



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

ASO 5370.2G
LSST
26 NOV 2014

AIR STATION ORDER 5370.2G

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: CIVILIAN/MILITARY FAMILY MEMBER/JUVENILE MISCONDUCT

Ref: (a) Title 18, U.S. Code
(b) Title 50, U.S. Code, Section 797
(c) MCO 5530.14A

Encl: (1) Definitions
(2) Description of Administrative Actions
(3) Disposition Guidelines
(4) Standard Operating Procedures for Marine Corps Air Station (MCAS),
Cherry Point Juvenile Hearings
(5) Sample Notification to Appear at Juvenile Hearing
(6) Sample Receipt of Notification to Appear at Juvenile Hearing
(7) Sample Notification of Disposition of Juvenile Hearing
(8) Community Service Project Log
(9) Sample Gratuitous Community Service Agreement
(10) Sample Indemnification and Release of Liability Statement

1. Situation. To establish guidelines and procedures for the disposition of cases involving misconduct by civilians, family members, and juveniles aboard MCAS Cherry Point.

2. Cancellation. ASO 5370.2F

3. Mission. By virtue of the office, the Commanding Officer (CO), MCAS Cherry Point has authority over all personnel and activities aboard this installation. While the military chain of command exercise authority over instances of misconduct committed by military personnel, the CO exercises administrative as well as legal authority regarding instances of misconduct committed by civilians, military family members, and juveniles aboard the Air Station. References (a) through (c) provide the CO with a wide range of options that may be imposed upon civilians, military family members, and juveniles who commit violations of established regulations or criminal offenses aboard the Air Station. These options include but are not limited to prosecution in Federal Magistrate or District Court, permanent debarment, eviction from military housing, suspension of privileges, restriction from certain areas/facilities, probation, assignment to community service, and other administrative measures.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To publish the various administrative and legal options available to the CO in addressing misconduct committed by civilians, military family members, and juveniles, and to provide guidelines and procedures for implementing these administrative and legal options.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

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(2) Concept of Operations

(a) The Station Inspector (INSP) and the Special Assistant to the United States Attorney (SAUSA) are directly involved in handling instances of misconduct committed by civilians and adult military family members. The INSP and SAUSA consult to determine which cases should be handled by the INSP using administrative options and which cases should be handled by the SAUSA through the Federal Magistrate or District Court. Some cases may result in both administrative and legal actions.

(b) Given the unique concerns involved in cases of juvenile misconduct, a Juvenile Hearing shall be conducted in the case of alleged juvenile misconduct to determine what, if any, adverse administrative actions should occur. The Juvenile Hearing is nonjudicial and entirely administrative in nature. Depending on the severity of the misconduct, legal action may also be taken by the SAUSA in conjunction with and regardless of the findings and actions of the Juvenile Hearing Officer. No action or inaction of the Juvenile Hearing Officer will bind or limit the SAUSA in the exercise of his/her duties to prosecute criminal activity aboard the Air Station.

(c) The purpose of the Juvenile Hearing is to assist juveniles who have demonstrated anti-social behavior to develop a sense of responsibility to their community and respect for the persons and property of others. It is not intended to humiliate or intimidate the juvenile. Further, the Juvenile Hearing is not intended to usurp parental authority or relieve parents of their normal parenting responsibility.

(d) The INSP is designated as the Juvenile Hearing Officer and shall conduct the hearing and associated actions per the instructions and guidelines described in enclosures (3) through (10).

(e) The INSP is delegated authority to pursue all administrative options regarding instances of misconduct aboard the Air Station. The decision to prosecute civilians, military family members, and juveniles in Federal Magistrate or District Court rests with the SAUSA, who ensures that the CO is kept informed of the status of cases being federally prosecuted.

(f) Enclosure (1) defines those persons subject to administrative and legal authority in the context of this Order. Enclosure (2) identifies the various administrative options available to the CO and delegated to the INSP. Enclosure (3) provides guidelines for implementing administrative and legal options. Enclosures (4) through (10) provide guidelines and instructions on conducting the Juvenile Hearing process.

(g) The following individuals also have responsibilities under this Order:

1. Provost Marshal. Investigate allegations of misconduct by civilians, dependent family members, and juveniles using standard investigative procedures.

