

Headquarters, Department of the Army  
Army Corrections Command  
150 Army Pentagon  
Washington, DC 20310-0150  
*27 May 2010*

STANDING OPERATING PROCEDURES (SOP) #1  
FOR THE  
ARMY CORRECTIONS COMMAND  
ORGANIZATION & ADMINISTRATIVE FUNCTIONS AND  
RESPONSIBILITIES

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Corrections Command (ACC) Standing Operating Procedures #1:  
Organization & Administrative Functions and Responsibilities

1. Purpose. To establish policies and procedures for the organization & administrative functions and responsibilities of Headquarters, Army Corrections Command (ACC).

2. References.

a. Department of Defense Instruction (DoDI) 1325.7, Administration of Military Correctional Facilities and Clemency and Parole Authority

b. AR 190-47, The United States Army Corrections System

c. AR 190-55, U.S. Army Corrections System: Procedures for Military Executions

d. AR 633-30, Military Sentences to Confinement

e. American Correctional Association (ACA) Standards for Administration of Correctional Agencies, 2<sup>nd</sup> Edition and 2008 Standards Supplement

f. Department of the Army General Order 2008-05, Establishment of the United States Army Corrections Command

g. Army Corrections Command Strategic Objectives, Corrections Philosophy, and Goals (Annex C)

h. Army Corrections Command Standing Operating Procedures #2: Training

i. Army Corrections Command Standing Operating Procedures #3: Contracting

j. Army Corrections Command Standing Operating Procedures #4: Transfers to the Federal Bureau of Prisons

k. Army Corrections Command Standing Operating Procedures #5: Purchases of Supplies and Equipment (IMPAC Card)

l. Army Corrections Command Standing Operating Procedures #6: SMARTRIP Card Distribution and Accountability

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m. Army Corrections Command Standing Operating Procedures #7: New Hire Inprocessing

n. Army Corrections Command Standing Operating Procedures #8: Requesting the Purchase of Supplies and Equipment for USARCF-Korea

o. Army Corrections Command Standing Operating Procedures #9: Prisoners' Personal Deposit Fund (PDF)

3. Applicability. These policies and procedures apply to all employees who work in Headquarters, Army Corrections Command (ACC) and to all Soldiers and Sister Service personnel and Department of the Army civilian employees, or organizations assigned to or under the administrative control of ACC, and persons conducting business with or providing service to the Command, and to all offenders under the jurisdiction of ACC. This document will be made available on the OPMG/ACC website for all command personnel and can be made available to the public upon request. (2-CO-1A-16)

4. Definitions. See Annex A.

5. Policies.

a. The mission of ACC is to exercise command and control and operational oversight for policy, programming, resourcing, and support of Army Corrections System facilities and TDA elements worldwide. On order, ACC coordinates the execution of condemned military prisoners (references 2b and 2c, above). ACC strategic objectives:

(1) Provide a safe environment for the retributive incarceration of offenders

(2) Protect our communities by incarcerating offenders

(3) Deter those who might fail to adhere to the law or rules of discipline

(4) Provide rehabilitation services to prepare prisoners for release as citizens or for return to duty with the prospect of being productive Soldiers/citizens

(5) Support combatant commanders by developing well-trained I/R battalions, companies, and Soldiers who combine their experience in corrections with sound war-fighting skills to conduct successful detainee operations

b. Selection of ACC Commander. Because the ACC Commander is dual-hatted as the Deputy Provost Marshal General, the ACC Commander is appointed to this key billet by the Provost Marshal General from among the available, qualified Military Police Colonels. Department of the Army Pamphlet 600-3, Commissioned Officer Professional Development and Career Management defines "key billets" and outlines the minimum

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educational, experiential, and professional development assignments a serving Military Police Colonel will complete during the 20+ years prior to assignment as the ACC Commander. At a minimum, the ACC Commander will have a baccalaureate degree, five years of administrative experience, and the demonstrated leadership and ability to successfully lead the ACC in support of Army Corrections System operations worldwide. (2-CO-1A-11)

c. Mandatory training. All ACC units will conduct mandatory training in accordance with Army Regulation 350-1, applicable American Correctional Association (ACA) accreditation standards, and training guidance provided by ACC. The training year, for ACA accreditation audit purposes, will coincide with the DoD Fiscal Year (1 OCT 09 – 30 SEP 10).

d. Human Resources:

(1) It is the policy of ACC that the command will be appropriately staffed with the right mix of personnel (civilian and military) that possess the qualifications and skills relevant to the needs of the organization. This will involve employing personnel, assigning work, developing career opportunities and skills (i.e., in-service training, promoting, reassigning); maintaining and compensating their services and addressing benefits (i.e., salaries, insurance, retirement); and overseeing management, labor and employee relation issues (i.e., leave, work hours, performance evaluations, awards, resignations, terminations and discipline actions). (2-CO-1C-01; 2-CO-1C-03; 2-CO-1C-04)

(2) Position descriptions review will be conducted and updated by immediate supervisors when duties significantly change and/or warrant a review for classification accuracy or changes in performance objectives/plans, at least on an annual basis when performance evaluations are conducted. If no significant changes have occurred, position description of record will remain in place. (2-CO-1C-08)

(3) It is the policy of the ACC to ensure that every employee receives at least annually, a written performance review, based on defined criteria and reviewed and discussed with the employee. The timeframe will depend on the type of evaluation system the employee is currently under, i.e., The Army Performance Evaluation System, National Security Personnel System, Officer Evaluation Report, Non-commissioned Officer Evaluation Report, or Non-Appropriated Fund Employee Performance Rating. (2-CO-1C-21).

(4) It is the policy of ACC to ensure that all subordinate ACS facilities are supported to ensure that manpower and force structure requirements are coordinated on an annual basis as published by the Command Plan Guidance. (2-CO-1C-06).

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(5) In accordance with Army policy, the command will support equal opportunity and fair treatment for all military and civilian personnel without regard to race, color, religion, gender and/or national origin. (2-CO-1C-01; 2-CO-1C-09).

(6) Policy Letter #17 – Standards of Conduct – outlines conduct for any staff member that may find themselves in a hostage situation. (2-CO-1C-01)

(7) The Command supports health and physical fitness programs for military and civilian personnel in order to enhance performance, minimize absenteeism and other health related problems, and strengthen the ability to recruit and retain qualified staff. (2-CO-1C-01).

(8) ACC military and civilian personnel, acting in their official capacity, may not engage in activities that will associate DOD with any partisan political campaign or election, candidate, cause or issue. (2-CO-1A-29).

(9) It is the policy of DOD, DA and ACC that all civilian employees will be entitled to present disputes and have them considered fairly, expeditiously, impartially and resolved as quickly as possible IAW DOD 1400.25-M, Subchapter 771, Administrative Grievance System. Employees are entitled to present grievances without restraint, interference, coercion, discrimination or reprisal. (2-CO-1C-02, 2-CO-1C-03).

(10) The Command will adhere to all local policies established by servicing CPAC and Security Offices for civilian personnel in support of securing an investigation by Office of Personnel Management upon first appointment to the civil service system. These investigations will also determine suitability for employment and special clearances required for positions designated as Secret or Top Secret. (2-CO-1C-18).

(11) Salary levels and benefits for military personnel are IAW statutory laws. Salary levels for civilian personnel are directed by OPM and DOD IAW the title, series and grade of each individual position. Title, series and grade/pay band will be determined by the Delegated Classification Authority and configured based on statutory pay charts. Employee benefits, (i.e. health and life insurance, Thrift Savings Plan, Flexible Spending Accounts) are available to all employees and administered by the Army Benefits Center. All permanent employees are eligible for retirement IAW 5 U.S.C. Chapter 83 and is administered by OPM. (2-CO-1C-22).

(12) Official Personnel Folders (OPFs) are maintained by the servicing Civilian Personnel Advisory Center (CPAC) region and/or servicing military processing center. Commanders/supervisors may maintain an internal working file of pertinent work-related documents in the capacity as a supervisor (i.e., position descriptions, time and attendance, medical documentation, notification of personnel actions, military orders). Any medical documentation that is maintained will be stored and secured in a separate

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file to ensure protection in accordance with the Privacy Act. The files must be maintained and protected IAW the Privacy Act. (2-CO-1C-01; 2-CO-1C-23).

(13) All civilian employees will serve a one year probationary period in order to determine suitability for employment within the command. In addition, Department of the Army requires that employees newly appointed to supervisory positions after initial appointment will serve one additional probation year unless first appointments run concurrently. (2-CO-1C-15)

(14) Title 5, U.S. Code provides authority concerning the ability to hire temporary employees without competition during an emergency situation and the Command will adhere to the law, as described. The magnitude of the emergency is comparable to the authorities granted under a national emergency for up to one year. A contract may be entered into with a private sector temporary agency in support of a critical need for brief or intermittent time. (2-CO-1C-16)

(15) Managers and supervisors are encouraged to establish developmental positions in a manner that allows for career progression within the organization by hiring at a lower level and promoting employees to the full performance level when completion of performance, qualifications, time in grade, specialized experience and training requirements have been met. Any position may be constructed as developmental with the discretion of management and if mission accomplishment will not be jeopardized during the developmental period. (2-CO-1C-14)

(16) ACC Commander will delegate authorities in accordance with Army and Administrative Assistant to the Secretary of the Army delegations to the lowest practical level while ensuring fair and consistent application through the command. It will be the Commander's determination when the authorities may be further delegated below the facilities commanders. (2-CO-1A-18)

(17) The Command will consider and implement reasonable accommodations, whenever possible and consistent with mission requirements, for persons with qualified disabilities. (2-CO-1C-09-1)

(18) Army Corrections Command will not prohibit ex-offenders from applying for positions. All selectees must be deemed qualified and suitable for employment in accordance with Title 5, Part 731, Suitability. If employee is qualified, but determined not to meet Suitability, a firm offer of employment will not be provided. (2-CO-1C-10)

(19) Qualifications of all civilian personnel are determined and implemented IAW Statutory laws and regulations as provided by Office of Personnel Management, Department of Defense and Department of Army. These directives take into consideration the requirement that education, experience or a combination of both are

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the factors that will be utilized to determine initial qualifications and specialized experience is used for determining best qualified candidates. (2-CO-1C-07)

(20) In accordance with Executive Order 12564, September 15, 1986, the Command will be a drug free Federal workplace; use or possession of illegal drugs is prohibited. Counseling, referral and treatment programs are made available to all civilian employees and Soldiers. All Soldiers are required to submit to drug testing IAW AR 600-85, Army Substance Abuse Program. Civilian employees occupying testing designated positions (TDPs) will be required to participate in the drug testing program for pre-employment screening and random testing. Violations of this policy will be addressed on an individual basis using the Table of Penalties for civilian employees or the Uniform Code of Military Justice for Soldiers. (2-CO-1C-20)

(21) Requirements for a pre-employment and annual medical evaluation will be identified for all Law Enforcement Officer Special Retirement approved positions in the Primary/Rigorous Category. Management of each facility will develop specific medical and physical requirements commensurate with position that is occupied. Management will adhere to any all negotiated agreements pertaining to medical evaluations. Soldiers must meet physical requirements as outlined in AR 40-501. (2-CO-1C-19)

(22) All Managers and supervisors will adhere to Merit System Principles and Prohibited Personnel Practices outlined in Title 5, U.S.C. when making personnel management decisions. (2-CO-1C-13)

(23) It is the policy of ACC that the command will adhere to appropriate insurance coverage for civilian and military personnel in the following areas; Workers Compensation IAW 20 CFR Parts 1-25 and DODI 1400.25-V810. Civil Liability Insurance IAW Public Law 104-208 and Section 636 of the Treasury, Postal Service, and General Government Appropriations Act for Fiscal Year 1997; Insurance of Volunteers IAW 5 CFR Part 308; Liability and Insurance for use of Official Vehicles IAW AR 58-1; Tort Claims Liability for Government employees IAW Title 28 USC, Chapter 171 and Professional Liability Insurance IAW OSD Memo, Professional Liability Insurance. (2-CO-1B-11)

(24) It is command policy that all employees will be allowed to work in an environment free from unsolicited or unwelcome sexual overtures. (2-CO-1C-11)

(25) It is command policy that all ACC organizations and ACS facilities will be afforded opportunities to seek counseling and referral by the local installation Employee Assistance Program. The scope of programs may vary at each installation. The goal of local programs is to bring together a variety of personal services designed to address personal finance, emotional and psychological issues and substance abuse awareness and treatment. (2-CO-1C-25).

