-A7	FAIL TO OBEY GENERAL ORDER: STANDARDS OF CONDUCT	2	DD	2 Y
092-A8	FAIL TO OBEY GENERAL ORDER: TRAFFIC	2	DD	2 Y
092-A9	FAIL TO OBEY GENERAL ORDER: WEAPONS	2	DD	2 Y
092-B-	FAIL TO OBEY OTHER ORDER	1	BCD	6 M
134-H1	FAIL TO PAY DEBT	1	BCD	6 M
103-B1	FAIL TO REPORT/TURN OVER PROPERTY: $100 OR LESS	1	BCD	6 M
103-B2	FAIL TO REPORT/TURN OVER PROPERTY: MORE THAN $100	3	DD	5 Y

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103-A1	FAIL TO SECURE PROPERTY: $100 OR LESS	1	BCD	6 M
103-A2	FAIL TO SECURE PROPERTY: MORE THAN $100	3	DD	5 Y
107-B-	FALSE OFFICIAL STATEMENTS	3	DD	5 Y
134-L1	FALSE PRETENSE: $100 OR LESS	1	BCD	6 M
134-L2	FALSE PRETENSE: MORE THAN $100	2	DD	5 Y

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
134-M1	FALSE SWEARING	2	DD	3 Y
134-N1	FIREARM: DISCHARGE NEGLECT	1	NONE	3 M
134-N2	FIREARM: DISCHARGE, WILLUL	2	DD	1 Y
134-O1	FLEE SCENE: ACCIDENT	1	BCD	6 M
102---	FORCING SAFEGUARD	8	DEATH	LIFE
123-A-	FORGERY: MAKING/ALTERING	3	DD	5 Y
123-B-	FORGERY: UTTERING	3	DD	5 Y
134-B4	FRATERNIZATION	3	DIS	2 Y
132-C-	FRAUD: FALSE DOCUMENT WITH CLAIM	5	DD	5 Y
132-D-	FRAUD: FALSE OATH IN CONNECTION WITH CLAIM	5	DD	5 Y
132-E-	FRAUD: FORGERY OF SIGNATURE	5	DD	5 Y
132-A-	FRAUD: MAKE FALSE CLAIM	5	DD	5 Y
132-B-	FRAUD: PRESENT FALSE CLAIM	5	DD	5 Y
132-F-	FRAUD: USE FORGED SIGNATURE	5	DD	5 Y
083-A-	FRAUDULENT ENLISTMENT	3	DD	2 Y
083-B-	FRAUDULENT SEPARATION	3	DD	5 Y
134-P1	GAMBLE WITH SUBORDINATE	1	NONE	3 M
101-B-	GIVE PAROLE/COUNTERSIGN DIFFERENT FROM AUTHORIZED	8	DEATH	LIFE
104-C-	GIVING INTELLIGENCE TO THE ENEMY	8	DEATH	LIFE
134-D2	GRAFT	2	DD	3 Y
104-B-	HARBORING OR PROTECTING THE ENEMY	8	DEATH	LIFE
110-B-	HAZARD VESSEL: NEGLIGENT	4	DD	2 Y
110-A-	HAZARD VESSEL: WILLFUL	8	DEATH	LIFE
134-C9	HOMICIDE: NEGLIGENT	4	BCD	3 Y
130---	HOUSEBREAKING	5	DD	5 Y
134-Q1	IMPERSONATE, INTENT TO DEFRAUD: OFF, WO, NCO	3	DD	3 Y
134-Q3	IMPERSONATE, INTENT TO DEFRAUD: OTHER	3	DD	3 Y
134-Q2	IMPERSONATE, NO INTENT TO DEFRAUD: OFF, WO, NCO	1	BCD	6 M
134-Q4	IMPERSONATE, NO INTENT TO DEFRAUD: OTHER	1	BCD	6 M
134-R1	INDECENT ACT: WITH CHILD	5	DD	7 Y
134-R5	INDECENT ACTS: WITH OTHERS	4	DD	5 Y
134-R2	INDECENT EXPOSURE	1	BCD	6 M
134-R3	INDECENT LANGUAGE TO CHILD UNDER 16	2	DD	2 Y
134-R4	INDECENT LANGUAGE: ALL	1	BCD	6 M
115-B2	INJURE SELF: OTHER	3	DD	5 Y

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115-B1	INJURE SELF: TIME OF WAR	5	DD	10 Y
134-P2	JUMP VESSEL	1	BCD	6 M
134-S1	KIDNAPPING	7	DD	LIFE
121-A1	LARCENY: MILT PROPTY $100 OR LESS	1	BCD	1 Y
121-A2	LARCENY: MILT PROPTY MORE THAN $100	3	DD	10 Y
121-B1	LARCENY: NONMILT PROPTY $100 OR LESS	1	BCD	6 M

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
121-B2	LARCENY: NONMILT PROPTY MORE THAN $100	3	DD	5 Y
103-D-	LOOTING, PILLAGING	7	DD	LIFE
134-T3	MAIL: ALL OTHER	1		
134-T2	MAIL: DEPOSIT OBSCENITY	3	DD	5 Y
134-T1	MAIL: DESTROY, STEAL, TAKE, OPEN	3	DD	5 Y
124---	MAIMING	1	DD	7 Y
132-H1	MAKE/DELIVER RCPT W/OUT FULL KNOWL: $100 OR LESS	1	BCD	6 M
132-H2	MAKE/DELIVER RCPT W/OUT FULL KNOWL: MORE THAN $100	5	DD	5 Y
115-A2	MALINGER: OTHER	1	DD	1 Y
115-A1	MALINGER: TIME OF WAR	3	DD	3 Y
119-B1	MANSLAUGHTER: INVOLUNTARY	4	DD	10 Y
119-B2	MANSLAUGHTER: INVOLUNTARY WITH SPECIFIED OFFENSES	4	DD	10 Y
119-A-	MANSLAUGHTER: VOLUNTARY	7	DD	15 Y
134-K4	MILT PASS: ALL OTHER	1	BCD	6 M
134-K1	PASS: WRONGFUL MAKE/TAMPER/ALTER/COUNTERFEIT	2	DD	3 Y
134-K2	MILT PASS: WRONGFUL SALE/GIFT/LOAN/DISPOSITION	2	DD	3 Y
134-K3	MILT PASS: WRONGFUL USE/POSSESS	2	DD	3 Y
121-C1	MISAPPROPRIATE: $100 OR LESS	1	NONE	3 M
121-C3	MISAPPROPRIATE: CAR, PLANE, BOAT	2	DD	2 Y
121-C2	MISAPPROPRIATE: MORE THAN $100	2	BCD	6 M
113-A1	MISBEHAVE: SENTINEL IN WAR	8	DEATH	LIFE
113-A3	MISBEHAVE: SENTINEL OTHER PLACES	2	DD	1 Y
113-A2	MISBEHAVE: SENTINEL WITH SPECIAL PAY	5	DD	10 Y
105-A-	MISCONDUCT AS POW: FOR FAVORABLE TREATMENT	7	DD	LIFE
105-B-	MISCONDUCT AS POW: MALTREAT PRISONER	7	DD	LIFE
134-U1	MISPRISION: SERIOUS OFFENSE	2	DD	3 Y
087-A-	MISS MOVEMENT: DESIGN	2	DD	2 Y
087-B-	MISS MOVEMENT: NEGLECT	1	BCD	1 Y
118-C-	MURDER: ACT DANGEROUS TO OTHERS	8	DD	LIFE
118-B-	MURDER: INTENT TO KILL/INFLICT GREAT BODILY HARM	8	DD	LIFE
118-A-	MURDER: PREMEDITATED	8	DEATH	MLIF

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118-D-	MURDER: WITH SPECIFIED OFFENSES	8	DEATH	MLIF
094-A1	MUTINY: BY VIOLENCE OR DISTURBANCE	8	DEATH	LIFE
094-A3	MUTINY: FAILURE TO PREVENT OR SUPPRESS	8	DEATH	LIFE
094-A4	MUTINY: FAILURE TO REPORT	8	DEATH	LIFE
094-A2	MUTINY: REFUSING TO OBEY ORDERS OR PERFORM DUTY	8	DEATH	LIFE
108-B1	NEGLECT: DAMAGE MILT PROPTY: $100 OR LESS	1	NONE	6 M
108-B2	NEGLECT: DAMAGE MILT PROPTY: MORE THAN $100	2	BCD	1 Y
134-U2	OBSTRUCT JUSTICE	3	DD	5 Y
134-Z-	OTHER 134	*	PRES	PRES
134-B5	PANDERING	3	DD	5 Y

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
134-G5	PAROLE: VIOLATION OF	1	BCD	6 M
131-A-	PERJURY: GIVING FALSE TESTIMONY	3	DD	5 Y
134-U3	PERJURY: SUBORNATION OF	3	DD	5 Y
131-B-	PERJURY: SUBSCRIBING FALSE STATEMENT	3	DD	5 Y
134-G6	PRISONER: ALLOWING TO DO UNAUTHORIZED ACT	1	NONE	3 M
134-V2	PROPERTY: SEIZURE, DESTRUCTION, REMOVAL	2	DD	1 Y
134-B6	PROSTITUTION	2	DD	1 Y
117---	SPEECH/GESTURE	1	NONE	6 M
134-U5	PUBLIC RECORD: ALTER/REMOVE	2	DD	3 Y
120-A-	RAPE	7	DEATH	LIFE
111-B2	RECKLESS DRIVING: OTHER CASES	1	BCD	6 M
111-B1	RECKLESS DRIVING: PERSONAL INJURY	2	DD	18 M
134-U8	REFUSE TO TESTIFY	2	DD	5 Y
096-A-	RELEASE PRISONER WITHOUT AUTHORITY	3	DD	2 Y
134-U6	REQUEST COMMISSION OF OFFENSE	1	NONE	4 M
095-A-	RESIST APPREHENSION	2	BCD	1 Y
134-G4	RESTRICTION: BREAKING	1	NONE	1 M
116-A-	RIOT	5	DD	10 Y
122-B-	ROBBERY: OTHER CASES	5	DD	10 Y
122-A-	ROBBERY: WITH FIREARM	6	DD	15 Y
094-B1	SEDITION	8	DEATH	LIFE
094-B2	SEDITION: FAILURE TO PREVENT OR SUPPRESS	8	DEATH	LIFE
094-B3	SEDITION: FAILURE TO REPORT	8	DEATH	LIFE
108-A1	SELL MILT PROPTY: $100 OR LESS	1	BCD	1 Y
108-A3	SELL MILT PROPTY: FIREARM OR EXPLOSIVE	4	DD	10 Y
108-A2	SELL MILT PROPTY: MORE THAN $100	4	DD	10 Y
134-W1	SENTINEL: DISRESPECT	1	NONE	3 M
134-W3	SENTINEL: LOITERING AT OTHER TIMES	1	BCD	6 M
134-W2	SENTINEL: LOITERING IN TIME OF WAR	8	DD	2 Y
107-A-	SIGN FALSE DOCUMENT	3	DD	5 Y
125-B1	SODOMY: CHILD 12 TO 16 YRS OLD	4	DD	20 Y
125-B2	SODOMY: CHILD UNDER 12 YRS OLD	7	DD	LIFE
125-A-	SODOMY: FORCE	6	DD	LIFE
125-C-	SODOMY: OTHER	4	DD	5 Y
134-U7	SOLICIT ANOTHER TO COMMIT OFFENSE	*	PRES	PRES
082-B4	SOLICIT: ACT OF SEDITION	5	DD	10 Y

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082-A-	SOLICIT: COMMIT/ATTEMPT	*	NONE	
082-B1	SOUCIT: DESERT	3	DD	3 Y
082-B3	SOLICIT: MISBEHAVE BEFORE ENEMY	5	DD	10 Y
082-B2	SOLICIT: MUTINY	5	DD	10 Y
106---	SPYING	8	DEATH	N/A