2. SAUSA. Receive reports and investigations of misconduct by civilians, dependent family members, and juveniles, and determine appropriate legal disposition per applicable Federal and State law, as well as with guidance from the Office of the United States Attorney for the Eastern District of North

Carolina. Maintain files of all cases of criminal misconduct by civilians, dependent family members, and juveniles.

3. Commanding Officers, Department Heads/Officers-in-Charge.

Upon request, provide suggestions for volunteer community service to the Air Station Facilities Officer. Recommendations need not be limited to respective areas under direct command/staff authority.

4. Director, Facilities.

Compile and maintain a listing of appropriate community service projects for possible assignment by the Juvenile Hearing officer.

5. Command Duty Officer, MCAS Cherry Point.

Check in and out sponsors and dependents performing community service projects and make appropriate entries in the Community Service Project Log, enclosure (8). Notify the Provost Marshal Office Desk Sergeant of work in progress. Inspect and evaluate the area of assigned community service and submit the Community Service Project Log to the Adjutant in the morning when relieved of duty.

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing, and the Commanding Officers of Combat Logistics Company-21, Naval Health Clinic, 12th Dental Company, and the Fleet Readiness Center-East concur with the contents of this Order insofar as it pertains to their Commands.

6. Command and Signal

(a) Command. This Order is applicable to all personnel aboard MCAS Cherry Point.

(b) Signal. This Order is effective the date signed.



C. PAPPAS III

DISTRIBUTION: A

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LOCATOR SHEET

Subj: CIVILIAN/MILITARY FAMILY MEMBER/JUVENILE MISCONDUCT

Location: _____
(Indicate location(s) of copy(ies) of this Order.)

RECORD OF CHANGES

Log the completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

Definitions

1. Civilian. For the purposes of this Order, a civilian is any person who is not a member of the Armed Forces, on active duty or in a Reserve duty status, and has attained his or her 18th birthday.
2. Military Family Member. Military family members are civilians who are granted privileges based upon sponsorship by active duty or retired military personnel.
3. Juvenile. A juvenile is a person who has not yet attained his or her 18th birthday and is not a member of the Armed Forces on active duty or in a Reserve duty status.
4. Civilian Government Employee. A civilian who is granted access to the Air Station based upon their employment by the Federal Government.
5. Commercial Employee or Contract Employee. A civilian who is granted access to the Air Station to perform contracted services for the government, or to provide services for personnel working or residing aboard the Air Station.
6. Guest(s). Guests are any sponsored individuals who are not otherwise entitled to be aboard the Air Station or to use its facilities and services.

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Description of Administrative Actions

1. Letter of Warning. This correspondence is issued to warn those involved in minor misconduct that further misconduct may lead to more substantial administrative measures.
2. Suspension of Privileges. This action suspends, for a set period of time, specific privileges of those involved in misconduct, especially the privilege that was violated by the misconduct (e.g. Exchange/Commissary, pool, gymnasium, etc.)
3. Debarment. This action directs individuals involved in misconduct to leave and not re-enter the limits of specified Military Reservations. Debarment correspondence includes a Debarment Order.
4. Eviction. This action directs individuals to vacate on-base military housing and prohibits them from re-occupying base housing aboard MCAS Cherry Point.

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Disposition Guidelines

1. Below is a listing of misconduct along with action normally imposed. It is a guide and not all inclusive. Where any instance of misconduct is not listed herein, action will be taken consistent with the seriousness of the misconduct. More/less severe action may be taken based upon the circumstances of an individual case. Additionally, more than one action may result from a single offense.

a. Conduct that Normally Results in an Oral Admonition. Minor offense(s), especially when younger children are involved.

b. Conduct that Normally Results in a Letter of Warning. Unresolved neighborhood disputes; minor domestic disputes; failure to exercise control or supervision over minor children; violation of motor vehicle regulations when action in addition to that of the Traffic Court Officer is appropriate; violation of wildlife regulations; violation of pet regulations; any minor violation which threatens the peace and/or security of this Installation.

c. Conduct which Normally Results in Suspension of Privileges or Restriction to or from Specified Areas and/or a Period of Probation. Shoplifting or theft from any activity/location aboard this Installation; abuse of privileges; sponsorship of an individual not otherwise entitled to use facilities where such individual violates regulations or commits criminal misconduct aboard this Installation.

