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BUREAU OF NAVAL PERSONNEL
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BUPERSINST 1640.20
N154
5 Jul 06

BUPERS INSTRUCTION 1640.20

From: Chief of Naval Personnel

Subj: ESTABLISHMENT, ADMINISTRATION, AND DEPLOYMENT OF ARMED
ESCORT TEAMS (AET)

Ref: (a) 49 CFR § 1544.221, Carriage of Prisoners Under the
Control of Armed Law Enforcement Officers
(b) 49 CFR § 1544.219, Carriage of Accessible Weapons
(c) CHNAVPERS ltr 1640 Ser PERS-6/274 of 22 Dec 04
(NOTAL)
(d) DHS (TSA) ltr to OSD (PI) of 3 Mar 05 (NOTAL)
(e) SECNAVINST 5500.29C
(f) DOD Directive 5210.56 of 1 Nov 01
(g) OPNAVINST 3591.1D
(h) OPNAVINST 5580.1A
(i) COMNAVPERSCOM ltr 1640 Ser 68B/147 of 9 Jun 03
(NOTAL)
(j) CNO WASHINGTON DC 201606Z Oct 04 (NAVADMIN 234/04)
(k) NAVSEAINST 8370.2A
(l) MILPERSMAN Articles 1306-904 and 1306-931
(m) MILPERSMAN 7220-230
(n) DOD 7000.14-R, Volume 7A, Chapter 29 of Feb 02
(o) SECNAVINST 1640.9C

Encl: (1) Manual for the Establishment, Administration, and
Deployment of Armed Escort Teams (AETs)

1. Purpose. To issue standardized policies and procedures for the establishment, administration, and deployment of Armed Escort Teams (AETs) at Naval Consolidated Brig (NAVCONBRIG) Charleston and Miramar, and Navy Absentee Collection and Information Center (NACIC). The term "prisoner" as used hereafter refers to service members under custody of law enforcement or security personnel.

2. Discussion. The provisions of this instruction apply to the establishment, administration, and deployment of AET at NAVCONBRIGs and NACIC unless a written request for a waiver is

granted by Chief of Naval Operations (CNO) (N154). References (a) through (o) are applicable. The provisions of this instruction shall supercede all other guidelines except as issued by higher authority. Supplementary instructions may be issued as necessary for the operation of each AET. A copy of all supplementary instructions shall be provided to CNO (N154).

3. Action. Commanding officers/officers-in-charge (COs/OICs) are responsible for ensuring the establishment, administration, and deployment of their AET per the provisions of this instruction. Recommendations for improvement of this instruction should be forwarded to CNO (N154).

4. Forms and Report

a. See appendix D for a listing of forms.

b. Per SECNAV M-5214.1 of Dec 05, the report required in chapter 1, article 105, is assigned Report Control Symbol (RCS) BUPERS 1640-15.



J. C. HARVEY, JR.
Vice Admiral, U.S. Navy

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**MANUAL FOR THE
ESTABLISHMENT,
ADMINISTRATION, AND
DEPLOYMENT OF ARMED ESCORT
TEAMS (AET)**

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CHAPTER 1
GENERAL POLICY

101. Policy. The provisions of references (a), (b), and (c) necessitate the establishment, administration, and deployment of AETs at NAVCONBRIGs and NACIC in order to comply with Department of Homeland Security (DHS) requirements associated with armed escort of "high risk" prisoners on commercial aircraft. "Low risk prisoners" are prisoners not designated by the NAVCONBRIG CO or NACIC OIC as "high risk" and AET requirements do not apply, although certification as Advanced Prisoner Escort is required. In situations deemed "high risk", CNO (N154) shall be notified in advance and be provided with an escort movement plan outlining movement activities and itinerary. Appendix A is a listing of addresses and phone numbers for NAVCONBRIGs and NACIC.

102. Mission. The mission of the AET is to provide armed military escort capability for the movement of personnel deemed "high risk" under custody from one detention/confinement facility to another. "High Risk" prisoners are those service members charged and/or convicted of serious crimes or Uniform Code of Military Justice (UCMJ) offenses. Such prisoners require special custodial supervision because of the high probability of attempted escape, or because they are dangerous or violent and whose escape would cause a threat to life or property. Risk assessment of prisoners is the responsibility of the NAVCONBRIG COs or NACIC OIC, as applicable, and should include the following, though not all inclusive, individual case history factors:

1. Assaultive behavior.
2. Disruptive behavior.
3. Serious drug abuse.
4. Serious civil/military criminal record (convicted or charged).
5. Intensive acting out or dislike of the military.
6. History of previous escape(s).

