



UNITED STATES MARINE CORPS
MARINE CORPS BASE
PSC BOX 20004
CAMP LEJEUNE, NC 28542-0004

BO 1620.10D
CIG
04 MAR 2008

BASE ORDER 1620.10D

From: Commanding Officer
To: Distribution List

Subj: CAMP LEJEUNE ARMED FORCES DISCIPLINARY CONTROL BOARD
(AFDCB)

Ref: (a) MCO 1620.2D
(b) MCIEASTO 1620.1

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

1. Situation. The Armed Forces Disciplinary Control Board (AFDCB) makes recommendations to the Commanding Officer, Marine Corps Base, Camp Lejeune about conditions that may adversely affect the health, safety, morals, welfare, morale, or discipline of service members and their families.

2. Cancellation. BO 1620.10C.

3. Mission

a. To implement the guidelines of the references and establish procedures for the operation of the AFDCB.

b. Summary of Revision. This Order has been completely revised and should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To protect the force by ensuring that appropriate actions are taken against companies and organizations that improperly conduct business on and around Camp Lejeune.

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distribution is unlimited.

04 JUN 2008

(2) Concept of Operations

(a) The Commanding Officer, Marine Corps Base, Camp Lejeune shall be the sponsoring commander for the AFDCB.

(b) The members of the AFDCB are listed in enclosure (1).

(c) The President of the AFDCB shall be covered in the performance of his/her duties by the references and enclosures (2) and (3).

(d) The AFDCB shall meet as required by the President.

b. Tasks(1) Command Inspector General

(a) Serve as the principal staff officer for all matters pertaining to the AFDCB.

(b) Serve as the President of the AFDCB.

(c) Ensure the Off-Limits Establishments Bulletin is updated as required.

(2) Staff Judge Advocate. Serve in an advisory capacity to the Commanding Officer, Marine Corps Base, Camp Lejeune regarding AFDCB issues addressed by the Board.

(3) Public Affairs Officer. Ensure the Off-Limits Establishments list is published in The Globe and/or other media outlets.

5. Administration and Logistics. Records of AFDCB proceedings will be maintained as prescribed by records management policies and procedures.

6. Command and Signal

a. Command. This Order is applicable to Marine Corps Base Camp Lejeune and all tenant organizations

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



W. A. MEIER

By direction

DISTRIBUTION: A

List of Armed Forces Disciplinary Control Board

Membership shall consist of representatives from the following functional areas:

Command Inspector General, Marine Corps Base, Camp Lejeune
(President of the Board)

Command Inspector General, 2d Marine Division (or designee)

Command Inspector General, 2d Marine Logistics Group (or designee)

Command Inspector General, II Marine Expeditionary Force (or designee)

Command Inspector General, U.S. Marine Corps Forces Special Operations Command (or designee)

Provost Marshal, Marine Corps Base, Camp Lejeune (or designee)

Head, Occupational Health and Preventive Medicine Department, Marine Corps Base, Camp Lejeune (or designee)

Consolidated Public Affairs Officer, Marine Corps Base, Camp Lejeune (or designee)

Representatives from installations sharing the same geographical location, as required or requested by that installation

Judge Advocate, designated by the Staff Judge Advocate (non-voting member)

Recorder (non-voting member)

The voting members listed above shall be the normal representatives of the Safety, Equal Opportunity, Alcohol and Drug Abuse, Personnel, and Community Activities functional areas required by MCO 1620.2D to be represented on the Board. However, where special expertise in any of those areas, or any other area, is deemed appropriate, the President may appoint, as non-voting members, the specific representatives deemed appropriate.

A quorum of six voting members is required for a Board to be held.

Duties of the President

1. Schedule the time, date, and place for the Armed Forces Disciplinary Control Board (AFDCB) meetings, and preside at those meetings.
2. Prepare an agenda prior to each meeting.
3. Submit the AFDCB minutes and recommendations, if any, to the Commanding Officer, Marine Corps Base, Camp Lejeune via the Staff Judge Advocate, for review and approval/disapproval.
4. Supervise the recorder in the performance of administrative duties as required.
5. Publish Off-Limits Establishments Bulletin and other means deemed appropriate.
6. Notify appropriate civil officials of off-limits areas or establishments, as necessary.

Procedures for Meetings

1. General Considerations

a. The Armed Forces Disciplinary Control Board (AFDCB) will receive reports, and make recommendations on conditions within the Camp Lejeune area relating to any of the following:

- (1) Unfair commercial or consumer practices;
- (2) Prostitution and sexually transmitted diseases;
- (3) Alcohol and drug abuse;
- (4) Racial and other discriminatory practices;
- (5) Activities involving cults, gangs, or hate groups;
- (6) Areas susceptible to terrorist activities;
- (7) Areas involved in human trafficking;
- (8) Illicit gambling; and

(9) Other undesirable conditions that may adversely affect service members or their families.

2. Initiating Action

a. The AFDCB may take action based upon complaints originating from any source, including, but not limited to: individuals, commands, local or state agencies, or the Staff Judge Advocate (SJA) or his/her representative.

b. After receiving a complaint, the President or a designee (usually from the Office of the SJA) will prepare and submit a report of findings and recommendations at the next meeting.

c. When the AFDCB concludes that conditions adverse to military personnel do exist, the owner or manager will be sent a letter of notification by certified mail, advising the owner/manager to raise standards and that if such conditions or practices continue, AFDCB proceedings will be initiated.

d. If the undesirable conditions are not corrected within a reasonable time, the owner/manager will be invited, via certified mail, to appear before the AFDCB to explain why the establishment should not be placed off-limits. The proprietor

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may designate an individual to represent the establishment at the meetings.

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

- (1) Review findings and decisions of previous meetings;
- (2) Call for inspection reports and witness testimony;
- (3) Afford an opportunity for AFDCB members to ask questions;
- (4) Present the proprietor with a brief summary of the complaint concerning the establishment; and
- (5) Afford the proprietor an opportunity to present matters in defense of the allegation.

f. After excusing the proprietor from the meeting, the AFDCB shall deliberate and formulate appropriate recommendations for the Commanding Officer, Marine Corps Base, Camp Lejeune.

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

- (1) Notified in writing by the President of the AFDCB of the adverse condition/circumstances; and
- (2) Given an opportunity to be heard and a reasonable time in which to correct deficiencies.