



ADMINISTRATION AND DEPLOYMENT
OF
PRISONER TRANSPORT TEAMS



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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BUPERS INSTRUCTION 1640.30B

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 26 October 2021
(d) SECNAV M-1640.1 of 15 May 2019
(e) OPM Handbook of Occupational Groups and Families of December 2018
(f) SECNAVINST 5500.37
(g) DoD Directive 5210.56 of 18 November 2016
(h) OPNAVINST 3591.1G
(i) NAVSEAINST 8370.2D
(j) NAVPERS 15560D (MILPERSMAN)
(k) DoD 7000.14-R, DoD Financial Management Regulation Volume 2A, Chapter 2

1. Purpose

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

b. Major changes to this revision include clarification that all PTT missions must have at least two fully qualified PTT escorts assigned to the mission, while under instruction (UI) team members are not fully qualified; added verbiage outlying the unarmed requirements for low-risk prisoners; and clarified that only BUPERS-00D can determine and authorize armed PTT missions for a high-risk prisoner.

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

3. Cancellation. BUPERSINST 1640.30A

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4. Scope and Applicability. This instruction applies to prisoner transports and transfers directed by the Director, Bureau of Naval Personnel, Corrections and Programs Office (BUPERS-00D) and conducted by authorized NAVPERSCOM PTTs for unarmed or armed ground or air movements. Such custodial movements are associated 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 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 the administration and deployment of PTTs are managed per this instruction. Recommendations for improvement to this instruction may be forwarded to BUPERS-00D via the CO, NAVCONBRIG Charleston, who is designated as 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>.

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

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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. See appendix A.



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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/References/BUPERS-Instructions/>.

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CHAPTER 1 GENERAL POLICY

1001. General Policy

1. The Bureau of Naval Personnel (BUPERS) Director, Corrections and Programs Office (BUPERS-00D) is the Navy [agency] proponent of the Prisoner Transport Team (PTT) Program. BUPERS-00D is responsible for policy and oversight of the PTT Program and determines the need and scope of a PTT to be armed by taking into consideration prisoner risk assessment, transportation requirements, and recommendations of the commanding officer (CO). All PTT missions must have at least two fully qualified PTT escorts assigned to the mission; under instruction (UI) team members are not fully qualified.

2. Naval Consolidated Brig (NAVCONBRIG) Charleston is the PTT model manager and is tasked to develop tactics, techniques, and procedures followed by issuing standardized training consistent with the provisions and intent of this instruction. Regardless of media, all course materials (e.g., manuals, instructor materials, student aids, and handouts) will address applicable requirements and standard practice as outlined in references (a) through (k). Training materials developed and provided by the model manager will be implemented without modification, except to address specific needs endemic to geographic location of operations. Select training material (i.e., Department of Homeland Security (DHS)/Transportation Security Administration (TSA)/Office of Law Enforcement/Federal Air Marshal Service (FAMS) Law Enforcement Officer Flying Armed (LEOFA) Course) is sensitive security information (SSI) and must be protected and solely limited to and handled only by authorized law enforcement officers (LEO) with a need to know basis as release would be detrimental to the security requirements. Minimum topics that must be addressed in standardized training include:

- a. Policy and authority to operate,
- b. Staffing and authorized staff,
- c. Training requirements and credentialing to include obtaining, handling, and safeguard of SSI materials and program sustainment,
- d. Operations,
- e. Use of force,
- f. Unarmed and armed ground missions, and
- g. Unarmed and armed air missions.

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 Navy Personnel Command (NAVPERSCOM) or NAVCONBRIG staff as directed by BUPERS-00D. The types of PTT missions include unarmed and armed PTT ground and 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 using 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. If armed, trained, and qualified PTT LEO(s) as identified in paragraph 1007.6 must be used and advance coordination per paragraph 1008 must be conducted. BUPERS-00D requires coordination with state law enforcement when jurisdictional boundaries are crossed.

