



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 1620.2
B 051
26 Jan 01

MARINE CORPS BASE ORDER 1620.2 w Ch 1

From: Commanding General
To: Distribution List

Subj: MCB, QUANTICO AREA ARMED FORCES DISCIPLINARY CONTROL
BOARD (AFDCB)

Ref: (a) 32 CFR 631
(b) MCO 1620.2C

- Encl:
- (1) Armed Forces Disciplinary Control Board List of Members
 - (2) Armed Forces Disciplinary Control Board Duties of the President
 - (3) Armed Forces Disciplinary Control Board Procedures for Meetings
 - (4) Armed Forces Disciplinary Control Board Letter of Notification
 - (5) Armed Forces Disciplinary Control Board Letter of Invitation
 - (6) Armed Forces Disciplinary Control Board Letter of Appreciation
 - (7) Armed Forces Disciplinary Control Board Off-Limits Approval Letter
 - (8) Armed Forces Disciplinary Control Board Letter of Declaration of Off-Limits
 - (9) Armed Forces Disciplinary Control Board Letter of Notification of Continuance of Off-Limits restrictions after appearance before the AFDCB
 - (10) Armed Forces Disciplinary Control Board Letter of Removal of Off-Limits Restriction
 - (11) Format for Armed Forces Disciplinary Control Board Meeting Minutes

1. Purpose. To implement the guidelines of the references, and establish procedures for the operation of the MCB, Quantico AFDCB.

2. Action. The mission of the MCB, Quantico AFDCB, hereinafter called the Board, is to advise and make recommendations to the CG concerning the correction of conditions which may adversely affect the health, safety, morals, welfare, morale, or discipline of military personnel. The Board will be governed in its operations and procedures by the references and this Order.

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3. Composition and Procedure

a. The Board shall be composed of members listed in enclosure (1). All members listed in enclosure (1) are voting members.

b. The CG MCB, Quantico, shall be the sponsoring Commander for the Board and shall appoint the President of the Board.

c. The President of the Board shall be governed in the performance of his duties by the references and enclosure (2) of this Order.

d. The Board shall meet once a quarter in the months of January, April, July, and October, and at such other times as the President of the Board may direct.

4. Duties and Functions

a. The Board shall conduct meetings as designated by the President. The decision as to whether the meetings will be opened or closed to the public is within the discretion of the President.

b. The Board will receive reports, and take appropriate action on conditions in their area of responsibility relating to any of the following:

- (1) Disorders and lack of discipline.
- (2) Prostitution.
- (3) Sexually transmitted disease.
- (4) Liquor violations.
- (5) Racial and other discriminatory practices.
- (6) Alcohol and drug abuse.
- (7) Drug abuse paraphernalia.
- (8) Criminal or illegal activities involving cults or hate groups.
- (9) Illicit gambling.
- (10) Areas susceptible to terrorist activity.

(11) Impact of safety as related to disciplinary actions.

(12) Unfair commercial or consumer practices.

(13) Other undesirable conditions that may adversely affect members of the military.

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

d. The Board shall make appropriate recommendations to the CG MCB, Quantico, concerning establishments and/or areas to be placed "off-limits" and the removal of "off-limits" restrictions.

e. The Board shall function under the supervision of the President of the Board. The procedures to be followed for the conduct of meetings and the processing and investigation of complaints is contained in enclosure (3).

f. Enclosures (4) through (10) are samples of letters to be issued by the Board.

g. Enclosure (11) is a sample of meeting minutes to be completed following each Board meeting.



E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET



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QUANTICO, VIRGINIA 22134-5001

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MARINE CORPS BASE ORDER 1620.2 Ch 1

From: Commanding General
To: Distribution List

Subj: MCB, QUANTICO AREA ARMED FORCES DISCIPLINARY CONTROL BOARD
(AFDCB)

Encl: (1) New page inserts to MCBO 1620.2

1. Purpose. To transmit a new page inserts to the basic order.
2. Action. Remove enclosure (1) of the basic order, and replace with corresponding pages contained in the enclosure.
3. Change Notation. Paragraphs denoted by an asterisk (*) symbol contain changes not previously published.
4. Filing Instructions. File this change transmittal immediately behind the signature page of the basic order.