7. Pending civil charges/detainer filed.
8. A mental evaluation indicating serious neurosis or psychosis.
9. Length, or potential length, of sentence.
10. National security risk (espionage, spying).

103. Organization. The AET is a capability of each NAVCONBRIG and NACIC and is only activated as necessary for the movement of the aforementioned "high risk" service members. Accordingly, sufficient numbers of AET members must be available (in the proper mix) given short notice requirements. For this reason, a recall telephone list shall be established and maintained which indicates where the AET members' next of kin (NOK) may be reached (home and work telephone numbers and addresses).

104. Applicability. The provisions of this instruction apply to all Navy AETs. NAVCONBRIGs and NACIC shall establish local instructions to supplement this instruction, but the intent and spirit of this instruction shall be maintained. Copies of any supplemental instructions shall be provided to CNO (N154).

105. Reports. All AET missions will be documented by a NAVPERS 1640/33 (10-05), Armed Escort Team (AET) Mission Report, Report Control Symbol (RCS 1640-15), and submitted to CNO (N154), with a copy kept on file at the NAVCONBRIGs or NACIC for 2 years. A sample of this report is at appendix B.

106. Inspections. Operational inspection of AET may be accomplished annually by CNO (N154), or more frequently as the need arises or deemed necessary. These inspections will cover training, operations, records documentation, etc. AET Inspection Guidelines are found at appendix C.

CHAPTER 2
TRAINING

201. Initial Training. Navy currently has military personnel trained as advanced prisoner escorts at both NAVCONBRIGs and NACIC and transports their charges (prisoners/deserters) unarmed. Per reference (d), escorts of "low risk" prisoners and apprehended deserters being returned to military control need not be armed. Additional training and weapon qualification/proficiency is required to establish a cadre of specially trained escorts authorized to be armed in the performance of their duties. References (e) through (i) are applicable. Per reference (i), NAVCONBRIG Charleston is the Curriculum Model Manager for the Prisoner Escort Certification Course and therefore the responsible official to formulate the rigorous training requirements for the use of deadly force and the carrying of firearms by Navy and non-Navy military personnel during prisoner escort missions. This training shall meet the requirements set forth in references (e) through (g) and shall include the DHS's Transportation Security Administration's (TSA) "Law Enforcement Officers (LEOs) Flying Armed" training program. When mandatory training is completed and proficiency testing is passed, OPNAV 5512/2, Authorization to Carry Firearms, or NAVPERS 1630/12, Credentials for NACIC Escorts, shall be signed and subsequently issued to AET members. All initial training shall be documented for each AET member.

202. Other Service AET Members. Other Service military members (USAF, USA, and USMC) assigned to AETs at NAVCONBRIGs shall comply with Navy requirements to carry firearms as well as the firearms qualification and training requirements of their own Service regulations or instructions (Air Force Instruction 31-207, Army regulation 190-14, or Marine Corps Order 5500.6F). Where there is a conflict, the stricter requirement shall prevail.

203. Annual Re-Qualification or Refresher Training. AET members shall have proficiency tests annually and for weapons proficiency, semi-annually. As stated above, all subsequent AET training shall also be documented in the AET members' files.

CHAPTER 3
WEAPONS STORAGE AND ISSUANCE

301. Armory. Weapons/ammunition for missions and training of the AET at NAVCONBRIGs shall be issued from each respective armory (weapons storage area). NACIC shall utilize the Memorandum of Understanding (MOU) established with Naval Station, Great Lakes Police Department for storage and issuance of their weapons and ammunition as needed for training and missions. The 1996 Lautenberg Amendment to the Gun Control Act of 1968 (18 U.S.C. 922) prohibits access to firearms by people convicted of domestic violence, including military and law enforcement personnel. Per reference (j), prior to issuance of any firearm or ammunition to any individual, the issuing activity will require that the individual execute a DD 2760, Qualification To Possess Firearms or Ammunition in order to ensure that the individual does not have a qualifying conviction of a crime of domestic violence. The weapons storage area shall refer to reference (j) for amplifying guidance. The weapons (9mm pistols) and ammunition shall be acquired through normal government channels per reference (k) and identified by either a manufacturer's serial number, unit assigned serial number (etched), or lot number (in the case of ammunition).

