

| 12. TOTAL NUMBER OF PRISONERS BY SENTENCE LENGTH |  |  |  |  |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| ON 31 DECEMBER REPORTING YEAR | AIR FORCE <br> (1) |  | ARMY <br> (2) |  | MARINE CORPS <br> (3) |  | NAVY <br> (4) |  | COAST GUARD <br> (5) |  | TOTAL <br> (6) |  |
|  | OFFICER | ENLISTED | OFFICER | enlisted | OFFICER | ENLISTED | OFFICER | enlisted | OFFICER | Enlisted | OFFICER | enlisted |
| a. 1 YEAR OR MORE (>365 days) |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| b. LESS THAN 1 YEAR (<365 days) |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| c. PRE-TRIAL CONFINEMENT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| d. UNKNOWN |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| e. TOTAL (Sum of a. - d.) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 13. CONTROLLING OFFENSE BY BRANCH OF SERVICE |  |  |  |  |  |  |  |  |  |  |  |  |
| ON 31 DEC REPORTING YEAR | AIR FORCE <br> (1) |  | ARMY <br> (2) |  | MARINE CORPS <br> (3) |  | NAVY <br> (4) |  | COAST GUARD <br> (5) |  | TOTAL <br> (6) |  |
|  | OFFICER | ENLISTED | OFFICER | Enlisted | OFFICER | ENLISTED | OFFICER | ENLISTED | OFFICER | enlisted | OFFICER | Enlisted |
| a. VIOLENT OFFENSES |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) MURDER |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (2) VOLUNTARY MANSLAUGHTER |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (3) NEGLIGENT MANSLAUGHTER |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (4) KIDNAPPING |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (5) ROBBERY |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (6) ASSAULT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (7) OTHER VIOLENT OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| b. SEXUAL OFFENSES (See table in Instructions) |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) RAPE W/ADULT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (2) RAPE W/CHILD |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (3) SEXUAL ASSAULT W/ADULT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (4) SEXUAL ASSAULT W/CHILD |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (5) SEXUAL MISCONDUCT W/ADULT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (6) SEXUAL MISCONDUCT W/CHILD |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (7) OTHER SEXUAL OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| c. PROPERTY OFFENSES |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) BURGLARY |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (2) LARCENY/THEFT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (3) AUTO THEFT |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (4) ARSON |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (5) FRAUD/FORGERY |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (6) STOLEN PROPERTY |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (7) OTHER PROPERTY OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| d. DRUG OFFENSES |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) POSSESSION/USE |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (2) TRAFFICKING |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (3) OTHER/UNSPECIFIED DRUG OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| e. PUBLIC ORDER OFFENSES |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) WEAPONS |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (2) DRIVING WHILE INTOXICATED |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| (3) OTHER PUBLIC ORDER OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| f. MILITARY OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| g. ALL OTHER OFFENSES |  |  |  |  |  |  |  |  |  |  | 0 | 0 |
| h. TOTAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |




## INSTRUCTIONS FOR COMPLETING DD FORM 2720, ANNUAL CORRECTIONAL REPORT

The following instructions provide guidance in preparing the Annual Correctional Report for each branch of Service in the Department of Defense.

Block 1-6. These items should be self-explanatory.
Block 7.
Column (i). Report the number of facilities in operation on December 31st of the reference year at each level. Column (ii). Report the design capacity for all facilities within each level ( 1,2 , or 3 ). Design capacity is the number of prisoners that planners or architects intended for the facility.
Column (iii). Report the operational capacity for all facilities within each level. Operational capacity is the number of prisoners that can be accommodated, based on a facility staff, existing programs, and services.
Column (iv). Report the number of pre-trial prisoners confined in facilities at each level on December 31st of the reference year.
Column (v). Report the number of post-trial prisoners confined in facilities at each level on December 31st of the reference year.
Column (vi). Report the total number of pre-trial prisoners and post-trial prisoners (sum of columns (iv) and (v)) confined in facilities at each level on December 31st of the reporting year.

NOTE: The sum of all pre-trial and post-trial prisoners reported at the bottom of Block 7(vi) will be your controlling head count for December 31st of the reference year. When providing breakdowns of the total prisoner population on December 31st by branch of service, gender, race, and sentence status in Blocks 8-12, your total number of prisoners held for all branches should always equal the sum of pre-and post-trial prisoners reported in Block 7(vi). For example, if you report a total of 30 pre-trial prisoners and 300 post-trial prisoners in Block 7 , then summing the total rows of Blocks $8,9,10,11$, or 12 should always provide a total of 330 prisoners. This is to ensure that this information is entered for each prisoner included in the overall head count.