E. CAVAZOS, JR.
Chief of Staff

DISTRIBUTION: INTERNET

ARMED FORCES DISCIPLINARY CONTROL BOARD LIST OF MEMBERS

Membership shall consist of representatives from the following functional areas:

1. The Command Inspector, MCB, Quantico (President of the Board).
2. Director of Ancillary Services, Naval Medical Clinic, MCB, Quantico, or his designee.
3. Public Affairs Officer, MCB, Quantico, or his designee.
4. Deputy Equal Opportunity Officer, MCB Quantico, or his designee.
5. Director, Safety Division, MCB Quantico, or his designee.
6. Chaplain, MCB Quantico, or his designee.
7. Director, Consolidated Substance Abuse Counseling Officer, MCB Quantico, or his designee.
8. Director, Marine Corps Community Services Division, MCB Quantico, or his designee.
9. Director, Naval Criminal Investigative Service, MCB Quantico, or his designee.
10. A representative of the command element of Marine Corps Air Facility (MCAF), MCB, Quantico.
11. A representative of the command element of Marine Helicopter Squadron-1 (HMX-1), MCB, Quantico.
12. A representative of the command element of Marine Corps Systems Command, MCB, Quantico.
13. A representative of the command element of Marine Corps Recruiting Command, MCB, Quantico.
14. A representative of the command element of Training and Education Command, MCB, Quantico.
15. A representative of the command element of Training Command, MCB, Quantico.

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16. A representative of the command element of Education Command, MCB, Quantico.

17. A representative of the command element of Marine Corps Warfighting Laboratory.

18. Staff Judge Advocate, or his designee.

19. A representative of the Community Liaison Office.

* 20. Marine Corps Base, Quantico Sergeant Major.

* 21. A representative of the command element of Headquarters Battalion, Headquarters Marine Corps.

* 22. A representative of the command element of Marine Barracks 8th & I.

** Civil agencies or individuals may be invited to Board meetings as observers or witnesses.

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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 approving or removing 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 CG, via the Staff Judge Advocate, for review and approval/disapproval by return endorsement.
5. Inform members of any special 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 special 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.
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.

ARMED FORCES DISCIPLINARY CONTROL BOARD
PROCEDURES FOR MEETINGS

1. General Considerations

a. The purpose of the Armed Forces Disciplinary Control Board (AFDCB) meetings is to gather information and to formulate appropriate recommendations for the CG concerning matters that may adversely affect the health, safety, morals, welfare, morale, or discipline of military personnel. "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.

b. 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.

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 any 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 at 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 raise the standards, and that if such conditions or practices continue, "off-limits" proceedings will be initiated. (See enclosure (4))

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:

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(1) Notified in writing by the President of the Board of the adverse condition/circumstances (See enclosure (4)), 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." (See enclosure (5))

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, designated members of the Board will conduct an inspection of the establishment and prepare an inspection report.

h. In cases where proprietors have been invited to appear, the President will perform the following actions:

(1) Prior to calling the proprietor:

(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.

(2) When the proprietor and/or the proprietor's counsel 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.

ENCLOSURE (3)

i. The Board should recognize corrective action to raise the standards or practices of the establishment under consideration.
(See enclosure (6))

3. Emergency "Off-Limits" Action. When emergency conditions exist which are extremely harmful to military personnel, CGs may temporarily declare establishments or areas "off-limits" to military personnel subject to their jurisdiction. They must then report the circumstances immediately to the Commander sponsoring the Board. 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 of all their appellate rights.

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 CG.

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION
(*Letterhead*)

Proprietor
Address

Dear Sir:

This letter is to inform you that it has come to the attention of the Armed Forces Disciplinary Control Board (AFDCB) that certain conditions reported at your establishment(s) may adversely affect the (*health, welfare, safety, etc.*) of members of the Armed Forces.

The AFDCB is initiating action to determine whether your establishment (*area*) should be placed off-limits to members of the Armed Forces if (*cite condition(s)*) are not corrected by (*date*).

A representative of the AFDCB will visit your establishment to determine if steps have been taken to correct the conditions outlined above.

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (4)

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF INVITATION
(*Letterhead*)

Proprietor
Address

Dear Sir:

This is in reference to my letter of (*date*) concerning the condition at your establishment which adversely affects the (*health, welfare, safety, etc.*) of members of the Armed Forces. Information has been received by the Board which indicates you have not taken adequate corrective action to eliminate the reported condition(s).

Reports presented to the Armed Forces Disciplinary Control Board (AFDCB) indicate (*list and describe condition(s)*).

You are advised that the AFDCB will initiate action to determine whether your establishment should be declared off-limits to members of the Armed Forces.

You may appear in person, with or without counsel, before the AFDCB at its next scheduled meeting on (*date, time, and place*). At that time, you will have the opportunity to refute the allegation, or to inform the Board of any remedial action you have taken or contemplate taking, to correct the condition. It is requested that you inform the President of the AFDCB if you plan to attend.

Any questions regarding procedures of the AFDCB may be addressed to the President, AFDCB, (*address*). You will be given the opportunity to discuss the substance of these allegations at the next scheduled meeting of the AFDCB.

