



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

MCIEAST-MCB CAMLEJO 5500.5A
LSSS

FEB 07 2018

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE ORDER
5500.5A

From: Commanding General
To: Distribution List

Subj: JUVENILE DISCIPLINARY AND REHABILITATION BOARD

Ref: (a) MCIEAST-MCB CAMLEJO 1752.1

Encl: (1) List of Members
(2) Duties of the Board President
(3) Procedures for the Hearing
(4) Sample Notification Letter
(5) Sample Non-Compliance Letter

Report(s) Required: Community Service Agreement (Report Control
Symbol (MCBCL/CINSP/HQ5), par. 1f of encl
(3)

1. Situation. The Commanding General (CG), Marine Corps Installations East-Marine Corps Base, Camp Lejeune (MCIEAST-MCB CAMLEJ) exercises administrative authority over all personnel and activities aboard MCB CAMLEJ. Juveniles (up to 18 years of age or older, if still attending a Camp Lejeune or Onslow County School), residing in on-base privatized quarters, or otherwise present aboard the Installation are subject to the rules and regulations that govern MCB CAMLEJ and will conduct themselves as stated in reference (a). The Juvenile Disciplinary and Rehabilitation Board (JDRB), hereinafter referred to as the Board is a medium whereby juveniles who have committed minor criminal offenses may be diverted from prosecution in Federal Magistrate's Court.

2. Cancellation. MCIEAST-MCB CAMLEJO 5500.5.

3. Mission

a. The Board was created to informally hear cases and to advise and make recommendations to the CG in exercising inherent command authority in order to safeguard the good order and discipline aboard MCB CAMLEJ. The Board is not intended to embarrass or to harass the juvenile or parents/legal guardians, but to impress upon the juvenile the consequences of his or her actions or omissions. The Board will assess the degree of involvement and rehabilitative potential of the

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juvenile; assess the seriousness of the misconduct; and if necessary, recommend appropriate corrective action(s).

b. Summary of Revision. This Order has been updated to change the organizational structure of the JDRB which now falls under the Legal Services Support Section and no longer the MCIEAST-MCB CAMLEJ CIG. It should be reviewed in its entirety.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain the peace and security aboard MCB CAMLEJ through judicious, timely, and coordinated administrative response to all reported instances of juvenile misconduct.

(2) Concept of Operations

(a) The Board will be composed of members listed in enclosure (1).

(b) The CG, MCIEAST-MCB CAMLEJ will be the sponsoring commander for the Board.

(c) The Magistrate, MCB CAMLEJ, as the President of the Board will be governed in the performance of his or her duties by the reference and enclosure (2) of this Order.

(d) The Board will function under the supervision of the President of the Board. The procedures to be followed for the conduct of the hearings and the processing of juvenile misconduct cases are contained in enclosure (3).

(e) Family members will receive a Notification to Appear Letter (enclosure (4)) stating the purpose of their juvenile appearing at the JDRB. They will be advised that the JDRB will be conducted with or without their appearance at the JDRB.

(f) Families who failed to complete all JDRB recommendations approved by the CG will be issued a Non-Compliance Letter. They will be advised that corrective actions must be completed and presented to the Magistrate's office within one week after receipt of enclosure (5). Failure to comply with the JDRB's requirements will result in a reevaluation for additional administrative actions, which may include, but are not limited to, permanent loss of Base or facility privileges, issuance of a Debarment letter to the offender, and eviction from Base housing.

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(g) The Board will convene as required, normally once a month, or at such other times as the President may direct.

(h) The Board will conduct hearings as designated by the President. Hearings are closed to the public due to privacy act restrictions and the nature of cases brought to the Board for consideration.

(i) The Board has primary cognizance and disposition authority over all cases concerning a juvenile's misconduct that is considered minor in nature. Aggravating factors may warrant recommendation for referral to the Special Assistant United States Attorney (SAUSA) for consideration of prosecutorial merit without prior Board consideration.

(j) The Board will make appropriate recommendations to the CG, MCIEAST-MCB CAMLEJ, concerning the disposition of dependent juvenile cases.

5. Administration and Logistics. Anyone having knowledge of vandalism, theft, disorderly conduct, or other misconduct by dependent juvenile(s) aboard MCB CAMLEJ will report such an act or acts without delay to the Military Police.

