

**NOTIFICATION TO VICTIM/WITNESS OF PRISONER STATUS**

*(This form is exempt from Freedom of Information Act release.)*

**PRIVACY ADVISORY**

Disclosure of this information is voluntary and will be used to provide basic information on changes in a prisoner's status to victims and witnesses who elected on the DD Form 2704 to be notified of prisoner's initial entry into confinement and of any status changes in accordance with DoDI 1030.02. When completed, this form contains personally identifiable information and is protected by the Privacy Act of 1974, as amended.

**EXPLANATION:** This form is being used to give basic information on changes in a prisoner's status to victims and witnesses who have elected, on the DD Form 2704, to be notified. The correctional facility holding the prisoner must promptly notify victims and witnesses of initial entry into confinement and of prisoner status changes in accordance with DoDI 1030.02.

**SECTION 1 - DISTRIBUTION**

<b>1. TO:</b> <i>(Victim or Witness)</i>			<b>2. FROM:</b> <i>(Victim/Witness Assistance Coordinator at Correctional Facility/Brig)</i>		
<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>			<b>a. NAME</b> <i>(Last, First, Middle Initial)</i>		
<b>b. STREET ADDRESS</b> <i>(Include apartment no.)</i>			<b>b. STREET ADDRESS</b> <i>(Include apartment no.)</i>		
<b>c. CITY</b>	<b>d. STATE</b>	<b>e. ZIP CODE</b>	<b>c. CITY</b>	<b>d. STATE</b>	<b>e. ZIP CODE</b>
<b>f. TELEPHONE NUMBER</b> <i>(Include area code)</i>			<b>f. TELEPHONE NO.</b> <i>(Include area code)</i>	<b>g. EMAIL</b>	

**SECTION 2 - PRISONER RELEASE ELIGIBILITY DATE AND DISPOSITION BOARD HEARINGS**

<b>3. PRISONER NAME</b> <i>(Last, First, Middle Initial)</i>	<b>4. REGISTRATION NUMBER</b>	<b>5. MINIMUM RELEASE DATE</b> <i>(YYYYMMDD)</i>	<b>6. MAXIMUM RELEASE DATE</b> <i>(YYYYMMDD)</i>
<b>7. SCHEDULED CORRECTIONAL FACILITY BOARD DATE</b> <i>(YYYYMMDD)</i>	<b>8. PAROLE ELIGIBILITY DATE</b> <i>(YYYYMMDD)</i>	<b>9. CLEMENCY ELIGIBILITY DATE</b> <i>(YYYYMMDD)</i>	
<b>10. ADDRESS OF CORRECTIONAL FACILITY/BRIG DISPOSITION BOARD</b>			

**NOTE 1:** Prior to the Service Clemency and Parole Board meeting, each facility will hold a Disposition Board to review the prisoner's clemency and parole submissions.  
**NOTE 2:** You may submit documentation to the Facility Disposition Board when the prisoner is scheduled to appear. If you would like to submit a Victim Impact Statement to the Board, please mail it to the above address as soon as possible. Your statement may be submitted in the form of a letter, or electronic media. This board reviews all Victim Impact Statement(s) in the original media in which they were submitted. Upon review of all the information available, the board adds its recommendation to the case file and the entire record, including the Victim Impact Statement(s), which are forwarded to the Service Clemency and Parole Board.  
**NOTE 3:** Victim Impact Statement(s) concerning U.S. Navy and Marine Corps Personnel will be submitted directly to the U.S. Naval Clemency and Parole Board.  
**NOTE 4:** The facility Victim/Witness Coordinator will notify you in advance of the approximate date of an upcoming Service Clemency and Parole Board hearing.

**11. ADDRESS OF SERVICE CLEMENCY AND PAROLE BOARD**

**NOTE 1:** If you wish to appear at this Service board, you must obtain approval 30 days prior to the scheduled board date by contacting the appropriate Service board: US Air Force: 1-240-612-5409; US Army: 1-703-571-0535/0532; US Navy/US Marine Corps: 1-202-685-6338/6632; US Coast Guard 1-785-357-3450.

