ADMINISTRATION AND DEPLOYMENT OF PRISONER TRANSPORT TEAMS
BUPERS INSTRUCTION 1640.30

From: Chief of Naval Personnel

Subj: ADMINISTRATION AND DEPLOYMENT OF PRISONER TRANSPORT TEAMS

Ref: (a) DoD Instruction 5525.14 of 22 March 2011
     (b) 49 CFR
     (c) DoD Instruction 1325.02 of 16 Nov 2012
     (d) SECNAV M-1640.1 (DON Corrections Manual) of May 2019
     (e) U.S. Office of Personnel Management, Handbook of Occupational Groups and Families of Dec 2018
     (f) SECNAVINST 5500.37
     (g) DoD Directive 5210.56 of 18 November 2016
     (h) OPNAVINST 3591.1F
     (i) NAVSEAINST 8370.2D
     (j) NAVPERS 15560D (MILPERSMAN)

1. Purpose. To issue standardized policies and procedures for the establishment, administration, and deployment of prisoner transport teams (PTT) per references (a) through (k).

2. Discussion. For the purpose of this instruction, hereafter, the term "prisoner" refers to military members (pretrial and post-trial prisoners, absentees, and deserters) in the custody of staff assigned or attached to the Bureau of Naval Personnel (BUPERS), inclusive of Navy Personnel Command (NAVPERSCOM) Navy Corrections and Programs Office (BUPERS-00D) and Naval Consolidated Brigs (NAVCONBRIG), tasked with providing such members with safe and secure transport or transfer to designated activities.

3. Cancellation. BUPERSINST 1640.20B.

4. Scope and Applicability. This instruction applies to prisoner transports and transfers directed by BUPERS-00D and conducted by authorized PTTs for both ground and air movements, unarmed or armed. Such custodial movements associate with either temporary duty assignment for transports or permanent change of station orders for transfers. This instruction does not apply to local military correctional facility (MCF) prisoner escort movements.

5. Policy. Waivers to policy contained in this instruction may only be granted by BUPERS-00D. This instruction supersedes all other policies and guidance, except as issued by higher authority. If necessary, NAVCONBRIGs may establish local policy to supplement this instruction; however, the intent and spirit of this instruction must be maintained.
6. **Action.** BUPERS-00D director, NAVCONBRIG commanding officers (COs), and NAVCONBRIG detachment officers in charge (OIC) are responsible for ensuring that the administration and deployment of PTTs are managed per the provisions of this instruction. Recommendations for improvement of this instruction may be forwarded to BUPERS-00D, via the CO NAVCONBRIG Charleston, the "model manager" for the PTT Program.

7. **Records Management**
   a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the standard subject identification codes 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at: [https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx](https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx).

   b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

8. **Review and Effective Date.** Per OPNAVINST 5215.17A, BUPERS-00D will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

9. **Forms and Information Management Control.**
   a. Forms. See appendix A.


A. HOLSEY
Deputy Chief of Naval Personnel

Releasability and distribution:
This instruction is cleared for public release and is available electronically only via BUPERS/NAVPERSCOM Web site: [https://www.mynavyhr.navy.mil/Navy-Personnel Command/](https://www.mynavyhr.navy.mil/Navy-Personnel Command/).
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CHAPTER 1
GENERAL POLICY

1001. General Policy

1. U.S. Naval Consolidated Brig Charleston is designated model manager for the Prisoner Transport Team (PTT) Program.

2. The PTT model manager is tasked to develop tactics, techniques, and procedures followed by issuing standardized training, consistent with the provisions and intent of this instruction, for all aspects of the PTT Program under the cognizance of the Bureau of Naval Personnel (BUPERS) Navy Corrections and Programs Office (BUPERS-00D). Regardless of media, all course materials including manuals, instructor materials, student aids, and handouts must address applicable requirements and standard practice as outlined in references (a) through (k). Training materials developed and provided by the model manager must be implemented without modification, except to address specific needs endemic to geographic location of operations. Minimum topics that must be addressed in standardized training include:

   a. Policy and authority to operate;
   b. Staffing;
   c. Training requirements and credentialing, to include sustainment;
   d. Operations;
   e. Use of force;
   f. Ground missions (unarmed and armed); and
   g. Air missions (unarmed and armed).