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e. Logistics:

(1) All subordinate ACS facilities have the authority to purchase items in accordance with Department of the Army regulations and local contracting procedures. Each facility will establish individual processes through Standard Operating Procedures to ensure compliance. Purchase requirements over the IMPAC threshold will be addressed through contracting processes or the use of military interdepartmental purchase requests (MIPR) or Voucher and Schedule of Withdrawals and Credits (SF-1081). (2-CO-1B-09 and 2-CO-1B-10).

(2) A Management Control Program will be established in accordance with the Accounting and Auditing Procedures Act of 1950 as amended by the Federal Managers Financial Integrity Act of 1982. This program establishes internal controls to ensure obligations and costs are in compliance with applicable laws. (2-CO-1B-05)

(3) All Commanders within ACC are required to develop a supply program that will ensure there is 100% accountability of property on an annual basis. (2-CO-1B-08)

(4) It is the policy of the Command that Secretary of the Army directives for contract approvals are adhered to and comply with supplemental procedures and guidance provided by the command level. Contracts up to \$100,000 will be reviewed and approved by the ACC Commander. Contracts exceeding \$100,000 require review and approval by the Provost Marshal General. Upon approval and execution of a contract, to ensure that the contractors are accountable to the organization, the Command will adhere to the terms of the Performance Work Statement and ensure that appropriate quality assurance/ evaluation methods are conducted during the contract period. During this period, the Command representative will meet with all contractors at least annually to ensure that the services meet the standards set forth in the contract and they align to the mission. (2-CO-1B-10; 2-CO-1C-17)

(5) Policy Letter #12, Property Accountability and Required Inventories, outlines annual and monthly requirements designed to ensure 100% property accountability. (2-CO-1B-08)

f. Safety

(1) It is ACC Headquarters policy that all ACC Headquarters personnel will comply with the fire safety practices; flammable, toxic, and caustic material use and storage; emergency power and communications; emergency plans specified in the Hoffmann Building Occupant Emergency Plan command policy. (2-CO-3B-01).

(2) The command policy for safety will be implemented IAW Army Safety Program, AR 385-10. All Soldiers and Army civilians will comply with the Army Safety



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Program and are responsible for reporting accidents, near misses and hazards in the workplace to immediately after occurrence but no later than the next duty day to their supervisor or ACC leadership so that appropriate review and action can take place. (2-CO-1C-05)

g. ACC Policy Letter #18, Processing Requests and Inquiries for Information governs access to information in case records. AR 25-55, The Department of the Army Freedom of Information Act Program, and AR 340-21, The Army Privacy Program, provide additional policy guidance. (2-CO-1E-06)

h. Resource Management:

(1)The Command's fiscal management program will adhere to planning, programming and execution systems developed by the Department of Defense (DOD) and Department of the Army (DA) as outlined in AR 1-1, Planning, Programming, Budgeting and Execution System (PPBES) and any supplemental guidance provided by the Operating Agency (Resource Services-Washington) and the Provost Marshal General (PMG) Resource Management Office. The Commander will monitor and review the expenditure of funds during periodic command reviews and PMG Program Budget Advisory Council (PBAC) meetings. As each event occurs during the budget cycle, guidance will be made available to the Command for collection and submission of data to the Operating Agency. Continual fiscal assessments will occur to determine impact when funding levels are adjusted and/or changes in mission requirements. Funds will be distributed in a timely manner and based on yearly Spend Plans. Transactions will be reconciled daily and reviewed to prohibit potential ADA violations. End of year funding obligation rate will be 99%. (2-CO-1B-01; 1-CO-1B-03; 1-CO-1B-04).

(2) Each facility will establish procedures for the collection, maintenance and safeguarding of all cash collections. All cash collected for services provided at the facilities will be securely stored in a designated container with an appropriate locking mechanism. Cash will be secured until deposited into a non-interest bearing bank account. (2-CO-1B-05; 2-CO-1B-06)

(3) A uniform system will be established and followed by all facilities for Health and Comfort (H&C) items and for the Personal Deposit Funds (PDF) of prisoners. Funds will be held in trust and disbursed by each facility, as appropriate. All accounts established will be with local banks and be non-interest bearing. In the absence of bonding requirements, ACC will utilize the authority of Commanders to appoint fund custodian(s). The delegation will be in writing and will bestow the responsibility, accountability, and issuance of and control of checks and vouchers for all accounts established for and by prisoners. An independent audit will be conducted on an annual basis during Headquarters Technical Assistance Visits. The final status report/closeout audit reflecting facility expenditures for health and comfort items will be documented in

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an end of year annual financial report (2-CO-1B-05; 2-CO-1B-12; 2-CO-1B-13; 2-CO-1B-14)

(4) The Department of Defense and Department of the Army directs that the Command Budget Obligation Review and Reconciliation be conducted on an annual basis for compliance in accordance with DFAS-Indianapolis Regulation 37-1. (2-CO-1B-07)

i. Control and Privacy of Information and Case Materials. It is ACC's policy that the security of the information and data collection system, including verification, access to data, and the protection of the privacy of offenders and staff is IAW AR 340-21, The Army Privacy Program and AR 25-55, The Department of the Army Freedom of Information Act Program. (2-CO-1F-06, 2-CO-1E-01)

j. It is ACS policy, per AR 190-47, that The Judge Advocate General (TJAG) will provide advice on legal issues concerning confinement and corrections. (2-CO-1A-28)

k. Security and Control. It is the policy of ACC and AR 190-47 that institutional operations will establish a combination of supervision, inspection, and accountability on the use of weapons and force to promote safe and orderly operations. Facility commanders will be directly responsible for the oversight of all institutional operations, and will develop procedures for security and control that include (2-CO-3A-01):

- (1) Security
- (2) Correctional officer assignments
- (3) Patrol and inspection
- (4) Use of restraints
- (5) Security equipment
- (6) Control Center operations
- (7) Permanent log maintenance
- (8) Count procedures
- (9) Contraband control
- (10) Use of force

(11) Searches and Inspections. Commanders will establish procedures for conducting searches and inspections of facilities, staff members, and prisoners. The procedures are to determine and ensure the security and good order and discipline of ACS facilities and to locate and control contraband and provide for its disposition. (2-CO-3C-01)

l. Transfer of Prisoner Supervision. Military prisoners may be temporarily released to civilian authorities for legal hearings/trials, etc.; however, the prisoners must be returned to military control upon completion of the legal hearing/trial, etc. The exception is if the Interstate Agreement or Detainers Act (IADA) is specifically invoked in the request. (2-CO-4B-02).

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m. Prisoner Correctional Treatment Files (CTF) will be reviewed at least annually to ensure that they are current and accurate. An updated Commander's assessment/case summary will accompany any prisoner transferred from an ACS facility. A summary, copy, or the prisoner's original medical records will accompany the prisoner being transferred. CTFs/case files will normally be transferred simultaneously with the prisoner, but in all cases will be transferred to the gaining facility within 72 hours. (2-CO-1E-04), (2-CO-1E-09)

n. It is the policy of ACC to ensure that all subordinate ACS facilities comply with applicable regulations and standards per AR 190-47, The Army Corrections System and AR 40-5, Preventive Medicine concerning accepted preventive medicine health services. The standards will include at a minimum: sanitation inspections, water testing, waste disposal, housekeeping, clothing and bedding supplies, bathing and personal hygiene, and hair care services. (2-CO-4D-01) Facility Commanders will ensure the installation medical activity inspects health services and sanitation monthly. Verification of accepted preventive medicine health services inspections will be reviewed annually and inspected during the conduct of Technical Assistance Visits.

o. It is the policy of ACC to ensure that all ACS Facility Commanders adhere to requirements and procedures prescribed in AR 190-47, The Army Corrections System, Army Food Program regulations and Technical Bulletin, Medical 530 to assure the facility is compliant with Army Food Service requirements. The Facility Commander will make certain that a qualified nutritionist or dietician ensures meals meet the nationally recommended allowances for basic nutrition, established health, sanitation and safety standards and reviews the institution's dietary allowances at least annually. Commanders ensure food service supervisory staff:

- (1) Verify adherence to the established basic daily servings
- (2) Conducts menu evaluations at least quarterly and ensure compliance with established food service management
- (3) Inspect meal service, and budgeting and purchasing.
- (4) Ensure the menu plan includes special diets as prescribed by appropriate authority. (2CO-4C-01)

p. ACC will participate in meetings and conferences with ACS facilities and other DoD organizations as scheduled or as needed. ACC will participate in the DoD Corrections Council meetings and shall provide update on the availability of services and programs, make recommendations on policies and procedures to promote uniformity, effectiveness, and efficiency in military correctional programs and correctional facility operations. (2-CO-1A-14)

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## 6. Organization of the ACC (2-CO-1A-13).

a. ACC Establishment. ACC was established by Headquarters, Department of the Army (HQDA) General Order 2008-05 (reference 2e).

b. ACC Organization. The ACC organizational charts (Headquarters and Command) are provided at Annex B. These documents are reviewed at least annually in December by the ACC staff, and updated if needed (2-CO-1A-12).

c. ACC Purpose. The ACC is established to standardize and eliminate command layers, and streamline corrections operations across the Army.

## 7. Responsibilities.

a. Commander, ACC. The ACC Commander is appointed by the Provost Marshal General in coordination with the Senior Leader Division, Human Resources Command, HQDA. The Provost Marshal General will review the personnel files of the qualified Military Police Colonels on active duty and select the best qualified officer to fill the ACC Commander position. The ACC Commander will meet the educational, experiential, and professional development assignments specified in DA PAM 600-3 that a serving Military Police Colonel will complete during the 20+ years prior to assignment as the ACC Commander. At a minimum, the ACC Commander will have a baccalaureate degree, five years of administrative experience, and the demonstrated leadership and ability to successfully lead the ACC in support of Army Corrections System operations worldwide. Ideally, the ACC Commander will have prior operational corrections experience. (2-CO-1A-11) The Commander is the single individual responsible for supervision of all Army Corrections System personnel, facilities, prisoners, resources, and correctional operations at Army Corrections Systems locations worldwide (2-CO-1A-10). The Commander is responsible for ensuring Agency planning including budget development (2-CO-1B-02), force structure, executions, facility construction and maintenance, and current and future corrections operations (2-CO-1A-08). The Commander is responsible for developing and maintaining operational policies, procedures, rules and regulations (AR190-47, AR190-55, and AR633-30) governing operations of the Army Corrections System to ensure compliance with law, DoD Policy guidance, and standardization across the system. These documents are reviewed at least annually in December by the ACC staff, and updated if needed. (2-CO-1A-05)(2-CO-1A-17). Ensures that all ACA accreditation documents are complete and accurate. The Commander is also responsible for:

(1) Executions of condemned Soldiers. The Commander will designate the Director of the HQDA Execution Management Coordination Team (EMCT) who will

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assume primary responsibility for planning, coordinating, and ensuring completion of executions.