d. Conduct which normally results in a Letter of Debarment. Commission of any offense involving a weapon or drug related activity; commission of a felony; repeated minor violations of regulations where the individual has been previously warned or lesser administrative action was taken without results; serious domestic disturbances; serious spouse/child neglect or abuse; aggravated assault; theft, burglary, repeated motor vehicle violations; any offense/misconduct that threatens the peace and/or security of this Installation. A Letter of Debarment will terminate employment and future employment opportunities.

e. Referral to Federal Authorities. Any violation of Federal or State law, especially serious offenses or trespassing after having been ordered from this Installation, will be referred to the SAUSA for action. Any DD Form 1805 citation (United States District Court Violation Notice) will be referred to the SAUSA.

Standard Operating Procedure for MCAS Cherry Point Juvenile Hearing

1. Juvenile Hearing Process. A Juvenile Hearing is an administrative proceeding which is closed to the public. It is not a criminal hearing. A Juvenile Hearing is without authority to convict or to punish in the criminal sense. The Juvenile Hearing Officer is authorized to utilize all administrative options delegated to him by the CO, MCAS Cherry Point including:

- a. No action be taken.
- b. A letter of warning be issued to the sponsor.
- c. Suspend part or all Air Station privileges of the juvenile, except for medical, dental, religious, and school purposes, for a period not to exceed one year, or until the sponsor executes Permanent Change of Station (PCS) orders from MCAS Cherry Point.
- d. A recommendation to the CO that the dependent and family be evicted from government housing.
- e. Any combination of the above.

2. Community Service Alternative. In lieu of part or all the alternatives listed above, the dependent juvenile with the permission of the child's parent, may elect to volunteer for up to 32 hours of weekend community service, if the Juvenile Hearing Officer in his/her discretion offers it. This option of providing gratuitous service must be voluntarily accepted by both the parent and juvenile in an attempt to avoid undesirable alternatives. In order to exercise this option, a Gratuitous Community Service Agreement, enclosure (9), along with an Indemnification and Release of Liability Statement, enclosure (10), must be executed by each juvenile and supervising parent. Community service may include, but is not restricted to, trash and litter police of playground, recreational, and public areas; weeding public areas; and other similar suitable projects. Should the sponsor decline to have his/her dependent participate in the Juvenile Hearing process, it is within the power of the CO to evict the sponsor from base housing and/or to serve a letter of debarment on the juvenile. This is the means by which the CO ensures the safety and protection of all base residents and on-station property.

3. Reporting and Investigation. Anyone having knowledge of vandalism, theft, disorderly conduct, or other misconduct by juvenile dependents on the Air Station or its extensions will report such an act or acts without delay to the Provost Marshal Office (PMO). The PMO shall initiate an investigation of the reported incident. If deemed necessary, the PMO will complete an Incident Complaint Report. The investigation report will include circumstances surrounding the incident, a record of prior misconduct, and any other facts deemed appropriate for disposition of the case. The PMO will forward one copy of the investigation report to the Juvenile Hearing Officer, one copy to the SAUSA, and one copy to the CO of the sponsor.

- a. Minor Incidents. After review by the Juvenile Hearing Officer and the SAUSA, incidents of a minor nature will be referred to the Juvenile

Hearing Officer for an informal hearing (date and time at the convenience of the Juvenile Hearing Officer). However, the fact that the misconduct is referred to an informal hearing does not preclude the SAUSA from also taking action on the misconduct.

b. Serious Incidents. Serious incidents (e.g., burglary, assault/battery, etc.) may warrant corrective action of greater severity. It may become apparent that criminal proceedings warranting corrective actions under the provision of reference (a) are necessary. This determination will be made by the SAUSA. If the severity of the offense requires immediate debarment of the individual, the Juvenile Hearing Officer, in his capacity as INSP, may issue such a debarment without an informal hearing. This action should only be taken in extreme circumstances and when necessary to maintain the safety of others aboard the Air Station (e.g. drug dealing, aggravated assault, and other incidents of similar criminality). The Juvenile Hearing Officer will make this determination on a case by case basis, and not merely on the basis of the type of crime alleged. The SAUSA will also take whatever action is appropriate. Should the need for criminal proceedings or debarment become apparent later during the Juvenile Hearing; the Juvenile Hearing Officer will take appropriate action and refer the newly discovered matter(s) to the SAUSA. In instances where a juvenile is debarred from base without an informal hearing, the juvenile and his/her sponsor may appeal the debarment through the same process found in paragraph 10 of this enclosure.

