



**UNITED STATES MARINE CORPS**  
MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION  
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MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS BASE QUANTICO  
BULLETIN 1620

From: Commander, Marine Corps Installations National Capital Region-Marine  
Corps Base Quantico

To: Distribution List

Subj: MARINE CORPS INSTALLATIONS NATIONAL CAPITAL REGION-MARINE CORPS  
BASE QUANTICO (MCINCR-MCBQ) AREA ARMED FORCES DISCIPLINARY CONTROL  
BOARD

Ref: (a) MCO 1620.2D  
(b) MCBO 1620.2  
(c) Charter for the Joint Armed Forces Disciplinary Control Board of  
the National Capital Region dated 27 July 2010  
(d) Memorandum of Agreement for the Joint Armed Forces Disciplinary  
Control Board of the National Capital Region effective 4 January  
2011  
(e) MCBul 5400 dtd 3 June 2015

Encl: (1) Armed Forces Disciplinary Control Board List of Voting Members  
(2) Armed Forces Disciplinary Control Board Duties of the President  
(3) Armed Forces Disciplinary Control Board Procedures for Meetings

1. Situation

a. Purpose. The MCINCR-MCBQ Area Armed Forces Disciplinary Control Board (AFDCB) advises and makes recommendations to the Commander, MCINCR-MCBQ concerning the correction of conditions which may adversely affect the health, safety, morale, welfare, morals, or discipline of military personnel.

b. Background. Reference (a) establishes uniform policies and procedures for conducting Armed Forces Disciplinary Control Boards and off-installation liaison and operations. Reference (b), the Marine Corps Base Quantico Order that established procedures for the operation of MCBQ AFDCB is fifteen years old. Reference (b) no longer aligns with references (c) and (d), the Joint AFDCB coordinating documents due to significant changes to the structure and reporting relationships within the National Capital Region established by reference (e).

2. Cancellation. MCBO 1620.

3. Mission. This Bulletin cancels reference (b) and establishes interim guidance for the MCINCR-MCBQ AFDCB.

4. Execution

a. Commander's Intent. Establish interim guidance consistent with reference (a) until revision of references (c) and (d) is completed.

b. Concept of Operations. AFDCB actions will be conducted on an as needed basis in accordance with reference (a). The MCINCR-MCBQ AFDCB will be governed in its operations and procedures by the references and this order. General requirements are further described in this order.

c. Tasks

(1) The Command Inspector General (CIG) will serve as the President of the AFDCB and receive notices and requests for consideration of Disciplinary Control Board action as outlined in reference (a).

(2) The Staff Judge Advocate (SJA) will provide direct support to the CIG in preparation for any Disciplinary Control Boards to be convened consistent with reference (a).

(3) The Quantico Area Counsel Office (QACO) will provide direct support to the CIG to provide legal reviews and notifications to private or commercial activities consistent with reference (a).

(4) The Assistant Chief of Staff, G-3 will provide threat assessments and other relevant information, as required, in support of any Disciplinary Control Board actions.

(5) The MCINCR-MCBQ Provost Marshal will provide law enforcement assistance and information, as required, in support of any Disciplinary Control Board actions.

d. Coordinating Instructions. Forward requests for AFDCB consideration to the MCINCR-MCBQ CIG for disposition. Tenant activities and military personnel will provide requested support in connection with AFDCB actions consistent with reference (a).