(2) Conducting annual Technical Assistance Visits (TAV) and assisting with ACA audit preparation in support of all ACS facilities worldwide.

(3) Managing the victim/witness and sex offender registration programs.

(4) Managing corrections funding and resource distribution and the development of program objective memorandum (POM) requirements.

(5) Representing the Army at all DoD Corrections Council meetings and Army Corrections Council Meetings.

(6) Reviewing all ACC contracts affecting ACS facilities.

(7) Formulating ACC goals, establishing policies and priorities related to those goals, and translating the goals into measurable objectives. Developing, disseminating, and maintaining the operations manuals that include policies, procedures, orders, rules, and regulations (AR190-47, AR190-55, and AR633-30) of the ACS and make them available to all staff members. All policy, procedures, orders, rules once approved, will be electronically disseminated to each facility commander. A hard copy will be posted in the ACC library and the electrons will be saved on the shared J drive for ACC Headquarters Staff (2-CO-1A-05). These documents will be reviewed at least annually by the ACC Commander or designated representative and updated as required.

(8) Ensuring the operational execution of the Secretary of the Army's DoD Executive Agent responsibilities for long term, Level III prisoners (those sentenced to death or to confinement exceeding 5 years) including:

(a) Operate, fund, and staff facilities for the incarceration of all members of the Armed Forces who are Level III prisoners except those male prisoners transferred to the Federal Bureau of Prisons (FBOP) and female prisoners transferred to the Navy for incarceration at the Consolidated Brig - Miramar.

(b) Act as the single point of contact with the FBOP for all transfers of military prisoners in DoD custody to other Federal facilities.

(c) Provide a facility to carry out executions of military prisoners with approved sentences to death.

(9) Delegations. The Commander may delegate (in writing) specific responsibilities to subordinate ACC leaders and supporting Regional Directors in Korea and Germany. Delegations must be complete, consistent, timely and accurate conveying the information necessary for subordinates to understand and fulfill their delegated responsibilities. Delegations will normally be provided in writing via a memo signed by the Commander, but could be conveyed verbally in unusual, time constrained situations. In those situations, delegations will be put in writing as soon as practicable, after the fact (2-CO-1A-18).

(10) Provides guidance and resources to establish and maintain special services and programs for prisoners with specific types of problems (2C0-4B-04). Develop policy

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to prescribe that health care will be provided by qualified professionals to special needs prisoners, provide for Federal Transfer of those needing in-patient care and special quarters housing for those whose emotional state, adjustment to confinement, or mental or physical characteristics warrant such action.

b. Deputy Director. The Deputy will maintain operational oversight of ACS operations and provide technical advice and recommendations to the Commander, ACC, and ACS Facility Commanders, worldwide. The Deputy will directly supervise Headquarters operations via the Operations Division Chief, Resource Management Division Chief, and Administrative Support Specialist. Ensures that all ACA accreditation documents are complete and accurate. In addition, the Deputy will:

(1) Represent the Commander, ACC, as required. The Deputy Director answers exclusively to the Commander, ACC.

(2) Oversee and manage ACC Headquarters operations and personnel.

(3) Act as the Headquarters Department of the Army (HQDA) voting member/representative on the DoD Corrections Council, and the Army Corrections Council, when directed to do so.

(4) Perform duties as the Director of the HQDA, EMCT.

(5) Sign official responses to prisoner correspondence addressed to the Secretary of the Army, Provost Marshal General, and/or Commander, ACC.

(6) Serve as the NSPS sub-pay pool manager for ACC.

(7) Serve as the ACC representative/voting member on the USACIDC pay pool.

(8) Serve as the Provost Marshal General (PMG) initial denial authority for Freedom of Information Act (FOIA) requests and Access and Amendment Refusal Authority under the Privacy Act for corrections-related matters.

(9) Serve as the ACC Headquarters Public Affairs Officer. Responsible for managing public information IAW AR 25-55, The Department of the Army Freedom of Information Act Program.

c. ACC Command Sergeant Major (CSM). The CSM answers exclusively to the Commander, ACC and serves as the senior enlisted advisor on all matters pertaining to Soldiers and their families, military standards, and development of enlisted leaders. The CSM also provides guidance and recommendations for Army Corrections System operations with particular emphasis on individual training, enlisted personnel management, and conduct of the annual ACC Soldier/NCO of the Year competition, and the annual BG Thomas F. Barr Award board. The CSM will serve as the focal point for interaction with Human Resources Command for all enlisted assignment issues. Ensures that all ACA accreditation documents are complete and accurate.

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d. Operations Division Chief. The Operations Division Chief is responsible for maintaining oversight and synchronizing day-to-day Army Corrections System operations, ensuring the standards specified in references 2a-f are maintained, and conducting planning for future ACS and ACC correctional requirements. The Operations Division Chief directly supervises the Operations/Plans Officer, Operations NCO, Correctional Program Specialists, and contractors assigned to the Operations Division. He will maintain close working relationships with Sister Service Corrections Headquarters leaders and ensure compliance with all Memoranda of Agreement involving ACC personnel and operations. He will also serve as the ACC HQs primary POC with the Office of the Provost Marshal General (OPMG) Corrections and Internment Branch on detainee operations. Ensures that all ACA accreditation documents are complete and accurate.

e. Resource Management (RM) Division Chief. The RM Division Chief is responsible for maintaining oversight and synchronizing resource requirements across the command. Duties including the execution of current year funding, military and civilian personnel management functions, maintenance of ACC force structure, implementation of the ACC internal management controls program, development/forecasting of future manpower, funding (including POM), and equipment requirements. The RM Division Chief directly supervises both Budget Analysts, Human Resources Specialist, Management Analyst, and General Supply Specialist. Ensures that all ACA accreditation documents are complete and accurate.

f. Administrative Support Specialist. The Administrative Support Specialist is responsible for office administration including the preparation of and editing/reviewing official correspondence, tracking suspenses, processing awards, and assisting with the Automated Time and Attendance Production System. Resource management duties include managing the METRO smart cards including accountability, security, and reporting, tracking TDY expenditures and reimbursements, and serving as alternate supply cardholder. Systems operations duties including supporting the internal controls program, supporting ACC HQs accreditation by the American Correctional Association, and maintaining and filing official correspondence for the Headquarters. This employee will also serve as the backup Headquarters safety officer and assist with fire/safety responsibilities. Ensures that all ACA accreditation documents are complete and accurate.

g. Budget Analyst (Programming). Primary responsibility for the development of the command's program objective memorandum (POM) requirements. Assists with the management and distribution of current year allocated VJAL (corrections) funding, MTSA (training), and other mission funding provided to ACC, as required. Assists with the development of annual spend plans in concert with Resource Managers at all Army Corrections System facilities. Provides advice, guidance, and technical assistance to the command leadership and staff on the management of financial resources while ensuring budget and requirements planning and budget execution are completed on

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time and IAW law and higher level policy guidance. Ensures that all ACA accreditation documents are complete and accurate.

h. Budget Analyst (Execution). Manages and distributes current year allocated VJAL (corrections) funding, MTSA (training), and other mission funding provided to ACC. Develops annual spend plans in concert with Resource Managers at all Army Corrections System facilities. Assists with the development of the command's program objective memorandum (POM) requirements. Provides advice, guidance, and technical assistance to the command leadership and staff on the management of financial resources while ensuring budget and requirements planning and budget execution are completed on time and IAW law and higher level policy guidance. Ensures that all ACA accreditation documents are complete and accurate.

i. Human Resources Specialist. Provides advice and civilian personnel guidance to ACC leaders and subordinate elements on recruiting, promotions, and all other aspects of civilian personnel management. Serves as command focal point with staffs in HRMD/G1, CPAC/CHRA on civilian personnel matters. Ensures the appropriate transition of ACC civilian personnel at all locations impacted by BRAC. Ensures that all ACA accreditation documents are complete and accurate.

j. General Supply Specialist. Manages the command logistics program via close coordination with POCs at all ACS facilities. Monitors processes to ensure best practices are utilized to ensure inventories, property accountability, supply procedures, and documentation are completed in a timely manner as required by Army Regulation 710-2 and Army Regulation 190-47. Manages the command property book and ensures that property is safeguarded via appropriate system of hand receipts. Responsible for the development and implementation of the command supply discipline program. This employee will serve as the primary HQs safety officer and implement fire/safety processes and training for HQs personnel, and prepare and disseminate the Commander's safety messages across ACC. Ensures that all ACA accreditation documents are complete and accurate.

k. Management Analyst. Serves as the command force management advisor for development and maintenance of the command plan, supporting TDA documents, and concept plans. Represents ACC and OPMG during the Total Army Analysis process and interacts with key HQDA staff elements to ensure that ACC has the force structure required to execute correctional mission requirements. Manages HQs purchase card use, hiring actions for civilian recruitment, and contract reviews and approvals by the Provost Marshal General. Assists the Deputy Director with the conduct of the NSPS sub-pay pool and assists with NSPS implementation across the command. Established and maintains the command's internal controls program as the Internal Control Administrator. Ensures that all ACA accreditation documents are complete and accurate.



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l. Correctional Program Specialists. Develop and maintain Army Corrections Policy including AR190-47, AR190-55, AR633-30 and other ACC policy documents. Provide input to revisions of DoD corrections policy. Advise the Commander and Deputy Director on the standardization and implementation of corrections operations worldwide. Lead or support teams conducting annual Technical Assistance Visits and ACA Audits to evaluate compliance with DoD, Army, and nationally-recognized corrections standards. Conduct planning required for future corrections operations impacted by BRAC, changes in law (DNA, victim-witness, and sex offender registration programs), and requirements for future military construction projects. Manage the Army Corrections Information System and ACS participation in the Installation Status Reporting System. Ensures that all ACA accreditation documents are complete and accurate.

m. Operations/Plans officer. Develops and oversees implementation of plans governing Army Title X responsibilities for support to corrections and detainee operations. Supports SECARMY as DoD Executive Agent for long-term corrections and coordinates with interagency and other Services on correctional activities. Supervises the Operations NCO. Ensures that all ACA accreditation documents are complete and accurate.

n. Operations NCO. Develops, updates, and coordinates the conduct of a multitude of briefings and monthly teleconferences including quarterly training briefings, command briefings, and operational update briefings. Serves as the Editor of the quarterly ACC Newsletter. Primary Impact Card Holder for the headquarters and COMSEC NCO. Tracks WIAS taskings and updates the ACC long range and weekly training calendars. Ensures that all ACA accreditation documents are complete and accurate.

o. Correctional Analyst (Contractors X 2): Provide analytical corrections support to the Operations Division Chief for correctional operations, policy development, and other duties as assigned.

8. Procedures.

a. Administration

(1) Army Regulation 190-47, The Army Corrections System, and Army Regulation 190-55, U.S. Army Corrections System: Procedures for Military Executions, and Army Regulation 633-30, Military Sentences to Confinement.

(a) All three regulations will be reviewed annually in December, and revisions and updates will be completed as needed (2-CO-1A-16 and 2-CO-1A-17). The Operations Division Chief will coordinate the review. Staff are encouraged to submit

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recommendations for updates. Internal reviews will include the Deputy Director and legal office.

(b) Army Corrections System Facility leaders, the Army Clemency and Parole Board, Sister Service Corrections Headquarters leaders will be consulted when developing policies or procedures that directly affect their operation. The Headquarters Department of the Army accreditation manager at the Army Review Boards Agency must review all recommended changes.

