



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORRECTIONS COMMAND
150 ARMY PENTAGON
WASHINGTON DC 20310-0150

DAPM-ACC

POLICY LETTER # 24

MAY 05 2008


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: ACC Policy Letter # 24 – New Facility Construction and Facility Modifications

1. Army Corrections Command will be the proponent for construction of all new Army correctional institutions or expansion of existing facilities.
2. Prior to planning new construction or facility expansion, a needs evaluation study will be completed. The study can be done by an outside agency i.e. BRAC, Department of Defense or Department of the Army. For studies outside of the Army, the Provost Marshal General/Army Corrections Command and Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) will be coordinated with.
3. During the planning phase the following participants will be involved at a minimum: Army Corrections Command; Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs); responsible Corps of Engineer Office; respective installation garrison staff members; responsible Network Enterprise Center, NETCOM; and respective facility Army Corrections System (ACS) staff as applicable. Participation in planning and design phases can be done on sight, by email or teleconference. Army Corrections Command will establish or modify facility mission, facility minimum requirements, and POM for funding requirements. Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) will provide oversight and ensure plans are within respective ACA standards. The Corps of Engineers Office will ensure construction is within Army construction guidance. The Network Enterprise Center will ensure network planning. The respective installation garrison staff representatives will provide input from the installation/community, and will ensure the facility construction/expansion is incorporated in the installation master plan. The ACS facility staff will provide user input.
4. The ACS utilizes the unit management system. All current facilities facilitate personal contact and interaction between staff and prisoners. Future facility designs or facility modifications will also facilitate personal contact and interaction between staff and prisoners. Army Corrections Command and the Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) will review all designs and modifications to ensure the design facilitates personal contact and interaction.
5. Facility designs and modifications will ensure reasonable accommodations are made to ensure accessibility throughout the parts of the facility by staff, prisoners, and visitors. At a minimum, this will include access into the facility, administrative areas, visitation area, and prisoner housing and program areas. Facilities must meet all federal disability physical plant requirements.

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6. Point of contact for this policy is  Deputy Director, 703-428 7688/DSN 328-7688.



COL, MP
Commanding

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