**SECTION 3 - CHANGE IN PRISONER STATUS**

**12. PRISONER'S SENTENCE TO CONFINEMENT CHANGED AS FOLLOWS:**

**13. PRISONER HAS BEEN APPROVED FOR** *(X and complete as applicable)*

<input type="checkbox"/> <b>a. CLEMENCY</b> <i>(Date - YYYYMMDD)</i>	<input type="checkbox"/> <b>b. PAROLE</b> <i>(Date - YYYYMMDD)</i>	<input type="checkbox"/> <b>c. MSR</b> <i>(Date - YYYYMMDD)</i>	<input type="checkbox"/> <b>d. RESTORATION TO DUTY</b> <i>(Date - YYYYMMDD)</i>	<input type="checkbox"/> <b>e. OTHER</b> <i>(Date - YYYYMMDD)</i>
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**f. NAME OF U.S. PAROLE/PROBATION OFFICER** *(Last, First, Middle Initial)*      **g. TELEPHONE NUMBER** *(Include area code)*

<b>14. RELEASE</b> <i>(If applicable)</i>	<b>a. PROJECTED RELEASE DATE</b> <i>(YYYYMMDD)</i>	<b>b. PLANNED RELEASE DESTINATION CITY AND STATE</b>	
<b>15. ESCAPE</b> <i>(If applicable)</i>	<b>a. ESCAPE DATE</b> <i>(YYYYMMDD)</i>	<b>b. RECAPTURE DATE</b> <i>(YYYYMMDD)</i>	<b>c. RECONFINEMENT LOCATION</b>
<b>16. TRANSFER</b> <i>(If applicable)</i>	<b>a. TRANSFER DATE</b> <i>(YYYYMMDD)</i>	<b>b. FACILITY NAME</b>	<b>c. ADDRESS</b> <i>(Include Zip Code)</i>

**CUI (when filled in)**

<b>17. PRISONER DECEASED</b> (YYYYMMDD)	<b>18. TEMPORARY PAROLE</b> (If applicable)	<b>a. DATE BEGAN</b> (YYYYMMDD)	<b>b. DATE TERMINATED</b> (YYYYMMDD)	<b>c. SPECIFY TYPE</b>
<b>SECTION 4 - TERMINATION/SUSPENSION OF NOTIFICATION</b>				
<b>19. THE ABOVE NAMED PRISONER STATUS NOTIFICATIONS HAVE BEEN</b> <input checked="" type="checkbox"/> <b>TERMINATED</b> <input type="checkbox"/> <b>SUSPENDED DUE TO:</b>				
<input type="checkbox"/> <b>a. REQUEST BY YOU</b> <input type="checkbox"/> <b>b. OTHER</b> (Specify)				
<b>SECTION 5 - POINT OF CONTACT INFORMATION</b>				
<b>20.a. NAME OF VICTIM/WITNESS ASSISTANCE COORDINATOR</b> (Last, First, Middle Initial)	<b>b. GRADE</b>	<b>c. SIGNATURE</b>	<b>d. DATE SIGNED</b> (YYYYMMDD)	

**INSTRUCTIONS FOR COMPLETING DD FORM 2705,  
NOTIFICATION TO VICTIM/WITNESS OF PRISONER STATUS**

**PURPOSE:** Use this form to make notifications to the victims and witnesses who have requested to be informed of the changes in the prisoner's status.

**SECTION 1 - DISTRIBUTION**

**Block 1.a. - 1.f.** Add the Victim or Witness name, address, and telephone number.  
**Block 2.a. - 2.g.** Add the Victim/Witness Coordinator's name, address, telephone number, and email address.