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CODE	DESCRIPTION	SEV	MAX DISC	MAX CONF
134-V3	STOLEN PROPTY: RECEIVE/CONCEAL/BUY $100 OR LESS	1	BCD	6 M
134-V4	STOLEN PROPTY: RECEIVE/CONCEAL/BUY MORE THAN $100	2	DD	3 Y
134-P3	STRAGGLING	1	NONE	3 M
100-B-	STRIKE FLAG BEFORE ENEMY	8	DEATH	LIFE
134-X1	THREAT: BOMB	3	DD	5 Y
134-X2	THREAT: COMMUNICATE	5	DD	3 Y
086-B1	UA: DAYS OR LESS	1	NONE	1 M
086-D-	UA: AVOID MANEUVERS	1	BCD	6 M
086-A1	UA: FROM PLACE OF DUTY	1	NONE	1 M
086-C2	UA: INTENT TO ABANDON	1	BCD	6 M
086-B2	UA: OVER 3 LESS THAN 30 DAYS	1	NONE	6 M
086-B4	UA: OVER 30 APPREHENDED	2	DD	18 M
086-B3	UA: OVER 30 DAYS	1	DD	1 Y
086-A2	UA: TO PLACE OF DUTY	1	NONE	1 M
086-CL	UA: WATCH OR GUARD	1	NONE	3 M
097---	UNLAWFUL DETENTION	4	DD	3 Y
084-A-	UNLAWFUL ENLISTMENT/APPOINTMENT	3	DD	5 Y
134-V1	UNLAWFUL ENTRY	1	BCD	6 M
084-B-	UNLAWFUL SEPARATION	3	DD	5 Y
109-A1	WASTE OR SPOIL NONMIILT PROPTY: $100 OR	1	BCD	1 Y
109-A2	WASTE OR SPOIL NONMILT PROPTY: MORE THAN $100	3	DD	1 Y
134-N3	WEAPON: CARRY CONCEALED	3	BCD	1 Y
134-P4	WEARING UNAUTHORIZED INSIGNIA	1	BCD	6 M
108-C1	WILLFUL DAMAGE MILT PROPTY: $100 OR LESS	1	BCD	1 Y
108-C3	WILLFUL DAMAGE MILT PROPTY: FIREARM OR EXPLOSIVE	4	DD	10 Y
108-C2	WILLFUL: DAMAGE MILT PROPTY: MORE THAN $100	4	DD	10 Y
134-U4	WRONGFUL INTERFERENCES W/ ADMIN PROCEEDING	3	DD	5 Y

OFFENSE SEVERITY SCALE (NUMERICAL)UCMJ CODES FOR DoD USE

Severity of offenses marked with an asterisk (*) are to be determined on a range of 1 through 8 by the classifier. HERE

DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
** UCMJ CODE 082				
SOLICIT: COMMIT/ATTEMPT	082-A-		NONE	

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SOLICIT: DESERT	082-B1	3	DD	3 Y
SOLICIT: MUTINY	082-B2	5	DD	10 Y
SOLICIT: MISBEHAVE BEFORE ENEMY	082-B3	5	DD	10 Y
SOLICIT: ACT OF SEDITION	082-B4	5	DD	10 Y
** UCMJ CODE 083				
FRAUDULENT ENLISTMENT	083-A-	3	DD	2 Y
FRAUDULENT SEPARATION	083-B-	3	DD	5 Y
** UCMJ CODE 084				
UNLAWFUL ENLISTMENT/APPOINTMENT	084-A-	3	DD	5 Y
UNLAWFUL SEPARATION	084-B-	3	DD	5 Y
** UCMJ CODE 085				
DESERT: AVOID DUTY	085-A-	4	DD	5 Y
DESERT: TERMINATE BY APPREHENSION	085-B1	3	DD	3 Y
DESERT: OTHERWISE TERMINATE	085-B2	2	DD	2Y
DESERT: BEFORE NOTICE: APPREHEND	085-C1	3	DD	3 Y
DESERT: BEFORE NOTICE: OTHER	085-C2	1	DD	2 Y
DESERT: IN TIME OF WAR	085-D-	8	DEATH	LIFE
** UCMJ CODE 086				
UA: FROM PLACE OF DUTY	086-A1	1	NONE	1 M
UA: TO PLACE OF DUTY	086-A2	1	NONE	1 M
UA: 3 DAYS OR LESS	086-B1	1	NONE	1 M
UA: OVER 3 LESS THAN 30 DAYS	086-B2	1	NONE	6 M
UA: OVER 30 DAYS	086-B3	1	DD	1 Y
UA: OVER 30 APPREHENDED	086-B4	2	DD	18 M
UA: WATCH OR GUARD	086-C1	1	NONE	3 M
UA: INTENT TO ABANDON	086-C2	1	BCD	6 M
UA: AVOID MANEUVERS	086-D-	1	BCD	6 M

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** UCMJ CODE 087				
MISS MOVEMENT: DESIGN	087-A-	2	DD	2 Y
MISS MOVEMENT: NEGLECT	087-B-	1	BCD	1 Y
** UCMJ CODE 088				
CONTEMPT TOWARD OFFICIALS	088---		DIS	1 Y
** UCMJ CODE 089				
DISRESPECT TOWARD SUPERIOR	089---	1	BCD	1 Y
** UCMJ CODE 090				
ASSAULT: OFFICER EXECUTING DUTY	090-A1	5	DD	10 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
ASSAULT: IN TIME OF WAR	090-A2	8	DEATH	LIFE
DISOBEY: LAWFUL ORDER OF COMM OFFICER	090-B1	3	DD	5 Y
DISOBEY: IN TIME OF WAR	090-B2	8	DEATH	LIFE
** UCMJ CODE 091				
ASSAULT: CWO	091-A1	3	DD	5 Y
ASSAULT: SUPERIOR NCO/PO	091-A2	2	DD	3 Y
ASSAULT: OTHER NCO/PO	091-A3	2	DD	1 Y
DISOBEY: CWO	091-B1	2	DD	2 Y
DISOBEY: NCO OR PO	091-B2	1	BCD	1 Y
DISRESPECT: CWO	091-C1	2	BCD	9 M
DISRESPECT: SUPERIOR NCO/PO	091-C2	2	BCD	6 M
DISRESPECT: OTHER NCO/PO	091-C3	2	NONE	3 M
** UCMJ CODE 092				
FAIL TO OBEY GENERAL ORDER: OTHER	092-A0	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: APPEARANCE	092-A1	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: BLACK MARKET	092-A2	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: FRATERNIZATION	092-A3	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: PARAPHENALIA	092-A4	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: SECURITY	092-A5	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: SEXUAL HARASSMENT	092-A6	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: STANDARDS OF CONDUCT	092-A7	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: TRAFFIC	092-A8	2	DD	2 Y
FAIL TO OBEY GENERAL ORDER: WEAPONS	092-A9	2	DD	2 Y
FAIL TO OBEY OTHER ORDER	092-B-	1	BCD	6 M
DERELICT DUTIES: NEGLECT	092-C1	1	NONE	3 M
DERELICT DUTIES: WILLFUL	092-C2	2	BCD	6 M
** UCMJ CODE 093				
CRUELTY AND MALTREATMENT	093---	3	DD	1 Y

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** UCMJ CODE 094				
MUTINY: BY VIOLENCE OR DISTURBANCE	094-A1	8	DEATH	LIFE
MUTINY: REFUSING TO OBEY ORDERS OR PERFORM DUTY	094-A2	8	DEATH	LIFE
MUTINY: FAILURE TO PREVENT OR SUPPRESS	094-A3	8	DEATH	LIFE
MUTINY: FAILURE TO REPORT	094-A4	8	DEATH	LIFE
SEDITION	094-B1	8	DEATH	LIFE
SEDITION: FAILURE TO PREVENT OR SUPPRESS	094-B2	8	DEATH	LIFE
SEDITION: FAILURE TO REPORT	094-B3	8	DEATH	LIFE
** UCMJ CODE 095				
RESIST APPREHENSION	095-A-	2	BCD	1 Y
BREAK ARREST	095-B-	1	BCD	6 M
ESCAPE FROM CUSTODY	095-C-	3	DD	1 Y
ESCAPE FROM PRETRIAL CONFINEMENT	095-D1	3	DD	1 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
ESCAPE FROM POST-TRIAL CONFINEMENT	095-D2	3	DD	5 Y
** UCMJ CODE 096				
RELEASE PRISONER WITHOUT AUTHORITY	096-A-	3	DD	2 Y
ALLOW ESCAPE: NEGLECT	096-B1	1	BCD	1 Y
ALLOW ESCAPE: DESIGN	096-B2	3	DD	2 Y
** UCMJ CODE 097				
UNLAWFUL DETENTION	097---	4	DD	3 Y
** UCMJ CODE 098				
DELAY DISPOSITION OF CASE	098-A-	1	BCD	6 M
FAIL TO ENFORCE PROCEDURAL RULES	098-B-	3	DD	5 Y
** UCMJ CODE 099				
BEFORE ENEMY: RUN AWAY	099-A-	8	DEATH	LIFE
BEFORE ENEMY: SHAMEFUL ABANDON/SURRENDER/DELIVER COMMAND	099-B-	8	DEATH	LIFE
BEFORE ENEMY: ENDANGER COMMAND/UNIT/PLACE/SHIP	099-C-	8	DEATH	LIFE
BEFORE ENEMY: CAST AWAY ARMS OR AMMUNITION	099-D-	8	DEATH	LIFE
BEFORE ENEMY: COWARDLY CONDUCT	099-E-	8	DEATH	LIFE
BEFORE ENEMY: QUIT PLACE OF DUTY TO PLUNDER/PILLAGE	099-F-	8	DEATH	LIFE
BEFORE ENEMY: CAUSE FALSE ALARMS	099-G-	8	DEATH	LIFE
BEFORE ENEMY: WILLFUL FAILURE TO ENCOUNTER ENEMY	099-H-	8	DEATH	LIFE
BEFORE ENEMY: FAIL TO AFFORD RELIEF OR ASSISTANCE	099-I-	8	DEATH	LIFE
** UCMJ CODE 100				
COMPEL SURRENDER	100-B-	8	DEATH	LIFE
** UCMJ CODE 101				
DISCLOSE PAROLE/COUNTERSIGN TO UNAUTHORIZED	101-B-	8	DEATH	LIFE
** UCMJ CODE 102				
FORCING SAFEGUARD	102---	8	DEATH	LIFE
** UCMJ CODE 103				
FAIL TO SECURE PROPERTY: $100 OR LESS	103-A1	1	BCD	6 M
FAIL TO SECURE PROPERTY: MORE THAN $100	103-A2	3	DD	5 Y
FAIL TO REPORT/TURN OVER PROPERTY: $100 OR LESS	103-B1	1	BCD	6 M
FAIL TO REPORT/TURN OVER PROPERTY: MORE THAN $100	103-B2	3	DD	5 Y

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DEALING IN CAPTURED PROPERTY: $100 OR LESS	103-C1	1	BCD	6 M
DEALING IN CAPTURED PROPERTY: MORE THAN $100	103-C2	3	DD	5 Y
LOOTING, PILLAGING	103-D-	7	DD	LIFE
** UCMJ CODE 104				
AIDING THE ENEMY	104-A-	8	DEATH	LIFE
HARBORING OR PROTECTING THE ENEMY	104-B-	8	DEATH	LIFE
GIVING INTELLIGENCE TO THE ENEMY	104-C-	8	DEATH	LIFE
COMMUNICATING WITH THE ENEMY	104-D-	8	DEATH	LIFE
** UCMJ CODE 105				
MISCONDUCT AS POW: FOR FAVORABLE TREATMENT	105-A-	7	DD	LIFE

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
MISCONDUCT AS POW: MALTREAT PRISONER	105-B-	7	DD	LIFE
** UCMJ CODE 106				
SPYING	106---	8	DEATH	N/A
** UCMJ CODE 106A				
ESPIONAGE	106-A-	8	DEATH	LIFE
** UCMJ CODE 107				
SIGN FALSE DOCUMENT	107-A-	3	DD	5 Y
FALSE OFFICIAL STATEMENTS	107-B-	3	DD	5 Y
** UCMJ CODE 108				
SELL MILT PROPTY: $100 OR LESS	108-A1	1	BCD	1 Y
SELL MILT PROPTY: MORE TIHAN $100	108-A2	4	DD	10 Y
SELL MILT PROPTY: FIREARM OR EXPLOSIVE	108-A3	4	DD	10 Y
NEGLECT: DAMAGE MILT PROPTY: $100 OR LESS	108-B1	1	NONE	6 M
NEGLECT: DAMAGE MILT PROPTY: MORE THAN $100	108-B2	2	BCD	1 Y
WILLFUL DAMAGE MILT PROPTY: $100 OR LESS	108-C1	1	BCD	1 Y
WILLFUL DAMAGE MILT PROPTY: MORE THAN $100	108-C2	4	DD	10 Y
WILLFUL: DAMAGE MILT PROPTY: FIREARM OR EXPLOSIVE	108-C3	4	DD	10 Y
** UCMJ CODE 109				
WASTE OR SPOIL NONMILT PROPTY: $100 OR LESS	109-A1	1	BCD	1 Y
WASTE OR SPOIL NONMILT PROPTY: MORE THAN $100	109-A2	3	DD	1 Y
DESTROY OR DAMAGE NONMILT PROPTY: $100 OR LESS	109-B1	1	BCD	1 Y
DESTROY OR DAMAGE NONMILT PROPTY: MORE THAN $100	109-B2	3	DD	5 Y
** UCMJ CODE 110				
HAZARD VESSEL: WILLFUL	110-A-	8	DEATH	LIFE
HAZARD VESSEL: NEGLIGENT	110-B-	4	DD	2Y
**UCMJCODE 111				
DRUNK DRIVING: PERSONAL INJURY	111-A1	2	DD	18 M
DRUNK DRIVING: OTHER CASES	111-A2	1	BCD	6 M
RECKLESS DRIVING: PERSONAL INJURY	111-B1	2	DD	18 M
RECKLESS DRIVING: OTHER CASES	111-B2	1	BCD	6 M
** UCMJ CODE 112				
DRUNK ON DUTY	112---	1	BCD	9 M