(c) Interim changes and waivers can be completed at any time during the year as long as they have been approved by the Commander, ACC. All interim changes will be incorporated and published during the annual review. The Army's ACA accreditation manager will submit changes to applicable ACA standards.

(d) Interim changes will be made to the regulations whenever the applicable DoDI (reference 2a) is updated.

(e) Revisions to regulations will be staffed and published IAW Army guidance.

(f) AR 190-47, AR 190-55, and AR 633-30 are made available to prisoners, supervisees (parole/MSR), staff and the public through the Army Review Boards Agency web site, ACC web site and facility libraries. Copies will be provided upon request (2-CO-1A-16).

(g) IAW AR 190-47 Classification Plans, prisoner's correctional treatment files (CTF) will be reviewed during Initial, Unscheduled and Annual Classification/Disposition boards to ensure the information in the file is current and accurate. (2-CO-1E-09)

(2) Command Initiatives for Policy and Procedures Formulation and Coordination (2-CO-1A-15): ACC will maintain policies and procedures expressing agency philosophy, goals and operational procedures. These written policies and procedures shall be made available to all employees. Policies and procedures shall be monitored regularly and revised as necessary to ensure compliance with agency program goals. The following actions shall accomplish these goals.

(a) Policies and procedures will be reviewed annually in December and revisions and updates will be published as needed. The ACC Deputy Director will coordinate the review. Staff at the HQs and across the ACS will be encouraged to participate actively in policy and procedure development and to submit recommendations for updates.

(b) All internal reviews and change proposals will be staffed through the ACC Headquarters ACA Accreditation Manager.

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(c) ACC Headquarter staff will consult with appropriate Department of Defense and Department of the Army staff offices, and the leaders at ACC subordinate units, ACS Corrections System Facilities, Sister Service Corrections HQs, and the Army Clemency and Parole Board when developing/updating command policy and procedures, as appropriate.

(d) Normally coordination will include but not limited to, the following:

1. Office of the Secretary of Defense
2. Chief of Staff of the Army (G3/5/7)
3. Office of the Army General Counsel
4. Office of the Judge Advocate General (for legal review/opinion)
5. Contracting Center of Excellence
6. Office of the Army Surgeon General
7. Assistant Secretary of the Army (M&RA)
8. Office of the Chief of Public Affairs
9. Army Budget Office

(e) All draft policy and procedures shall be routed to the appropriate agency utilizing the appropriate routing document (Army Staffing Form, HQDA Form 5; Routing and Transmittal Slip, Optional Form 41; ACC Inter-Office Routing Sheet).

(f) The procedure for requesting legal assistance is an informal process. ACC Staff may contact assigned TJAG Staff at anytime via e-mail or telephone. (2-CO-1A-28)

b. Involvement with External Agencies. Army Corrections Command shall retain working partnerships with related government and community stakeholders. Staff shall also be encouraged to participate with and seek input from appropriate local and national associations. Methods that should be used to promote interagency cooperation include, but are not limited to, the following:

- (1) Coordinating and conducting joint training/conferences, as appropriate
- (2) Mutual sharing of information with other agencies on operations, programs or service issues
- (3) Cooperation with and/or participation in seminar opportunities, and other training events/exercises
- (4) Where appropriate, offering select internships or practicum programs in appropriate divisions of the agency

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(5) Cooperating with local criminal justice agencies by sharing information and coordinating efforts of mutual interest, particularly in the area of Emergency and Serious Incident Management

(6) Inviting members of faith-based organizations, and other appropriate installation and community providers and volunteers to participate in and/or offer appropriate institutional programming and services within the institution

(7) Involving citizens in volunteer programs, tours of institutions, etc.

c. Goals and Objectives. ACC has a written set of organizational goals and supporting measurable (where possible) objectives that are reviewed annually in December and updated (2-CO-1A-04, 2-CO-1A-06, 2-CO-1A-07, 2-CO-1A-21). The process is as follows:

(1) The Commander, ACC will approve the mission, corrections philosophy, goals and objectives. They will be published in Annex C of this SOP and on the ACC website (2-CO-1A-06).

(2) The Deputy Director will direct the review process of goals and objectives with input from the ACC Headquarters staff and ACS leaders, worldwide. ACC staff will provide input to the development of goals and objectives (2-CO-1A-07).

(3) Short and long range planning will be conducted on a decentralized basis throughout the year, but it will be reviewed and assessed during the following events: the ACA Summer and Winter Conferences in August/January every year; during quarterly training briefings normally completed by the ACC organizations in February, May, July, and November each year. Short and long-range plans and associated organizational goals and objectives will be reviewed to ensure they continue to satisfy all laws, regulatory requirements, established standards, and guidelines. They may also be reviewed throughout the year as conditions warrant. (2-CO-1A-09).

d. Meetings.

(1) Staff meetings (2-CO-1A-19). Open channels of communication must operate between all persons within ACC Headquarters. Effective verbal and written communications between staff members, and between staff members and supervisors shall promote a more efficient operation and a sharing of viewpoints. To enhance the communication process, ACC HQs will conduct monthly staff meetings.

(a) Attendees shall include all available ACC Headquarters staff members. The Deputy Director will publish an agenda and email it to all staff members prior to the meeting.

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(b) Each staff member shall present a brief verbal status report relative to their issues and actions, and describe any accomplishments or unusual problems occurring since the last meeting.

(c) The Administrative Support Specialist will prepare abbreviated minutes for each meeting which will be documented in a memo signed by the Deputy Director.

(d) ACC Headquarters will normally conduct monthly teleconferences with the leaders in Army Corrections System facilities worldwide. Those meetings are normally scheduled/conducted on the 2<sup>nd</sup> Tuesday of every month. The meetings are designed to serve as a recurring means of updating the field on resource management issues, operations plans, programs, services and program availability for the prisoner population, and corrections operations of interest. (2-CO-1A-14)

(e) The ACC shall host or participate in scheduled meetings with other DoD criminal justice agencies and representatives at least minimally as follows (2-CO-1A-14 and 2-CO-1A-15). Through these meetings and others, ACC participates directly in military criminal justice planning efforts, and directly in Army and federal criminal justice planning efforts:

1. DoD Corrections Council Meetings are normally conducted on a quarterly basis. The meetings are chaired by a representative from the Office of the Under Secretary of Defense, Personnel and Readiness and include representatives from all the Service Corrections HQs and Service Clemency and Parole offices. The ACC Deputy Director, the Chairman of the Army Clemency and Parole Board, and representatives from the Office of the Army Judge Advocate General routinely attend these meetings to address changes in DoD corrections policy and programs, conduct joint planning and agree on a means of implementing and evaluating such planning. These meetings can be conducted at scheduled ACA Summer and Winter Conferences or at other times as issues or need arises.

2. Execution Management Coordination Team (EMCT) Meetings. ACC hosts quarterly meetings of the EMCT to discuss and formulate corrections execution policy and planning. EMCT members include representatives from: ACC HQs and the United States Disciplinary Barracks, the Office of the Judge Advocate General (Criminal Law and Litigation Division), the Office of the Army General Counsel, the Office of Congressional and Legislative Liaison, the Office of the Army Surgeon General, the Office of the Chief of Public Affairs, the Armed Forces Medical Examiner, Assistant Secretary of the Army (Manpower and Reserve Affairs), and the Army's Contracting Center of Excellence.

3. U.S. Federal Bureau of Prisons (FBOP) meetings. ACC representatives meet with FBOP leaders on an as needed basis to coordinate joint training, review memoranda of agreement (MOA) governing transfers of DoD prisoners

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to FBOP facilities, and discuss corrections issues of mutual interest to both organizations.

e. Management Information Systems. The ACC uses the Army Corrections Information System (ACIS) modules of Centralized Operations Police Suite (COPS) to manage inmate information, daily facility blotters, and other reports. COPS/ACIS provides standard correctional and parole reports along with ad-hoc query capability. COPS and other ACC data bases can be used to retrieve information for both research and decision-making. ACIS serves as the master index for identifying all inmates under ACC jurisdiction (2-CO-1F-08).

(1) Consistent with confidentiality requirements, ACC collaborates with criminal justice and human service agencies in programs of information gathering, exchange and standardization, including national data collection efforts (PREA) (2-CO-1F-07). ACC submits an annual Historical Report using DD Form 2720.

(2) The ACC Operations Division Chief will ensure the ACC coordinates its information gathering activities with Army Corrections System Facilities and Parole Agencies and will share the results with criminal justice and human services agencies in accordance with the Freedom of Information Act and Privacy Act (2-CO-1F-06).

(3) ACC Facility Commanders provide quarterly measures of effectiveness reviews to the ACC Commander summarizing the characteristics, movement, and status of inmates under ACC's jurisdiction including treatment programs, disciplinary actions, and other relevant correctional information (2-CO-1F-05).

f. Research.

(1) Formal Research Programs

(a) ACC, because of its staff size, does not internally conduct formal research programs, but may employ contractors or consultants to conduct such activities (2-CO-1F-09 and 2-CO-1F-10).

(b) ACC encourages external organizations who wish to conduct major formal research studies on the military corrections system and its outcomes (2-CO-1F-11).

(c) The ACC Commander will review all research requests and proposals to ensure the materials required and the products to be derived will meet the needs of the ACC. The ACC Commander will coordinate all such requests with the staff and will plan and program the budget and funding requirements for the project. (2-CO-1F-12).

(d) The Commander will ensure the needs of staff concerning data gathering, research query selection, and report presentations are met, and that staff are able to participate with researchers in the design and conduct of the project. Research

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participation in nonmedical, nonpharmaceutical, and noncosmetic testing will only be permitted after a thorough review of the research design (2-CO-1F-13).

(e) The ACC will protect the identity of all parolees and prisoners and will not release any protected data to researchers (2-CO-1F-15).

(f) Release of the results of all such studies will be coordinated to ensure that they receive wide dissemination within the parole and corrections field.

(g) Inmates in the Army Corrections System are prohibited from participating in medical or pharmaceutical testing for experimental or research purposes (2-CO-1F-14). Any requests for this type of research will be referred to ACC Headquarters.

(2) Informal Research

(a) ACC may conduct informal research, data analysis and reviews to determine trends regarding rehabilitation/treatment/education programs, return to duty programs, parole success, parolee recidivism, outcomes from discipline and adjustment boards or other factors related to the corrections decision-making processes.

(b) ACC staff will participate in the design and preparation of the research project to ensure the requirements of the staff are considered in the design and expected output of the research program.

(c) ACC will protect the identity of all parolees and prisoners and will not release any protected data to researchers.

(d) Release of the results of internal studies will be determined by the Commander, ACC. If approved, the Deputy Director will ensure that they receive wide dissemination within the corrections and parole field.

g. Control and Privacy of Information and Case Materials.