4. Notification of Sponsor. The Juvenile Hearing Officer, or his/her assistant, will notify the military sponsor of the Juvenile Hearing via the sponsor's squadron Sergeant Major or senior enlisted member (in the case of enlisted sponsors) or squadron Executive Officer (in the case of officer sponsors). In cases involving deployed military sponsors, the dependent spouse will be notified directly by the Juvenile Hearing Officer. The sponsor will be instructed to report to the Station Inspector's Office, Building 1, to receive a Letter of Notification (enclosure (5)). The Juvenile Hearing Officer, or his/her assistant, will prepare the Letter of Notification and will indicate the date and time of the hearing at which the sponsor and juvenile must appear. The sponsor will sign the attached Receipt of Notice to Appear at Juvenile Hearing (enclosure (6)) and it will be retained for later inclusion in the record of hearing.

5. Conduct of the Juvenile Hearing. The atmosphere of the hearing will be similar in the dignity and seriousness to that of a military board or hearing and proper decorum will be observed. The Juvenile Hearing Officer will arrange for a conference room to hold the hearing and will consult with the Office of the Staff Judge Advocate, MCAS Cherry Point for any legal help required. At a minimum, the following personnel are required to be at the hearing: Juvenile Hearing Officer, juvenile and military sponsor (or other parent if the military sponsor is deemed unavailable due to official military duties), and any necessary witnesses. The Juvenile Hearing Officer will exclude the public from the hearing.

6. Procedures for the Juvenile Hearing

a. The Juvenile Hearing Officer shall begin the hearing by informing the military sponsor, or other parent, and the juvenile of the nature of the allegations against the juvenile. The Juvenile Hearing Officer shall also

inform them of the law concerning jurisdiction of the United States District Court over civilians on military reservations. The Juvenile Hearing Officer shall also inform them of the CO's authority to evict military personnel from quarters or government controlled housing and that such eviction may be for a dependent's violation of orders and regulations. They shall also be informed that they can present evidence and witnesses on their own behalf, and can inspect evidence and cross-examine witnesses offered against them. They shall also be informed that since this is not a criminal proceeding, there is no right to have counsel appointed and that the Government's burden of proof is by a preponderance of the evidence. However, the juvenile and sponsor may have counsel, at their own expense, present for the hearing or may have another personal representative present. They shall also be informed that the Military Rules of Evidence do not apply.

b. During the hearing, the Juvenile Hearing Officer shall review any reports or other documentation concerning the alleged misconduct. If necessary, the Juvenile Hearing Officer shall invite any witnesses, including law enforcement personnel, to testify concerning the alleged misconduct. The juvenile and sponsor will be afforded the opportunity to cross examine any witnesses who testify. The juvenile and sponsor will be afforded an opportunity to present any documentary evidence or witnesses in support of their case after the Juvenile Hearing Officer has reviewed all documentation of the misconduct and the testimony of relevant witnesses. At the conclusion of the juvenile and sponsor's presentation of evidence, the juvenile and sponsor will be given an opportunity to offer any statements or comments on the evidence that they believe the Juvenile Hearing Officer should consider in deciding the case.

7. Disposition of the Case. Once the hearing has been convened, and evidence and testimony received, the Juvenile Hearing Officer will announce the findings to the sponsor and juvenile. The Juvenile Hearing Officer will fill out a Notification of Disposition of Juvenile Hearing (enclosure (7)), and provide it to the sponsor to sign as acknowledgment of notification. The original Notification of Disposition of Juvenile Hearing will be retained by the Juvenile Hearing Officer to become a part of the record of the hearing; the sponsor and juvenile will be provided a copy. If the juvenile opts for an offered community service project in lieu of part or all administrative action, a Gratuitous Community Service Agreement (enclosure (9)), and an Indemnification and Release of Liability Statement (enclosure (10)) will be filled out. The originals will be retained by the Juvenile Hearing Officer for later inclusion in the record of hearing. Copies will be provided to the sponsor and juvenile.