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**UCMJCODE 112A

DRUGS:	POSSESS SCHEDULE I, II, OR III DRUGS	112AA1	3	DD	5 Y
DRUGS:	POSSESS SCHEDULE IV OR V DRUGS	112AA2	1	DD	2 Y
DRUGS:	POSSESS LESS THAN 30 GRAMS OF MARIJUANA	112AA3	1	DD	2 Y
DRUGS:	POSSESS 30 GRAMS OR MORE OF MARIJUANA	112AA4	3	DD	5 Y
DRUGS:	POSS W/INTENT TO DISTR SKED I, II, OR III	112AB1	5	DD	15 Y
DRUGS:	POSS W/INTENT TO DISTR SKED IV OR V	112AB2	4	DD	10 Y
DRUGS:	USE SCHEDULE I, II, OR III DRUGS	112AC1	3	DD	5 Y
DRUGS:	USE SCHEDULE IV OR V DRUGS	112AC2	1	DD	2 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
DRUGS: USE LESS THAN 30 GRAMS OF MARIJUANA	112AC3	1	DD	2 Y
DRUGS: USE 30 GRAMS OR MORE OF MARIJUANA	112AC4	3	DD	5 Y
DRUGS: DISTRIBUTE SCHEDULE I, II, OR III DRUGS	112AD1	5	DD	15 Y
DRUGS: DISTRIBUTE SCHEDULE IV OR V DRUGS	112AD2	4	DD	10 Y
DRUGS: MANUFACTURE SCHEDULE I, II OR III DRUGS	112AE1	5	DD	5 Y
DRUGS: MANUFACTURE SCHEDULE IV OR V DRUGS	112AE2	4	DD	2 Y
DRUGS: MANUFACTURE LESS THAN 30 GRAMS OF MARIJUANA	112AE3	1	DD	2 Y
DRUGS: MANUFACTURE 30 GRAMS OR MORE OF MARIJUANA	112AE4	3	DD	5 Y
DRUGS: MFG W/INTENT TO DISTR SKED I, II, OR III	112AF1	5	DD	15 Y
DRUGS: MFG W/INTENT TO DISTR SKED IV OR V	112AF2	4	DD	10 Y
DRUGS: INTRODUCE SCHEDULE I, II, OR III DRUGS	112AG1	3	DD	5 Y
DRUGS: INTRODUCE SCHEDULE IV OR V DRUGS	112AG2	1	DD	2 Y
DRUGS: INTRODUCE LESS THAN 30 GRAMS OF MARIJUANA	112AG3	1	DD	2 Y
DRUGS: INTRODUCE 30 GRAMS OR MORE OF MARIJUANA	112AG4	4	DD	5 Y
DRUGS: INTRO W/INTENT TO DISTR SKED I, II, OR III	112AH1	5	DD	15 Y
DRUGS: INTRO W/INTENT TO DISTR SKED IV OR V	1112AH2	4	DD	10 Y
DRUGS: IMPORT AND/OR EXPORT SCHEDULE I, II, OR III	112AI1	5	DD	15 Y
DRUGS: IMPORT AND/OR EXPORT SCHEDULE IV OR V	112AI2	4	DD	10 Y
** UCMJ CODE 113				
MISBEHAVE: SENTINEL IN WAR	113-A1	8	DEATH	LIFE
MISBEHAVE: SENTINEL WITH SPECIAL PAY	113-A2	5	DD	10 Y
MISBEHAVE: SENTINEL OTHER PLACES	113-A3	2	DD	1 Y
** UCMJ CODE 114				
DUELING	114---	1	DD	1 Y
** UCMJ CODE 115				
MALINGER: TIME OF WAR	115-A1	3	DD	3 Y
MALINGER: OTHER	115-A2	1	DD	1 Y
INJURE SELF: TIME OF WAR	115-B1	5	DD	10 Y
INJURE SELF: OTHER	115-B2	3	DD	5 Y
** UCMJ CODE 116				
RIOT	116-A-	5	DD	10 Y
BREACH OF PEACE	116-B-	1	NONE	6 M
** UCMJ CODE 117				
PROVOKING SPEECH/GESTURE	117---	1	NONE	6 M
** UCMJ CODE 118				

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MURDER: PREMEDITATED	118-A-	8	DEATH	LIFE
MURDER: INTENT TO KILL/INFLICT GREAT BODILY HARM	118-B-	8	DD	LIFE
MURDER: ACT DANGEROUS TO OTHERS	118-C-	8	DD	LIFE
MURDER: WITH SPECIFIED OFFENSES	118-D-	8	DEATH	LIFE
** UCMJ CODE 119				
MANSLAUGHTER: VOLUNTARY	119-A-	7	DD	15 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
MANSLAUGHTER: INVOLUNTARY	119-B1	4	DD	10 Y
MANSLAUGHTER: INVOLUNTARY WITH SPECIFIED OFFENSES	119-B2	4	DD	10 Y
** UCMJ CODE 120				
RAPE	120-A-	7	DEATH	LIFE
CARNAL KNOWLEDGE: CHILD 12 TO 16 YRS OLD	120-B1	4	DD	20 Y
CARNAL KNOWLEDGE: CHILD UNDER 12 YRS OLD	120-B2	7	LIFE	DEATH
** UCMJ CODE 121				
LARCENY: MILT PROPTY $100 OR LESS	121-A1	1	BCD	1 Y
LARCENY: MILT PROPTY MORE THAN $100	121-A2	3	DD	10 Y
LARCENY: NONMILT PROPTY $100 OR LESS	121-B1	1	BCD	6 M
LARCENY: NONMILT PROPTY MORE THAN $100	121-B2	3	DD	5 Y
MISAPPROPRIATE: $100 OR LESS	121-C1	1	NONE	3 M
MISAPPROPRIATE: MORE THAN $100	121-C2	2	BCD	6 M
MISAPPROPRIATE: CAR, PLANE, BOAT	121-C3	2	DD	2 Y
** UCMJ CODE 122				
ROBBERY: WITH FIREARM	122-A-	6	DD	15 Y
ROBBERY: OTHER CASES	122-B-	5	DD	10 Y
** UCMJ CODE 123				
FORGERY: MAKING/ALTERING	123-A-	3	DD	5 Y
FORGERY: UTTERING	123-B-	3	DD	5 Y
** UCMJ CODE 123A				
BAD CHECK: DEFRAUD $100 OR LESS	123AA1	1	BCD	6 M
BAD CHECK: DEFRAUD MORE THAN $100	123AA2	2	DD	5 Y
BAD CHECK: DECEIVE	123AB-	1	BCD	6 M
** UCMJ CODE 124				
MAIMING	124---	4	DD	7 Y
** UCMJ CODE 125				
SODOMY: FORCE	125-A-	6	DD	LIFE
SODOMY: CHILD 12 TO 16 YRS OLD	125-B1	4	DD	20 Y
SODOMY: CHILD UNDER 12 YRS OLD	125-B2	7	DD	LIFE
SODOMY: OTHER	125-C-	4	DD	5 Y
** UCMJ CODE 126				
ARSON: AGGRAVATED	126-A-	6	DD	20 Y
ARSON: PROPERTY $100 OR LESS	126-B1	2	DD	1 Y
ARSON: PROPERTY MORE THAN $100	126-B2	4	DD	5 Y
** UCMJ CODE 127				
EXTORTION	127---	5	DD	3 Y

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** UCMJ CODE 128

ASSAULT: SIMPLE	128-A-	2	NONE	3 M
ASSAULT: BY BATTERY	128-B-	1	BCD	6 M
ASSAULT: COMMISSIONED OFFICER	128-C-	2	DD	3 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
ASSAULT: CWO	128-D-	1	DD	18 M
ASSAULT: NCO OR P0	128-E-	1	BCD	6 M
ASSAULT: MILT/CIV LAW ENFORCER	128-F-	3	DD	3 Y
ASSAULT: CHILD UNDER 16	128-G-	2	DD	2 Y
ASSAULT: HARM INTENDED, FIREARM	128-H1	5	DD	8 Y
ASSAULT: HARM INTENDED, OTHER	128-H2	3	DD	3 Y
ASSAULT: HARM INFLICTED, FIREARM	128-J1	7	DD	10 Y
ASSAULT: HARM INFLICTED, OTHER	128-J2	5	DD	5 Y
** UCMJ CODE 129				
BURGLARY	129---	5	DD	10 Y
** UCMJ CODE 130				
HOUSEBREAKING	130---	5	DD	5 Y
** UCMJ CODE 131				
PERJURY: GIVING FALSE TESTIMONY	131-A-	3	DD	5 Y
PERJURY: SUBSCRIBING FALSE STATEMENT	131-B-	3	DD	5 Y
** UCMJ CODE 132				
FRAUD: MAKE FALSE CLAIM	132-A-	5	DD	5 Y
FRAUD: PRESENT FALSE CLAIM	132-B-	5	DD	5 Y
FRAUD: FALSE DOCUMENT WITH CLAIM	132-C-	5	DD	5 Y
FRAUD: FALSE OATH IN CONNECTION WITH CLAIM	132-D-	5	DD	5 Y
FRAUD: FORGERY OF SIGNATURE	132-E-	5	DD	5 Y
FRAUD: USE FORGED SIGNATURE	132-F-	5	DD	5 Y
DELIVER LESSER AMT THAN ON RECEIPT: $100 OR LESS	132-G1	1	BCD	6 M
DELIVER LESSER AMT THAN ON RECEIIPT: MORE THAN $100	132-G2	5	DD	5 Y
MAKE/DELIVER RCPT WITHOUT FULL KNOWL: $100 OR LESS	132-H1	1	BCD	6 M
MAKE/DELIVER RCPT W/OUT FULL KNOWL: MORE THAN $100	132-H2	5	DD	5 Y
** UCMJ CODE 133				
CONDUCT UNBECOMING OFFICER: COPY CHEAT	133-A-	3	DIS	PRES
CONDUCT UNBECOMING OFFICER: DRUNK/DISORDERLY	133-B-	3	DIS	PRES
CONDUCT UNBECOMING OFFICER: FRATERNIZATION	133-C-	3	DIS	PRES
CONDUCT UNBECOMING OFFICER: OTHER	133-D-	3	DIS	PRES

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** UCMJ CODE 134

ABUSING ANIMAL	134-A1 061	1	NONE	3 M
ADULTERY	134-B1 062	1	DD	1 Y
BIGAMY	134-B2 065	1	DD	2 Y
COHABITATION: WRONGFUL	134-B3 069	1	NONE	4 M
FRATERNIZATION	134-B4 083	3	DIS	2 Y
PANDERING	134-B5 097	3	DD	5 Y
PROSTITUTION	134-B6 097	2	DD	1 Y
ASSAULT: INDECENT	134-C1 063	5	DD	1 Y
ASSAULT: INTENT TO MURDER	134-C2 064	7	DD	20 Y

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
ASSAULT: INTENT TO MANSLAUGHTER	134-C3 064	7	DD	10 Y
ASSAULT: INTENT TO RAPE	134-C4 064	7	DD	20 Y
ASSAULT: INTENT TO ROB	134-CS 064	7	DD	10 Y
ASSAULT: INTENT TO SODOMIZE	134-C6 064	7	DD	10 Y
ASSAULT: INTENT TO HOUSEBREAK	1 34-C7 064	5	DD	5 Y
ASSAULT: INTENT ARSON/BURGLARY	134-C8 064	7	DD	5 Y
HOMICIIDE: NEGLIGENT	134-C9 064	4	BCD	3 Y
BRIBERY	134-D1 066	5	DD	3 Y
GRAFT	134-D2 066	2	DD	3 Y
BURN WITH INTENT TO DEFRAUD	134-E1 067	4	DD	10 Y
CHECK: WORTHLESS MAKE/UTTER	134-F1 068	1	BCD	6 M
CORRECTIONAL CUSTODY: ESCAPE	134-G1 070	2	DD	1 Y
CORRECTIONAL CUSTODY: BREACH	134-G2 070	2	BCD	6 M
BREAK QUARANTINE	134-G3 100	1	NONE	6 M
RESTRICTION: BREAKING	134-G4 102	1	NONE	1 M
PAROLE: VIOLATION OF	134-G5 999	1	BCD	6 M
PRISONER: ALLOWING TO DO UNAUTHORIZED ACT	134-G6 999	1	NONE	3 M
FAIL TO PAY DEBT	134-H1 071	1	BCD	6 M
DISLOYAL STATEMENT	134-I1 072	4	DD	3 Y
DRUNK: UNABLE TO PERFORM DUTIES	134-J0 076	1	NONE	3 M
DRUNK: ABOARD SHIP	134-J1 073	1	NONE	3 M
DRUNK: OTHER CASES	134-J2 073	1	NONE	1 M
DRUNK/DISORDERLY: ON SHIP	134-J3 073	1	BCD	6 M
DRUNK/DISORDERLY: BRING DISCREDIT	134-J4 073	1	NONE	6 M
DRUNK/DISORDERLY: OTHER	134-J5 073	1	NONE	3 M