5. Administration and Logistics

a. The board will be composed of members listed in enclosure (1). All members listed in enclosure (1) are voting members. The President of the Board is authorized to include other non-voting participants to the extent necessary to conduct the Board.

b. The President of the Board will notify the Board members via standard naval letter of the requirement to convene a board and include sufficient information in connection with the notification to prepare the members.

c. The President of the MCINCR-MCBQ AFDCB will be guided by references (a), (c), and (d) and by enclosures (2) and (3) of this Bulletin.

d. The President of the Board will convene an AFDCB upon receipt of creditable information warranting AFDCB action consistent with the policies set forth in reference (a).

e. The Board shall conduct active liaison with appropriate civil authorities concerning problems or adverse conditions existing in the Board's area of interest.

f. The Board shall make appropriate recommendations to the Commander, MCINCR-MCBQ concerning establishments and/or areas to be placed "off-limits" and the removal of "off-limits" restrictions for military personnel.

g. The Board shall function under the supervision of the President of the Board.

h. The President of the Board will follow the procedures in enclosure (3) to conduct meetings and to investigate complaints that allege adverse effects to the health, safety, morale, welfare, morals, or discipline of military personnel.

6. Command and Signal

a. Command. This Bulletin is applicable to all MCINCR-MCBQ tenant activities and military personnel temporarily or permanently assigned to the National Capital Region pursuant to reference (e).

b. Signal. This Bulletin is effective the date signed.



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A. D. BROUGHTON  
Acting  
Signed by: BROUGHTON.ALLEN.DALE.1168122922

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**ARMED FORCES DISCIPLINARY CONTROL BOARD LIST OF VOTING MEMBERS**

Membership shall consist of representatives from the following organizations and directorates:

1. The Command Inspector, MCINCR-MCBQ (President of the Board).
2. Staff Judge Advocate, MCINCR-MCBQ, or their designee.
3. Public Affairs Officer, MCINCR-MCBQ, or their designee.
4. Equal Opportunity Advisor, MCINCR-MCBQ, or their designee.
5. Director, Safety Division, MCINCR-MCBQ, or their designee.
6. Chaplain, MCINCR-MCBQ, or their designee.
7. Director, Consolidated Substance Abuse Counseling Officer, MCINCR-MCBQ, or their designee.
8. Director, Marine Corps Community Services Division, MCINCR-MCBQ, or their designee.
9. Sergeant Major, MCINCR-MCBQ.
10. Special Agent in Charge, Naval Criminal Investigative Service, MCINCR-MCBQ, or their designee.
11. A representative of the command element of the Naval Health Clinic, Quantico or their designee.
12. The Provost Marshal, MCINCR-MCBQ.
13. Senior Counsel, Quantico Area Counsel's Office, MCINCR-MCBQ, or their designee.
14. A representative of the Community Liaison Office.

ENCLOSURE (1)



**ARMED FORCES DISCIPLINARY CONTROL BOARD DUTIES OF THE PRESIDENT**

1. Schedule the time, date, and place for the Board meetings and preside at those meetings.
2. Ensure written minutes are produced for each Board meeting. A verbatim transcript is not required; however, the reasons for recommending to the Commander, MCINCR-MCBQ to approve or remove an off-limits restriction, to include a complete address of the establishment, shall be contained in the order of business.
3. Prepare an agenda prior to each meeting and ensure its distribution to each voting member at least 7 days prior to the meeting.
4. Submit the Board minutes, with recommendations, if any, to the Commander, MCINCR-MCBQ, via the Staff Judge Advocate, for review and approval/disapproval by return endorsement.
5. Inform members of any meeting and its purpose as far in advance as possible. Obtain unanimous consent from all members present before taking final action on any business for which the meeting was not specifically called.
6. Supervise the recorder in the performance of administrative duties, as required.
7. Publish lists of off-limits areas and establishments as directed by the Commander, MCINCR-MCBQ.
8. Notify appropriate civil officials of off-limits areas or establishments and request that they post a sign on public property and in a conspicuous location, listing areas or establishments off-limits to military personnel.
9. Maintain appropriate records and files pertaining to the Armed Forces Disciplinary Control Board activities.
10. Provide for timely inspections of affected businesses.