302. Weapon Check-Out and Check-In Procedures. Weapons shall be checked-out at the onset of the mission and turned back in as immediately as practical after completion of a mission for storage and accountability. When an overnight stay away from the home station is required, weapons will be secured at the nearest military facility if practical. Every effort shall be made not to store weapons in car trunks or hotel rooms. When this cannot be accommodated, the AET Leader should make proper notification and request approval from the CO/OIC of the assigned facility/organization. At no time will a weapon be taken into a private residence (i.e., overnight storage at home when returning late from a mission).

CHAPTER 4
STAFFING

401. Manpower. NAVCONBRIGs and NACIC shall each establish and maintain teams of properly trained and qualified military escorts (a minimum of 10 personnel, at least 3 of when shall be female) that comply with the requirements of reference (a) to ensure a viable program is in place to transport "high risk" prisoners. These AET shall be comprised from within the organization's current billet structure.

402. Screening. Potential AET members must be screened per reference (1). Screening of AET members will also include consideration per the Gun Control Act of 1968 (18 U.S.C., 922) and ensure screening via use of DD 2760, Qualification to Possess Firearms or Ammunition. Procedures will be established to ensure authorizing and qualifying criteria for carrying firearms remain valid for each AET member. A list of qualified AET members will be maintained and provided to CNO (N154) as updates occur.

403. Disqualification. AET members who fail to remain current in their training and proficiency shall be disqualified from the AET, relieved, and reassigned within the NAVCONBRIG or NACIC organizational structure.

CHAPTER 5
ESCORT MISSIONS

501. Approval. All AET escort missions shall be pre-approved by CNO (N154).

502. Escort To Prisoner Ratio. Escort to prisoner ratio shall meet or exceed the escort to prisoner ratio requirements of reference (a), paragraph (d). All Navy AET missions shall have two certified armed escorts, as a minimum. The team shall not be diverted mid-mission to pick up other prisoners irrespective of risk assessment.

503. Duty Uniform. All AET prisoner escort missions shall be conducted in civilian clothes. Civilian clothing allowance will be authorized for each enlisted AET member per references (m) and (n).

CHAPTER 6
OPERATIONS

601. Compliance Requirements. To comply with reference (a), paragraph (e), escorts must:

1. Notify aircraft operator whenever possible at least 24 hours in advance of departure that they need to have a weapon accessible, designate the flight, and provide the identity and risk assessment ("high") per reference (a), paragraph (b), of the prisoner being escorted.
2. Arrive at the airline check-in counter at least 1 hour in advance of the scheduled departure.
3. Assure the aircraft operator the prisoner has been searched and does not have on or about their person or property anything that can be used as a weapon.
4. Be seated between the prisoner and any aisle at the back of the plane and not in an exit row.
5. Accompany the prisoner at all times and keep them under control at all times aboard the aircraft.
6. Ensure the prisoner is restrained from full use of their hands by an appropriate device that provides for minimum movement of their hands;
7. Ensure that leg irons are not used while on the aircraft.
8. Identify themselves by presenting credentials that include:
 - a. A valid DOD Armed Forces ID.
 - b. Their signature and the signature of the authorizing Navy official (NACIC OIC or NAVCONBRIG CO) (i.e., OPNAV 5512/2, or NAVPERS 1630/12), as required by reference (b).
9. Confirm that they have taken the "Law Enforcement Officers (LEOs) Flying Armed" training program.

10. Ensure the following statement is on the travel orders:
"The carrying of concealed weapons is authorized and the use of deadly force will be consistent with DODD 5210.56 dated 1 November 2001."

11. Keep their weapon concealed and out of view, either on their person or in immediate reach (not in an overhead storage bin).

NOTE: Changes to reference (o) to reflect the approval for use of armed escorts for the movement of prisoners aboard commercial aircraft shall be coordinated with CNO (N154).

602. Escape. If a prisoner escapes while being transported by an AET, the CO/OIC of the team (NAVCONBRIG/NACIC, as applicable) will be notified immediately. Additionally, the AET senior member will initiate the following actions:

1. Collect all available information surrounding the circumstances of the escape to include:

- a. Exact time and location the escape took place.
- b. How the prisoner escaped.
- c. A description of the prisoner's clothing.
- d. Whether local civilian authorities have been advised.
- e. Any injuries to escorts, the prisoner, or bystanders in the escape.
- f. A telephone number where the escorts can be reached.

2. Contact the NACIC Deserter Information Point at 1-(800) 423-7633 and provide the aforementioned information.

3. NACIC will then enter a fugitive warrant into the Federal Bureau of Investigation's (FBI) National Crime Information Center (NCIC) computer terminal. NACIC will also transmit an NCIC message to the original arresting agency (or brig) and to the local civil law enforcement authorities where the escape took place advising that the prisoner is at large and providing all known information about the prisoner and the escape.

