



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

ASO 1620.1D
INSP

10 SEP 2014

AIR STATION ORDER 1620.1D

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

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD (AFDCB)

Ref: (a) MCO 1620.2D
(b) MCIEAST-MCB CamLejO 1620.1

Encl: (1) Board Membership
(2) Duties of the President
(3) Board Procedures

1. Situation. To implement the guidelines of the references and establish procedures for the operations of the Marine Corps Air Station (MCAS) Cherry Point AFDCB.

2. Cancellation. ASO 1620.1C.

3. Mission. The mission of the AFDCB is to advise and make recommendations to the Commanding Officer (CO), MCAS Cherry Point, concerning the correction of conditions which may adversely affect the health, safety, morale, or discipline of military personnel and family members. The AFDCB will be governed by the references and this Order.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure that illegal business, criminal, and discriminatory practices, to include unfair commercial or consumer practices, are identified and investigated in order to promote the safety and well-being of all military personnel and family members of the command and tenant units.

(2) Concept of Operations

(a) The AFDCB shall be composed of members listed on enclosure (1).

(b) The CO shall be the sponsoring commander for the AFDCB and will appoint the President of the Board.

(c) The President of the Board shall be governed in the performance of his/her duties in accordance with the references and enclosure (2).

(d) The AFDCB shall meet quarterly, or on an as needed basis; meeting dates and times will be determined by the President of the Board.

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(e) The AFDCB shall conduct meetings as designated by the President of the Board. The President shall determine whether the meeting will be open or closed to the public.

(f) The AFDCB will receive and take appropriate action in connection with all conditions detrimental to the good health, safety, welfare, morale, or discipline of military personnel. This will include, but not be limited to, conditions involving the following:

1. Criminal activities or misconduct which violates military, federal, state, or local laws, regulations, or rules.
2. Narcotics, marijuana, dangerous drugs or mind-altering substances, as well as drug paraphernalia.
3. Liquor violations.
4. Illicit gambling.
5. Military and civilian relationships that may be detrimental to military personnel.
6. Unsanitary or other adverse conditions in establishments frequented by military personnel.
7. Unethical or illegal commercial or consumer practices.
8. Prostitution or sexually transmitted diseases.
9. Fire, safety, or health hazards.
10. Disorders and lack of discipline.
11. Any undesirable conditions or practices that may adversely affect military personnel.
12. Illegal activities involving cults or hate groups.
13. Areas susceptible to terrorist activity.

(g) The AFDCB will immediately forward information regarding discrimination based on race, color, sex, religion, age, or national origin to the Commanding Officer.

(h) The AFDCB shall consult with appropriate civil authorities concerning problems or adverse conditions existing in the area of interest.

(i) The AFDCB shall make appropriate recommendations to the CO concerning establishments and/or areas to be placed off-limits and the removal of off-limits restrictions.

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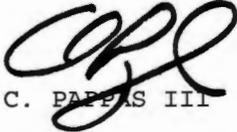
b. Coordinating Instructions. Submit all recommended changes concerning this Order to the Station Inspector, via the appropriate chain of command.

5. Administration and Logistics. The Commanding General, 2d Marine Aircraft Wing, and the CO's of Naval Health Clinic, Fleet Readiness Center-East, and Combat Logistics Company-21 concur with the contents of this Order insofar as it pertains to members of their command.

6. Command and Signal

a. Command. This Order is applicable to all activities aboard MCAS Cherry Point.

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


C. PAPPAS III

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BOARD MEMBERSHIP

1. The membership of the Board shall consist of the following representatives:
 - a. Voting members
 - (1) Station Inspector, (President of the Board).
 - (2) Inspector General, 2d Marine Aircraft Wing, or designee.
 - (3) Sergeant Major, MCAS Cherry Point, or designee.
 - (4) Sergeant Major/Command Master Chief, 2d Marine Aircraft Wing, or designee.
 - (5) Director, Security and Emergency Services, or designee.
 - (6) Community Plans and Liaison Officer, or designee.
 - (7) Director, Safety and Standardization, or designee.
 - (8) Drug and Alcohol Awareness Advisor-MCCS, or designee.
 - (9) Equal Opportunity Advisor, MCAS Cherry Point, or designee.
 - (10) Command Chaplain, MCAS Cherry Point, or designee.
 - (11) Head, Preventive Medicine Department, or designee.
 - (12) Command Representative, Naval Health Clinic.
 - (13) Command Representative, Fleet Readiness Center East.
 - b. Advisory (Non-voting Members)
 - (1) Staff Judge Advocate, or designee.
 - (2) Joint Public Affairs Officer, or designee.
 - (3) CID Representative
 - (4) NCIS Representative
2. For the conduct of emergency meetings or meetings that will require a vote, the listed representatives will attend or send a designated representative.

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DUTIES OF PRESIDENT

1. Schedule and preside at all Board meetings.
2. Prepare an agenda prior to each meeting and ensure it is distributed to each voting member at least 72 hours prior to the meeting.
3. Submit the Board minutes with recommendations, if any, to the CO, via the SJA, for review and approval/disapproval by return endorsement.
4. Inform members of any special meeting and its purpose as far in advance as possible.
5. Publish a list of off-limits areas/establishments via Air Station Bulletin.
6. Notify appropriate civil officials of off-limits areas/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. With the coordination of the Public Affairs Office, off-limits establishments shall also be published in the Windsock. Off-limits areas may also be distributed via "all-hands" email to all MCAS and tenant command personnel, as well as AMCC.
7. Maintain appropriate records and files pertaining to Armed Forces Disciplinary Control Board activities.
8. Submit the published Air Station Bulletin 1620 for off-limits establishments to the installation inspector, MCI-EAST/MCB Camp Lejeune as directed by reference (b).