2. PTT Air Transport Mission. Air transport missions are routinely conducted as unarmed missions but may be designated as an armed mission if deemed high-risk and with prior approval from BUPERS-00D. PTTs will coordinate with the TSA and the supervisory transportation security officer (STSO) at the airport of departure as soon as the mission and departure information (e.g., date, time, airline, flight number, etc.) are 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 BUPERS military badges and credentials are required. A badge and credential (i.e., military advanced prisoner escort and military armed escort) is provided to PTT escorts as additional security and control measures and strictly for the sole use on authorized PTT missions. Only NAVCONBRIG Charleston will procure, maintain, and distribute both types of badges and credentials to support the PTT Program throughout NAVPERSCOM and NAVCONBRIGs. Badges and credentials are controlled items and will always be accounted for by the activities to which issued. Prior forms of identification, badges, or credentials are obsolete and are unauthorized. Individual badges and credentials will only be issued by the model manager upon request of BUPERS-00D or the activity CO of the activity by utilizing command letterhead affirming completion of all training requirements to include dates and scores (if applicable) of the individual training events.

2. Authorized activities will designate a PTT Program manager in writing and coordinate with the model manager for distribution and return of BUPERS PTT badges and credentials. Activities must ensure a strict system of issuance, accountability, security, and retrieval is in effect and the system must be periodically reviewed. Serialized badge numbers will be linked to the credential of the assigned PTT member. A trained and qualified military armed escort will be issued both a BUPERS military advanced prisoner escort team badge and credential and a military armed escort team badge and credential. The escort will carry the applicable badge and credential that associates with the type of active operational mission. Each activity will also ensure there is an up-to-date and accessible PTT staff list in the event TSA or FAMS should contact the centralized activity for verification of PTT escorts. Badges and credentials will only

be issued to PTT escorts upon assignment to an active PTT mission and will be immediately returned to the issuing activity upon completion of the mission.

3. Lost badges or credentials will be immediately reported to the member's activity CO, model manager, and BUPERS-00D. An investigation must be conducted by the responsible activity with results retained by the losing activity and the model manager.

4. The model manager will be promptly notified of all revoked credentials that will be locally destroyed. Upon the assignment of a new signature party (i.e., BUPERS-00D or activity CO) credentials must be reassigned immediately to authorized PTT escorts with the new BUPERS-00D or activity CO's signature. BUPERS-00D and activity COs will 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 escorts are required to possess the following items while conducting PTT missions:

- a. BUPERS PTT badge,
- b. BUPERS PTT credentials,
- c. DoD common access card (CAC),
- d. Command letter of authorization for PTT escort movement signed by the activity CO or officer in charge (OIC), 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 for 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. Statement of Trial Results or Report of Result of Trial,
- c. Charge Sheet,
- d. Arrest reports,
- e. National Crime Information Center (NCIC),
- f. Information provided by law enforcement authorities,

g. Warrants and detainers, and

h. Clemency and parole authorities.

2. Risk Levels. Where the risk of a prisoner movement poses a substantial threat to public safety or 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 or convicted of serious offenses and absentees and deserters listed under aggravated circumstances as annotated in reference (c), enclosure (3). Such prisoners may require increased custodial supervision due to the high probability of attempted escape as well as their potentially violent and dangerous behavior.

3. Letter of Authorization. For each PTT mission, a letter of authorization will be issued on command letterhead and ink-signed by the activity head. For those activities without an organic CO, the letter will be forwarded to the activity's CO for endorsement. The letter of authorization will always be maintained by the PPT escorts 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 escorts and the activity will retain a copy of the OPNAV 5512/2 as well. The letter of authorization will contain the following information:

a. Escorts' names;

b. Badge type and number;

c. Credential number;

d. Travel dates;

e. Flight information and or ground movement route;

f. Name of prisoner(s);

g. Phone number of assigned duty station;

h. Name and signature of approving authority (i.e., Director, BUPERS-00D 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 indicating PTT LEO escorts have received training on the LEOFA Training Course required by reference (b), section 1544.219(a)(1)(iv).

4. When the activity head assesses a mission needs to be 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 with rationale for the need to be armed to BUPERS-00D for final approval prior to planning or executing the mission.

5. Delegation of signature on any armed PTT paperwork is only authorized when the Director, BUPERS-00D or activity CO is on leave or on temporary assigned duty (TAD) out of the area. In such cases, the delegation letter for the exclusive leave or temporary assigned duty dates will be submitted to BUPERS-00D.

1005. Military Aircraft. Military aircraft (MILAIR) should be considered and utilized to the maximum extent possible for missions considered high-risk and for mass movement or evacuation of a military correctional facility (MCF) in extreme circumstances. Activities will coordinate use of military aircraft via the Navy Air Logistics Office (NALO). NALO airlift requests are submitted via Joint Air Logistics Information System (JALIS) or by sending an e-mail with a DD 2768 Military Air Passenger/Cargo Request completed to: NWOR_NALO_OPS@navy.mil. The telephone number for NALO is (504) 678-1185. For assistance or questions concerning MILAIR, contact the NALO Operations Department or visit the NALO Web site at: <https://www.airpac.navy.mil/Organization/Navy-Air-Logistics-Office/Airlift-Requests/>.