1002. Mission. The mission of the PTT Program is to provide safe, secure, and standardized escort transport and transfer of military prisoners under custody of BUPERS-00D or NAVPERSCOM Naval Consolidated Brig (NAVCONBRIG) staff, to activities, as directed by BUPERS-00D. The identification of the proper mission to be conducted is essential to the success of the Navy correction’s mission. The types of PTT missions include PTT ground transport and PTT air transport.

1. PTT Ground Transport Mission. Ground transport missions may cross State borders covering extended distances and may require overnight stays. Ground transport missions must be conducted by the use of a Government vehicle or Government-procured vehicle. Missions are generally unarmed, but may be designated as an armed mission with prior approval from
BUPERS-00D, based on risk assessment. Per paragraph 1007 of this instruction, BUPERS-00D requires coordination with State law enforcement where jurisdictional boundaries are crossed.

2. PTT Air Transport Mission. Air transport missions are generally conducted as unarmed missions, but may be designated as an armed mission with prior approval from BUPERS-00D, based on risk assessment. PTTs must coordinate with the Transportation Security Administration (TSA) and the supervisor transportation security officer (STSO) at the airport of departure as soon as the mission and departure information (date, time, airline, flight number, etc.) is known.

1003. PTT Badges and Credentials

1. To meet requirements of references (a) and (b), sections 1544.219 and 1544.221, and to standardize the PTT Program, the use of military badges and credentials have been incorporated into the program to increase control and security. A badge and credentials are provided to PTT members as additional security and control measures and strictly for the sole use on authorized PTT missions only. NAVCONBRIG Charleston, the model manager and centralized activity for the PTT Program, must procure, maintain, and distribute badges and credentials to support the PTT Program. Badges and credentials are controlled items which will be accounted for at all times. Prior forms of identification, badges, or credentials are obsolete and are unauthorized.

2. Authorized activities with a PTT program in place must designate a PTT program manager in writing and coordinate with the model manager for distribution of BUPERS PTT badges and credentials to PTT members. Upon receipt of badges and credentials, each activity must establish full accountability and link the controlled serialized badge and credential to each assigned PTT member. Badges and credentials are controlled items with strict accountability enforced, therefore, will be subject to inspection by BUPERS-00D. Each activity must ensure there is an up-to-date, accessible list in the event TSA or Federal air marshals contact the centralized activity for verification of PTT members. Badges and credentials must only be issued to PTT members upon assignment to a PTT mission and must be immediately returned to the issuing activity upon completion of the mission.

3. Lost badges and or credentials will be immediately reported to the member’s activity commanding officer (CO), model manager, and BUPERS-00D.

4. The model manager will be notified of all revoked credentials, which will be locally destroyed. Upon assignment of a new activity CO, credentials must be reassigned immediately to authorized PTT members with the new CO’s signature. Activity COs must certify quarterly inventories of PTT badges and credentials and forward the inventory results to the model manager for reconciliation and further action as applicable.
5. PTT members are required to possess the following items while conducting PTT missions:
   a. BUPERS-00D PTT badge,
   b. BUPERS-00D PTT credentials,
   c. Uniform Service identification card,
   d. Command letter of authorization for escort movement signed by the activity CO, OIC, or chief petty officer in charge, and
   e. For armed missions, OPNAV 5512/2 Authorization to Carry Firearms.

1004. Authorization

1. Escort Risk Assessment. Activities must complete NAVPERS 1640/35 Escort Risk Assessment on all prisoners identified for PTT movement. NAVPERS 1640/35 must be used to identify the level of risk for each individual prisoner. Information to help identify risk factors may be obtained from, but not be limited to:
   a. Corrections Management Information System (CORMIS),
   b. Report of result of trial,
   c. Charge sheet,
   d. Arrest reports,
   e. National Crime Information Center,
   f. Warrants and detainers, and
   g. Clemency and parole authorities.