(1) Personnel assigned to the ACC are prohibited from releasing information concerning records, and documents that were created, retained and/or controlled by the ACS facilities without proper authorization. (2-CO-1E-07), (2-CO-1E-01), (2-CO-1F-06)

(2) All data in Correctional Treatment Files (CTF) and associated material are personal in nature and must be controlled to prevent their improper handling or release. All CTFs are clearly identified as to source and marked with Privacy Act restrictions in accordance with AR 25-55 and 340-21. Computer files concerning prisoners, parolees, or applicant records must show that they are controlled documents whose release is prohibited without prior approval. When a document is released that contains

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personally identifiable information (PII) it will be clearly marked "FOR OFFICIAL USE ONLY". (2-CO-1E-01), (2-10-1E-08), (2-CO-1F-06)

(3) IT and storage equipment used to maintain Government records systems containing PII will at a minimum be identified as contents "For Official Use Only". Equipment will be accessed in order to perform official duties and secured when not in use. (2-CO-1E-01), (2-CO-1E-06), (2-CO-1E-08), (2-CO-1F-06)

(4) For tracking purposes all requests for information under Freedom of Information Act (FOIA) / Privacy Act (PA) provisions will be logged into the web-based program, Freedom of Information Act and Privacy Act Case Tracking System (FACTS), by the designated FOIA officer. Action taken on the request will be annotated in FACTS by the FOIA officer. (2-CO-1F-06)

(5) The nature and source of an inquiry will determine what information may be provided and the timeline to respond. At a minimum, requests for information under either FOIA/PA will always be processed for access to records under both Acts using AR 25-55, paragraph 1-512 to identify the appropriate response time. (2-CO-1A-26), (2-CO-1F-06)

(6) Releasing information about assigned ACC staff or prisoners confined in a Army Corrections System facility to a third party i.e.(congressional, media etc.) is prohibited without the written consent from the subject individual specified in AR 340-21. (2-CO-1E-07), (2-CO-1F-06)

(7) Requests for information received under provisions of the FOIA will be responded to directly by ACS facilities with an Initial Denial Authority (IDA) official per AR 25-55. Facilities without an IDA official will promptly process request from confined prisoners and for recommendations to ACC for final disposition by IDA. Request for information under the provisions of the Freedom of Information Act (FOIA)/ Privacy Act (PA), received outside of the ACC Chain of Command, i.e. OCLL or installation taskers will be redirected back through the originating channels to ACC for processing and disposition. FOIA request will receive prompt attention and a response dispatched within 10 working days unless a delay is authorized. Requestors may appeal a response within 60 days, through the IDA to the Secretary of the Army (ATTN: General Counsel) per AR 25-55. (2-CO-1A-26), (2-CO-1E-06), (2-CO-1F-06)

(8) Access to any files containing Personal Identification Information (PII) by employees will be strictly on a need to know basis in the performance of their duties. Otherwise sharing information of this nature is strictly prohibited. (2-CO-1E-01), (2-CO-1E-06), (2-CO-1E-08), (2-CO-1F-06)

(9) When processing properly executed requests for information under PA provisions a final response must be provided within 30 days excluding Saturdays,



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Sundays, and legal public holidays. The request will be processed as specified in AR 340-21. (2-CO-1A-26), (2-CO-1E-06), (2-CO-1F-06)

(10) Request for Interview DD Form 510s submitted by prisoners for access or release of information will be addressed at the ACS facility level and in accordance with AR 190-47. The facility Commanders will determine if 510 requests for information qualify to be processed under the FOIA requirements per AR 25-55 and AR 340-21. Facilities are authorized to provide prisoners an initial copy of their **redacted** (CTF) free of charge. Costs may be assessed for duplicate requested copies under FOIA provisions per AR 25-55. (2-CO-1A-26), (2-CO-1E-06), (2-CO-1F-06)

(11) When a request for information is received at ACC, HQDA, the Chief, Operations Division, will assign a qualified individual to respond. The Chief, Operations Division will ensure requests for information is properly handled in an accurate and timely manner in accordance with AR 25-55 and 340-21. (2-CO-1A-26), (2-CO-1F-06)

(12) The Chief, Operations Division will determine the validity of request for information from ACC. If the request is for information under FOIA/PA provisions, it will be forwarded to the FOIA/PA official for action. (2-CO-1F-06)

(13) The FOIA/PA official will locate and review existing information and determine what material is releasable. A recommended response is prepared and forwarded with copies of the redacted and non-redacted versions of the materials requested to the Office of the Judge Advocate General for review of compliance within statutory and regulatory guidance. Once revisions (if any) are incorporated the response will be forward through the Chief of Operations Division to the IDA. (2-CO-1E-08), (2-CO-1F-06)

(14) The ACC Deputy Director has been delegated the authority to act as an IDA by the Provost Marshal General, and is authorized to respond to FOIA requests concerning ACC. (2-CO-1F-06)

(15) The ACC Deputy Director will ensure that all staff and any other personnel involved with ACS information access and activities are trained and aware of the Privacy Act restrictions on access, use, release, and maintenance/security of PII concerning staff, prisoners, and parolees. (2-CO-1E-08), (2-CO-1F-06)

(16) All ACC staff members are required to comply with PA requirements regarding the handling, care and disposition of ACC documents and files. All personnel are required to complete annual training that is equivalent to the scope of their duties and responsibilities, i.e., Orientation, Specialized, Management, and PA Systems of Record. All ACC personnel will sign acknowledgement letter upon completion of PA training. (2-CO-1E-08), (2-CO-1F-06)

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h. Public and Legislative Relations.

(1) Public Information Program

(a) ACC has a public information program that consist of a website, quarterly newsletters, brochures, and public presentations at the Office of the Provost Marshal General (OPMG) Town Hall meetings, ACA and other conferences, and upon request. Information products are tailored to the audience and may include the ACC organization structure, mission, goals, objectives, programs and statistics. (2-CO-1A-25)

(b) ACC furnishes information annually to the Director, Office of Legal Policy, Office of the Under Secretary of Defense for Personnel and Readiness, that summarizes the activities of the Army Corrections System. In addition, ACC publishes an Annual Historical Report that includes at a minimum narrative and statistical data on ACC objectives, programs, services, and significant actions/activities. The annual report is available to the public upon request. (2-CO-1A-24)

(2) Legislative Coordination.

(a) Liaison with appropriate Congressional and Senate committees, for the purpose of offering advice and opinions on appropriate legislative matters, is conducted by the Secretary of the Army through the Office of the Chief of Congressional Legislative Liaison (OCLL). They are directly responsible to the Secretary of the Army and respond to the Office of the Chief of Staff of the Army when required. OCLL is the sole directive agency for Department of the Army Congressional Affairs.

(b) When OCLL receives a congressional inquiry concerning a prisoner in the custody of the Army or an Army Corrections System issue; the inquiry will be forwarded to the appropriate Correctional Program Specialist for action and initial response preparation. If the inquiry concerns policy issues, regulation, or legal issues, the initial response must be coordinated with the OTJAG for legal review and as required the Office of the Under Secretary of Defense for Personnel and Readiness, (Military Correctional Programs) before finalized draft is complete. Upon completion, the response will be forwarded to the ACC Deputy Director for final review and signature. (2-CO-1E-06)

(c) Advice to Congressional or Senate Committees regarding Army or DoD Corrections or parole matters will be coordinated through and managed by the Under Secretary of Defense for Personnel and Readiness, in accordance with DoD Directive 1325.04. This is done to promote uniformity among the Military Services in the administration of correctional programs and the operation of correctional facilities.

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i. Resource Management Procedures.

(1) The coordination and implementation of all civilian and military personnel actions for employment of personnel, work assignments, development of career opportunities and skills (in-service training, promotion, reassignments), compensation and benefits (salaries, insurance, retirement) and management, labor and employee relations issues (leave, work hours, performance evaluations, awards, resignations, terminations and disciplinary actions) will adhere to established statutory laws; Department of the Army, Department of the Defense, Office of Personnel Management policies and procedures; and advice/guidance provided by the servicing Civilian Personnel Advisory Center (CPAC) and Military Personnel Offices (MILPO). When directives for individual actions require higher level approval, appropriate documentation and coordination will take place at the headquarters in accordance with any specific supplemental delegations, policy letters and/or direction from the Command level. Policy and guidance for civilian personnel can be found at [www.cpol.army.mil](http://www.cpol.army.mil) and [www.hrc.army.mil](http://www.hrc.army.mil) for military personnel. Policy and guidance will be reviewed annually and updated, as necessary. (2-CO-1C-01).

(2) Processes established for Equal Opportunity are identified in ACC Policy Letters #6, 7 and 8. (2-CO-1C-01; 2-CO-1C-09).

(3) In the event that a staff member is taken hostage, guiding principles for conduct are outlined in Policy Letter #17 and should be adhered to. (2-CO-1C-01).

(4) Guidance for the military personnel physical fitness training program can be found in AR 350-1. Civilian employees are encouraged to participate in local Wellness Programs. Coordination between employee and supervisor is critical to the management and planning of fitness activities and mission requirements. Any specific requirements pertaining to fitness for duty examinations will be addressed on an individual position basis for civilian personnel and will be identified in the position description of record. (2-CO-1C-01).

(5) All military personnel will adhere to DOD Directive 1344.10 and AR 600-20 concerning political activities. Civilian personnel will follow guidance provided in Title 5 CFR 734 and 5 U.S.C. 7321-7326, The Hatch Act of 1939. (2-CO-1A-29).

(6) Procedures for non-bargaining unit employees are outlined in DA Memo 690-7 as delegated in writing from Administrative Assistant to the Secretary of the Army to the Provost Marshal General. Procedures for bargaining unit employees will follow current negotiated agreements. All procedures will remain in effect until reviewed by the Administrative Assistant to the Secretary of the Army (AASA) or renegotiated by the appropriate labor union, as appropriate. Information/coordination on formal grievances will take place with ACC, Headquarters. (2-CO-1C-02)

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(7) Procedures to be followed in security pre-employment or clearance investigations will be followed as administered by AR 380-67, Personnel Security Program and the local security office. (2-CO-1C-18).

(8) Established procedures for civilian pay setting are set forth by 5 U.S.C. and DOD 1400.25-M and will be adhered to by local pay setting policies administered by CPAC. Election of benefits is a personal choice and information and forms are available from Army Benefits Center (ABC). Employees will contact ABC through [www.abc.army.mil](http://www.abc.army.mil) or the benefit provider directly. Retirement programs and Social Security are administered directly from Office of Personnel Management and Social Security Administration. Military personnel will coordinate directly with servicing military personnel office and Defense Finance and Accounting Service. (2-CO-1C-01; 2-CO-1C-22).

(9) Medical documents will only be maintained if position requires a medical examination for appointment to position and if identified in the position description as a working condition or if work injury or disease related in support of Workman Compensation claim. Medical files that are maintained by Commanders/supervisors will be stored and secured in a separate file from their personal employee working file. All employee files will be secured and protected in accordance with the Privacy Act. (2-CO-1C-01; 2-CO-1C-23).

(10) Procedures to follow for initial and supervisory one year probation periods, to include the termination of employment during this time will be IAW 5 CFR 315.801-806 and further supplemented by DOD and DA, as appropriate, i.e., AR 690-300, Chapter 315. (2-CO-1C-15).