1006. Unarmed Air PTT Requirements. When flying on commercial aircraft, PTT escorts must follow all guidance and regulatory requirements of the DHS, TSA, and the policy of the respective commercial airline. PTT escorts are not acting in the capacity as LEOs when flying unarmed. The senior member of the PTT will 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 is helpful in providing additional security, expedited entry, transport to the gate area, and adherence to airline policy. If an unarmed mission is authorized and a specific commercial airline carrier policy states the PTT LEOs are to be armed, then another carrier that does not require the PTT escorts to be armed must be considered.

1. Upon arrival at the departure airport, PTT escorts will identify themselves to the STSO or TSA security officer and inform them that PTT escorts 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 TSA are prepared for the PTT movements. If the screening is completed at a remote location, TSA may provide an escort to the intended location. The prisoner will remain handcuffed and a frisk search may be conducted by TSA staff. While unarmed, PTT escorts may be required to utilize standard TSA screening protocols. At all times, the prisoner will remain in custody of at least one PTT member while being screened.

1007. Armed Air PTT Requirements. BUPERS-00D retains the decisional authority as to whether a PTT, inclusive of LEO(s), flies armed or not, subject to the rules and restrictions of commercial air carriers. Per reference (b), section 1544.219, “The need to have the weapon accessible must be determined by the employing agency, department, or Service.” BUPERS-00D, as the program manager for Navy corrections, has been delegated responsibility for the policy, programs, and oversight of all Navy MCFs. BUPERS-00D is the “employing agency” of BUPERS-00D and NAVCONBRIG LEOs; therefore, is responsible for ensuring compliance with all requirements for LEOs, including the decisional authority as to when a PTT with LEO(s) flies armed. This authority, however, is not absolute. Reference (c) states “DoD law enforcement agencies and entities must meet commercial air carrier requirements when such requirements exceed Federal standards.” Thus, if BUPERS-00D determines a PTT must fly armed, the requirements of references (a) and (b) apply and the specific commercial air carrier must be consulted for additional rules and restrictions. Prior to approval or consideration of an armed PTT, activity leads must provide NAVPERS 1640/35 and NAVPERS 1640/34 with a recommendation and rationale to BUPERS-00D for review and final approval. The mission brief will include coordination efforts made. For audit purposes, a copy will be kept on file at the PTT activity for 3 years after completion of the mission and then destroyed locally.

1. The FAMS issues a unique Federal agency number (UFAN) to each law enforcement agency or entity involved in armed travel on commercial aircraft. The UFAN will be verified at the airport LEO checkpoint prior to TSA granting PTT member access to the sterile area. The senior member of the PTT will 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 adherence to airline policy.

2. The model manager maintains the UFAN for activities under BUPERS-00D’s cognizance. The FAMS periodically refresh 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 will immediately notify the model manager and BUPERS-00D.

4. When conducting authorized armed missions, PTT LEOs 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 LEO 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 LEOs must control a low-risk prisoner on a flight that is scheduled for more than 4 hours. Two armed PTT LEOs may control no more than two low-risk prisoners.

b. A minimum of two armed PTT LEOs must control one high-risk prisoner on a flight. No other prisoners may be under the control of those armed PTT LEO escorts.

c. The Navy will not fly armed with low-risk prisoners. Only BUPERS-00D can determine and authorize armed PTT missions for a high-risk prisoner.

d. PTT LEOs 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 trained and qualified:

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 actively assigned and serving in equivalent job series 0007 of reference (e)).

7. When NAVCONBRIG COs consider employment of correctional staff in the capacity of a LEO, they must carefully weigh the background, training, temperament, and maturity of the Service member being considered for such an assignment. Weapons training within military occupational fields or formal corrections training may be nonexistent, limited by grade, or limited to familiarization fire.

1008. Ground PTT Requirements. All movements of PTT missions will be coordinated with state law enforcement agencies affected by the transport. Activities are authorized direct liaison with state and local law enforcement agencies to notify or request support for PTT missions. 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, 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 an armed transport ground mission is necessary, the activity will consider if an armed ground mission is the safest and most effective means of transport. Factors that should be considered include risk to the public, risk to personnel, and possible escape.