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DRINK LIQUOR WITH PRISONER	134-J6 074	1	NONE	3 M
DRUNK PRISONER	134-J7 075	1	NONE	3 M
DISORDERLY CONDUCT: BRING DISCREDIT	134-J8 073	1	NONE	4 M
DISORDERLY CONDUCT: OTHER CASES	134-J9 073	1	NONE	1 M
MILT PASS: WRONGFUL MAKE/TAMPER/ALTER/COUNTERFEIT	134-K1 077	2	DD	3 Y
MILT PASS: WRONGFUL SALE/GIFT/LOAN/DISPOSITION	134-K2 077	2	DD	3 Y
MILT PASS: WRONGFUL USE/POSSESS	134-K3 077	2	DD	3 Y
MILT PASS: ALL OTHER	134-K4 077	1	BCD	6 M
FALSE PRETENSE: $100 OR LESS	134-L1 078	1	BCD	6 M
FALSE PRETENSE: MORE THAN $100	134-L2 078	2	DD	5 Y
FALSE SWEARING	134-M1 079	2	DD	3 Y
FIREARM: DISCHARGE, NEGLECT	134-N1 080	1	NONE	3 M
FIREARM: DISCHARGE, WILLFUL	134-N2 081	1	DD	1 Y
WEAPON: CARRY CONCEALED	134-N3 112	3	BCD	1 Y
FLEE SCENE: ACCIDENT	134-O1 082	1	BCD	6 M
GAMBLE WITH SUBORDINATE	134-P1 084	1	NONE	3 M

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DESCRIPTION	CODE	SEV	MAX DISC	MAX CONF
JUMP VESSEL	134-P2 091	1	BCD	6 M
STRAGGLING	134-P3 107	1	NONE	3 M
WEARING UNAUTHORIZED INSIGNIA	134-P4 113	1	BCD	6 M
IMPERSONATE, INTENT TO DEPRAUD: OFF, WO, NCO	134-Q1 086	3	DD	3 Y
IMPERSONATE, NO INTENT TO DEERAUD: OFF, WO, NCO	134-Q2 086	1	BCD	6 M
IMPERSONATE, INTENT TO DEPRAUD: OTHER	134-Q3 086	3	DD	3 Y
IMPERSONATE, NO INTENT TO DEPRAUD: OTHER	134-Q4 086	1	BCD	6 M
INDECENT ACT: WITH CHILD	134-R1 087	5	DD	7 Y
INDECENT EXPOSURE	134-R2 088	1	BCD	6 M
INDECENT LANGUAGE TO CHILD UNDER 16	134-R3 089	2	DD	2 Y
INDECENT LANGUAGE: ALL OTHER	134-R4 089	1	BCD	6 M
INDECENT ACTS: WITH OTHERS	134-R5 090	4	DD	5 Y
KIDNAPPING	134-S1 092	7	DD	LIFE
MAIL: DESTROY, STEAL, TAKE, OPEN	134-T1 093	3	DD	5 Y
MAIL: DEPOSIT OBSCENITY	134-T2 094	3	DD	5 Y
MAIL: ALL OTHER	134-T3 999	1		
MISPRISION: SERIOUS OFFENSE	134-U1 095	2	DD	3 Y
OBSTRUCT JUSTICE	134-U2 096	3	DD	
PERJURY: SUBORNATION OF	134-U3 098	3	DD	
WRONGFUL INTERFERENCES W/ADMIN PROCEEDING	134-U4 999	3	DD	
PUBLIC RECORD: ALTER/REMOVE	134-U5 099	2	DD	3 Y
REQUEST COMMISSION OF OFFENSE	134-U6 101	1	NONE	4 M
SOLICIT ANOTHER TO COMMIT OFFENSE	134-U7 105	*	PRES	PRES
REFUSE TO TESTIFY	134-U8 108	2	DD	
UNLAWFUL ENTRY	134-V1 111	1	BCD	6 M
PROPERTY: SEIZURE, DESTRUCTION, REMOVAL	134-V2 103	2	DD	1 Y
STOLEN PROPTY: RECEIVE/CONCEAL/BUY $100 OR LESS	134-V3 106	1	BCD	6 M
STOLEN PROPTY: RECEIVE/CONCEAL/BUY MORE THAN $100	134-V4 106	2	DD	3 Y
SENTINEL: DISRESPECT	134-W1 104	1	NONE	3 M
SENTINEL: LOITERING IN TIME OF WAR	134-W2 104	8	DD	2 Y
SENTINEL: LOITERING AT OTHER TIMES	134-W3 104	1	BCD	6 M
THREAT: BOMB	134-X1 109	3	DD	5 Y
THREAT: COMMUNICATE	134-X2 110	5	DD	3 Y
CRIME AND OFFENSES NOT CAPITAL	134-Y1 999	*	PRES	PRES

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ASSIMILATED CRIMES ACT	134-Y2 999	*	PRES	PRES
OTHER 134	134-Z- 999	*	PRES	PRES

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E12. ENCLOSURE 12

DD FORM 2712

INMATE WORK AND TRAINING EVALUATION | REPORT DATE *(YYYYMMDD)*

1. NAME *(Last, First, Middle)* | 2. SSN | 3. ID NUMBER

S A M P L E

4. BRANCH OF SERVICE | 5. HOUSING UNIT | 6. DETAIL | 7. CUSTODY LEVEL

8. PURPOSE OF EVALUATION: ☐ DISPOSITION BOARD ☐ CLASSIFICATION BOARD ☐ WORK ASSIGNMENT ☐ OTHER

IF FOR DISPOSITION BOARD *(Check type)*: ☐ RESTORATION/RETURN TO DUTY ☐ PAROLE ☐ WORK/CUSTODY

☐ OTHER *(Specify)* _____ ☐ CLEMENCY ☐ SPECIAL WORK ☐ FEDERAL TRANSFER

PERIOD COVERED: *(YYYYMMDD)* FROM: TO: | COMPLETED BY: ☐ DORM SUPV ☐ WORK SUPV ☐ OTHER _____

AREAS OF EVALUATION: *(Check the appropriate spaces)*
The dormitory supervisor completes Section 1 only. The work supervisor completes Sections 1 and 2.

SECTION 1 - ATTITUDE AND TRAITS *(Circle one box per row)*						POINTS
CONDUCT	Unsatisfactory (1)	(2)	Conforms (3)	(4)	Exemplary (5)	
DISCIPLINE	Disciplinary Action (1)	(2)	Minor Infractions (3)	(4)	No Infractions (5)	
SUPERVISION REQUIRED	Constant (1)	(2)	Moderate (3)	(4)	Minimal (5)	
ATTITUDE TOWARD SUPERVISOR	Poor (1)	(2)	Borderline (3)	(4)	Respectful (5)	
COOPERATION	Uncooperative (1)	(2)	Moderate (3)	(4)	Cooperative (5)	
PERSONALITY	Unfavorable (1)	(2)	Fair (3)	(4)	Exceptional (5)	
GROUP CONFORMITY	Easily Led (1)	(2)	Complies (3)	(4)	Self-Reliant (5)	
INFLUENCE ON OTHERS	Disruptive (1)	(2)	Neutral (3)	(4)	Positive (5)	
INITIATIVE	Minimal (1)	(2)	Average (3)	(4)	Energetic (5)	
TEMPERAMENT	Volatile (1)	(2)	Indifferent (3)	(4)	Stable (5)	
INTEREST IN FACILITY TREATMENT PROGRAM	Minimal (1)	(2)	Participates (3)	(4)	Active Participation (5)	
TOTALS						-
OVERALL EVALUATION SUBTOTAL	Unsatisfactory 11-21	Below Average 22-32	Average 33-43	Above Average 44-54	Outstanding 55	

SECTION 2 - WORK PERFORMANCE						POINTS
QUALITY OF WORK	Poor (1)	(2)	Acceptable (3)	(4)	Outstanding (5)	
PRODUCTIVITY	Minimal (1)	(2)	Average (3)	(4)	Excellent Output (5)	
SAFETY	Careless (1)	(2)	Follows Rules (3)	(4)	Safety Conscious (5)	
TOTALS						-
OVERALL EVALUATION GRAND TOTAL	Unsatisfactory 14-27	Below Average 28-41	Average 42-55	Above Average 56-69	Outstanding 70	

INMATE SIGNATURE	DATE *(YYYYMMDD)*	
EVALUATOR'S NAME	SIGNATURE	DATE *(YYYYMMDD)*

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E13. ENCLOSURE 13

DD FORM 2713

INMATE OBSERVATION REPORT

REPORT DATE *(YYYYMMDD)*

1. INMATE NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER
4. CUSTODY LEVEL
5. QUARTERS AND DETAIL
6. CELLBLOCK/DORMITORY
7. CELL #/BUNK #

8. OBSERVATION

a. TYPE OF OBSERVATION: ☐ FAVORABLE ☐ UNFAVORABLE ☐ INJURY ☐ BEHAVIORAL

b. DATE *(YYYYMMDD)*
c. TIME
d. LOCATION
e. WAS INMATE NOTIFIED ABOUT THIS REPORT: ☐ YES ☐ NO

9. OBSERVATION REPORTED BY

a. NAME *(Last, First, Middle)*
b. GRADE
c. TITLE
d. DATE *(YYYYMMDD)*

10. WITNESS

a. NAME *(Last, First, Middle)*
b. GRADE
c. TITLE
d. DATE *(YYYYMMDD)*

11. OBSERVATION SUMMARY *(Give an in-depth description of the observation; include all necessary information, provide attachment if necessary):*

S A M P L E

12. SIGNATURE OF REPORTING PERSON
b. DATE *(YYYYMMDD)*

13. WAS IMMEDIATE MEDICAL ATTENTION NEEDED? ☐ YES ☐ NO
b. DATE *(YYYYMMDD)*
c. TIME

d. DESCRIBE ANY IMMEDIATE MEDICAL ATTENTION GIVEN:

14. OBSERVATION REPORTED TO

a. SUPERVISOR NAME *(Last, First, Middle Initial)*
b. DATE *(YYYYMMDD)*
c. TIME

15. ACTIONS OF CORRECTIONS SUPERVISOR:

16. ACTIONS OF REVIEWING AUTHORITY:

17. COMMANDING OFFICER REVIEW

a. NAME, GRADE, TITLE
b. SIGNATURE
c. DATE *(YYYYMMDD)*

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E14. ENCLOSURE 14

DD FORM 2714

INMATE DISCIPLINARY REPORT

REPORT DATE *(YYYYMMDD)*

1. INMATE

a. NAME *(Last, First, Middle)* | b. SSN | c. ID NUMBER

2. CUSTODY LEVEL | 3. CELLBLOCK/DORMITORY | 4. DETAIL

5. INCIDENT

a. CHARGES | b. DATE *(YYYYMMDD)* | c. TIME | d. LOCATION

e. DETAILS OF CHARGE(S)

S A M P L E

6. INCIDENT REPORTED BY

a. NAME *(Last, First, Middle)* | b. GRADE | c. TITLE | d. SIGNATURE | e. DATE *(YYYYMMDD)*

7. INCIDENT REPORTED TO

a. SUPERVISOR NAME *(Last, First, Middle)* | b. DATE *(YYYYMMDD)* | c. TIME

d. DISPOSITION TAKEN:

8.a. WAS MEDICAL ATTENTION NEEDED? ☐ YES ☐ NO | b. DATE *(YYYYMMDD)* | c. TIME

d. DESCRIBE ANY MEDICAL ATTENTION GIVEN:

9. INVESTIGATION REQUIRED? ☐ YES ☐ NO ☐ N/A

10.a. ADVISEMENT OF RIGHTS GIVEN? *(If yes, attach original rights acknowledgment form)* ☐ YES ☐ NO ☐ N/A

b. INMATE WAIVED RIGHTS? *(If yes, attach)* ☐ YES ☐ NO ☐ N/A

c. INMATE STATEMENT *(If yes, attach statement)* ☐ YES ☐ NO ☐ N/A

11.a. INVESTIGATIVE SUMMARY? ☐ YES *(Please attach copy of report)* ☐ NO

b. BRIEF SYNOPSIS:

c. NAME AND TITLE OF INVESTIGATOR | d. SIGNATURE | e. DATE *(YYYYMMDD)*

12. ATTACHMENTS *(Use DD Form 2719)*

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INMATE DISCIPLINARY REPORT

13. INITIAL REVIEWING AUTHORITY DISPOSITION

b. INITIAL REVIEWING AUTHORITY NAME, GRADE AND TITLE	c. SIGNATURE	d. DATE *(YYYYMMDD)*

14. RESULTS OF DISCIPLINARY AND ADJUSTMENT BOARD

a. FINDINGS:
- ☐ INMATE DID COMMIT THE OFFENSE REPORTED
- ☐ INMATE DID NOT COMMIT THE OFFENSE REPORTED

FINDINGS ARE BASED ON THE FOLLOWING:

S A M P L E

b. RECOMMENDATION OF DISCIPLINARY AND ADJUSTMENT BOARD

c. NAME AND TITLE OF BOARD PRESIDENT	d. SIGNATURE	e. DATE *(YYYYMMDD)*

15. RECOMMENDATION OF THE REVIEWING OFFICER

b. NAME AND TITLE OF REVIEWING OFFICER	c. SIGNATURE	d. DATE *(YYYYMMDD)*

16. ACTION TAKEN BY THE APPROVING AUTHORITY

b. NAME AND TITLE OF APPROVING AUTHORITY	c. SIGNATURE	d. DATE *(YYYYMMDD)*

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E15. ENCLOSURE 15

DD FORM 2715

CLEMENCY/PAROLE SUBMISSION

1. SERVICE CLEMENCY/PAROLE BOARD	2. SERVICE FACILITY

3. SUBJECT: PAROLE PACKAGE

INMATE NAME: _____ SSN: _____ ID NUMBER _____
(Last, First, Middle)

MOST SERIOUS OFFENSE: _____

ADJUDGED SENTENCE INFORMATION: _____

S A M P L E

PACKAGE INCLUDES: PART 1. PAROLE SUMMARY
- a. DISPOSITION BOARD RECOMMENDATION *(DD Form 2715-1)*
- b. INMATE SUMMARY DATA *(DD Form 2715-2)*
- c. INMATE RESTORATION, RETURN TO DUTY, CLEMENCY AND PAROLE STATEMENT *(DD Form 2715-3)*

PART 2. INMATE BACKGROUND SUMMARY
- a. PERSONAL DATA *(DD Form 2710, Section 1)*
- b. COURT MARTIAL DATA
- c. MILITARY BACKGROUND *(DD Form 2710, Section 2)*
- d. CIVILIAN BACKGROUND *(DD Form 2710, Section 3)*
- e. FAMILY BACKGROUND *(DD Form 2710, Section 4)*
- f. MENTAL/PHYSICAL HEALTH BACKGROUND *(DD Form 2710, Section 5)*
- g. INMATE SENTENCE INFORMATION *(DD Form 2710-1)*

PART 3. ADDITIONAL INFORMATION *(List)*

DOES CASE INVOLVE VICTIM/WITNESS NOTIFICATIONS? ☐ NO ☐ YES

REPORT PREPARED BY		
NAME, GRADE, TITLE	SIGNATURE	DATE *(YYYYMMDD)*
REVIEWED AND FORWARDED BY		
NAME, GRADE, TITLE	SIGNATURE	DATE *(YYYYMMDD)*

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E16. ENCLOSURE 16

DD FORM 2715-1

DISPOSITION BOARD RECOMMENDATION		REPORT DATE *(YYYYMMDD)*
1. NAME *(Last, First, Middle)*	2. SSN:	3. ID NUMBER
4. CORRECTIONAL FACILITY:		

5. REASON FOR BOARD ACTION: *(Check one)*

- ☐ INITIAL CLEMENCY
- ☐ INITIAL PAROLE
- ☐ RESTORATION/RETURN TO DUTY
- ☐ SUPPLEMENTAL/SPECIAL CLEMENCY
- ☐ OTHER _____

6. RECOMMENDATION

a. RESTORATION/RETURN TO DUTY
b. CLEMENCY
c. PAROLE
d. TRANSFER
e. OTHER

S A M P L E

7.a. TYPED NAME AND GRADE OF RECORDER	b. SIGNATURE	c. DATE *(YYYYMMDD)*
8.a. TYPED NAME AND GRADE OF BOARD CHAIRMAN	b. SIGNATURE	c. DATE *(YYYYMMDD)*

9. RECOMMENDATION OF THE COMMANDER

TYPED NAME AND GRADE OF COMMANDER	SIGNATURE	DATE *(YYYYMMDD)*

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E17. ENCLOSURE 17

DD FORM 2715-2

INMATE SUMMARY DATA		REPORT DATE *(YYYYMMDD)*
1. NAME *(Last, First, Middle)*	2. SSN	3. ID NUMBER

4. CONTENTS: ADMISSION SUMMARY *(Complete 5, 6, and 7)* ☐ PROGRESS SUMMARY *(Complete 7, 8, and 9)* ☐

5. CURRENT OFFENSE
   a. OFFICIAL INFORMATION
   b. PRISONER'S VERSION

6. PRIOR OFFENSE
   a. CIVIL
   b. MILITARY

S A M P L E

7. EVALUATION AND PLANNING
   a. IMPRESSIONS BASED ON PERSONAL HISTORY
   b. CURRENT MENTAL HEALTH EVALUATION (INITIAL)

8. ASSIGNMENT PROGRAM
   a. CURRENT CUSTODY
   b. CURRENT QUARTERS
   c. CURRENT TRAINING
   d. CURRENT WORK ASSIGNMENTS
   e. SPECIAL TREATMENT PROGRAMS
   f. PLANNED DISPOSITION

9. CONFINEMENT PROGRESS
   a. NEW INFORMATION
   b. PROGRESS IN CONFINEMENT
   c. CURRENT MENTAL HEALTH EVALUATION
   d. PAROLE OFFICER EVALUATION

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E18. ENCLOSURE 18

DD FORM 2715-3

INMATE RESTORATION/RETURN TO DUTY, CLEMENCY AND PAROLE STATEMENT

REPORT DATE *(YYYYMMDD)*

1. INMATE NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER
4. CORRECTIONS FACILITY

SECTION 1 - RESTORATION/RETURN TO DUTY

5. ☐ I request suspension of the discharge/dismissal adjudged by court-martial in my case, and restoration/return to duty on probation. I understand that any unsatisfactory conduct on my part may violate the probation and vacation of suspension could result in execution of the remainder of the court-martial sentence in addition to further disciplinary action.

6. ☐ I do not request to be restored/returned to duty.

SECTION 2 - CLEMENCY

SAMPLE

7. ☐ I hereby waive my right to be considered for clemency.

a. I understand my case will not be reviewed administratively for remission, mitigation, or suspension of the unexecuted parts of my sentence. I further understand that I will not receive consideration for annual clemency until one year after my current clemency board date.

b. I also acknowledge that if my sentence includes an unsuspended punitive discharge or dismissal:

(1) I may be ineligible for many or all benefits as a veteran under both Federal and state laws.

(2) I may expect to encounter substantial prejudice in civilian life.

(3) This waiver will remain part of my permanent military service record.

(4) I may not reenlist without special permission (enlisted members only).

8. I hereby request to be considered for clemency in the following form(s):

- ☐ Reduction in length of sentence
- ☐ Reduction or remission of forfeitures.
- ☐ Reduction or remission of fine.
- ☐ Substitution of administrative discharge for punitive discharge.
- ☐ Remission of dismissal (officers and cadets only).
- ☐ Mitigation of a DD to a BCD.
- ☐ Restoration to pay grade _____
- ☐ Restoration of precedence (officers only).

9. MY REASONS FOR REQUESTING CLEMENCY ARE AS FOLLOWS:

10. INMATE SIGNATURE
11. WITNESS SIGNATURE
12. DATE *(YYYYMMDD)*

CERTIFICATION TO BE COMPLETED FOR CLEMENCY WAIVER ONLY

CERTIFIED: I certify that the above individual signed this waiver in my presence, and that his right to request clemency and the effect of this waiver have been fully explained to him/her.	CERTIFYING OFFICIAL *(Name, Grade and Title)*	SIGNATURE OF CERTIFYING OFFICIAL	DATE *(YYYYMMDD)*

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SECTION 3 - PAROLE

13. UNDER REGULATIONS I BECOME ELIGIBLE FOR ☐ INITIAL ☐ ANNUAL PAROLE CONSIDERATION ON _____ *(YYYYMMDD)*

14. ☐ I DESIRE ☐ DO NOT DESIRE TO BE CONSIDERED FOR PAROLE FOR THE FOLLOWING REASONS:

S A M P L E

15. PROPOSED PAROLE RESIDENCE
(State fully where and with whom you will live):

a. NAME *(Last, First, Middle Initial)*	b. RELATIONSHIP	c. TELEPHONE NUMBER *(Include area code)*	
d. STREET ADDRESS *(Include apartment number)*	e. CITY	f. STATE	g. ZIP CODE

16. PROPOSED PAROLE/PROBATION OFFICER

a. NAME *(Last, First, Middle Initial)*		b. TELEPHONE NUMBER *(Include area code)*	
c. STREET ADDRESS *(Include apartment number)*	d. CITY	e. STATE	f. ZIP CODE

17. PROPOSED ☐ EMPLOYER ☐ SCHOOL

a. EMPLOYER OR SCHOOL NAME		b. TELEPHONE NUMBER *(Include area code)*	
c. STREET ADDRESS *(Include apartment number)*	d. CITY	e. STATE	f. ZIP CODE
g. TITLE OR POSITION		h. RATE OF PAY (1) FULL TIME	(2) PART TIME

PRIVACY ACT STATEMENT

Authority to request this information is contained in Title 10 United States Code, sections 874(a) and 952-954. The information which you provide will become a permanent part of your correction record. It will be referred to by official military personnel in conjunction with the initial and any periodic review of your eligibility for clemency or parole. You are not required to provide this information; however, your failure to respond fully may prevent the board from considering your eligibility for clemency or parole. Further authority to request your social security number is contained in Executive Order no. 9397. Disclosure of your social security number is voluntary. Failure to disclose your social security number will have no effect on your eligibility for clemency or parole.

18. INMATE SIGNATURE		19. DATE *(YYYYMMDD)*
20. WITNESS NAME AND TITLE *(Last, First, MI)*	21. SIGNATURE	22. DATE *(YYYYMMDD)*

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E19. ENCLOSURE 19

DD FORM 2716

PAROLE ACKNOWLEDGEMENT LETTER

REPORT DATE *(YYYYMMDD)*

1. INMATE NAME *(Last, First, Middle)*
2. SSN
3. ID NUMBER
4. CORRECTIONS FACILITY

SAMPLE

5. ACKNOWLEDGEMENT

I have read and understand the attached notice of approval/disapproval of my parole.

6. PAROLE APPROVAL

☐ I accept parole release. I understand my release is conditional upon continued good behavior and acceptance for supervision by a US Probation/Parole Officer.

☐ **I do not accept parole release.**

7. PAROLE DENIAL

INSTRUCTIONS

You have the right to appeal the determination of the Service Clemency and Parole Board denying your release on parole. You may submit your appeal through the commanding officer of your confinement facility within 30 days of receipt of the attached denial letter. The appeal application may include any new or additional information which was not previously considered by the Service Clemency and Parole Board.

APPEAL SELECTION

☐ I desire to appeal the denial of my parole by the Service Secretary Clemency and Parole Board. I understand the decision on my appeal by the designee of the Service Secretary is final.

☐ I do not desire to appeal the denial of my parole by the Service Secretary Clemency and Parole Board.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. §951, P.L. 90-377, and E.O. 9397.

PRINCIPAL PURPOSE(S): To notify an offender of approval for parole release and record the individual's acceptance or rejection of parole. This form is also used to notify an offender of a negative determination by the Service Clemency and Parole Board and to record an offender's decision to appeal or not appeal the decision denying parole.

ROUTINE USE(S): To the Department of Justice, in instances where the prisoner is incarcerated in a Federal Bureau of Prisons facility for incarceration.

DISCLOSURE: Voluntary; however, failure to provide the requested information may result in denial of parole or forfeiture of opportunity to elect appeal rights as to parole denial.

8. INMATE SIGNATURE
9. DATE *(YYYYMMDD)*
10. WITNESS NAME, GRADE AND TITLE *(Last, First, Middle)*
11. SIGNATURE
12. DATE *(YYYYMMDD)*

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E20. ENCLOSURE 20

DD FORM 2716-1

DEPARTMENT OF DEFENSE
CERTIFICATE OF PAROLE

Dated _____
(YYYYMMDD)

_____
(Last, First, Middle)

being eligible for parole under the terms and conditions prescribed by his/her respective branch of service, will be released on parole from the _____ provided that his/her parole plan for home, employment, and parole officer has been completed and he/she agrees to and complies with the provisions and conditions prescribed in the Parole Agreement on the reverse side of this Certificate and further provided that all conditions set forth by the respective branch of service and facility commander are met and he/she continues to perform satisfactorily until his/her release on parole.