ENCLOSURE (2)



**ARMED FORCES DISCIPLINARY CONTROL BOARD PROCEDURES FOR MEETINGS**

1. General Considerations

a. The purpose of the AFDCB meetings are to gather information and to formulate appropriate recommendations for the Commander, MCINCR-MCBQ concerning matters that may adversely affect the health, safety, morals, welfare, morale, or discipline of military personnel. The Board will receive reports and take appropriate action on conditions within its area of responsibility relating to such matters.

b. Off-limits restrictions should be invoked only when there is substantive information indicating that an establishment or area frequented by military personnel presents conditions that adversely affect the health, safety, morals, welfare, morale, or discipline of such personnel.

c. No meeting of the Board may be conducted unless a quorum of voting members is present. A quorum is defined as two-thirds of the voting members (currently at least 9 members).

2. Initiating Action

a. The Board may take action based upon complaints originating from any source including, but not limited to, individuals, the Command, local or state agencies, or members of the Board.

b. Prior to initiating routine off-limits action, the Command, through the President of the Board, will attempt to correct situations which adversely affect the welfare of military personnel through contact with community leaders.

c. After the Board receives a complaint, the President, or a designee, will prepare and submit a report of complaints and allegations 7 days prior to the next meeting.

d. When the Board concludes that conditions adverse to military personnel do exist, the owner or manager will be sent a letter of notification by certified mail, or hand-delivery, advising the owner/manager to correct deficiencies or off-limits proceedings will be initiated.

e. Unless emergency conditions exist which are extremely harmful to military personnel, an establishment will not be recommended for off-limits action until the proprietor has been:

(1) Notified in writing by the President of the Board of the adverse condition/circumstances, and;

(2) Given a reasonable time in which to correct deficiencies and an opportunity to appear before the Board and explain why the establishment should not be placed off-limits.

ENCLOSURE (3)

f. The proprietor may designate an individual to represent the establishment at the meeting. These proceedings shall not be adversarial in nature.

g. Before the proprietor appears before the Board, the President will designate members of the Board to schedule and conduct an inspection of the establishment; these members will have 10 working days to inspect the establishment and will prepare an inspection report within two working days of the completed inspection.

h. The President will perform the following actions:

(1) Prior to inviting the proprietor to attend a Board meeting:

(a) Review the findings and decision of previous meetings.

(b) Call for inspection reports and testimony of witnesses.

(c) Afford an opportunity for Board members to ask questions in preparation for meeting with the proprietor.

(2) When the proprietor and/or the proprietor's representative is called before the Board:

(a) Present the proprietor with a brief summary of the complaint concerning the establishment.

(b) Afford the proprietor an opportunity to present matters in defense of the allegation.

(c) Offer Board members an opportunity to question the proprietor and allow the proprietor to make any additional comments or statements.

(3) Deliberations or recommended actions will take place in closed session.

i. The Board should discuss acceptable corrective action to raise the standards or practices of the establishment under consideration.

3. Emergency Off-Limits Action. Pursuant to their inherent authority, when emergency conditions exist which are extremely harmful to military personnel, Commanding Generals or Commanders holding General Courts-Martial Convening Authority, may temporarily declare establishments or areas off-limits to military personnel subject to their jurisdiction. Commanding Generals/Commanders should then report the circumstances immediately to the Commander, MCINCR-MCBQ. Detailed justification for the emergency action shall be provided to the Board which will act upon the matter on a priority basis.

4. Publication of Off-Limits Restriction. The President of the Board will publish a list of off-limits establishments using Command channels.

5. Removal of Off-Limits Restriction

a. Removal of an off-limits restriction shall be based on the adequacy of corrective action, not specified time limits.

b. Removal of an off-limits restriction requires Board action. Proprietors of establishments declared off-limits should be advised they may appeal the decision to the Commanding General, Marine Corps Installations Command.

c. When it has been determined that adequate corrective measures have been taken by the proprietor, the Board will take the following actions:

(1) Discuss the matter at the next meeting and make appropriate recommendations.

(2) Forward recommendations for removal of off-limits restrictions to the Commander, MCINCR-MCBQ.