2. Risk Levels. Where the risk of a prisoner movement poses a substantial threat to public safety, national security, significant discredit to the military Services, adverse media attention, or other unique circumstances, the activity must coordinate with BUPERS-00D for movement options.
   a. Low-Risk Prisoners - Service members who have been assessed against the full range of risk factors and have not been designated as “high-risk.”
b. High-Risk Prisoners - Service members charged and or convicted of serious crimes or offenses and absentees and deserters listed under aggravated circumstances as annotated in reference (c), enclosure (3). Such prisoners may require increased custodial supervision because of the high probability of attempted escape or because they are potentially violent and dangerous, and whose escape would cause a concern of a threat to life or property.

3. Letter of Authorization. For each PTT mission, a letter of authorization must be issued on command letterhead and ink-signed by the activity head (i.e., BUPERS-00D director, CO or OIC. For those activities without an organic CO, the letter will be forwarded to the activity’s CO for endorsement. The letter of authorization will be maintained at all times by the PPT members assigned to the mission. A copy of the letter will be maintained by the activity authorizing the mission and archived after the mission is complete. If designated as an armed PTT mission, PTT members and the activity will retain a copy of the OPNAV 5512/2 as well. The letter of authorization must contain the following information:

   a. Escort’s name,
   b. Badge number,
   c. Credential’s number,
   d. Travel dates,
   e. Flight information and or ground movement route,
   f. Name of prisoner,
   g. Phone number of assigned duty station,
   h. Name and signature of approving authority (i.e., BUPERS-00D director or CO), and
   i. If designated as an armed mission:
      (1) Reason for transport under armed conditions (e.g., movement of high-risk prisoner);
      (2) Weapon type, serial number, and specific amount of ammunition;
      (3) The statement “The carrying of concealed weapons is authorized, and the use of deadly force will be consistent with DoD Directive 5210.56 of 18 November 2016;” and
      (4) A statement that PTT members have attended the Law Enforcement Officer (LEO) Flying Armed Training Course required by reference (b), section 1544.219(a)(1)(iv).
4. All PTT missions must be reviewed by the activity head (i.e., BUPERS-00D director or CO). When the activity head assesses a mission as armed, NAVPERS 1640/33 Prisoner Transport Team (PTT) Mission Report and NAVPERS 1640/34 Prisoner Transport Team (PTT) Mission Brief must be submitted with a recommendation, including rationale, to BUPERS-00D for final approval prior to planning or coordination of the mission.

5. Delegation of signature on any armed PTT paperwork is only authorized when the BUPERS-00D director or activity CO is on leave or temporary assigned duty out of the area. The delegation letter for the exclusive leave or temporary assigned duty dates must be submitted to BUPERS-00D.

1005. Military Aircraft. Military air should be utilized to the fullest extent possible for missions considered “high-risk” and for mass movement or evacuation of military correctional facilities (MCF) in extreme circumstances. Activities must coordinate for use of military aircraft via the Navy Air Logistics Office (NALO). Requests must be submitted via Joint Air Logistic Information System (JALIS) (requires login) or by sending an e-mail with DD 2768 Military Air Passenger and or Cargo Request (completed) to NWOR_NALO_OPS@navy.mil. Telephone numbers for NALO are (504) 678-1185 (daytime) and (504) 687-1184 (after hours), DSN: 678. If assistance is needed filling out an airlift request or for any questions concerning military air, contact the NALO Operations Department or visit the NALO Web site at: https://www.public.navy.mil/airfor/nalo/Pages/AirliftRequest.aspx.

1006. Unarmed Air PTT Requirements. If flying on commercial aircraft, PTT members must follow all guidance and regulatory requirements of the Department of Homeland Security (DHS), TSA, and the policy of the respective commercial airline. The senior member of the PTT must coordinate with the local STSO at the airport of departure when scheduling flights for an assigned PTT mission and the commercial airline carrier chosen for the mission. Pre-coordination will be helpful in providing additional security, expedited entry, transport to the gate area, and airline policy. If an unarmed mission is authorized and a specific commercial airline carrier policy states that the PTT members are to be armed, then another carrier that does not require the PTT members to be armed must be considered and utilized, if feasible.