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BOARD PROCEDURES1. General Consideration

a. The purpose of the Board meetings is to take appropriate action in accordance with this Order and the references regarding matters which may adversely affect the health, safety, welfare, morale, or discipline of all military personnel and family members.

b. No meeting of the Board will be conducted unless a quorum of voting members is present. A quorum is defined as a majority of the voting membership.

2. Initiating an Action

a. The Board may take action based upon complaints originating from any source, including, but not limited to: the command, federal, state, or local authorities, members of the Board, or any individual, military or civilian. The Board may investigate or inspect the conditions or practices of complaints as required. The Board's findings and recommendations will be prepared by the President of the Board and presented to the Board membership at the next Board meeting.

b. Prior to initiating routine off-limits action, the President of the Board will notify the Commanding Officer of the Board's findings and recommendations regarding any situations which adversely affect the health, safety, welfare, morale, or discipline of military personnel and family members. The President of the Board will make efforts to correct the conditions or practices through liaison with community leaders and by notifying the proprietor of the establishment of the area of undesirable conditions or practices and requesting that remedial action be taken.

c. If conditions or practices are not corrected by working with community leaders and the offending proprietor, the President will send a letter of notification by certified mail, return receipt requested, advising the proprietor for the undesirable conditions or practices and that off-limits proceedings will be initiated unless such conditions or practices are corrected. Specific and reasonable time limits in which the corrective action is expected to be accomplished will be indicated in the letter of notification.

d. If a subsequent investigation reveals the undesirable conditions or practices have not been corrected within the time specified, written notification by certified mail, return receipt requested, will advise such proprietors of their right to appear before the Board and to present evidence bearing upon the contemplated off-limits action. Proprietors may designate, in writing, individual (s) to represent them at the Board meeting.

e. In cases where the proprietor has been invited to appear before the Board, the President will perform the following actions:

(1) Prior to calling the proprietor:

(a) Review the findings and decisions of the previous meeting;

(b) Call for the inspection reports and all evidence of record;

(c) Afford the Board members an opportunity to raise questions and discuss the case.

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(2) When the proprietor is called before the Board:

- (a) Present the proprietor with a brief summary of the complaint;
- (b) Afford the proprietor an opportunity to present matters in defense of the allegation;
- (c) Offer board members an opportunity to question;
- (d) After the questioning period, afford the proprietor the opportunity to make a final statement before being dismissed.

(3) After excusing the proprietor from the Board, the members will discuss suggestions and recommendations regarding disposition of the case in closed session.

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

- (1) Notified in writing of the adverse conditions or practices;
- (2) An opportunity for the proprietor to appear before the board has been extended. Set a reasonable time in which to correct deficiencies and further investigation indicates the improvements have not been made within the time specified or the proprietor clearly indicates that the undesirable conditions or practices will not be corrected.

g. If a subsequent investigation reveals the undesirable conditions are not corrected within the time specified, or if the proprietor clearly indicates an unwillingness to correct the conditions or practices, the Board may vote in closed session on the recommendations. Any recommendation may be approved by the concurrence of at least a majority of the voting members present at the time the vote is taken.

h. The minutes of the Board meeting will indicate the Board's action in disposing of each case. When a recommendation is made that an area/establishment be placed off-limits, the minutes will show the procedural steps followed in reaching the decision.

i. Recommendations, and the Board's rationale, will be submitted to the sponsoring commander. The sponsoring commander may either approve or disapprove the recommendations and forward the decision to the President of the Board with an explanation for approving any recommendation involving placing an area/establishment off-limits.

3. Action. After approval of the Board's recommendations by the sponsoring commander, the President of the Board will dispatch to the proprietor of the establishment or area a letter of declaration stating an off-limits restriction has been imposed and the reasons therefor.

4. Continuation and Removal of "Off-Limits" Restrictions

a. Proprietors of establishments or areas declared off-limits should be advised that correspondence appealing this action may be submitted to the President of the Board at any time. In the appeal process, the proprietor shall submit reasons why the off-limits restrictions should be removed.

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b. A letter of notification of continuance of off-limits restriction will be sent to the proprietor when the Board to which the appeal is submitted does not favorably consider removal of the off-limits restriction. The letter will include the reasons for disapproval.

c. The Board will take the following actions, once it has been determined that adequate corrective measures have been taken by the proprietor of the establishment or area to meet the requirements for good health, safety, welfare, morale, or discipline of military personnel and family members:

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

(2) Forward recommendations for removal of off-limits restriction, with reasons therefor, to the sponsoring commander. If the recommendation is approved by the sponsoring commander, dispatch a letter of removal of off-limits restriction to the proprietor indicating the sponsoring commander's reasons for the action taken and the specific address or description of the establishment or area at which the off-limits restriction has been removed,

(3) Record what actions were taken in the minutes of the Board meeting.

d. Board decisions to continue off-limits restriction or to recommend lifting off-limits restriction shall require the concurrence of at least a majority of the voting members present at the time the vote is taken.