2. After coordination with law enforcement agencies, activities must provide NAVPERS 1640/35 and NAVPERS 1640/34 with a recommendation to BUPERS-00D for final approval. The mission brief will include coordination efforts made and contact information for state law enforcement agencies. For audit purposes, a copy will be kept on file at the unit for 3 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 will cover the administrative and operational requirements of this instruction.

CHAPTER 2 STAFFING

2001. Manpower. PTT escorts will be selected from within the organization. Escort missions involving the opposite sexes will conform to correctional requirements contained in reference (d). A list of qualified PTT escorts, identifying capabilities (i.e., military advanced prisoner escort and military armed escort) will 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. To support armed transport missions, activities (including Navy Absentee Collection and Information Center (NACIC)) will maintain an adequate number of trained and qualified Service LEOs (males and females), with current qualifications, to support availability of a PTT capability.

2002. Screening. Potential PTT escorts will be screened per reference (j), articles 1306-904 and 1306-931. Additionally, PTT escorts (unarmed and armed LEOs) 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 LEOs 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 LEOs must complete DD 2760 annually. Per OPNAVINST 8023.24D, 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 will be maintained in the PTT member's training record.

2003. Disqualification. PTT escorts 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.

CHAPTER 3 TRAINING

3001. General. MCFs have military personnel trained as “basic” prisoner escorts who routinely provide prisoner escorts within the MCF and local ground escort movement, 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 escorts performing prisoner transfers and transport missions (ground or air) require advanced prisoner escort and armed escort training (for LEOs).

1. The model manager will designate additional training required for PTT escorts, both military advanced prisoner escorts and military armed escorts (i.e., LEOs), that differentiate between unarmed and armed training requirements. Other Service personnel assigned for duty at authorized MCFs may be designated as advanced PTT escorts, 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 (f) through (i) are applicable).
3. Only when all aspects of mandatory training and testing are successfully completed by the member, as affirmed under the signature of the Director, BUPERS-00D or a NAVCONBRIG CO to the model manager, will the standardized BUPERS military advanced prisoner escort or military armed escort badge be authorized and credential signed by BUPERS-00D or the activity CO. Credentials must state the level of certification and if the member is authorized to carry a firearm. All initial and subsequent training will be fully documented for each PTT member and maintained by the activity PTT program manager. Initial and follow-on training documentation will be filed in the PTT members’ training record. Completion of training requirements will be documented by the Director, BUPERS-00D or the NAVCONBRIG CO on letterhead for inclusion within the activity training record and a copy will be maintained by the PTT program manager.

3002. Arming Other-Service Members. Military members of another Service (i.e., 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 BUPERS-00D directed 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 (i.e., 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 will be maintained in the individual PTT member’s training folder and by the unit PTT program manager.

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3003. Annual Requalification and or Refresher Training. Based on the members' designation, PTT LEOs must have proficiency tests annually on the aspects of the PTT Program listed in paragraph 3004 of this instruction. For weapons proficiency, a quarterly sustainment training must be provided using the weapon issued to the PTT member. All sustainment training will 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 military advanced prisoner escort:

- a. Member must meet physical fitness standards specific to their Service (e.g., physical fitness test, physical readiness test);
- b. Pass a written test to become a basic prisoner escort;
- c. Pass a written test to become an advanced escort;
- d. Pass a local written test on the use and priorities of force within references (f) and (g); and
- e. Successfully demonstrate Controlled F.O.R.C.E. mechanical advantage control holds (M.A.C.H.) System and self-defense techniques.

2. In addition to the above military advanced prisoner escort-training requirements, all LEOs that are to be designated as military armed escorts must also complete the following:

- a. Service-specific pistol qualification (minimum acceptable level of qualification is sharpshooter);
- b. Navy Handgun Qualification Course with credentialed PTT weapon (minimum acceptable level of qualification is sharpshooter); and
- c. TSA Federal Air Marshal Service (FAMS) Law Enforcement Officers Flying Armed (LEOFA) Course. The course is available through model manager, which includes a requirement to pass a written test administered by the senior LEO at the activity or NACIC.

(1) The model manager may complete a request for the training materials at <https://www.tsa.gov/travel/law-enforcement>.

(2) Upon receipt of the request, the FAMS LEOFA training materials administrator will pass the request to Undersecretary of Defense for Intelligence and Security (USD (I&S)) for review to ensure the agency's request is valid and the prospective member is in fact a LEO.