1. Upon arrival at the departure airport, PTT members must identify themselves to the STSO or TSA security officer and inform TSA that PTT members are traveling unarmed with a prisoner. Specific airline LEO documentation is not required; however, all badges, credentials, and documents identified in paragraph 1003.5 of this instruction are required.

2. The prisoner may have to undergo standard checkpoint screening before entering the sterile area of the airport. TSA may screen at a remote location or at the screening checkpoint. Pre-coordination efforts will prove helpful to ensure STSO, TSA security officer, and or TSA are aware, expecting, and prepared for the PTT mission movements. If screening is completed at a remote location, TSA will provide an escort to the sterile area. The prisoner will remain handcuffed and a physical frisk search may be conducted by TSA staff. While unarmed, PTT
members may be required to utilize standard TSA screening area. The prisoner will remain in the custody of one PTT member while any other prisoner is screened.

1007. Armed Air PTT Requirements. Prior to approval or consideration of an armed PTT, activity leads must provide NAVPERS 1640/35 and NAVPERS 1640/33 (with a recommendation and rationale) to BUPERS-00D for review and final approval. The mission brief must include coordination efforts made. A copy must be kept on file at the PTT unit for 2 years after completion of the mission and then destroyed locally.

1. The Federal Air Marshal Service (FAMS) issues a unique Federal agency number (UFAN) to each law enforcement agency or entity involved in armed travel on commercial aircraft. The UFAN must be verified at the airport LEO checkpoint prior to TSA granting PTT member access to the sterile area for the purpose of flying armed. The senior member of the PTT must coordinate with the local STSO at the departure airport when scheduling flights for an assigned armed PTT mission. Coordination will be helpful in providing additional security, expedited entry, transport to the gate area, and airline policy.

2. The model manager maintains the UFAN for activities under BUPERS-00D’s cognizance. The FAMS periodically refreshes UFANs. When refreshed, the model manager will notify PTT activity COs and BUPERS-00D of all updates.

3. If UFANs are compromised, the PTT activity lead must immediately notify the model manager and BUPERS-00D.

4. When conducting authorized armed missions, PTT members are to identify themselves to TSA staff and the aircraft operators via PTT badges and credentials. A badge may not be used or accepted as the sole means of identification.

5. Per references (a) and (b) section 1544.221, armed PTTs must comply with DHS, TSA, and FAMS requirements associated with armed escort of prisoners on commercial aircraft.

   a. When flying armed, a minimum of one armed PTT member must control a low-risk prisoner on a flight that is scheduled for 4 hours or less. One armed PTT member may control no more than two low-risk prisoners. A minimum of two armed PTT members must control a low-risk prisoner on a flight that is scheduled for more than 4 hours. Two armed PTT members may control no more than two low-risk prisoners.

   b. A minimum of two armed PTT members must control one high-risk prisoner on a flight. No other prisoners, regardless of risk assessment, may be under the control of those armed PTT members.
c. PTT members on commercial air movements who do not have prisoners under their custody must not be armed and comply with TSA firearms (weapons and ammunition) "checked" baggage procedures.

6. Per references (a), (b), and (e), for the purpose of flying armed on commercial aircraft, LEOs within Navy Corrections include:

   a. Military police (U.S. Army and U.S. Marine Corps), security forces (U.S. Air Force), master-at-arms (U.S. Navy) personnel; and

   b. Correctional officers (military correctional staff serving in equivalent job series 0007 of reference (e)).

1008. Ground PTT Requirements. All movement of PTT missions must be coordinated with State law enforcement agencies that the transfer or transport will affect. Activities are authorized direct liaison with State and local law enforcement agencies in order to notify or request support for PTT missions. When prior coordination is made, State law enforcement agencies may provide additional security and logistical support with movements of an extreme nature, overnight stays in local confinement or detention facilities, or in the event of vehicle failure, escape, or emergency medical needs.