SAMPLE

The term of parole hereby granted will become effective _____ *(YYYYMMDD)* and will expire on _____ *(YYYYMMDD)* unless sooner suspended or revoked for violation of its conditions or otherwise terminated by competent authority. (For Navy personnel, parole will terminate at the end of ninety days unless the Naval Parole and Clemency Board acts before the termination date to extend the term of parole.)

(Seal)

Signed _____
(Chairman, Parole and Clemency Board)

ENDORSEMENT

The above named individual was released from confinement and placed on parole the _____ day of _____ , _____ .

Dated _____
(YYYYMMDD)

Signed _____
(Commander of Regional Corrections Facility)

DISTRIBUTION

Upon completion of confinement, the original of the Certificate of Parole and the Parole Agreement will be given to the paroled inmate. One copy will be mailed to the probation officer, and one copy will be placed in the inmate's Correctional Treatment Folder.

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PAROLE AGREEMENT

1.a. PROBATION/PAROLE OFFICER NAME *(Last, First, Middle)*		b. TELEPHONE NUMBER *(Include area code)*	
c. AGENCY ADDRESS	d. CITY	e. STATE	f. ZIP CODE

2. PROBATION/PAROLE DESTINATION *(Limitation of travel will be designated by Parole Officer)*

S A M P L E

3. CONDITIONS

This Certificate of Parole shall not become operative until the following conditions are agreed to by the inmate and have been subscribed thereto in writing:

a. When released on parole, I will go without delay to my parole destination as specified above.

b. Within three working days of release, I will report in person to my parole officer, unless directed otherwise by my parole officer. I will follow my parole officer's reporting instructions and report as directed. After reporting I will complete the Notification of Arrival and Parolee letter and forward it to

_____.

c. I will remain within the limits prescribed by my parole officer, and, if I have justifiable cause to leave these limits temporarily, I will first obtain permission from my parole officer.

d. I will not change the residence and employment approved in my parole plan without first receiving permission from my parole officer. In the event my residence or employment is involuntarily terminated, I will report these events to my parole officer within one working day of being notified of such termination.

e. I understand that failure to maintain contact with my parole officer constitutes absconding parole.

f. I will promptly and truthfully answer all inquiries directed to me by my respective Branch of Service, my Commander, my parole officer, or other persons acting in an official capacity.

g. I will not associate with persons of bad or questionable reputation, nor enter or frequent places where controlled substances are sold, used, distributed or administered.

h. I will in all respects conduct myself in an honorable manner, work diligently at a lawful occupation, support those dependent on me, meet other family and financial responsibilities to the best of my ability, and avoid unnecessary or excessive debt.

i. I will live and remain at liberty without violating the law. In accordance with 18 USC I am a convicted felon and I understand that all laws regulating convicted felons apply to me.

j. I will refrain from the excessive use of alcohol and will not purchase, possess, use, distribute or administer any narcotic or other controlled substance or any paraphernalia related to such substances, except as prescribed by a physician.

k. I will notify my parole officer within 24 hours of being arrested, detained, or questioned by a law enforcement officer.

l. I will not enter into any agreement to act as an informer or special agent of a law enforcement agency without the permission of my respective Parole and Clemency Board.

m. I also understand and agree that if I violate any of the conditions of my parole, I may be apprehended or returned to military control, and be held liable to serve the remainder of my sentence to confinement and forfeit my time served on parole.

n. I further understand that by accepting parole I waive all good conduct time earned up to my parole release date.

o. I will not possess a firearm, ammunition, or other dangerous weapon.

p. I will not possess pornographic material.

q. I will comply with any additional conditions of my parole. *(List below)*

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

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4. (APPLICABLE ONLY IF THE APPELLATE REVIEW OF THE COURTS-MARTIAL SENTENCE IS NOT COMPLETE)

a. I voluntarily apply for excess leave without pay and allowances to become effective in the event of expiration of my term to confinement prior to completion of appellate action on my court-martial sentence. I understand that for pay purposes, I am in excess leave status during the period of parole, except to the extent I may be entitled to pay and allowances for accrued leave which was not forfeited by my court-martial sentence.

b. I agree not to wear the military uniform following release on parole.

c. I understand that in the event my court-martial sentence is set aside by appellate review, I may be ordered to return to an active duty status.

S A M P L E

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. §952, P.L. 90-377, and E.O. 9397.

PRINCIPAL PURPOSE(S): To certify an offender for parole release from confinement, notify the individual of the conditions of the parole, and record the individual's release from confinement and placement on parole.

ROUTINE USE(S): To the Department of Justice, in instances where the prisoner is incarcerated in a Federal Bureau of Prisons facility for incarceration, and to inform U.S. Probation Officers and the Administrative Office of the U.S. Courts of the conditions of parole.

DISCLOSURE: Voluntary; however, failure to provide the requested information as required in block 5a. may result in denial or revocation of parole.

5. INMATE CERTIFICATION.
I THOROUGHLY UNDERSTAND THE FOREGOING CONDITIONS AND SOLEMNLY PROMISE AND AGREE NOT TO VIOLATE ANY OF THEM.

a. INMATE SIGNATURE	b. DATE *(YYYYMMDD)*

6. WITNESS

a. NAME *(Last, First, Middle)*	b. GRADE	c. TITLE	d. SIGNATURE

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E21. ENCLOSURE 21

DD FORM 2717

DEPARTMENT OF DEFENSE
VOLUNTARY/INVOLUNTARY APPELLATE LEAVE ACTION

SECTION 1 - ACTION MEMORANDUM

1. TO *(Inmate)*	2. FROM *(Correctional Facility)*
S A M	**P L E**

3. You are hereby authorized, pursuant to Article 76A, Uniform Code of Military Justice (UCMJ), to take leave pending completion of appellate review of your conviction by court-martial and punitive discharge, as identified below. The effective date of your leave will be administratively determined and is entered in paragraph 6 below. You are required to COMPLETE and RETURN the attached endorsement to acknowledge receipt of this letter.

a. TYPE OF COURT-MARTIAL	b. DATE ADJUDGED *(YYYYMMDD)*	c. DATE COURT-MARTIAL APPROVED BY THE COURT-MARTIAL CONVENING AUTHORITY *(YYYYMMDD)*

d. SENTENCE

4. You have accrued ordinary leave in the amount of _____ days.

5. If you have no accrued leave, the entire period of appellate leave will be unpaid excess leave.

6. Under the order of the court-martial convening authority, your request/mandatory appellate leave begins on _____ .

7. While on appellate review leave you will remain a member of the United States Military on active duty, and will be subject to the UCMJ, to lawful orders and regulations, and to recall from appellate review leave.

8. You are required to provide a correct leave address and report any changes in that address. Failure to provide a correct address may result in loss of valuable opportunities to recoup pay and allowances, to which you may be entitled should your sentence be disapproved or set aside. It may also prevent you from receiving important instructions about the appellate review of your case.

9. Further, you are subject to recall from appellate leave, and failure to return promptly to your unit if so directed, by order delivered to you in person or mailed to you at your leave address, could result in your being placed in absent without leave or desertion status and may result in disciplinary action.

10. Upon completion of the appellate review, copies of the decision of the appellate tribunals and any other action taken thereon will be forwarded to your current leave address.

11. You and your dependents will be entitled to medical care, use of military exchange facilities and commissaries, and other military welfare benefits. Since these entitlements may be curtailed or terminated for cause, you and your dependents must maintain proper conduct while using them and follow all applicable rules.

a. EMERGENCY medical or dental care is authorized at the U.S. Government's expense ONLY when the required treatment cannot be obtained from a Uniformed Services medical facility. These facilities include the Department of the Air Force, Army, and Navy or Uniformed Service Treatment Facility (USTF) or other government medical facility (i.e. Veterans Administration Hospital).

b. For non-emergency medical, dental, or maternity care contact your nearest CHAMPUS advisor to ensure eligibility. Dependents are not eligible for non-emergency dental care.

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12. In order for you to make use of these benefits, you and your dependents will be issued identification cards in increments determined by the appropriate service until discharged. Personnel must comply with service specific dress and appearance standard to receive the identification card.

13. Upon release from confinement you must turn in all required military clothing in your possession. You may wish to get a receipt should a rehearing be ordered, or in the event your case is set aside and you are ordered to return to active duty.

14. While on appellate leave, you are not authorized to visit/associate with any individual(s) confined at any military installation, except upon written permission of your commander. Any communication through mail, telephone, or visitation such as at a worksite or by other means may result in a violation chargeable under the Uniform Code of Military Justice.

15. You may incur problems gaining civilian employment due to not having a DD Form 214, "Certification of Release or Discharge from Active Duty". Unemployment or Welfare benefits depend upon your home state eligibility criteria. A statement of service may be requested from your administrative command, if desired.

16. If the punitive discharge or dismissal is suspended or disapproved by legal authority, you may be subject to recall at the discretion of the authority that placed you on appellate leave, for completion of your current enlistment or obligated service.

17. When the sentence in your case is finally affirmed after completion of appellate review, you may be discharged from the service with a bad conduct discharge, dishonorable discharge, or dismissal. If discharged, a Certification of Release or Discharge from Active Duty (DD Form 214) will be issued discharging you from the service.

18. If your sentence is set aside and no rehearing is to be held you may elect retirement (if you meet all eligibility requirements), be separated for expiration of enlistment, or convenience of the government as appropriate, with the description of service as warranted by your service record. If the sentence to dismissal is set aside you may remain eligible for administrative separation processing.

19. You will remain on appellate leave until you are finally discharged unless you are ordered to return by competent military authority.

20. You have been briefed on your status, obligations, and entitlements while on appellate leave and on the appeal process for your case; you have been permitted to ask any questions that you have in this regard.

21. If you have any further questions regarding your release on appellate leave, please contact:

S A M P L E

at DSN _____, or Commercial _____

All correspondence shall be addressed to:

You were briefed by _____ Date _____
(Name, Grade, Title) *(YYYYMMDD)*

_____
(Signature)

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SECTION 2 - INMATE ENDORSEMENT

YOU MUST ACKNOWLEDGE UNDERSTANDING OF THIS LETTER PRIOR TO TAKING APPELLATE LEAVE.

1. TO: *(Correctional Facility, Street, City, State and ZIP Code)*	2. DATE *(YYYYMMDD)*
S A M P L	**E**

3. I understand that I have accrued ordinary leave in the amount of _____ days.

I have previously sold _____ days and am entitled to sell a total of _____ days. I elect to:

_____ *(Initial)* a. Receive pay and allowances during the period of accrued leave, and then continue in unpaid appellate leave status; or,

_____ *(Initial)* b. Receive payment for the accrued leave, as of the day before the appellate leave begins, and then serve the entire period of appellate leave in unpaid leave status; or,

_____ *(Initial)* c. A combination of both a. and b. above: receive pay and allowances for _____ days, and receive payment for the remaining _____ days of accrued leave, and then continue in unpaid appellate leave status.

4. I also acknowledge that, according to Defense Finance and Accounting records, I have a debt to the Government in the amount of $ _____. I understand that this debt will be collected from my leave balance prior to any payments of sold or used accrued leave.

5. I have received a copy of this letter and have been briefed as noted above. I understand that I must provide information as to any change of address or telephone number without delay and I am responsible for receiving mail addressed to me at the latest address provided. My initial leave address, for use (until) (if) I provide a change as required, is:

a. STREET NUMBER, NAME, AND APARTMENT NUMBER		b. EMERGENCY TELEPHONE NUMBER *(include area code)*
c. CITY	d. STATE	e. ZIP CODE

PRIVACY ACT STATEMENT

AUTHORITY: Title 10 U.S. Code, Sections 859 - 876A.

PRINCIPAL PURPOSE: The information will be used to notify you of any subsequent administrative action including final action in your case and to provide you with opportunities to submit information or to initiate action in your behalf.

DISCLOSURE: Furnishing the information is voluntary; however, failure to provide a correct address may result in loss of valuable opportunities to recoup pay and allowances to which you may be entitled should your sentence be disapproved or set aside. It may also prevent you from receiving important instructions about the appellate review of your case. Further, you are subject to recall from appellate leave, and failure to return promptly to your unit if so directed, by order delivered to you in person or mailed to you at your leave address, could result in your being placed in absent without leave or desertion status and may result in disciplinary action.

DISTRIBUTION: ORIGINAL - to Regional Corrections Facility or Designated Records Staging Area. COPY - to Member.