8. Post-Hearing. Following the conclusion of the hearing, the Station Inspector's office will prepare any letters of warning, eviction, or suspension of privileges as required. Additionally, the Juvenile Hearing Officer, or his/her assistant, will gather all evidence considered, the original Notification of Disposition of Juvenile Hearing form, a list of witnesses called, and any other pertinent documents. The Juvenile Hearing Officer, or his/her assistant, will prepare a record of the hearing and the completed record of the hearing will be certified by the Juvenile Hearing Officer. The record will then be returned to the Office of the Staff Judge Advocate for review and filing.

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9. Records Disposition. All investigative reports and material relating to incidents involving dependent juveniles are considered to be of a confidential nature in the same manner as records of juvenile courts, and, except for the records of the juvenile hearings, shall be retained at the Joint Law Center for three years from the date of the last offense.

10. Appeals. Any objection by the military sponsor to the administrative action recommended by the Juvenile Hearing will be submitted in writing with pertinent details to the CO, MCAS Cherry Point within five days of the hearing date.

11. Community Service Projects. The Juvenile Hearing Officer will announce in the hearing any optional community service project(s) available in lieu of other administrative action.

a. All community service work will be assigned to be performed on weekends and will be supervised by the sponsor. The sponsor must be present at all times during the course of community service work by the dependent. If a dependent is offered and accepts community service work, the sponsor and dependent will report to the Command Duty Officer (CDO) on the day(s) of assigned community service, in person. Upon reporting, the CDO will check the dependent and sponsor in by initialing the Community Service Project Log with the appropriate time. At this time, the sponsor and dependent will depart to perform the assigned community service.

b. The CDO will conduct a patrol of areas where community service is being performed to monitor the progress of the assigned community service. The role of the CDO is not to enforce performance of the community service, but to make observations regarding juvenile and sponsor attendance, duration of work, adverse weather and heat conditions, and safety. The CDO will determine, in the interest of safety, if that day's community service should be discontinued. The CDO will make an entry in the Community Service Project Log as to their observations or discontinuation of that day's community service. Entries are not to be made in the CDO Duty Logbook concerning any aspect of community service due to the confidential nature of the proceedings in which the community service was awarded.

c. Following completion of that day's community service, the sponsor will check out with the CDO, in person. The CDO will initial and mark the time of completion on the Community Service Project Log. Following this, the CDO will physically inspect the area assigned community service and make a written evaluation using the Community Service Log. When relieved of duty, the CDO will submit the Community Service Project Log to the Adjutant. The Community Service Project Log will then be handed to the Juvenile Hearing Officer to ensure compliance.

12. Juvenile Case Follow-up Procedures. A record will be kept by the Juvenile Hearing Officer of the progress and participation of juveniles assigned to perform a community service project. Community service participants' progress will be monitored by the Office of the Staff Judge Advocate as appropriate. If there is a lack of participation or progress, the Juvenile Hearing Officer may opt to reopen the case. If a case is to be reopened, formal notification procedures (as outlined in paragraph 5 above) must be followed. In a reopened case, the range of sanctions available to

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the Juvenile Hearing Officer include all of those previously available in addition to assigning further counseling or offering community service, recommending that the juvenile (and family) be removed from government housing, and/or that the juvenile be barred from the installation.

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Sample Notification to Appear at Juvenile Hearing



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

5370
INSP
(Date)

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: (Military Sponsor)

Subj: NOTICE TO APPEAR AT JUVENILE HEARING

Ref: (a) ASO 5370.2G

Encl: (1) Receipt of Notice to Appear at Juvenile Hearing

1. You are hereby informed that, per the reference, an administrative hearing will be conducted by the Juvenile Hearing Officer at (time), (date) in the (office), Bldg. 1, Marine Corps Air Station, Cherry Point. The purpose of this hearing is to inquire into allegations against (dependent juvenile) who is/are suspected of (type of misconduct).

2. Both you and your dependent(s) listed above shall appear at the hearing at the time indicated. You shall be attired in the appropriate service "C" uniform.

3. You are required to acknowledge this appearance notice by signing and returning the enclosure to the Station Inspector's Office not later than (date).