**SECTION 2 - PRISONER RELEASE ELIGIBILITY DATE AND DISPOSITION BOARD HEARINGS**

**Block 3 - 4.** Add the prisoner name and registration number.  
**Block 5.** Add the prisoner's minimum release date.  
**Block 6.** Add the prisoner's maximum release date.  
**Block 7.** Add the date the facility will hold the disposition board.  
**Block 8.** Add the prisoner's parole eligibility date.  
**Block 9.** Add the prisoner's clemency eligibility date.  
**Block 10.** Add the address for the correctional facility board.  
**Block 11.** Add the address for the Service Clemency and Parole board.

**SECTION 3 - CHANGE IN PRISONER STATUS**

**Block 12.** Add the change that has taken place in the prisoner's status.  
**Block 13.a. - 13.e.** Select the type of conditional release for which the prisoner has been approved for (if applicable).  
**Block 13.f. - 13.g.** Add the prospective U.S. Probation Officer information including telephone number, if known.  
**Block 14.a. - 14.b.** Annotate the projected release date, city and state where the prisoner plans to reside.  
**Block 15.a. - 15.c.** Add date of escape and/or warrant issuance and the date the prisoner was taken into custody. Annotate where the prisoner is being held temporarily.  
**Block 16.a. - 16.c.** Add the date, name and address of the facility where the prisoner is being transferred for further confinement.  
**Block 17.** Add the date the prisoner expired.  
**Block 18.a. - 18.c.** Add other types of release by Service as listed below and the date.  
**Air Force - Emergency Parole (EP):** A conditional release authorized by the confinement officer. EP is for extreme emergency circumstances normally requiring physical presence of the prisoner to save the life of another, e.g., an organ donation/bone marrow donation. Prisoners released on EP return to confinement immediately following the period considered medically necessary, normally should not exceed a seven-day period.  
**Army - Emergency Home Parole (EHP):** In accordance with AR 190-47, EHP may be used for prisoners that require a home visit for extreme emergency reasons.  
**Temporary Home Parole (THP):** The purpose of THP is to strengthen family relationships and provide an incentive and reinforcement to positive behavior and morale.

**SECTION 4 - TERMINATION/SUSPENSION OF NOTIFICATION**

**Block 19.** Select the applicable option when all efforts to complete a notification have failed due to incorrect or outdated address and telephone number.

**SECTION 5 - POINT OF CONTACT INFORMATION**

**Block 20. Victim/Witness Assistance Coordinator.** Add the information for victims and witnesses to contact the facility Victim/Witness Coordinator when necessary.

**TERMS AND DEFINITIONS**

**Clemency:** Remitting or suspending any part or amount of a court-martial sentence, other than a sentence approved by the President, and by Article 74(b), UCMJ, for good cause, to substitute an administrative form of discharge for a discharge or dismissal executed in accordance with the sentence of a court-martial.  
**Mandatory Supervised Release (MSR):** A form of conditional release granted to individuals who have served their sentence to confinement up to their minimum release date. This form of release is served until the adjusted maximum release, unless otherwise revoked or remitted by the Clemency and Parole Board concerned.  
**Abatement Time:** Any deductions from the term of a sentence during confinement such as:  
**a. Good Conduct Time:** A deduction from the adjusted maximum release date for faithful observance of all rules and regulations.  
**b. Earned Time:** Deductions from a prisoner's release date earned for participation and graded effort in the areas of work, offense-related programs, education, self-improvement and personal growth, or other support activity specifically authorized by the correctional facility commander in accordance with Military Service policy.  
**Maximum Release Date:** The sentence or sentences to confinement without reductions, but less 1 day for the day of confinement or release.  
**Minimum Release Date:** The adjusted maximum release date reduced or increased for credit or forfeiture of good conduct time and abatements.  
**Release:** A prisoner shall be released at the expiration of his/her sentence to confinement, less the time deducted for good time (and, if applicable, additional abatements).