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E22. ENCLOSURE 22

DD FORM 2718

INMATE'S RELEASE ORDER

1. TO: Confinement or Brig Officer	2. INSTALLATION:	3. DATE *(YYYYMMDD)*:
4. THE INMATE NAMED BELOW WILL BE RELEASED FROM CONFINEMENT _____ *(YYYYMMDD)* AND DELIVERED TO THE ORGANIZATION SHOWN.		
5. INMATE NAME *(Last, First, Middle)*	6. SSN	7. GRADE
8. SERVICE BRANCH	9. ORGANIZATION	
10. REASON FOR RELEASE :		
FOR THE COMMANDER		
11. AUTHENTICATING OFFICER NAME *(Last, First, MI)*	12. SIGNATURE	
13. GRADE, ORGANIZATION, AND TITLE		
RECEIPT		
14. RECEIPT OF THE ABOVE NAMED RELEASED PERSON IS ACKNOWLEDGED.	15. DATE *(YYYYMMDD)*	16. TIME
17. NAME, GRADE, ORGANIZATION, TITLE	18. SIGNATURE	
19. REMARKS:		

SAMPLE

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E23. ENCLOSURE 23

DD FORM 2719

CONTINUATION SHEET		REPORT DATE *(YYYYMMDD)*
1. TITLE OF FORM	2. DD FORM	
3. INMATE'S NAME *(Last, First, Middle)*	4. SSN	5. ID NUMBER

S A M P L E

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E24. ENCLOSURE 24

DD FORM 2720

ANNUAL CONFINEMENT REPORT	REPORT CONTROL SYMBOL DD-P&R(A)2069

1. REPORT IS DUE TO:			BY 16 FEBRUARY ANNUALLY.
2. BRANCH OF SERVICE REPORTING	3. REPORT DATE *(YYYYMMDD)*	4. PERIOD COVERED 1 JANUARY TO 31 DECEMBER	5. REPORTING YEAR
6. POINT OF CONTACT			
a. NAME *(Last, First, Middle Initial)*	b. COMMERCIAL TELEPHONE NUMBER *(Include area code)*	c. DSN TELEPHONE NUMBER	

7. FACILITIES AND CAPACITIES OF REPORTING SERVICE

	NUMBER OF FACILITIES (i)	TOTAL DESIGN CAPACITY (ii)	TOTAL OPERATIONAL CAPACITY (iii)	HEAD COUNT ON 31 DEC REPORTING YEAR		
				PRE-TRIAL (iv)	POST-TRIAL (v)	TOTAL (vi)
a. CONUS *(Exclude OCONUS)*						
(1) CONFINEMENT FACILITIES *(Level I)*						0
(2) REGIONAL CONFINEMENT FACILITIES *(Level II)*						0
(3) LONG TERM CONFINEMENT FACILITIES *(Level III)*						0
b. OCONUS *(All levels)*						0
c. TOTAL	0	0	0	0	0	0

8. TOTAL PRISONER POPULATION IN CORRECTIONAL CONFINEMENT

	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. ON 31 DEC PRIOR YEAR											0	0
b. ON 31 DEC REPORTING YEAR											0	0

S A M P L E

9. SEX OF INMATES ON 31 DECEMBER REPORTING YEAR

	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. MALE											0	0
b. FEMALE											0	0
c. TOTAL *(a. + b.)*	0	0	0	0	0	0	0	0	0	0	0	0

10. RACE OF INMATES ON 31 DECEMBER REPORTING YEAR

	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. WHITE											0	0
b. BLACK											0	0
c. AMERICAN INDIAN OR ALASKAN NATIVE											0	0
d. ASIAN OR PACIFIC ISLANDER											0	0
e. HISPANIC											0	0
f. OTHER											0	0
g. TOTAL *(Sum of a. - f.)*	0	0	0	0	0	0	0	0	0	0	0	0

11. TOTAL NUMBER OF INMATES BY SENTENCE LENGTH ON 31 DECEMBER REPORTING YEAR

	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. 1 YEAR OR MORE *(> 365 days)*											0	0
b. LESS THAN 1 YEAR *(< 365 days)*											0	0
c. PRE-TRIAL CONFINEMENT											0	0
d. UNKNOWN											0	0
e. TOTAL *(Sum of a. - d.)*	0	0	0	0	0	0	0	0	0	0	0	0

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12. CONTROLLING OFFENSE BY BRANCH OF SERVICE ON 31 DEC REPORTING YEAR	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. VIOLENT OFFENSES												
(1) MURDER											0	0
(2) VOLUNTARY MANSLAUGHTER											0	0
(3) NEGLIGENT MANSLAUGHTER											0	0
(4) KIDNAPPING											0	0
(5) ROBBERY											0	0
(6) ASSAULT											0	0
(7) OTHER VIOLENT OFFENSES											0	0
b. SEXUAL OFFENSES												
(1) RAPE W/ADULT											0	0
(2) OTHER SEXUAL ASSAULT W/ADULT											0	0
(3) RAPE/SODOMY WITH CHILD											0	0
(4) OTHER SEXUAL ASSAULT W/CHILD											0	0
c. PROPERTY OFFENSES												
(1) BURGLARY											0	0
(2) LARCENY/THEFT											0	0
(3) AUTO THEFT											0	0
(4) ARSON											0	0
(5) FRAUD/FORGERY											0	0
(6) STOLEN PROPERTY											0	0
(7) OTHER PROPERTY OFFENSES											0	0
d. DRUG OFFENSES												
(1) POSSESSION/USE											0	0
(2) TRAFFICKING											0	0
(3) OTHER/UNSPECIFIED DRUG OFFENSES											0	0
e. PUBLIC ORDER OFFENSES												
(1) WEAPONS											0	0
(2) DRIVING WHILE INTOXICATED											0	0
(3) OTHER PUBLIC ORDER OFFENSES											0	0
f. MILITARY OFFENSES											0	0
g. ALL OTHER OFFENSES											0	0
h. TOTAL	0	0	0	0	0	0	0	0	0	0	0	0

SAMPLE

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13. CONTROLLING OFFENSE BY LENGTH OF SENTENCE ON 31 DEC REPORTING YEAR	6 MONTHS OR LESS (i)	6 MONTHS +1 DAY TO 1 YEAR (ii)	1 YEAR +1 DAY TO 3 YEARS (iii)	3 YEARS +1 DAY TO 6 YEARS (iv)	6 YEARS +1 DAY TO 10 YEARS (v)	10 YEARS +1 DAY (vi)	LIFE (vii)	DEATH (viii)	TOTAL (ix)
a. VIOLENT OFFENSES									
(1) MURDER									0
(2) VOLUNTARY MANSLAUGHTER									0
(3) NEGLIGENT MANSLAUGHTER									0
(4) KIDNAPPING									0
(5) ROBBERY									0
(6) ASSAULT									0
(7) OTHER VIOLENT OFFENSES									0
b. SEXUAL OFFENSES									
(1) RAPE W/ADULT									0
(2) OTHER SEXUAL ASSAULT W/ADULT									0
(3) RAPE/SODOMY WITH CHILD									0
(4) OTHER SEXUAL ASSAULT W/CHILD									0
c. PROPERTY OFFENSES									
(1) BURGLARY									0
(2) LARCENY/THEFT									0
(3) AUTO THEFT									0
(4) ARSON									0
(5) FRAUD/FORGERY									0
(6) STOLEN PROPERTY									0
(7) OTHER PROPERTY OFFENSES									0
d. DRUG OFFENSES									
(1) POSSESSION/USE									0
(2) TRAFFICKING									0
(3) OTHER/UNSPECIFIED DRUG OFFENSES									0
e. PUBLIC ORDER OFFENSES									
(1) WEAPONS									0
(2) DRIVING WHILE INTOXICATED									0
(3) OTHER PUBLIC ORDER OFFENSES									0
f. MILITARY OFFENSES									0
g. TOTAL	0	0	0	0	0	0	0	0	0

SAMPLE

14. PRE-TRIAL CONFINEMENTS	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
a. FROM *(YYYYMMDD)* 01 JAN RY / b. TO *(YYYYMMDD)* 31 DEC RY											0	0

15. ADMISSIONS OF SENTENCED INMATES: a. FROM *(YYYYMMDD)* 01 JAN RY / b. TO *(YYYYMMDD)* 31 DEC RY	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
c. NEW COURT COMMITMENTS	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
(1) FROM SUMMARY COURT											0	0
(2) FROM SPECIAL COURT											0	0
(3) FROM GENERAL COURT											0	0
d. PAROLE VIOLATORS RETURNED											0	0
e. TRANSFERS												
(1) OTHER BRANCH OF SERVICE											0	0
(2) SAME BRANCH OF SERVICE											0	0
(3) CIVILIAN FACILITY											0	0
f. ESCAPEES RETURNED											0	0
g. TOTAL ADMISSIONS	0	0	0	0	0	0	0	0	0	0	0	0

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16. RELEASES OF SENTENCED INMATES												
a. FROM *(YYYYMMDD)* 01 JAN RY	b. TO *(YYYYMMDD)* 31 DEC RY	AIR FORCE (1)		ARMY (2)		MARINE CORPS (3)		NAVY (4)		COAST GUARD (5)		TOTAL (6)	
c. UNCONDITIONAL		OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED	OFFICER	ENLISTED
(1) EXPIRATION OF SENTENCE												0	0
(2) CLEMENCY												0	0
(3) OTHER UNCONDITIONAL												0	0
(4) TOTAL UNCONDITIONAL *(Sum (1)-(3))*		0	0	0	0	0	0	0	0	0	0	0	0
d. CONDITIONAL													
(1) PAROLES												0	0
(2) RESTORED TO DUTY												0	0
(3) OTHER CONDITIONAL												0	0
(4) TOTAL CONDITIONAL *(Sum (1)-(3))*		0	0	0	0	0	0	0	0	0	0	0	0
e. DEATHS													
(1) EXECUTIONS												0	0
(2) ILLNESSES/NATURAL CAUSES *(Other than AIDS)*												0	0
(3) AIDS-RELATED CAUSES												0	0
(4) SUICIDES												0	0
(5) ACCIDENTS												0	0
(6) DEATHS BY ANOTHER PERSON												0	0
(7) OTHER DEATHS												0	0
(8) TOTAL DEATHS *(Sum (1) - (7))*		0	0	0	0	0	0	0	0	0	0	0	0
f. OTHER													
(1) ESCAPEES FROM CONFINEMENT												0	0
(2) TRANSFER TO FEDERAL CORRECTIONAL FACILITY												0	0
(3) TRANSFER TO OTHER BRANCH OF SERVICE												0	0
(4) TRANSFER TO SAME BRANCH OF SERVICE												0	0
(5) OTHER RELEASES *(Specify)*													
												0	0
												0	0
												0	0
												0	0
(6) TOTAL OTHER RELEASES *(Sum of (1)-(4))*		0	0	0	0	0	0	0	0	0	0	0	0
g. TOTAL RELEASES		0	0	0	0	0	0	0	0	0	0	0	0

17. VICTIM/WITNESS NOTIFICATIONS AND ACTIONS		
a. NUMBER OF VICTIMS/WITNESSES WHO WERE INFORMED OF RIGHT TO BE NOTIFIED	b. NUMBER OF VICTIMS/WITNESSES WHO ELECTED TO BE NOTIFIED DURING REPORTING PERIOD	c. TOTAL NUMBER OF STATUS CHANGES

d. NUMBER OF CONFINEES WITH VICTIM/WITNESS NOTIFICATION REQUIREMENT					
AIR FORCE (1)	ARMY (2)	MARINE CORPS (3)	NAVY (4)	COAST GUARD (5)	TOTAL (6)
					0

SAMPLE

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E25. ENCLOSURE 25

DD FORM 2720-1

ANNUAL CLEMENCY/PAROLE REPORT				REPORT CONTROL SYMBOL DD-P&R(A)2069
1. REPORT IS DUE TO:				BY 16 FEBRUARY ANNUALLY.
2. BRANCH OF SERVICE REPORTING				3. REPORT DATE *(YYYYMMDD)*
4. PERIOD COVERED 1 JANUARY TO 31 DECEMBER	OTHER:			5. REPORTING YEAR
6. POINT OF CONTACT				
a. NAME *(Last, First, Middle Initial)*		b. COMMERCIAL TELEPHONE NUMBER *(Include area code)*		c. DSN TELEPHONE NUMBER
7. CLEMENCY/PAROLE				
a. FROM *(YYYYMMDD)*	b. TO *(YYYYMMDD)*	CONSIDERED (1)	APPROVED (2)	
c. CLEMENCY				
(1) REMISSION				
(2) UPGRADE DISCHARGE				
(3) REDUCTION TO LENGTH OF CONFINEMENT				
(4) REDUCTION TO FINES OR FORFEITURES				
d. RESTORATION/RETURN TO DUTY				
e. PAROLE				
f. PAROLE APPEALS				
g. PAROLE REVOCATIONS				

S A M P L E

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E26. ENCLOSURE 26

ABATEMENT OF CONFINEMENT PROCEDURES

E26.1. GOOD CONDUCT TIME

E26.1.1. Good conduct time shall be accorded each prisoner serving a sentence(s) imposed by a court-martial or other military tribunal for a definite term or terms of confinement. It shall not be given to prisoners who have a life sentence. Good conduct time shall be credited monthly with a deduction from the term of sentence(s) beginning with the day that the sentence begins. Good conduct time shall be credited at the rates described below:

E26.1.1.1. Five days for each month of the sentence, if the sentence is less than 1 year.