I. M. INSPECTOR
By direction

Enclosure (5)

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Sample Receipt of Notification to Appear at Juvenile Hearing

From: (Sponsor)
To: Commanding Officer, Marine Corps Air Station Cherry Point
Subj: NOTICE TO APPEAR AT JUVENILE HEARING
Ref: (a) CO, MCAS Cherry Point ltr 5370 INSP of (date)

1. I acknowledge receipt of the reference and the requirement that I appear with my dependent(s), (name(s)), at the specified time and place. I understand that:

a. The hearing will be conducted at (time), on (date), by the Juvenile Hearing Officer in (office), bldg. 1, Marine Corps Air Station, Cherry Point.

b. Failure to appear at the designated time/place constitutes a full waiver of hearing opportunity.

2. Additionally, I am aware of the authority and responsibility of the Commanding Officer, Marine Corps Air Station, Cherry Point to take appropriate action in cases of alleged misconduct and that administrative sanctions may include any combination of the following:

a. No action be taken.

b. Letter of Warning issued.

c. Suspension of selected Air Station privileges of the dependent(s) for a period not to exceed one year.

d. Revocation of all Air Station privileges of my dependent(s), except for medical, religious, and school purposes, until the sponsor receives PCS orders from the Cherry Point, NC area.

e. Eviction of dependent(s) and family from Government housing.

f. Optional voluntary Community Service for up to 32 hours, if offered by the Juvenile Hearing Officer, in lieu of part or all other administrative sanctions.

(Signature and Date)

Sample Notification of Disposition of Juvenile Hearing



UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
POSTAL SERVICE CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

5370
INSP
(Date)

From: Juvenile Hearing Officer, Marine Corps Air Station, Cherry Point
To: (Sponsor of Dependent Juvenile)

Subj: NOTIFICATION OF DISPOSITION OF JUVENILE HEARING

Ref: (a) ASO 5370.2G
(b) CO, MCAS, Cherry Point ltr 5370 INSP of (date)

1. Per the references, an administrative hearing was conducted by the Juvenile Hearing Officer on (date) at (location) to inquire into the alleged misconduct by your dependent(s).

2. After careful review of all facts attendant to this case, I have determined the following course of action to be taken as being in the best interest of all concerned:

- No action to be taken.
- Recommend you be issued a letter of warning.
- Recommend you and your dependent(s) be evicted from government housing.
- Suspension of the below listed Air Station privileges of your dependent(s) for a period of _____:

Revocation of the below listed station privileges of your dependent(s) until you execute PCS Orders to leave MCAS Cherry Point:

_____ hours of voluntary community service instead of the following administrative action:

Community Service Project(s):

To Be Performed on the Following Date(s):

3. If you/your dependent juvenile child elect to voluntarily perform the Community Service Project(s) listed above, you will directly supervise your child while he/she performs his/her community service. If you are unavailable to supervise him/her because of official military duties, your dependent spouse shall provide the supervision. Further, you (or your spouse, whoever is supervising) will, in person, prior to beginning work and upon completion of that day's work, check in with the MCAS Cherry Point Command Duty Officer (CDO) who will log the Community Service Project. The CDO will evaluate and make a report of such Community Service Project. The number for the MCAS Cherry Point CDO is (252) 466-5236.

(Name of Juvenile Hearing Officer)
(Rank), U.S. Marine Corps
Juvenile Hearing Officer

1. I acknowledge receipt of the foregoing and understand its contents.

(Printed Name of Sponsor)

(Signature of Sponsor and Date)

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COMMAND DUTY OFFICER
SPECIAL INSTRUCTION (SUPERVISOR)
COMMUNITY SERVICE PROJECT LOG

Hearing Date: _____ Dependent: _____ Age: _____ Sponsor: _____ Rank: _____

Project Hours Total: _____ Start Date: _____ End Date: _____

Juvenile Hearing Officer: _____

Community service is normally completed on weekends during the school year. Holiday periods may be observed with authorization from the Juvenile Hearing Officer. Community service may be assigned during the week, when school is on break, as requested from the sponsor and authorized by the Juvenile Hearing Officer. Community service is voluntary and is an option executed in place of undesirable alternatives.