1. When mission parameters require the movement of a “high-risk” prisoner and the activity lead determines that an armed transport ground mission is necessary, the activity must consider if an armed ground mission is the safest and most effective means of transport. Factors that should be considered include, but are not limited to:

   a. Risk to the public,

   b. Risk to personnel, and

   c. Possible escape.

2. After coordination with law enforcement agencies, activities must provide NAVPERS 1640/35 and NAVPERS 1640/34 with a recommendation, including rationale, to BUPERS-00D for final approval. The mission brief must include coordination efforts made and contact information for State law enforcement. A copy must be kept on file at the unit for 2 years after the completion of the mission and then destroyed.

1009. Inspections. An operational inspection of each unit PTT program under the cognizance of BUPERS-00D may be conducted by BUPERS-00D at any time. These inspections must cover the requirements of paragraph 3004 of this instruction.
2001. Manpower. PTT members must be selected from within the organization. Mixed-gender escort missions must conform to correctional requirements contained in reference (d). A list of qualified PTT members must be maintained and immediately provided to the model manager and BUPERS-00D as updates occur.

1. Personnel assigned to PTTs must be mature, professional, highly qualified, and well trained.

2. Ideally, to support armed transport missions, activities, other than Navy Absentee Collection and Information Center (NACIC), must maintain a minimum of 10 Service members, eight males and two females, with current qualifications.

2002. Screening. Potential PTT members must be screened per reference (j), articles 1306-904 and 1306-931. Additionally, members assigned to armed transport missions must be in pay grade E-5 or above and have completed 4 years of time-in-service. Screening of armed PTT members must include consideration of 18 U.S.C. section 922 via use of DD 2760 Qualification to Possess Firearms or Ammunition. All personnel designated as armed PTT members must complete DD 2760 annually. Per OPNAVINST 8023.24, personnel must submit OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition, and Explosives (AA&E) Security Related Duties with medical certification annually to the CO. Procedures will be established to ensure authorizing and qualifying criteria for carrying firearms continuously remain valid for each designated member. All required documents and training files must be maintained in the PTT member’s training record.

2003. Disqualification. PTT members who fail to remain "current" in their training and proficiency or demonstrate poor conduct or loss of confidence will be disqualified and immediately removed from the PTT Program. In these instances, badges and credentials must be revoked by the activity lead and immediately reported to the model manager and BUPERS-00D.
3001. General. Military correctional facilities (MCF) have military personnel trained as basic prisoner escorts who routinely provide prisoner escorts within the MCF and local ground escort movements external of the facility. MCFs also provide local commands with basic prisoner escort training to support their assumption of prisoner custody for local prisoner appointments external of the MCF. The transport and transfer of prisoners for unarmed or armed missions that cross State borders, generally covering extended distances, may require overnight lodging and PTT escorts. PTT staff performing armed escort missions (ground or air) require advanced escort training.

1. The model manager must designate additional training required for PTT members that differentiates between unarmed and armed training requirements. Other-Service personnel assigned for duty at authorized MCFs may be designated as advanced PTT members, provided they meet current qualifications. Minimum requirements in paragraph 3004 of this instruction must be maintained.

2. Additional training and service weapon qualification and proficiency are required to establish a cadre of specially-trained escorts authorized to conduct armed transport missions in the performance of PTT duties; references (e) through (m) are applicable.

3. Only when all aspects of mandatory training and testing are successfully completed by the member, will the standardized BUPERS-00D military PTT badge and credential be signed by the unit CO. Credentials must state the level of certification and if the member is authorized to carry a firearm. All initial and subsequent training must be fully documented for each PTT member and maintained by the unit PTT program manager and in the PTT member’s training record.

3002. Arming Other-Service Members. Military members of another Service (U.S. Army, U.S. Marine Corps, and U.S. Air Force) who are performing duties in MCFs or units under cognizance of BUPERS-00D must comply with Navy requirements to carry firearms for armed-PTT missions. Likewise, military members of other Services must meet all firearms qualification and training requirements of their own Service’s regulations or instructions (Army Regulation 190-14, Marine Corps Order 5500.6H, and Air Force Instruction 31-207). Prior to assignment to PTT duties, the applicable Service correctional headquarters must authorize such assignments (individually or collectively) with BUPERS-00D. Service authorizations must be maintained in the individual PTT member’s training folder and by the unit PTT Program manager.

