



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE
PSC BOX 20005
CAMP LEJEUNE NC 28542-0005

MCIEAST-MCB CAMLEJO 1620.1
CIG
22 JAN 2014

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
1620.1

From: Commanding General
To: Distribution List

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD (AFDCB)

Ref: (a) MCO 1620.2D

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

1. Situation. The AFDCB makes recommendations to the Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) about conditions that may adversely affect the health, safety, morals, welfare, morale, or discipline of service members and their families.

2. Cancellation. MCIEASTO 1620.1.

3. Mission. To publish MCIEAST-MCB CAMLEJ AFDCB policy and procedures, as required by reference (a).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To protect the force by publishing a regional off-limits establishments list throughout MCIEAST-MCB CAMLEJ and appropriate actions are taken against companies and organizations improperly conducting business on and around military installations.

(2) Concept of Operations

(a) AFDCBs will be established by Installation commanders to advise and make recommendations to commanders on matters concerning conditions adversely affecting the health, safety, morals, welfare, morale, and discipline of our service members.

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(b) Boards shall be structured according to the needs of the command, with consideration given to including representatives from the following functional areas:

1. Law Enforcement;
2. Legal Counsel;
3. Medical, Health, and Environmental Protection;
4. Public Affairs;
5. Equal Opportunity;
6. Fire and Safety;
7. Chaplains;
8. Alcohol and Drug Abuse;
9. Personnel and Community Services;
10. Consumer Affairs; and
11. Tenant Commands.

(c) The boards shall receive reports and make recommendations on conditions within their area or responsibility 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 adversely affecting service members or their families.

(d) The members of MCIEAST-MCB CAMLEJ AFDCB are listed in enclosure (1).

(e) The President of the AFDCB shall be guided in the performance of their duties by the reference and enclosures (2) and (3).

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

b. Subordinate Element Missions

(1) Commanding Officer (CO), Marine Corps Air Station (MCAS) Cherry Point shall:

(a) Assign a principal staff officer to serve as the President of the MCAS Cherry Point AFDCB.

(b) Meet quarterly or as required by the President of the MCAS Cherry Point AFDCB.

(c) Release an Air Station Bulletin to report new establishments added to or removed from the off-limits establishments list as a direct result of the MCAS Cherry Point AFDCB.

(2) CO, Marine Corps Logistics Base (MCLB) Albany shall:

(a) Assign a principal staff officer to serve as the President of the MCLB Albany AFDCB.

(b) Meet quarterly or as required by the President of the MCLB Albany AFDCB.

(c) Release a Base Bulletin to report new establishments added to or removed from the off-limits establishments list as a direct result of the MCLB Albany AFDCB.

(3) CO, MCAS Beaufort shall:

(a) Assign a principal staff officer to attend the Marine Corps Recruit Depot (MCRD) Parris Island AFDCB.

(b) Meet quarterly or as required by the President of the MCRD Parris Island AFDCB.

(4) CO, MCAS New River shall:

(a) Assign a principal staff officer to serve as the President of the MCAS New River AFDCB.

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(b) Meet quarterly or as required by the President of the MCAS New River AFDCB.

(c) Release an Air Station Bulletin to report new establishments added to or removed from the off-limits establishments list as a direct result of the MCAS New River AFDCB.

(5) CO, Marine Corps Air Facility Quantico shall:

(a) Assign a principal staff officer to attend the MCB Quantico AFDCB.

(b) Meet quarterly or as required by the President of the MCB Quantico AFDCB.

(6) MCIEAST-MCB CAMLEJ Command Inspector General (CIG) shall:

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

(b) Serve as the President of the greater MCB CAMLEJ area complex AFDCB.

(c) Compile and promulgate results from subordinate commands' off-limits establishments lists to the entire MCIEAST-MCB CAMLEJ area.

(d) Make liaison with other services in the region to collect and compile their off-limits establishments lists.

(e) Ensure the regional off-limits establishments list is updated, as required.

(7) MCIEAST-MCB CAMLEJ Staff Judge Advocate (SJA). Serve in an advisory capacity to the CG regarding AFDCB issues addressed by the MCIEAST-MCB CAMLEJ Installation Commanders.

(8) MCIEAST-MCB CAMLEJ Public Affairs Officer (PAO). Ensure the off-limits establishments list is published in the Globe and/or other media outlets.

c. Coordinating Instructions. COs of all units subordinate to this command shall:

(1) Ensure an installation, base, or station AFDCB is established in accordance with this Order and reference (a). In cases where installations share the same areas, one board can be conducted to cover that locale, but participation from all units is required.

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(2) Provide local off-limits establishments lists to the MCIEAST-MCB CAMLEJ CIG within 30 days of the AFDCB.

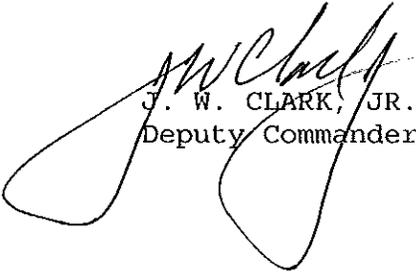
(3) Promulgate regional off-limits establishments list within your installation to ensure service members leaving your locale for leave, liberty, or training are aware of off-limits areas throughout the MCIEAST-MCB CAMLEJ region.

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

6. Command and Signal

a. Command. This Order is applicable to MCIEAST-MCB CAMLEJ, its subordinate commands, and all tenant commands and organizations.

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



J. W. CLARK, JR.
Deputy Commander

DISTRIBUTION: A/B/C

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List of Armed Forces Disciplinary Control Board Members

Membership shall consist of representatives from the following functional areas:

CIG, MCIEAST-MCB CAMLEJ (President of the Board)

CIG, II Marine Expeditionary Force (or designee)

CIG, 2d Marine Division (or designee)

CIG, 2d Marine Logistics Group (or designee)

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

Provost Marshal, MCIEAST-MCB CAMLEJ (or designee)

Head, Occupational Health and Preventive Medicine Department, MCB CAMLEJ (or designee)

PAO, MCIEAST-MCB CAMLEJ (or designee)

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

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

A 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 reference (a) 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.

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Duties of the President

1. Schedule the time, date, and place for the Board meetings, and preside at those meetings.
2. Prepare an agenda prior to each meeting.
3. Submit the Board minutes and recommendations, if any, to the CG or CO, via the SJA for review and approval/disapproval.
4. Supervise the recorder in the performance of administrative duties as required.
5. Publish off-limits establishments list via Base 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. The Board will receive reports and make recommendations on conditions within the CAMLEJ area relating to any activities listed in paragraph 4a(2)(c) of this Order.

2. Initiating Action

a. The Board may take action based upon complaints originating from any source, including, but not limited to: individuals, commands, local or state agencies, or the SJA or their representative.

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

c. 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, 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 Board to explain why the establishment should not be placed off-limits. The proprietor 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 Board 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 Board shall deliberate and formulate appropriate recommendations for the CG, MCIEAST-MCB CAMLEJ.

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:

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

(2) Given an opportunity to be heard and a reasonable time in which to correct deficiencies.