Blocks 8-12. These items provide a one-day snapshot of the prisoner population on December 31st of the reference year, and are not totals of all prisoners confined throughout the calendar year. These blocks should contain all prisoners in physical confinement on December 31st, and these totals should equal the total number of pre- and post-trial prisoners reported in Block 7(vi) (see note above).

NOTE: When reviewing number values for blocks 10 and 11, the "UNKNOWN" block will apply only if "UNKNOWN" has been previously marked on the DD Form 2710 or other documents in the prisoner's CTF.

Block 12. The sum for row 12(c), pre-trial confinement, should equal the number of pre-trial prisoners listed in the head count portion of Block 7(iv).

Block 13. Report the number of post-trial prisoners confined on December 31st for each controlling offense type. Regardless of the number of offenses for which the prisoner was court-martialed, only the most serious conviction offense should be recorded for each post-trial prisoner. The total number of prisoners included in Block 13h(6) should equal the total number of post-trial prisoners reported in Block 7(v). The offenses of pre-trial prisoners should not be included, as they have not yet been found guilty of those offenses.

NOTE: For 13b(1) through 13b(7), reference the Sexual Offenses by Category shown in the table on the last page of the instructions.

NOTE: Item 13g, All Other Offenses, is applicable to those controlling offenses that are not identified in any of the categories at a(1-7), Violent Offenses, b(1-7), Sexual Offenses, c(1-7), Property Offenses, d(1-3), Drug Offenses, e(1-3), Public Order Offenses, or f. Military Offenses. Controlling offenses such as Child Endangerment will be counted in the 13 g category.

NOTE: Offenses involving conspiracy, attempt, or accessory should be counted as the offense with which they are associated. For example, attempted robbery should be counted as robbery. The only exceptions to this rule are murder offenses. If the prisoner was adjudged for attempted murder, then the controlling offense should be an assault. However, for prisoners adjudged for either conspiring or soliciting to commit murder, the controlling offense will depend on whether or not the victim died. If the murder attempt associated with the prisoner's charge of conspiracy or solicitation was completed, then the controlling offense should still be murder. If the murder attempt associated with the charge was not completed, then the controlling offense should be an assault.

Block 14. Report the number of post-trial prisoners confined on December 31st for each controlling offense type that received each type of sentence length. For instance, of 12 post-trial prisoners convicted of murder, 6 may have received sentences of 6 years +1 day to 10 years, while 4 were sentenced to 10+ years and 2 received a sentence of life. As with Block 13, exclude all pre-trial prisoners, who should not have received a formal sentence yet. Please verify that the total number of prisoners in Block 7c(v) equals the total number of post-trial prisoners reported in Block 14 h (ix). Also, verify that the same numbers of post-trial prisoners are reported in both Block 13 and Block 14 for each offense type. For instance, if a total of 5 post-trial prisoners are listed next to "robbery" in Block 13, there should be sentence length data for 5 robbery offenders in Block 14.

Block 15. Unlike other items that recorded a one-day snapshot of your confined population on December 31st, this block records the number of pre-trial confinements held during the entire calendar year. These pre-trial confinements are a stand-alone count, and should not be included in the number of admissions in Block 16, which are restricted to admissions of adjudged prisoners only.

Block 16. This block records the number of adjudged prisoner admissions during the entire calendar year, by the type of court martial received or reason for their confinement. Do not include any pre-trial confinements in this block. Please record the initial confinement of a prisoner under one of the three types of new court commitments. If a prisoner was not received from a court martial, but instead was admitted as a parole violator, returned escapee or transfer from other military confinement, please record them here in Block 16 as well.

NOTE: For persons preparing reports for an entire branch of service: Please report only those transfers that brought prisoners into your confinement from another branch of the military service or from civilian facilities (prisoners transferred from non-military correctional facilities should also be included as "transfer admissions"). This is to prevent the same prisoner from being counted as multiple admissions with the same branch of service. As a result, item 16e(2) ("Transfers same branch of service") from previous years' forms should not be completed on the current form. For instance, if a prisoner entered a Navy facility after a summary court martial, and then was transferred to another Navy facility later that year, the Navy correctional report should report this admission as a "summary court commitment" only, and not as a "transfer". This is because the prisoner was held in Naval facilities for the entire period of confinement, and their court martial is the controlling reason why the prisoner entered Navy custody. However, if this same prisoner was transferred to an Army facility during the year, the Army should record this admission as a "Transfer - other branch of service". This is because the transfer is now the controlling reason why the prisoner entered Army custody, whereas the court martial did not place the prisoner in Army custody.