3003. Annual Re-Qualification and or Refresher Training. Based on the member’s designation, PTT members must have proficiency tests annually on the aspects of the PTT Program listed in paragraph 304 of this instruction. For weapons proficiency, a quarterly sustainment training must be provided using the weapon issued to the PTT member. All sustainment training must be
provided using the weapon issued to the PTT member. All sustainment training must be documented in the individual’s PTT training files.

3004. Aspects of PTT Training

1. The following training comprises the initial PTT Program requirements to be a member:
   a. Member must meet Service-specific physical fitness standards (physical fitness test, physical readiness test, etc.),
   b. Basic prisoner escort (must pass test),
   c. Advanced prisoner escort (must pass test),
   d. The use and priorities of force, per references (f) and (m) (must pass local written examination), and
   e. Controlled force, mechanical advantage control holds (M.A.C.H.).

2. Additionally, members that are to be designated as qualified armed transport members must attain the following:
   a. Service-specific pistol qualification (minimum acceptable level of qualification is sharpshooter),
   b. Navy Handgun Qualification Course with credentialed PTT weapon (expert level), and
   c. TSA Federal Air Marshal Service Law Enforcement Officers Flying Armed Course (available through model manager) (must pass test).

3. Other training may be directed and coordinated by the model manager (e.g., advanced marksmanship, weapons retention, unarmed self-defense, simulator, TSA law enforcement in-flight tactical familiarization, etc.).

3005. Sustainment Training. Sustainment training must consist of:

1. All training identified in paragraph 3004 of this instruction must be maintained current for PTT members to retain their credentialed status. Training identified in subparagraph 3004.3 of this instruction must be published separately by the model manager.

2. Reference (f) must be reviewed on a quarterly basis and documented in the Service members’ training records.
4001. Duty Uniform. All PTT missions must be conducted in civilian attire. The model manager will provide guidance and information on appropriate civilian attire, to include the wearing of clothing that allows for concealed carry and does not draw attention to the movement.

4002. Prisoner Attire. The model manager will provide guidance on appropriate prisoner attire. Consideration for concealment of restraints for armed missions must be factored in determining prisoner attire.

4003. Required Documents. For prisoners confined in an MCF, a complete copy of the prisoner’s confinement record must be made by the transferring MCF and supplied to the senior PTT member with two original DD 2708s Receipt for Pre-Trial/Post-Trial Prisoner or Detained Person. For apprehended members, copies of any paperwork should accompany the apprehended member.

4004. Inventory of Prisoner Personal Possessions. Using NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing, and Personal Effects, PTT members must make a complete inventory of the prisoner's personal property and valuables at the time of pick-up. They must ensure the holding authorities have turned over all of the prisoner's property. Upon arrival at the final destination, the PTT will release the prisoner's property and valuables to the prisoner's receiving command, unless otherwise specified. The prisoner must be given a receipt when the PTT members turnover the property to the gaining facility.

4005. Prisoner Prescription Medication. When a prisoner is taking prescribed medication, the PTT members will document this information in block 6 on DD 2708.

1. Releasing command must ensure there is a minimum of a 24-hour supply of medications when receiving command assumes custody of the prisoner.

2. PTTs must maintain control of prescribed medications and dispense as directed on the medication container label. PTTs will not deny any prescribed medications to a prisoner. PTTs must ensure medicine is provided when required. Coordination with medical is recommended.

3. If, during transport, a prisoner claims the need for a prescribed medicine that the prisoner does not have, the PTT must alert the gaining command points of contact of the prisoner’s request and document this transaction in the PTT mission report. PTTs must also verbally inform any subsequent escorts of the prisoner's medical problem(s) and or use of prescribed medication(s).