6. Command and Signal

a. Command. This Order is applicable to MCB CAMLEJ and MCAS New River subordinate and tenant commands.

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



M. L. SCALISE
Deputy Commander

DISTRIBUTION: A/C (plus MCAS NR, H&S Bn, and WTBn)



UNITED STATES MARINE CORPS
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PSC BOX 20005
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MCIEAST-MCB CAMLEJO 5500.5A Ch 1
LSSS

NOV 08 2010

MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE CAMP LEJEUNE
ORDER 5500.5A Ch 1

From: Commander
To: Distribution List

Subj: JUVENILE DISCIPLINARY AND REHABILITATION BOARD (JDRB)

Encl: (1) New page insert to MCIEAST-MCB CAMLEJO 5500.5A

1. Situation. To transmit new page insert to the basic Order.
2. Mission. To transmit a new page insert and issue a Change transmittal to the basic Order.
3. Execution. Replace enclosure (1) to the basic Order.
4. Administration and Logistics. File this Change transmittal immediately behind the signature page of the basic Order.
5. Command and Signal
 - a. Command. This Change transmittal is applicable to all MCIEAST subordinate installations and commands.
 - b. Signal. This Change transmittal is effective the date signed.


S. A. BALDWIN
Acting

DISTRIBUTION: A/B/C

List of Members

1. Membership shall consist of representatives from the following organizations and functional areas. A quorum of 2/3 of voting members is required to hold a Board session.

- a. Magistrate, MCB CAMLEJ (President of the Board).
- b. Sergeant Major, Marine Corps Installations East-MCB Camp Lejeune (MCIEAST-MCB CAMLEJ).
- c. Two additional Sergeants Major/Master Gunnery Sergeants assigned by the Sergeant Major, MCIEAST-MCB CAMLEJ.
- d. Subject's sponsors' Major Command representative.
- e. Assistant Principal, Lejeune High School, or designee.
- f. Assistant Principal, Brewster Middle School, or designee.
- g. Marine and Family Programs Behavioral Health Branch representative, as designated by the Behavioral Health Program Manager, Marine Corps Community Services Camp Lejeune-New River.
- h. Family Housing representative, as designated by the Regional Family Housing Director.
- i. Atlantic Marine Corps Communities representative, as designated by the Director.
- j. Command Chaplain, MCB CAMLEJ, or designee.

2. Non-voting members are as follows.

- a. Special Assistant United States Attorney.
- b. Provost Marshal Office/Criminal Investigation Division representative.
- c. Recorder.

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Duties of the Board President

1. Preside over the Board and Schedule the time, date, and place for the Board.
2. Prepare an agenda prior to each Board and ensure its distribution to each member before the Board convenes.
3. Submit the Board minutes with recommendations to the CG for review and approval/disapproval.
4. Ensure adjudicative actions on all approved recommendations are monitored and completed. Ensure coordination is conducted with appropriate military, county, and Federal agencies on approved adjudicative actions.
5. Generate any/all correspondence relating to the Board actions. Additionally, the President will gather, maintain, and monitor all physical and/or documentary evidence considered and any other pertinent documents relating to the case.
6. Maintain appropriate records and files pertaining to dependent juvenile misconduct cases and ensure strict confidentiality at all times.

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Procedures for the Hearing

1. General Considerations. The purpose of the Board hearing is not to harass the family member, but to impress upon the family member the consequences of his/her actions or omissions. The Board will assess the degree of involvement and rehabilitative potential of the family member; assess the seriousness of the incident; and if necessary, recommend appropriate corrective action. Board members will gather information on dependent juvenile misconduct to formulate appropriate recommendations for the CG's approval/disapproval. Board hearings are administrative in nature and are closed to the public. A Board hearing is not a judicial proceeding; it is not bound by any rules of evidence, and is not required to determine any juvenile's factual or legal guilt nor if an incident has or has not occurred. The Board will be prepared to hear and duly consider any statement of the sponsor with regard to the incident in question and evidence reasonably available that may be helpful in reaching a fair decision without undue delay. Actions that may be recommended by the Board include, but are not limited to, any or all of the following:

- a. No further action;
- b. Warning Letter to the sponsor/juvenile;
- c. Suspension or revocation of part or all of the juvenile's MCB CAMLEJ privileges;
- d. Recommendation for eviction from on-base privatized housing;
- e. Debarment of the juvenile from MCB CAMLEJ;
- f. Recommend actions to perform community service aboard MCB CAMLEJ;
- g. Referral to the Counseling Services Branch for evaluation and counseling as deemed appropriate; and
- h. Referral to the SAUSA for prosecution.