The assigned party will muster with the CDO to receive the project assignment. Primarily, the Sponsor of the dependent will supervise the completion of the project; however the Spouse of the Sponsor is the Alternate in the absence of the Sponsor. The Sponsor remains completely responsible for ensuring the community service hours are completed. The CDO will inspect the completion of the assigned area(s).

AREA ASSIGNED: The number(s) correspond to the area Community Service is performed (See attached sheet)

Date	Hours Assigned	Area Assigned	Start Time	End Time	Sponsor Please Print	Sponsor Signature	CDO Name and Rank	Time Inspected	Evaluation SAT/UNSAT

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Date	Hours Assigned	Area Assigned	Start Time	End Time	Sponsor Please Print	Sponsor Signature	CDO Name and Rank	Time Inspected	Evaluation SAT/UNSAT

Date Community Service Completed _____

Juvenile Hearing Officer _____

Community Service Log Carried Over _____

Juvenile Hearing Officer _____

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COMMAND DUTY OFFICER
COMMUNITY SERVICE PROJECT LOG
CONTINUATION SHEET (_____)

Dependent: _____ Age: _____ Sponsor: _____ Rank: _____

AREA ASSIGNED: The number(s) correspond to the area Community Service is performed (See attached sheet)

Date	Hours Assigned	Area Assigned	Start Time	End Time	Sponsor Please Print	Sponsor Signature	CDO Name and Rank	Time Inspected	Evaluation SAT/UNSAT

Date Community Service Completed _____ Juvenile Hearing Officer _____

Community Service Log Carried Over _____ Juvenile Hearing Officer _____

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Sample Gratuitous Community Service Agreement

GRATUITOUS COMMUNITY SERVICE AGREEMENT BETWEEN MARINE CORPS AIR STATION,
CHERRY POINT, NORTH CAROLINA, AND

(Juvenile Performing Gratuitous Community Service and Sponsor)

STATEMENT OF UNDERSTANDING: This is a service agreement made for the purpose of providing gratuitous community service to Marine Corps Air Station, Cherry Point.

The following conditions apply:

1. The gratuitous community service on the part of _____ is completely voluntary and under no compulsion or requirements to perform such service.
2. Gratuitous community service is entirely without paid compensation.
3. Persons who provide gratuitous community service are not considered federal employees for any purpose, except as otherwise provided by law.
4. Gratuitous community service confers neither civil service status nor any entitlement to future employment with any federal organization or agency.
5. Gratuitous community service may be terminated at any time at the discretion of Marine Corps Air Station, Cherry Point.
6. Gratuitous community service may not be used as an alternative to paid employment for the person providing the service or any other person.
7. The gratuitous community service will be performed at _____ and will involve gratuitous service as follows: _____. Service is expected to comprise _____ hours per _____ and is expected to last for the period of _____.

(Person providing gratuitous
Community service and parent)

MCAS Representative

(Date)

(Date)

Indemnification and Release of Liability Statement

In consideration of (my child and I), _____,
(NAMES)

Receiving privileges aboard Marine Corps Air Station Cherry Point, and receiving such other benefits as may be incident thereto, I hereby indemnify and release the United States Government, including all its subdivisions, officers, military personnel, employees, and agents from all liability for any injuries or death, or loss, damage or destruction that may result to either my child or me, or both, from the gratuitous community service, whether caused by negligence or otherwise. I understand that the United States Government is not acting as a common carrier for hire and does not bear the liabilities attaching to the status. I acknowledge that I agree to allow my child, _____, the opportunity to perform gratuitous community service and such benefits as may be incident thereto, and that performing gratuitous community service is completely voluntary and that neither my child, _____, nor I, are under compulsion to do so. I understand that by performing such gratuitous community service and by accepting such transportation and other benefits that may be incident to performing the gratuitous community service for my child and I, I obtain no benefit from the United States Government except as set forth by this release. I agree that this indemnity and release between the United States Government, including all its subdivisions, officers, military personnel, employees, and agents not only binds my child, _____, but also myself, each of our families, each of our heirs, each of our assigns, each of our administrators, and each of our executors. Accordingly, I indemnify and hold harmless the United States Government and United States Marine Corps, all of its subdivisions, officers, military personnel, employees, damage, injury, death, and loss to all persons incident to this gratuitous community service.

(Signature or Parent or Guardian)

Witness

Date

Witness

Date