4006. Outside Continental United States Missions. All outside continental United States missions will be submitted and approved in the Aircraft and Personnel Automated Clearance
System (APACS) prior to the PTT initiating the mission. PTT members are also required to review the DoD 4500.54-G Department of Defense Foreign Clearance Guide for any additional requirements.

4007. Armed Escort Team Mission Report. NAVPERS 1640/33 must be completed for each armed mission and submitted to BUPERS-00D. This report is considered an after-action report and serves to capture all significant events, stops, or difficulties in completing the mission as assigned and planned.

4008. Travel Vouchers. A Defense Travel System (DTS) travel voucher will be completed by each escort within 3 working days after each escort mission. Per NAVSO P-6034 Joint Travel Regulations (JTR) U7451, all prisoner meals and clothing (if required) will be submitted as a miscellaneous expense.

4009. Escape. If a prisoner escapes while being transported by a PTT, the activity CO of the PTT and local civilian law enforcement authorities must be notified immediately. Additionally, the PTT senior escort must 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; and
   f. A telephone number where the escorts can be reached.

2. Contact BUPERS-00D NACIC Deserter Information at phone (877) 663-6772 and provide the aforementioned information.

3. The CO of the PTT must submit (as applicable) DD 553 Deserter/Absentee Wanted by the Armed Forces or DD 553-1 Parole/Mandatory Supervised Release (MSR) Violator Wanted by the Armed Forces to NACIC and notify BUPERS-00D. NACIC will then enter a missing person warrant into the Federal Bureau of Investigation's National Crime Information Center.

4010. Missing, Lost, or Stolen Weapon/Ammunition. PTT members must immediately notify local law enforcement and the PTT CO in the event of missing, lost, or stolen firearms and ammunition. COs must report missing, lost, or stolen firearms and ammunition per regulations.
APPENDIX A
FORMS

1. The following forms are available using requisitioning procedures contained in DoD Forms Online at http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm:

   a. DD 553 Deserter/Absentee Wanted by the Armed Forces

   b. DD 553-1 Parole/Mandatory Supervised Release (MSR) Violator Wanted by the Armed Forces

   c. DD 2708 Receipt for Pre-Trial/Post-Trial Prisoner or Detained Person

   d. DD 2760 Qualification to Possess Firearms or Ammunition

2. The following forms are available using requisitioning procedures contained in Navy Forms Online at: https://forms.documentservices.dla.mil/order/.

   a. OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition, and Explosives (AA&E) Security Related Duties

   b. OPNAV 5512/2 Authorization to Carry Firearms

3. The following forms may be accessed at: https://www.public.navy.mil/bupers-npc/reference/forms/NAVPERS/Pages/default.aspx

   a. NAVPERS 1640/17 Inventory and Receipt of Valuables, Clothing and Personal Effects

   b. NAVPERS 1640/33 Prisoner Transport Team (PTT) Mission Report

   c. NAVPERS 1640/34 Prisoner Transport Team (PTT) Mission Brief

   d. NAVPERS 1640/35 Escort Risk Assessment
APPENDIX B

NAVY CORRECTIONS MAILING AND TELEPHONE LISTING

Bureau of Naval Personnel Corrections and Programs Office (BUPERS-00D)
5720 Integrity Drive
Millington, TN 38055-0000
Telephone (901) 874-4529/4569/4452
DSN 882

Commanding Officer
Naval Consolidated Brig Charleston
1050 Remount Road, Bldg. 3107
Charleston, SC 29406-3515
Telephone (843) 794-0001
DSN 794

Commanding Officer
Naval Consolidated Brig Charleston Detachment Chesapeake
1548 Wilderness Road
Chesapeake, VA, 23322
Telephone (757) 421-8847/8672/8675/8673/8771
DSN 521

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
BUPERS-00D maintains the PTT inspection guidelines which may be accessed on the NAVPERSCOM Web site at: https://www.public.navy.mil/bupers-npc/support/correctionprograms/corrections/Pages/ChecklistTraining.aspx or by calling commercial (901) 874-4451/DSN 882.