(11) The Command Plan review and submission is conducted on a yearly basis at the direction of Office of the Deputy Chief of Staff, G-3/5/7 with coordination through the Resource Services-Washington (servicing manpower) office. Command headquarters will coordinate with all facilities to request any proposed changes to the organizational structure, analyze information for applicability and coordinate with Resource Services-Washington for submission to G-3/5/7. Upon approval, the facilities will be provided with a copy of the approved Command Plan in the form of the Table of Distribution and Allowances (TDA). Command Plan guidance is provided for submissions with a suspense date. (2-CO-1C-06)

(12) Procedures for hiring temporary employees to offset emergency situations are available within Title 5, Part 213, Excepted Service and 5 C.F.R, Chapter 300.504. (2-CO-1C-16)

(13) When positions are established under a facility developmental program, the position description will be written for each grade level identifying entry level, intermediate level(s), and full performance level. An associated Individual Development

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Plan will be developed to outline the classroom/on-line training, on the job training and/or experience/developmental assignments required for recruitment and/or career advancement. (2-CO-1C-14)

(14) Procedures to follow for the implementation of a Management Employee Relations program (i.e., performance management, awards, leave and disciplinary actions) are outlined by statutory laws and regulations. Guidance and assistance are provided by the CPAC and MILPO for civilian and military staff. Supervisors will be faced with decisions on how to handle inappropriate behavior either individually or collectively and must decide what type of action will best deal with the incident. To aid in this process there are punishment/penalty lists. All actions must be processed through the servicing personnel office. (2-CO-1C-03; 2-CO-1C-04)

(15) DA Memo 690-7, HQDA Employee Administrative Grievance System outlines coverage and procedures that are to be followed for non-bargaining unit employees. Negotiated agreements will govern procedures for bargaining units at all facilities. (1-CO-1C-02)

(16) All delegations of authority will be in writing referencing appropriate higher level direction and reviewed for applicability upon the change of command. (2-CO-1A-18)

(17) Command personnel will adhere to local procedures that are provided by the servicing Equal Employment Opportunity Office and CPAC when reasonable accommodations are implemented. (2-CO-1C-09-1)

(18) All applicants and potential employees of the command require suitability determination by management in accordance with procedures and recommendations of the servicing security office/CPAC, results of security clearances, background investigations (ranging from NACI to Top Secret) and/or Pre-employment Drug Testing. (2-CO-1C-10)

(19) Qualifications are determined by the CPAC IAW OPM, DOD and DA rules and regulations. Applicants will apply on-line at [www.cpol.army](http://www.cpol.army) by following procedures outlined in the specific vacancy announcements. The CPAC is responsible for ensuring that qualification requirements, to include education and/or experience, are identified in vacancy announcements. (2-CO-1C-07)

(20) All position descriptions will be accurately described and reflect duties assigned in order to assign the appropriate compensation and to define criteria for development of performance plans at least on an annual basis. (2-CO-1C-01; 2-CO-1C-08)

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(21) Annual performance evaluations for military personnel will be prepared IAW AR 623-3, Evaluation Reporting System. Civilian employees covered by NSPS will be evaluated IAW DOD 1400.25-M and all other Army civilians will adhere to AR 690-400 for the Total Army Performance Evaluation System (TAPES). Performance evaluations for Nonappropriated fund employees will be completed IAW AR 215-3, Nonappropriated Funds Personnel Policy. (2-CO-1C-21)

(22) In support of a drug-free workplace, the Army Substance Abuse Program (ASAP) will be administered IAW local garrison processes and procedures at the individual facility. Issues brought to the attention of supervisors will be coordinated with the servicing support offices (i.e., ASAP, CPAC, EAP) for testing, counseling, referral, treatment and/or penalties for violation of policy. (2-CO-1C-20)

(23) Requirements for medical evaluations will be identified in the position description. The evaluation will be conducted by Occupational Health staff of the installation or a private physician of the employee IAW management's requirements for physical demands. If medical evaluation reveals conditions that would prohibit successful performance, this could be cause for removal or retraction of tentative offers for employment. (2-CO-1C-19)

(24) Procedures as outlined by the Code of Federal Regulations and administered by the CPAC will allow for the recruitment of qualified individuals from all segments of society. Selection and advancement of employees will be on the basis of merit after fair and open competition has taken place. Qualification requirements established by OPM and DOD will be used to make all qualification determinations. (2-CO-1C-13)

(25) Procedures for civilian employee injuries and workers compensation claims is outlined in 20 CFR Parts 1-25 and DODI 1400.25-V810. Administration and Management of the Workers Compensation Program is the responsibility of the servicing Civilian Personnel Advisory Center and Department of Labor. ACC will adhere to all procedures and reporting requirements outlined by regulations, DOL and the servicing CPAC. Military personnel procedures for injuries and subsequent claims is outlined in DODI 6055.05, Occupational and Environmental Health. (2-CO-1B-11)

(26) Procedures for Civil Liability Insurance will be followed as outlined by Title 28 USC, Chapter 171. Insurance for Professional Liability is available IAW OSD Memorandum, subject: Professional Liability Insurance. Additionally, ACC will adhere to procedures for insurance coverage of Volunteers as outlined in 5 CFR Part 308. (2-CO-1B-11)

(27) Use of official vehicles is administered and regulated by AR 58-1. In the event of an accident Civilian and Military personnel will adhere to the reporting and claim procedures outlined in AR 58-1. (2-CO-1B-11)

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(28) Procedures to be followed for filing and processing of sexual harassment complaints can be found in AR 600-20, Army Command Policy, Chapter 7-9 and Appendix D. (2-CO-1C-11)

(29) The Command will utilize services of the local Employee Assistance Program and each supervisor and manager will utilize local garrison processes and procedures on an individual basis, as appropriate. (2-CO-1C-25)

j. Logistics Procedures:

(1) In conducting a 100% annual accountability of property, guidance provided in AR 710-2, DA Pamphlet 710-2-1 and ACC Policy Letter #12 will be used to develop internal processes and procedures. (2-CO-1B-08).

(2) Standing Operating Procedures #3, Contracting, will govern the process for obtaining appropriate command review and approvals for each new and/or changed contract and that all performance standards of contracts were met and approved for payment. (2-CO-1B-10; 2-CO-1C-17)

(3) Each ACS facility will establish procedures for the use of Government Purchase credit Cards (GPCC) to ensure compliance with local Centers of contracting Excellence. Purchase requirements over the GPCC threshold will be addressed through contracting processes or the use of Military Interdepartmental Purchase Requests (MIPRs) or the Voucher and Schedule of Withdrawals and Credits (SF-1081). (2-CO-1B-09)

(4) Procedures for the Management Control Program are administered in accordance with Army Regulation 11-2 and supplemental guidance received from ASA (Financial Management & Comptroller) and the Provost Marshal General Internal Control Administrator. (2-CO-1B-05)

k. Safety Procedures: Procedures for reporting accidents and work hazards are outlined in AR 385-10, Chapter 3, and all accidents, near misses and hazards will be reported immediately after occurrence but no later than the next duty day. Each ACS facility will designate a Safety point of contact for coordination and implementation of a local safety program (2-CO-1C-05)

l. Fire Evacuation Procedures. ACC Headquarters personnel will follow the Hoffman II 10<sup>th</sup> Floor Occupant Emergency Plan. Additionally they will locate and carry their emergency escape mask and move via designated evacuation routes to the designated ACC assembly area (normally across the North Parking Lot of the Hoffman Complex). At that time accountability of all ACC HQs personnel will be established. Staff will remain in the assembly area until released to return to work or otherwise directed to move by competent authority. (2-CO-3B-01)

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m. Flammable, toxic and caustic materials will not be maintained in the ACC Headquarters. (2-CO-3B-01)

n. For emergency power and communications, ACC HQ personnel will be familiar and adhere to plans in the Hoffman Building Occupant Emergency Plan. In the event that all normal communications are disrupted blackberry and cell phones are the alternate communication devices. (2-CO-3B-01)

o. Fiscal Management:

(1) The Commander, as the funds administrator for the Command, will delegate authority in writing to individual budget administrators to prepare the Program Objective Memorandum (POM), develop and adjust Spend Plan requirements and appropriately administer, execute and review the annual budget IAW DA guidance. Procedures to be followed by all budget administrators for the development of the Program Objective Memorandum (POM), Spend Plan requirements, and execution of appropriated funds include DOD and DA guidance contained in Funding Letters, Defense Finance and Accounting Service (DFAS) – Indianapolis Regulations, DFAS-IN 37-1 and 37-100, DA Resource Formulation Guidance (RFG). The development of the Command's Fiscal Year plans (POM) will be prepared for 5 year increments plus two budget execution years. All funding submissions are to be coordinated with the Provost Marshal General Resource Management Office. The provision of appropriated funds will be provided by the Operating Agency (OA-22) in the form of Funding Letters which are based on approved POMs and reviewed on an annual basis. As each event occurs during the budget cycle, guidance will be made available to the facilities for collection and submission of data to the Operating Agency. Funding and execution status will be submitted to the Commander during Quarterly Program and Budget Advisory Committee (PBAC) meetings. Shortfalls and/or major program changes will be assessed and prioritized at that time. Amendments to initial budget submissions will be captured, revised and annotated in the RSW-On line funds control module for auditing purposes. (2-CO-1B-01; 2-CO-1B-02; 2-CO-1B-03; 2-CO-1B-04)

(2) Procedures and authorities to be followed by Commanders and fund custodians are in accordance with DOD Financial Management Regulation, Army Regulation 190-47 and ACC SOP #9, Prisoner Personal Deposit Funds (PDF). All cash collected for services (i.e., Dining Facility, Barber Shop, Laundry/Dry Cleaning, Sales Store) will be stored in a designated safe until deposit can be made on next duty day. (2-CO-1B-05, 2-CO-1B-06)

(3) The annual review of all budget transactions/obligations will be conducted by the Operating Agency (Resource Services-Washington) in the form of quarterly Joint Reviews. The last quarter review will serve as the annual review. The Headquarters administrator for budget execution will participate in each review by reconciling each transaction and resolving any noted discrepancies to ensure that amounts obligated



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need statutory and regulatory provisions for the command. A quarterly statement will be completed and filed with the Operating Agency and the Command. An end of year/annual status of funds report for health and comfort purchases will be completed by each facility resource manager. The report will be completed and submitted to the Headquarters by 30 September of each Fiscal Year (FY). (2-CO-1B-07), (2-CO-1B-13)

p. Security and Control procedures. All of the following security and control procedures will be reviewed annually and inspected through the conduct of Technical Assistance Visits (TAV) (2-CO-3A-01:

- (1) Security
- (2) Correctional officer assignments
- (3) Patrol and inspection
- (4) Use of restraints
- (5) Security equipment
- (6) Control Center operations
- (7) Permanent log maintenance
- (8) Count procedures
- (9) Contraband control
- (10) Use of force

q. Transfer of Prisoner Supervision. Any prisoner released for prosecution or appearance in a civilian Court will be released pursuant to Article 14 of the Uniform Code of Military Justice (UCMJ). If IADA is requested and approved the IADA will be followed. All temporary releases to civilian authorities require notification to ACC Headquarters of the circumstances. (2-CO-4B-02).

PP

Deputy Director  
Army Corrections Command

## Annexes

- A Glossary
- B ACC Organizational Charts (Headquarters and Command)
- C Corrections Philosophy, Goals and Objectives
- D ACC Headquarters Rating Scheme

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DISTRIBUTION:

Deputy Assistant Secretary of the Army (Army Review Boards), ASA (M&RA)

Commander, Army Corrections Brigade, Fort Leavenworth, Kansas

Regional Director, Army Corrections Command – Europe

Regional Director, Army Corrections Command -- Korea

Commander, Regional Correctional Facility, Joint Base Lewis - McChord, Washington

Commander, Regional Correctional Facility, Fort Sill, Oklahoma

Commander, US Army Regional Correctional Facility - Korea, Camp Humphreys, Korea

Commander, US Army Regional Correctional Facility - Europe, Mannheim, Germany

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## Annex A - Glossary

**Contraband.** Any item not specifically authorized for use/possession by an inmate.

**Information System.** The concepts, personnel, and supporting technology for the collection, organization and delivery of information for administrative use. There are two such types of information: (1) Standard information, consisting of the data required for operational control, such as the daily count at a correctional facility, payroll data in a personnel office, parole success rates, and caseload levels in a parole or probation agency; (2) Demand information, consisting of information which can be generated when a report is required, such as information on the number of inmates eligible for release during a 12-month period by offense, length of term, and month of release.