603. Other Service Fund Cites. When an AET transports an "other Service" prisoner, the escorts' travel costs will be charged to the military personnel appropriation of the service of which the prisoner is a member.

604. Inventory of Prisoner Possessions. AET members will make a complete inventory of the prisoner's personal property and valuables at the time of pick up, but will only record items of value on the OPNAV 5580/22, Evidence Property Custody Receipt. They will ensure the holding authorities have turned over all of the prisoner's property. Upon arrival at the final destination, the AET will release the prisoner's property and valuables to the prisoner's receiving command unless otherwise specified. The prisoner will be given the hard-card receipt when the escorts turn over the property to the gaining facility. NOTE: Only personal items that will fit in the overhead compartment on aircraft will be taken with the prisoner. When there are items beyond that capacity, the prisoner will be given reasonable opportunity by the transferring command/agency to make arrangements for transport of the items at their own expense, i.e., contacting a relative, mailing the items, etc.

605. Prisoner Under Prescription Medication. When a prisoner is taking prescribed medication, the escorts will document this information on DD 2708, Receipt for Inmate or Detained Person, and AET Mission Report.

1. Escorts will maintain control of these prescribed medications and dispense as directed on the medication container.
2. Escorts **will not** deny any prescribed medications to a prisoner.
3. If a prisoner claims the need for a prescription medicine which they do not have, the escorts will verify the need with a physician.
4. Escorts will verbally inform any subsequent escorts of the prisoner's medical problem and/or use of prescribed medication.

CHAPTER 7
ADMINISTRATIVE MATTERS

701. Supplemental Instructions. Supplementary instructions and standard operating procedures (SOP) may be issued as necessary for the operation of each AET. A copy of all supplementary instructions or SOPs shall be provided to CNO (N154).

702. Travel Vouchers. Within 2 working days after each escort mission, a DD 1351-2, Travel Voucher or Subvoucher, if applicable, will be completed by each escort and submitted to the AET assigned Personnel Support Activity Detachment (PERSUPPDET).

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AET MAILING AND TELEPHONE LISTING

COMMANDING OFFICER, NAVAL CONSOLIDATED BRIG CHARLESTON, 1050
REMOUNT RD., BLDG 3107, CHARLESTON, SC 29406-3515, TELEPHONE
(843) 743-0306/DSN 563

COMMANDING OFFICER, NAVAL CONSOLIDATED BRIG MIRAMAR, MIRAMAR
WAY, SUITE 1, PO BOX 452135, SAN DIEGO, CA, 92145-2135,
TELEPHONE (858) 577-7000/7777/DSN 267

OFFICER IN CHARGE, NAVY ABSENTEE COLLECTION AND INFORMATION
CENTER, 2834 GREEN BAY ROAD, NORTH CHICAGO, IL, TELEPHONE (847)
688-2105/DSN 792, TOLL FREE 1-(800) 423-7633

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ARMED ESCORT TEAM (AET) INSPECTION GUIDELINES

CNO (N154) keeps the dynamic AET Inspection Guidelines on file, current, and updated. Copies can be obtained on the internet at www.npc.navy.mil/CommandSupport/CorrectionsandPrograms or by calling commercial (901) 874-4451/DSN 882.

PRESCRIBED FORMS

1. These forms are available using requisitioning procedures contained in DOD Forms Online at <http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

- a. DD 1351-2 (07-04), Travel Voucher or Subvoucher.
- b. DD 2708 (11-99), Receipt for Inmate or Detained Person.
- c. DD 2760 (12-02), Qualification to Possess Firearms or Ammunition.

2. These form are available using requisitioning procedures contained in Navy Forms Online at <http://forms.daps.dla.mil/order/>

- a. NAVPERS 1640/33 (10-05), Armed Escort Team (AET) Mission Report, S/N 0106-LF-132-8600.
- b. NAVPERS 1640/34 (10-05), Armed Escort Team (AET) Monthly Summarization Report, S/N 0106-LF-132-7400.
- c. OPNAV 5512/2 (Rev. 6-81), Authorization To Carry Firearms, S/N 0107-LF-055-1400 or NAVPERS 1630/12.
- d. OPNAV 5580/22 (06-00), Evidence Property Custody Receipt.

3. NAVPERS 1630/12 (Rev. 11-99), Credentials for NACICs Escorts. This form is used exclusively by NACIC and is not available through normal supply channels.