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (5)

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF APPRECIATION
(*Letterhead*)

Proprietor
Address

Dear Sir:

This is in reference to my letter of (*date*) concerning the condition(s) at your establishment which adversely affected the (*health, welfare, safety, etc.*) of members of the Armed Forces.

The Board appreciates your action to correct the condition(s) previously noted and does not contemplate further action with respect to this specific matter.

Your continued cooperation is solicited.

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (6)

ARMED FORCES DISCIPLINARY CONTROL BOARD OFF-LIMITS APPROVAL LETTER
(Letterhead)

Code

MEMORANDUM FOR (Commander of Supported Installation)

Subj: ESTABLISHMENTS OR AREAS RECOMMENDED FOR OFF-LIMITS
DESIGNATION

1. On (date), the Armed Forces Disciplinary Control Board (AFDCB) recommended imposition of the following off-limits restrictions:

(name and address of establishment(s))

2. Commanders furnishing AFDCB representatives are requested to provide any comments within 10 days as to whether *(name of establishment or area)* should be placed off-limits.

3. A copy of the AFDCB minutes and recommendations is enclosed.

Encl

(Name)
(Title), USMC
President, AFDCB
By direction

ENCLOSURE (7)

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF
DECLARATION OF OFF-LIMITS
(*Letterhead*)

Proprietor
Address

Dear Sir:

This is to inform you that your establishment has been declared off-limits to members of the Armed Forces effective (*date*). Members of the Armed Forces are prohibited from entering your establishment (*premises*) as long as this order is in effect. This action is being taken because of (*state the condition(s)*) which are detrimental to the (*health or welfare*) of the Armed Forces.

This restriction will remain in effect indefinitely per the established Armed Forces policy. Removal of the restriction will be considered by the Armed Forces Disciplinary Control Board (AFDCB) upon presentation of information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the President, AFDCB, (*address*), however, you will not have the opportunity to discuss the merits of your corrective action until the next scheduled meeting of the AFDCB.

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (8)

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF
NOTIFICATION OF CONTINUANCE OF OFF-LIMITS RESTRICTION AFTER
APPEARANCE BEFORE THE AFDCB
(*Letterhead*)

Proprietor
Address

Dear Sir:

The Armed Forces Disciplinary Control Board (AFDCB) did not favorably consider your request for removal of the off-limits restriction now in effect at your establishment.

This decision does not preclude further appeals or appearances before the AFDCB at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, AFDCB, (*address*).

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (9)

ARMED FORCES DISCIPLINARY CONTROL BOARD LETTER OF REMOVAL
OF OFF-LIMITS RESTRICTION
(*Letterhead*)

Proprietor
Address

Dear Sir:

This letter is to inform you that the off-limits restriction against (*name of establishment*) is removed effective (*date*). Members of the Armed Forces are permitted to patronize your establishment as of that date.

The corrective action taken in response to the concerns of the Armed Forces Disciplinary Control Board (AFDCB) are appreciated.

Sincerely,

(*Name*)
(*Title*), USMC
President, AFDCB

ENCLOSURE (10)

FORMAT FOR ARMED FORCES DISCIPLINARY CONTROL BOARD
MEETING MINUTES
(Letterhead)

MEMORANDUM FOR _____

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD (AFDCB)

1. Pursuant to the authority contained in AR 190-24/AFI 31-213/OPNAVINST 1620.2A/MCO 1620.2C/ and COMDTINST 1620.1D, AFDCB convened at *(place)*, *(date)*.
2. The following voting members were present: *(list names, titles, and addresses)*.
3. The following military members were present: *(list names, titles, and addresses)*.
4. The following civilian advisory members were present: *(list names, titles, and addresses)*.
5. Order of Business:
 - a. Call to order.
 - b. Welcome.
 - c. Introduction of members and guests.
 - d. Explanation of purpose of board.
 - e. Reading of minutes.
 - f. Unfinished or continuing business.
 - g. New business (subparagraph as necessary).
 - h. Recommendations.

(1) List of areas and establishments being placed in an off-limits restriction. Include complete name and address (adequate description of an area) of any establishment listed.

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(2) List of areas and establishments being removed from off-limits restrictions. Include complete name and address (adequate description of an area) of any establishment listed.

(3) Other matters or problems of mutual concern.

- i. Time, date, and place for next board meeting.
- j. Adjournment of the Board.

(Board Recorders name)
(Rank, Branch of Service)
Recorder, AFDCB

Approved:

(Board President's name)
(Rank, Branch of Service)
President, AFDCB

Note: The minutes of the Board president will be forwarded by official correspondence from the board president to the sponsoring commander for approval of the board's recommendation. By return endorsement, the sponsoring commander will either approve or disapprove the board's recommendation.

ENCLOSURE (11)