2. Notification of Sponsor. The Magistrate's office will notify the military sponsor and sponsor's command of the date and time of the Board hearing. In cases involving deployed military sponsors, the spouse or guardian will be notified directly by a representative of the Magistrate's office. The spouse or guardian will be instructed to report to the Magistrate's office to receive the Letter of Notification annotating the date and time of the Board hearing and the requirement to appear in person. The sponsor or guardian will sign the attached Receipt of Notice to Appear at the Board hearing and return it to the Magistrate for retention and inclusion in the hearing record.

Enclosure (3)

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3. Conduct of the Board Hearing. The atmosphere of the hearing will be similar in dignity and seriousness to that of a military board or court and proper decorum will be observed. A quorum of 2/3 of voting members must be present for the hearing to proceed. Board members will address questions to the sponsor or guardian, not the juvenile. The President of the Board will, in each case, inform the military sponsor or other parent and the dependent juvenile of:

a. The CG's authority to recommend eviction from on-base privatized quarters;

b. Their right to present evidence on their own behalf, and can inspect evidence offered against them; and

c. The Board proceedings are neither a criminal proceeding nor an interrogation. Counsel for the subject juvenile may be present during board hearings (however, it is not recommended).

4. Disposition of the Case

a. Board members will review the evidence and receive the testimony of the sponsor. The sponsor will, likewise, have an opportunity to raise questions about the Board or its procedures. After each Board member has had the opportunity to ask questions, the Board will excuse the sponsor and juvenile for closed deliberations.

b. Recommendations will be formulated and voted upon by the Board in closed session.

c. Recommendations for any action(s) shall be made by a two-thirds vote of the voting members.

d. A summary of the hearing will be submitted to the CG for final determination. Once a decision has been rendered, correspondence detailing appropriate action(s) to be completed by the juvenile will be forwarded. Corrective action(s) must be completed and presented to the Magistrate's office within 60 days of receipt of actions to be taken. Failure to comply within the established time frame will result in further evaluation of the case for additional administrative action.

5. Records Disposition. All investigative reports and material relating to incidents involving juvenile misconduct shall be considered to be of a confidential nature and maintained in accordance with current regulations and Privacy Act restrictions. Records of the Board hearings shall be retained at the Magistrate's office.

6. Appeals. Any objection by the military sponsor or guardian to the administrative action recommended by the Board and approved by the CG will be submitted in writing within 10 working days with pertinent details to the CG, MCIEAST-MCB CAMLEJ (Attn: Magistrate).



MCIEAST-MCB CAMLEJO 5500.5A

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Sample Notification Letter

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

5500
LSSS

From: Magistrate, Marine Corps Base, Camp Lejeune
To: **Master Sergeant John R. Doe**

Subj: NOTICE TO APPEAR AT THE JUVENILE DISCIPLINARY AND
REHABILITATION BOARD (JDRB) HEARING

Encl: (1) Receipt of Notice to Appear at the Juvenile
Disciplinary and Rehabilitation Board (JDRB) Hearing

1. You are hereby informed the JDRB will conduct an administrative hearing on DATE OF JDRB at TIME OF THE CASE in the Command Inspector General's Conference Room, located in Building 27, Post Lane, Marine Corps Base, Camp Lejeune (MCB CAMLEJ). The purpose of this hearing is to consider the misconduct of your son/daughter, CHILD'S NAME, who on DATE OF INCIDENT was allegedly involved in an ASSAULT/DRUG incident aboard MCB CAMLEJ.