**Policy.** A policy is a course or line of action adopted and pursued by an agency which guides and determines present and future decisions and actions. Policies indicate the general course or direction of an organization, within which the activities of the personnel and units must operate. They are statements of guiding principles which should be followed in directing activities toward the attainment of objectives. Their attainment may lead to compliance with standards as well as compliance with the overall goals of the agency/system.

**Procedure.** The detailed and sequential actions that must be executed to ensure a policy is fully implemented. It is the method of performing an operation, or a manner of proceeding on a course of action. It differs from a policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy.

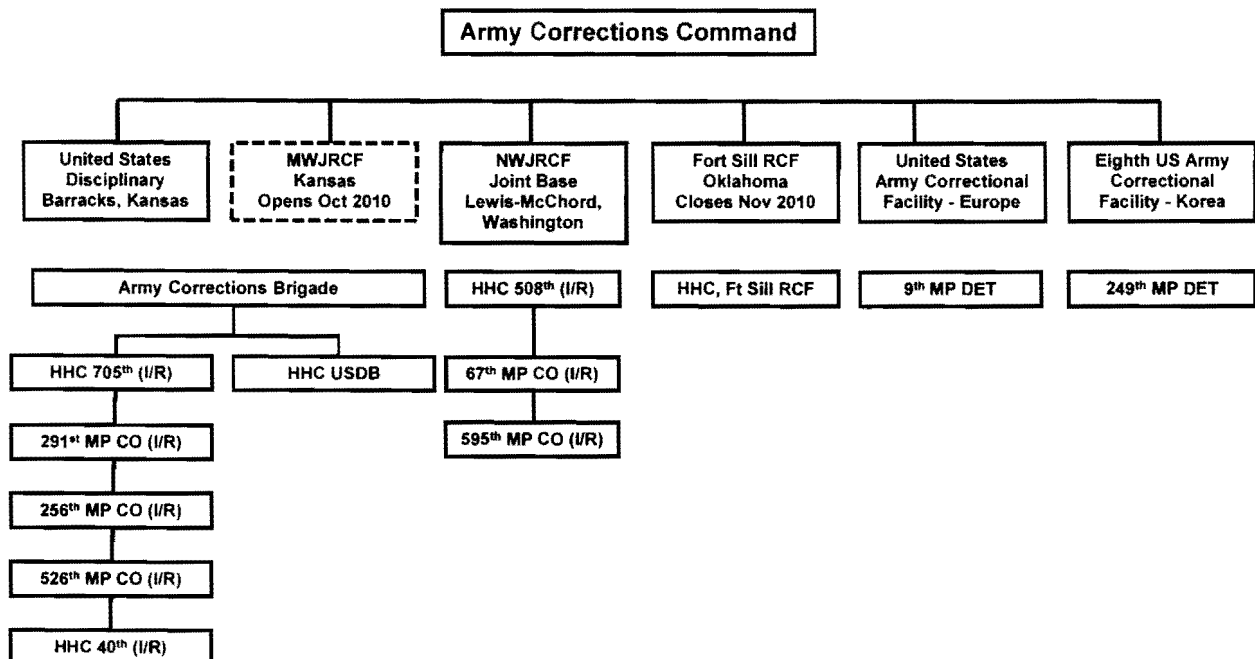
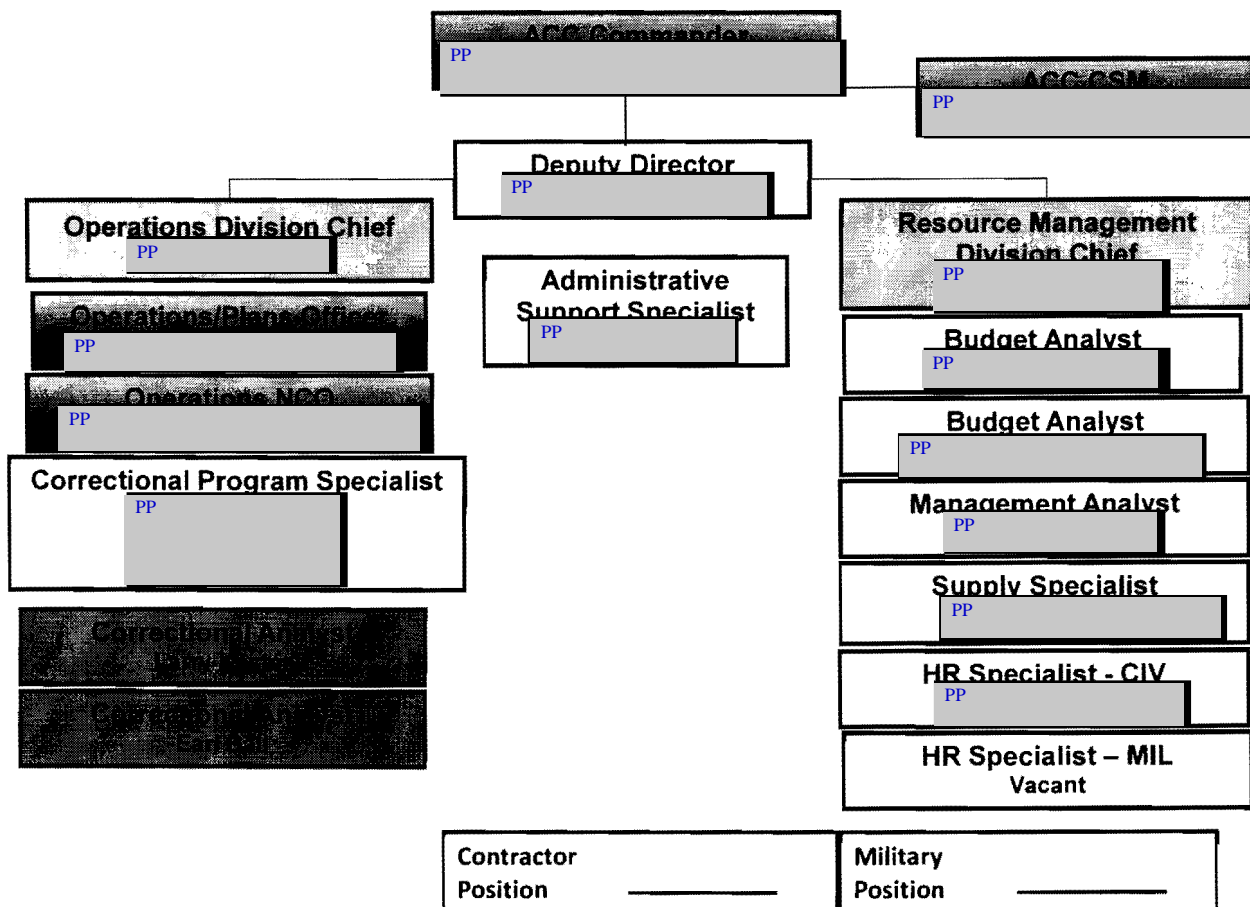
**Professional Associations:** A collective body of persons engaged in a particular vocation. The American Correctional Association and the North American Association of Wardens and Superintendents (NAAWS) are typical professional associations the ACC actively participates with. Employees are encouraged to participate in educational and professional associations.

**Training.** An organized, planned, and evaluated activity designed to achieve specific learning objectives. Training may occur on site, at an academy or training center, at an institution of higher learning, through contract service, at professional meetings or through closely supervised on-the-job training. Meetings of professional associations are considered training when there is clear evidence of the above elements.

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Annex B – ACC Organization Charts (HQ and Command)



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## Annex C – Corrections Philosophy, Goals and Objectives

ACC Corrections Philosophy: It is Department of Defense policy that the confinement of military prisoners shall serve the purposes of incapacitation, rehabilitation, deterrence, and punishment of prisoners. The ACC Corrections Philosophy tracks with those purposes. First, we must ensure absolute custody and control of prisoners in our facilities to established DoD, Army, and American Correctional Association (ACA) standards, everyday. Second, we must provide quality rehabilitation programs and services commensurate with the mission of each ACS facility so we give prisoners the best opportunity to be successful upon release. Finally, I expect all staff members to understand the Army value of Respect extends to the prisoners incarcerated in all ACS facilities. We will treat prisoners fairly and consistently while simultaneously holding them accountable for their behavior. Don't forget that 99% of all the prisoners we incarcerate will be released someday, and they will move into the house next to yours or mine, or one of our family members. Therefore, our efforts must be focused on helping them become law abiding, taxpaying citizens. I will not tolerate abusive behavior (physical, sexual, or verbal) directed toward prisoners or staff members. Those prisoners who don't follow the rules and stay out of trouble will be appropriately disciplined and supervised commensurate with their behavior. If one of your staff members makes a mistake in judgment involving interaction with a prisoner, encourage the staff member to report the problem immediately. I don't want them to allow a prisoner to use the mistake against them, ruin a staff member's career, or mar a staff member's honor or reputation of integrity.

ACC Goals and Objectives.

### **a. Complete the Base Realignment and Closure (BRAC) directed consolidation of Level II Corrections at the Joint Regional Correctional Facility (JRCF), Fort Leavenworth, Kansas NLT 15 Sep 11**

- Develop plans and identify resources required to comply with BRAC 2005 directed consolidation of Staff, equipment, and prisoners from the Fort Knox RCF at the new Level II JRCF NLT December 2008 (Completed)
- Transfer prisoners/staff/equipment and close/inactivate the Fort Knox RCF not later than 1 OCT 2009 (Completed)
- Monitor construction of the new JRCF at Fort Leavenworth to Army and ACA standards with a beneficial occupancy date of June 2010
- Resource OMA/OPA requirements for new Battalion HQs, Company Operations Facilities, and Tactical Equipment Maintenance Facilities as they open/become operational in the summer 2010
- Develop plans and identify resources required to comply with BRAC 2005 directed consolidation of Staff, equipment, and prisoners from the Fort Sill RCF at the new Level II JRCF NLT December 2009 (Completed)
- Establish initial Level II corrections operations at the JRCF in OCT 10.

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- Consolidate prisoners and staff from Fort Sill RCF in the JRCF NLT 31 OCT 10.
- Close/inactivate the Fort Sill RCF not later than 15 NOV 2010.

**b. Complete and maintain American Correctional Association (ACA) accreditation of the entire Army Corrections System NLT AUG 2011 so that the Secretary of the Army or Provost Marshal General receives the ACA Eagle Award.**

- Maintain ACA accreditation of all ACS facilities including: USARCF – Korea in May 2010 (Completed); USARCF Joint Base Lewis-McChord in April 2011; USARCF – Europe in May 2011; United States Disciplinary Barracks in November 2011; and the JRCF in November 2011
- Assist ACS Facility Commanders with maintaining compliance with ACA standards during annual HQDA Technical Assistance visits: Fort Sill RCF – June 2010; United States Disciplinary Barracks – October 2010; RCF Joint Base Lewis-McChord – January 2011; USARCF-Korea – February 2011; USARCF-Europe – March 2011.
- Successfully prepare for and complete an initial ACA accreditation audit of the ACC Headquarters as a Correctional Agency in June 2010.
- Assist the Army Clemency and Parole Board with their efforts to complete an initial ACA accreditation audit in June 2010
- Assist the U.S. Army Military Police School with their preparations for an ACA accreditation audit as a Correctional Training Academy in 2010 and 2011.