In Block 16e(3), "Transfers - civilian facility", please include only those prisoners who were placed in civilian custody at time of sentencing and only transferred to a military facility at a later date. Please do not include those prisoners who only spent a brief time following sentencing in civilian custody while awaiting transport into military custody. For example, if a prisoner spends a weekend in a local civilian jail following sentencing before being admitted to an Air Force facility, the Air Force should report this admission as the appropriate type of "new court commitment", and not a "transfer". This is because the court martial is the controlling reason why the prisoner entered Air Force custody, and the period of civilian custody was only a short-term, temporary status. If the same prisoner had spent a long-term period of sentenced time in civilian custody, and was later transferred into Air Force custody, then they should be recorded by the Air Force as an admission in Block 16e(3).

Block 17. This block records the number of sentenced prisoners released from your custody during the entire calendar year, by the type of release received. Please do not include any releases of prisoners held only as pre-trial confinements. Include only those prisoners who served some period of post-trial time pursuant to sentencing. Other unconditional release would include some prisoners who had served some time on a sentence that was remitted and overturned on appeal.
For the purposes of this item, please exclude temporary, short-term releases such as work release programs, temporary furloughs, off-site alcohol/drug/ mental health treatment, and court appearances. Prisoners on such releases are still sentenced and remain under your prison jurisdiction, even if they are not physically located in your facilities for that short period of time. If the prisoner obtains a permanent release from your custody while on this type of temporary release status (e.g., a prisoner is given court leave for a week, and has his/her sentence reduced to time served and is released), then please record their appropriate permanent release type (unconditional, conditional, death, other).
For Block 17c(3), "Unconditional" is used by the facilities to annotate court-ordered releases, executive-ordered releases, administrative releases, terminated sentences (prior to expiration of sentence), dismissals, overturned convictions, reversed or remanded sentences, vacated sentences, etc. It is basically a "catchall" category for those inmates who were released unconditionally but may not fit into category 17c(1) "Expiration of sentence" or $17 \mathrm{c}(2)$ "Clemency". By including them in "Unconditional - other unconditional" the form is able to at least categorize the release. Additionally, prisoners who were released from your facility on Mandatory Supervised Release (MSR) should be included in Block 17d(3).

NOTE: For persons preparing reports for an entire branch of service: As with transfer admissions (see note to Block 16), please do not include transfers to other facilities within your same branch of military service as a transfer release. (Item 17f(4), "Transfer to same branch of service" from previous years' forms should not be completed on the current form because they should not be included as a release.) For instance, if a prisoner is transferred from one Army facility to the U.S. Disciplinary Barracks (Army), this should not be recorded as a transfer release in the Army's correctional report. This is because the prisoner remained in Army custody for the entire period. However, if a prisoner was initially held in an Air Force correctional facility, but was later transferred to the Disciplinary Barracks, then the prisoner should be recorded as a "Transfer - other branch of service" in the Air Force correctional report. This is because the transfer has resulted in the prisoner leaving Air Force custody altogether. Also, please include any prisoner transfers to non-military correctional facilities as transfer releases.

Block 18. This block records all victim/witness notification program data for the entire calendar year. Block 18a should contain the total number of victims/witnesses who were informed of their right to be notified, regardless of their election to be notified. This data is listed on the reverse of DD Form 2704, "Victim/Witness Certification and Election Concerning Prisoner Status". Block 18b is the total number of those in 18a who elected to be notified. Block 18c is the total number of notification status changes during the reference year as reflected by DD Form 2705.


| SEXUAL OFFENSES BY CATEGORY (Continued) |  |  |
| :---: | :---: | :---: |
| OTHER SEXUAL OFFENSES |  |  |
| UCMJ Article | DIBRS Code | OTHER SEXUAL OFFENSES |
| 120(j) | 120-J1 | Indecent Liberty With a Child |
| 120(k) | 120-K1 | Indecent Act |
| 120(I) | 120-L1 | Forcible Pandering |
| 120(m) | 120-M1 | Wrongful Sexual Contact |
| 133 | 133D | Conduct Unbecoming an Officer (Refer to Appendix in DoD Memorandum dated Nov 16, 2009) |
| 134 | 134B6 | Prostitution Involving a Minor |
| 134 | 134C4 | Assault with the Intent to Commit Rape |
| 134 | 134C6 | Assault with the Intent to Commit Sodomy |
| 134 | 134S1 | Kidnapping of a Minor (by person not parent) |
| 134 | $134 Z$ | Pornography Involving a Minor |
| 134 | 134Y2 | Conduct Prejudicial to Good Order and Discipline or Service (Refer to Appendix in DoD Memorandum dated Nov 16, 2009) |
| 80 |  | An Assimilative Crime Conviction (Refer to Appendix in DoD Memorandum dated Nov 16, 2009) |
| 81 |  | Attempts to Commit Any of the Foregoing |
| 82 | 082A | Solicitation to Commit Any of the Foregoing |