2. The Board considers each juvenile's case individually in a sequence determined by the President of the JDRB. **You must call the Magistrate's office between the times of 0800 to 1600 on DAY PRIOR TO JDRB to confirm the finalized time for your case.**

3. You are required to acknowledge receipt of this notice to appear at the JDRB hearing by signing and returning the enclosure to the Magistrate's office, Building 60 no later than DAY PRIOR TO JDRB. The President of the JDRB may direct the Board to consider this case even if the sponsor and/or juvenile fails to appear for this hearing. Non-military spouses may attend in lieu of the military sponsor if the sponsor is deployed or on field duty. **Attire is uniform of the day for military members and appropriate attire for family members and civilians.**

4. Point of contact is Lieutenant Colonel **Marine** at (910) 451-0810.

N. CHARGE
Colonel, U.S. Marine Corps

Enclosure (4)

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Sample Notification Letter

From: Master Sergeant John R. Doe
To: Magistrate, Marine Corps Base, Camp Lejeune
Subj: RECEIPT OF NOTICE TO APPEAR AT THE JUVENILE DISCIPLINARY
AND REHABILITATION BOARD (JDRB) HEARING
Ref: (a) Magistrate, MCB CamLej ltr 5500 LSSS of Date of
Letter

1. I acknowledge receipt of the reference and the requirement that I appear with my CHILD'S STATUS, CHILD'S NAME, at the specified time and place. I understand that the JDRB will conduct the hearing on SPECIFIED DATE, in the Command Inspector General's Conference Room, located in Building 27, Post Lane, MCB CAMLEJ; my failure to appear at the designated time constitutes full waiver of our hearing opportunity.

2. Additionally, I am aware of the authority and responsibility of the CG, MCIEAST-MCB CAMLEJ, to take appropriate action in cases of alleged misconduct. I understand the JDRB may recommend any combination of the following actions to the Commanding General (the list is not all inclusive):

- a. No further action;
- b. Letter of warning to sponsor/juvenile;
- c. Suspension or revocation of part or all of the juvenile's MCB privileges;
- d. Assignment of Community Service hours;
- e. Debarment from MCB CAMLEJ;
- f. Referral to the Onslow County Youth Services Program;
- g. Referral to the Marine Corps Community Counseling Center for evaluation and counseling as appropriate;
- h. Referral to the Special Assistant United States Attorney for prosecution.

Signature and Date

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Sample Non-Compliance Letter

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

5500
LSSS

CERTIFIED MAIL - Type the certified mail numbers
RETURN RECEIPT REQUESTED

From: Sponsor Name, USMC
To: Command
Via: Command

Subj: NON-COMPLIANCE WITH JUVENILE DISCIPLINARY AND REHABILITATION
BOARD (JDRB) PROGRAM

Ref: (a) MCIEAST-MCB CAMLEJO 1752.1

Encl: (1) Magistrate, MCIEAST-MCB CamLej ltr 5500 LSSS of Date

1. The reference tasks the Magistrate with ensuring that dependent and juvenile misconduct is administered fairly and in accordance with principles of administrative due process. Juveniles, who have been the subject of administrative action pursuant to the JDRB, must comply with all actions recommended by the JDRB, and approved by the Commanding General, Marine Corps Installations East-Marine Corps Base, Camp Lejeune. On date that the parents received the letter (date is shown on the green certified receipt where the parent(s) sign) you received enclosure (1), directing you and your Child Status, Juvenile's First M.I. Last Name Suffix, to comply with the requirements of possessive pronoun JDRB. You are hereby formally notified that you and your child status have failed to complete any of the JDRB's recommendations, which are as such:

- a. Juvenile's First Name type the board recommendation.
- b. Juvenile's First Name type the board recommendation.
- c. Juvenile's First Name type the board recommendation.

2. You are reminded that Juvenile's First Name was placed in a debarred status, however, it will be held in abeyance for an additional Number of months by this office.

3. You are advised that corrective actions must be completed and presented to this office within 1 week after receipt of this letter. Failure to comply with the JDRB's requirements will result in a

Enclosure (5)

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reevaluation for additional administrative actions, which may include, but are not limited to, permanent loss of Base or facility privileges, issuance of a Debarment letter to the offender, and eviction from Base housing. In addition, the Special Assistant United States Attorney may review the case for prosecution in Federal Court.

4. Point of contact at this Command is **Rank and Last Name of Officer and/or Rank and Last Name of Clerk**, at **telephone number**.

I. M. MARINE

Rank, U.S. Marine Corps

Billet Description