**c. Successfully prepare for and complete an initial ACA accreditation audit of the ACC Headquarters as a Correctional Agency in 2010**

- Prepare for Mock Audit, 8-10 February 2010 (Completed)
- Complete ACA Self-Evaluation on 21 May 2010 (Completed)
- Review and update ACC policy letters, SOPs, NLT 1 June 2010
- Support/complete initial ACA Audit on 9-10 June 2010

**d. Plan for and complete Military Construction (MILCON) projects to modernize the all ACS facilities worldwide.**

- **Construct new Joint Regional Correctional Facility at Fort Leavenworth**
- Monitor construction of the new JRCF at Fort Leavenworth to Army and ACA standards with a beneficial occupancy date of June 2010.
- Provide sufficient funding for furniture/fixtures/equipment for JRCF NLT March 2010 (Completed)
- Assist USDB leadership with additional funding required and approval to recruit JRCF civilian personnel NLT April 2010 (Completed)
- Monitor JRCF training and certification program, April – September 2010
- Conduct JRCF Opening Ceremony/Ribbon Cutting on 28 September 2010

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- **Construct new US Army Regional Correctional Facility – Europe (USARCF-E) at Sembach Air Base in 2011/2012**
- Participate in the site visit and 15% design review on 4 March 2010 (Completed)
- Participate in the 35% design review meeting in July 2010
- Participate in subsequent 65% and 90% design reviews during 2010
- Monitor and resource OMA/OPA requirements for furniture, fixtures, equipment necessary to outfit the USARCF-E NLT December 2010
- Monitor construction of USARCF-E via teleconferences and planning team meetings during 2011-2012
- Monitor USARCF-E training and certification program, September - November 2012
- Ensure the new USAREUR Correctional Facility is resourced for full operations NLT DEC 12
- Conduct USARCF-E Opening Ceremony/Ribbon Cutting on 15 December 2012
- Transfer corrections operations to the new facility NLT 15 January 2013
  
- **Construct new US Army Regional Correctional Facility at Joint Base Lewis-McChord (RCF JB L-M) in 2015/2016**
- Brief MILCON Integrated Programming Team in FEB 10 to maintain prioritization of new \$120M RCF JB L-M MILCON project for construction in FY14 (Completed)
- Brief MILCON Integrated Programming Team in FEB 11 to maintain prioritization of new \$120M RCF JB L-M MILCON project for construction in FY14
- Brief MILCON Integrated Programming Team in FEB 12 to maintain prioritization of new \$120M RCF JB L-M MILCON project for construction in FY14
- Coordinate/participate in all design review meetings 2010-2013
- Monitor and resource OMA/OPA requirements for furniture, fixtures, equipment necessary to outfit the RCF JB L-M NLT December 2013
- Monitor construction of RCF JB L-M via teleconferences and planning team meetings in 2015-2016
- Monitor RCF JB L-M training and certification program, July – September 2016
- Ensure the new RCF JB L-M is resourced for full Level II Corrections operations NLT 1 October 2016
- Conduct RCF JB L-M Opening Ceremony/Ribbon Cutting on 1 October 2016
- Transfer corrections operations to the new facility NLT 1 November 2016
- 
- **Construct new US Army Regional Correctional Facility – Korea (USARCF-K) at Camp Humphreys in 2016/2017**
- Assist with development of the initial design charette for a new USARCF-K (Level I) at Camp Humphreys, Korea in July 2010. Assist/review the design throughout the design process.
- Brief MILCON Integrated Programming Team in FEB 11 to maintain prioritization of new USARCF-K MILCON project for construction in FY16
- Brief MILCON Integrated Programming Team in FEB 12 to maintain prioritization

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- of new USARCF-K MILCON project for construction in FY16
- Brief MILCON Integrated Programming Team in FEB 13 to maintain prioritization of new USARCF-K MILCON project for construction in FY16
- Brief MILCON Integrated Programming Team in FEB 14 to maintain prioritization of new USARCF-K MILCON project for construction in FY16
- Coordinate/participate in all design review meetings 2010-2015
- Monitor and resource OMA/OPA requirements for furniture, fixtures, equipment necessary to outfit the USARCF-K NLT December 2015
- Monitor construction of USARCF-K via teleconferences and planning team meetings in 2016-2017
- Monitor USARCF-K training and certification program, July – September 2017
- Ensure the new USARCF-K is resourced for full operations NLT October 2017
- Conduct USARCF-K Opening Ceremony/Ribbon Cutting on 1 October 2017
- Transfer corrections operations to the new facility NLT 31 October 2017
- 
- **Continue to advocate for an Army MILCON project in POM 13-17 for an Engineer Maintenance Bldg at Fort Leavenworth for support of the Military Corrections Complex in 2011 via the MILCON Integrated Programming Team in FEB 11**

**e. Complete the transition of worldwide corrections operations, units and facilities under the Command and control of Army Corrections Command NLT October 2010**

- Complete Memorandum of Agreement with Eighth US Army (Korea) to address command and control and support relationships NLT April 2010 (Completed)
- Complete Memorandum of Agreement with US Army Europe to address command and control and support relationships NLT April 2010 (Completed)
- Complete Memorandum of Agreement with I Corps/Joint Base Lewis-McChord to address command and control and support relationships NLT 2 June 2010
- Appoint Eighth Army Provost Marshal as ACC Regional Director NLT May 2010 (Completed)
- Appoint USAREUR Provost Marshal as ACC Regional Director NLT May 2010 (Completed)
- Appoint 42<sup>nd</sup> MP BDE Commander as ACC Regional Director NLT June 2010
- Revise Department of the Army General Order establishing ACC to address all transition relationships and newly activated units NLT 1 October 2010

**f. Standardize corrections operations and administration across the Army Corrections System in FY10/FY11**

- Obtain OSD approval of civilian position descriptions for LEO Special Retirement Coverage initially for USDB civilian personnel NLT July 2010
- Use OSD approved civilian position descriptions for LEO Special Retirement



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- Coverage at RCF JB L-M and USARCF-E in FY 11
- Actively support USAMPS' efforts to update/revise the unit collective task list based on lessons learned and operational experience (September 2010).
- Implement a pilot Soldier Reintegration Program (return to duty program) at the RCF JB L-M in 2010.
- Implement prisoner designation/classification system for use by the Army and Sister Service Corrections Professionals that accurately assesses risk and addresses prisoner treatment needs at specific Joint/DoD corrections facilities, while ensuring the safety of staff, the prisoner population, and local communities
- Establish accurate tracking of all pre/post trial prisoners in "all" installation locally contracted confinement facility's be tracked in COPS/ACIS NLT DEC 10.
- Obtain sufficient funding to recruit and hire civilian personnel to fill authorized TDA positions throughout ACC during FY10 NLT April 2010 (Completed)
- Address TDA/manpower issues and budget shortfalls in POM 12-16 via brief to the II PEG in March 2010 (Completed)
- Convert two contract positions at ACC Headquarters to DA civilians in MAY 2010
- Revise the MOA between the Army and Navy for corrections support (male Army prisoners) provided by the Naval Consolidated Brig, Miramar, and reduce the prisoner population via attrition during FY10; Develop plans and identify resources required to relocate remaining Army prisoners and staff from the Consolidated Naval Brig – Miramar to the appropriate ACS facility NLT JUN 11
- Conduct review with CID and OTJAG to explore the potential data sharing capabilities between DA Law Enforcement information systems and the OTJAG's Military Justice Online system. If successful, relevant information could be available in the hands of all DA Law Enforcement staff
- Conduct a comprehensive internal manpower review of rules of allocation for corrections staff elements (e.g. MPI, correctional specialists, social workers, etc.)
- Assist the US Army Military Police School with establishment of a corrections internship program including civilian criminal justice/corrections education, and on the job training in civilian correctional facilities NLT DEC 10.
- Develop a joint Non-Appropriated Fund Instrumentality (NAFI) to maximize NAF operations at Army and Navy Correctional Facilities NLT DEC 12.
- Conduct recidivism studies in coordination with the Navy and the Army Clemency and Parole Board designed to evaluate the effectiveness of ACS treatment, vocational training, education, reintegration (pre-release) and aftercare programs in 2012
- Remain prepared (policy, procedures, contracts, equipment, training, medications, etc) to coordinate the execution of condemned Prisoner Ronald A. Gray, as required
- Complete the ACIS System Notice
- Develop plan to reduce paper Correctional Treatment Files at ACS facilities by scanning documents in to ACIS
- Coordinate with ACIS Programmers and Office of Army FOIA for commercial redacting software program

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**g. Monitor and implement a thorough internal controls/internal management program for ACC during FY10**

- Complete all internal controls assessments NLT 1 March 2010 (Completed)
- Develop policy/procedural guidance for the maintenance/processing/tracking of prisoner deposit fund (PDF) accounts across the ACS NLT May 2010. (Completed)
- Incorporate the ACC PDF SOP in the revised AR190-47 prior to publication in December 2010

**h. Justify and maintain adequate force structure for corrections operations and worldwide deployment in support of Combatant Commanders**

- Activate the 165<sup>th</sup> MP Company (Internment/Resettlement) as an element of the Army Corrections Brigade at Fort Leavenworth in October 2010
- Continue coordination with HQDA G3/5/7, FORSCOM, and IMCOM for the post-GTMO restationing of the 525<sup>th</sup> MP BN (I/R), 189<sup>th</sup> MP CO (I/R) at JB L-M and the restationing of the 193<sup>rd</sup> MP CO (I/R) at Fort Leavenworth
- Obtain approval for the redesignation of the Army Corrections Brigade as the 15<sup>th</sup> US Army MP Brigade NLT February 2010 (Completed)
- Participate in the activation ceremony for the 15<sup>th</sup> MP BDE in October 2010
- Plan for and participate in the activation ceremony for the US Army Correctional Activity – Europe in October 2010
- Plan for and participate in the activation ceremony for the US Army Correctional Activity – Korea in October 2010
- Justify/defend ACC force structure via the TAA and FMR processes at HQDA during FY10

**i. Review and update corrections policy documents to ensure compliance with law, higher headquarters guidance, and other changes in operations, or procedures**

- Publish a revised Army Regulation 190-55 based on lessons learned from ongoing planning and implementation of execution policies and procedures NLT JUN 10.
- Published a fully revised Army Regulation 190-47 NLT DEC 10.

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Annex D – ACC Headquarters Rating Scheme

RATEE	GRADE	TYPE	RATING PERIOD	RATER	SR RATER	REVIEWER	
PP	O6/COL	Annual	17 Dec 09 - 16 Dec 10	PP	PP		
	YC-03	Annual	1 Oct 09 - 30 Sep 10	PP	PP		
	E9/CSM	Annual	15 Jan 10 - 14 Jan 11			PP	
	YA-02	Annual	1 Oct 09 - 30 Sep 10				
	YK-03	Annual	1 Oct 09 - 30 Sep 10				
	O4/MAJ	C/D	1 Mar 10 - 30 Jun 10			PP	PP
	YK-02	Annual	1 Oct 09 - 30 Sep 10				
	YK-02	Annual	1 Oct 09 - 30 Sep 10				
	YK-02	Annual	1 Oct 09 - 30 Sep 10				
	E7/SFC	C/D	1 May 10 - 15 Dec 10			PP	PP
	E6/SSG	Annual	11 May 09-10 May 10			PP	
	YA-03	Annual	1 Oct 09 - 30 Sep 10	PP	PP		
	YA-03	Annual	1 Oct 09 - 30 Sep 10				
	YA-02	Annual	1 Oct 09 - 30 Sep 10				
YA-02	Annual	1 Oct 09 - 30 Sep 10					
YA-02	Annual	1 Oct 09 - 30 Sep 10					
YA-02	Annual	1 Oct 09 - 30 Sep 10					
HR Specialist - Mil	YA-02						