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(3) Following verification and acceptance to proceed, USD (I&S) will notify the FAMS LEOFA Training Materials Administrator of the acceptance and authorization to proceed, who in turn will reach out to the LEO member and alert with the following message “Attached is a copy of the DHS Sensitive Security Information (SSI) Non-Disclosure Agreement form and the associated Federal SSI regulation. Prior to receiving the SSI Law Enforcement Officer Flying Armed training materials, the Federal Air Marshal/Office of Training and Development is required to obtain your written agreement not to disclose this sensitive material to anyone outside of your agency and only to your LEOs with an immediate need to know. Please complete the form in its entirety. Ensure the top of the form is complete, read and initial next to the SSI section, read all other sections, complete the acknowledgement section, and have your supervisor complete the witness section. Once you and your supervisor have completed the form, scan in a PDF form and e-mail the document back to our office.”

(4) Upon the authorized entity review, signature, and return of the non-disclosure agreement, the FAMS LEOFA training materials administrator then provides the authorized entity with the SSI DHS TSA FAMS LEOFA training materials.

3. Other training may be directed and coordinated by BUPERS-00D or 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 will consist of:

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

2. Reference (f) will be reviewed on a quarterly basis and documented in the Service members' training records.

CHAPTER 4 OPERATIONS

4001. Duty Uniform. All PTT missions will be conducted in civilian attire. The model manager will provide guidance and information via BUPERS-00D, on appropriate civilian attire, to include the wearing of clothing that allows for concealed carry of firearms 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 throughout the mission will be factored in determining prisoners' attire.

4003. Required Documents. For prisoners confined in an MCF, a complete copy of the prisoner's confinement record will be made by the transferring MCF and supplied to the senior PTT member with two original DD 2708s Receipt for Pretrial/Post-Trial Prisoner or Detained Person. For apprehended Service 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 escorts will make a complete inventory of the prisoner's personal property and valuables at the time of assumption of custody. They will ensure the holding authorities have turned over all prisoner property. Upon arrival at the destination, the PTT will release the prisoner's property and valuables to the prisoner's receiving activity, unless otherwise specified. The prisoner must be given a receipt when the PTT escorts turnover the property to the gaining activity.

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

1. Releasing command will 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 will alert the gaining command points of contact of the prisoner's request and document this transaction in the PTT mission report. PTTs will 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 (OCONUS) Missions. All OCONUS missions will be submitted and approved in the Aircraft and Personnel Automated Clearance System (APACS) prior to the PTT initiating the mission. PTT escorts are also required to review DoD 4500.54-G Department of Defense Foreign Clearance Guide for any additional requirements.

4007. Armed Escort Team Mission Report. NAVPERS 1640/33 will 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) U7421, all expenses related to 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 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; and
- f. A telephone number where the escorts can be reached.

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

4010. Missing, Lost, or Stolen Weapon/Ammunition. PTT escorts will 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: <https://www.esd.whs.mil/directives/forms/>.
 - a. DD 2708 Receipt for Pretrial/Post-Trial Prisoner or Detained Person
 - b. DD 2760 Qualification to Possess Firearms or Ammunition
 - c. DD 2768 Military Air Passenger/Cargo Request
2. The following forms are available using requisitioning procedures contained in Navy Forms Online at: <https://forms.documentservices.dla.mil/order/>.
 - a. OPNAV 5512/2 Authorization to Carry Firearms
 - b. OPNAV 5530/1 Report of Screening for Personnel Assigned Arms, Ammunition, and Explosives (AA&E) Related Duties
3. The following forms may be accessed at :
<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>
 - 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

3 Feb 2026

APPENDIX B
NAVY CORRECTIONS MAILING AND TELEPHONE LISTING

Director

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

Commanding Officer

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

Officer-in-Charge

Naval Consolidated Brig Charleston Detachment Chesapeake
1548 Wilderness Road
Chesapeake, VA 23322
Telephone (757) 421-8847/8841/8840/8848

Commanding Officer

Naval Consolidated Brig Miramar
Miramar Way, Suite 1, PO Box 452135
San Diego, CA 92145-2135
Telephone (858) 577-7000/7777

Officer-in-Charge

Naval Consolidated Brig Miramar Detachment Pearl Harbor
2056 Wasp Blvd
Pearl Harbor, HI 96860-5810
Telephone (808-472-0020)