E26.1.1.2. Six days for each month of the sentence, if the sentence is at least 1 year, but less than 3 years.

E26.1.1.3. Seven days for each month of the sentence, if the sentence is at least 3 years, but less than 5 years.

E26.1.1.4. Eight days for each month of the sentence, if the sentence is at least 5 years, but less than 10 years.

E26.1.1.5. Ten days for each month of the sentence, if the sentence is 10 years, or more.

E26.1.2. The Military Services may elect to calculate an anticipated release date at the beginning of a prisoner's sentence to confinement based on the regular good conduct time that could be earned for the entire period of the sentence.

E26.1.3. A parole or probation violator, on return to confinement, shall earn good conduct time at the rate applicable to the sentence in effect at the time of violation of parole or probation.

E26.2. EARNED TIME (ET) ABATEMENT

E26.2.1. Prisoners with adjudged sentences to confinement may be allowed an additional reduction of their sentences for sustained exemplary effort in the areas of work, education, conduct, or other activity specifically authorized by the Secretary of the

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Military Department concerned. Pretrial detainees, maximum custody prisoners, and prisoners sentenced to death are not eligible for ET Abatement.

E26.2.2. Earned Time Detail (ETD)

E26.2.2.1. Prisoners may receive ET abatement by working in an ETD. The prisoner must be continuously employed and receive at least an above average rating on the weekly DD Form 2712 (enclosure 12) to be eligible for ET.

E26.2.2.2. Facility commanders are authorized to designate work that qualifies for an ETD. Reception and orientation processing work qualifies as an ETD.

E26.2.2.3. Prisoners must work a minimum of 40 hours each week to receive ETD abatement unless the ETD supervisor determines that failure to complete 40 hours was due to factors outside the control of the prisoner, such as weather, sickness, or official holidays. Prisoners may be assigned to more than one ETD to complete a 40-hour work week.

E26.2.2.4. Facilities shall maintain a list of job titles, duties, and manning levels for all ETD positions.

E26.3. EARNED TIME PROGRAMS (ETP)

E26.3.1. Prisoners may receive ET abatement by participating in Service-mandated programs or programs approved by the facility commander. Earned Time Programs should be primarily designed to address problems associated with a prisoner's criminal activity or behavior. Prisoners must be working in an ETD to be eligible to earn additional credit for ETP participation. Credit for participation in ETPs may not exceed 8 hours each week.

E26.3.2. Prisoners may be awarded ET abatement for extraordinary achievements. Participation in ETD is not required.

E26.4. ADVANCED EDUCATION PROGRAM (AEP)

E26.4.1. Prisoners who work toward obtaining an Associates, Bachelors, or Masters degree may earn ET abatement. Participation in GED, DANTES, and military education and degree programs at Government expense do not qualify for AEP credit.

E26.4.2. Prisoners must be working in an ETD to earn credit for participation in AEP. Time spent obtaining the degree, however, must be performed outside the normal ETD work week.

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E26.4.3. EAP credit may be awarded only if at least two-thirds of the course work was completed while in military confinement by correspondence or through in-house attendance. Prisoners must request AEP credit, in writing, through the chain of command, within a reasonable time following receipt of the degree documentation.

E26.5. ET ABATEMENT RATES

E26.5.1. ET abatement days may be awarded at the following rates:

E26.5.1.1. During the first year of confinement, up to 3 days each month.

E26.5.1.2. After the first year of confinement, up to 5 days each month.

E26.5.2. Facility commanders or designees shall approve the amount of ET to be awarded. Facility commanders may require recommendations from staff or a board review before approving or denying ET.

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E27. ENCLOSURE 27

LISTING OF OFFENSES REQUIRING SEX OFFENDER PROCESSING

Convictions of any of the following offenses punishable under the Uniform Code of Military Justice shall trigger requirements to notify State and local law enforcement agencies and to provide information to inmates concerning sex offender registration requirements.

UCMJ Article	DIBRS Code	Offense
120	120A	Rape
120	120B1/2	Carnal Knowledge
125	125A	Forcible Sodomy
125	125B1/2	Sodomy of a Minor
133	133D	Conduct Unbecoming an Officer (involving any sexually violent offense or a criminal offense of a sexual nature against a Minor or kidnapping of a Minor)
	134-B6	Prostitution Involving a Minor
134	134-C1	Indecent Assault
134	134-C4	Assault with Intent to Commit Rape
134	134-C6	Assault with Intent to Commit Sodomy
134	134-R1	Indecent Act with a Minor
134	134-R3	Indecent Language to a Minor
134	134-S1	Kidnapping of a Minor (by a person not parent)
134	134-Z	Pornography Involving a Minor
134	134-Z	Conduct Prejudicial to Good Order and Discipline (involving any sexually violent offense or a criminal offense of a sexual nature against a Minor or kidnapping of a Minor)
134	134-Y2	Assimilative Crime Conviction (of a sexually violent offense or a criminal offense of a sexual nature against a Minor or kidnapping of a Minor)
80		Attempt (to commit any of the foregoing)
81		Conspiracy (to commit any of the foregoing)
82	082-A	Solicitation (to commit any of the foregoing)

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E28. *ENCLOSURE 28*

DD FORM 2791

NOTICE OF RELEASE/ACKNOWLEDGEMENT OF CONVICTED SEX OFFENDER REGISTRATION REQUIREMENTS

1. TO		STATE LAW ENFORCEMENT		LOCAL LAW ENFORCEMENT		STATE SEX OFFENDER REGISTRATION OFFICIAL

a. ADDRESS *(Include ZIP Code)*	b. DATE *(YYYYMMDD)*

Pursuant to 10 U.S.C. 951 (Note) and DODI 1325.7, paragraph 6.18.5, the Department of Defense is notifying your office of the release of an offender who, based on available information, was convicted of a sex offense or a crime against a victim who was a minor. The offender is subject to sex offender registration under Federal law. For additional information, please contact the point of contact with facility of release who is identified below.

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. 951 (Note); DODI 1325.7, paragraph 6.18.5; and E.O. 9397.
PRINCIPAL PURPOSE(S): To notify an offender of the requirement to register upon release from confinement or military service with the state authorities as a sex offender, to record the offender's acknowledgement of receiving notice of and information pertaining to the requirement, and to obtain an offender's expected place of residence following release.
ROUTINE USE(S): To State and local law enforcement authorities for purposes of notification that a sex offender will be residing in a local community and to State or local officials for purposes of registering the individual as a sex offender.
DISCLOSURE: Voluntary; however, failure to provide an expected place of residency may result in denial of your request for parole or delay your release from confinement or military service.

2. NAME OF OFFENDER *(Last, First, Middle Initial)*	3. DATE OF BIRTH *(YYYYMMDD)*	4. SOCIAL SECURITY NUMBER

5. CURRENT AND PRIOR CRIMINAL HISTORY OF SEXUAL OFFENSE(S)

a. SPECIFIC OFFENSE TITLE AND DESCRIPTION *(5 words or more)*	b. DATE OF CONVICTION *(YYYYMMDD)*	c. PLACE OF CONVICTION

6. FINAL RELEASE DATE *(YYYYMMDD)*	7. RELEASE CONDITIONS OR RESTRICTIONS

8. OFFENDER'S ACKNOWLEDGEMENT OF SEX OFFENDER REGISTRATION REQUIREMENTS

I, _____ *(Full Name - Last, First, Middle)*, _____ *(Rank)*, _____ *(Service)*, _____ *(Social Security Number)*, was convicted and sentenced for the commission of ☐ a sexual offense ☐ sexual offenses ☐ an offense involving a _____ year old minor.

I have been informed that I will be released from confinement or military service on or about: _____ *(YYYYMMDD)*.

I certify that upon release from confinement or military service I will reside at the following address:

_____ *(Initial)* _____
(Street, Apartment Number, City, State and ZIP Code)

I hereby acknowledge that I was informed that upon my release from confinement or military service, I am subject to registration requirements as a sex offender in any State or U.S. territory in which I will reside, be employed, carry on a vocation, or be a student. I was further informed that the chief local law enforcement officer of the jurisdiction in which I will reside upon release from confinement or military service is being provided written notice of the date of my release from confinement or military service, the offense(s) of which I was convicted, and that I am subject to a registration requirement as a sex offender. This notice will also be submitted to state law enforcement and sex offender officials. I understand that I must contact the office that follows, to ensure that sex offender registration requirements are met: _____ *(Initial)*

_____
(Organization, Address (Include ZIP Code), and Telephone Number)

I acknowledge that I was informed that every change in my address must be reported in the manner provided by State law. I also acknowledge being informed that if I move to another state, I must report the change of address to the responsible agency in the state I am leaving, and comply with the registration requirements in the new state of residence. I understand that the failure to register may constitute grounds to revoke parole. Finally, I understand that if I fail to register and/or change or update such registration information as required under a State sex offender registration program, I may be subject to criminal prosecution.

Signed on this _____ day of _____, _____.

WITNESS: *(Signed Name)* _____ **OFFENDER:** *(Signed Name)* _____
(Printed Name) _____ *(Printed Name)* _____

9. CONFINEMENT FACILITY OR COMMAND RELEASING OFFENDER

a. NAME OF FACILITY OR COMMAND	b. ADDRESS *(Include ZIP Code)*

10. CONFINEMENT FACILITY OR COMMAND POINT OF CONTACT

a. NAME *(Last, First, Middle Initial)*	b. ADDRESS *(Include ZIP Code)*	c. TELEPHONE NUMBER *(Include Area Code)*

11. CONFINEMENT FACILITY COMMANDER OR COMMANDER RELEASING OFFENDER

a. TYPED NAME *(Last, First, Middle Initial)*	b. SIGNATURE	c. DATE SIGNED *(YYYYMMDD)*

In the event you are not the law enforcement agency with jurisdiction authority consistent with the offender's release address, please forward these documents to the appropriate authority.

DD FORM 2791, APR 2003 REPLACES PREVIOUS EDITION AND DD FORM 2791-1, WHICH ARE OBSOLETE.

SAMPLE

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PRISONER'S ACKNOWLEDGEMENT OF SEX OFFENDER REGISTRATION REQUIREMENTS

PRIVACY ACT STATEMENT

AUTHORITY: Public Law 105-119, section 115(a)(8); 10 U.S.C. 951 (Note).

PRINCIPAL PURPOSE(S): To notify an offender of the requirement to register upon release from confinement with state authorities as a sex offender and to record the inmate's acknowledgment of receiving notice of and information pertaining to the requirement. To obtain an offender's expected place of residence following release.

ROUTINE USE(S): To State and local law enforcement authorities for purposes of notification that a sex offender will be residing in a local community and to State or local officials for purposes of registering the individual as a sex offender.

DISCLOSURE: Voluntary. Failure to provide an expected place of residence may result in denial of your request for parole or delay your release from confinement.

SAMPLE

I, _____ (Full Name - Last, First, Middle), _____ (Rank), _____ (Service), _____ (Social Security Number),

was convicted and sentenced for the commission of ☐ a sexual offense ☐ sexual offenses ☐ an offense involving a minor.

I have been informed that I will be released from confinement on or about: _____ (YYYYMMDD).

I certify that upon release from confinement I will reside at the following address:

_____ (Street, Apartment Number)

_____ (City, State, and ZIP Code)

I hereby acknowledge that I was informed that upon my release from confinement, I am subject to registration requirements as a sex offender in any State or U.S. territory in which I will reside, be employed, carry on a vocation, or be a student. I was further informed that the chief local law enforcement officer of the jurisdiction in which I will reside upon release from confinement is being provided written notice of the date of my release from confinement, the offense(s) of which I was convicted, and that I am subject to a registration requirement as a sex offender. A similar notice will also be submitted to state law enforcement and sex offender officials. I understand that I must contact the office that follows, to ensure that sex offender registration requirements are met:

_____ (Organization)

_____ (Address)

_____ (City, State, and ZIP Code) _____ (Telephone Number)

I acknowledge that I was informed that every change in my address must be reported in the manner provided by State law. I also acknowledge being informed that if I move to another state, I must report the change of address to the responsible agency in the state I am leaving, and comply with the registration requirements in the new state of residence. I understand that the failure to register may constitute grounds to revoke parole.

Finally, I understand that if I fail to register and/or change or update such registration information as required under a State sex offender registration program, I may be subject to criminal prosecution.

Signed on this _____ day of _____, _____.

WITNESS: _____ (Signed Name)

_____ (Printed Name)

_____ (Rank) _____ (Service)

PRISONER: _____ (Signed Name)

_____ (Printed Name)

_____ (Rank) _____ (Service)

DD FORM 2791-1, NOV 1999