



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

MCIEAST-MCB CAMLEJO 5500.5  
CIG  
3 OCT 2013

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

From: Commanding General  
To: Distribution List

Subj: JUVENILE DISCIPLINARY AND REHABILITATION BOARD (JDRB)

Ref: (a) MCIEAST-MCB CAMLEJO 1752.1

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

Report(s) Required: Community Service Agreement (Report Control  
Symbol (MCBCL/CINSP/HQ5), par. 1f of encl  
(4)

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. Dependent juveniles (up to 18 years of age or older, if still attending a Camp Lejeune School), when 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 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. BO 5500.5A.

3. Mission. The Board was created to informally hear cases, and to advise and make recommendations to the CG in exercising inherent command authority 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 their

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distribution is unlimited.

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actions or omissions. The Board will assess the degree of involvement and rehabilitative potential of the juvenile; assess the seriousness of the misconduct; and if necessary, recommend appropriate corrective action(s).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To maintain 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 Command Inspector General (CIG), MCIEAST-MCB CAMLEJ, as the President of the Board, will be governed in the performance of their duties by reference (a) and enclosure (2) of this Order.

(d) The Magistrate, MCB CAMLEJ, will be governed in the performance of their duties by reference (a) and enclosure (3) of this Order.

(e) The Board will function under the supervision of the President of the Board. The procedures for the conduct of the hearings and the processing of juvenile misconduct cases are contained in enclosure (4).

(f) Family members will receive a Notification to Appear letter (enclosure (5)) 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.

(g) Families who fail 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 CIG's office within one

week after receipt of enclosure (6). 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 Persona Non-Grata letter to the offender, and eviction from Base housing.

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

(i) 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.

(j) The Board has primary cognizance and disposition authority over all cases concerning dependent juvenile 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.

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

b. Subordinate Element Missions. The CIG shall serve as the President of the Board, per paragraph 4a(2)(c) of this Order and enclosure (2).

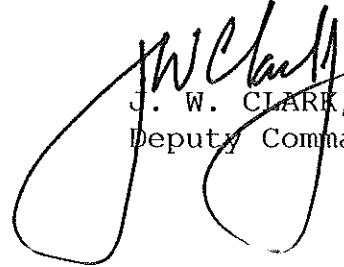
5. Administration and Logistics. Anyone having knowledge of vandalism, theft, disorderly conduct, or other misconduct by dependent juvenile(s) aboard MCB CAMLEJ will report such an act or acts without delay to the Military Law Enforcement personnel.

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6. Command and Signal

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

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



J. W. CLARK, JR.  
Deputy Commander

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List of Members

1. Membership shall consist of representatives from the following organizations and functional areas. A quorum of two-thirds of voting members is required to hold a Board session.
  - a. CIG, MCIEAST-MCB CAMLEJ (President of the Board).
  - b. CIG, 2d Marine Division, or designee.
  - c. CIG, 2d Marine Logistics Group, or designee.
  - d. CIG, II Marine Expeditionary Force, or designee.
  - e. CIG, U.S. Marine Corps Forces, Special Operations Command, or designee.
  - f. CIG, Marine Corps Air Station (MCAS), New River, or designee.
  - g. CIG, MCAS, Cherry Point, or designee.
  - h. Magistrate, MCB CAMLEJ, or designee.
  - i. Provost Marshal, MCB CAMLEJ, or designee.
  - j. Criminal Investigative Division, MCIEAST-MCB CAMLEJ, or designee.
  - k. Assistant Principal, Lejeune High School, or designee.
  - l. Assistant Principal, Brewster Middle School, or designee.
  - m. Counseling Services Branch representative, as designated by the Director, Counseling Services Branch, Marine Corps Community Services (MCCS), CAMLEJ.
  - n. Family Housing representative, as designated by the Director, Military Housing Office.
  - o. Atlantic Marine Corps Communities representative, as designated by the Director, Atlantic Marine Corps Communities.
  - p. Command Chaplain, MCIEAST-MCB CAMLEJ, or designee.

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2. Non-voting members are as follows.

a. SAUSA.

b. Recorder.

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Duties of the Board President

1. Preside over the Board and schedule the time, date, and location 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 and all correspondence relating to 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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Duties of the Magistrate

1. The Magistrate serves as the Assistant Hearing Officer for conducting administrative hearings for incidents of suspected family member misconduct, juvenile misconduct, housing termination hearings, and violations occurring within MCCS facilities.

2. At the conclusion of the Hearing, the Magistrate will prepare a Summary of Hearing report, to include recommended administrative sanctions, if warranted, and forward to the Staff Judge Advocate for review prior to the CG's final decision.



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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 their 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 dependent 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 CIG's office will notify the military sponsor and sponsor's command of the date, time, and location of the Board hearing. In cases involving deployed military sponsors, the spouse or guardian will be notified

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directly by a representative of the CIG's office. The spouse or guardian will be instructed to report to the CIG'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 a Notification to Appear letter (see enclosure (5)) at the Board hearing and return it to the CIG for retention and inclusion in the hearing record.

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 two-thirds 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 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

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completed and presented to the CIG'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 CIG'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: CIG).

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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  
CIG

From: Command Inspector General, Marine Corps Installations  
East-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 (CIG) Office, Building 27, Marine Corps Base, Camp Lejeune MCB CAMLEJ. The purpose of this hearing is to consider the misconduct of your dependent son, CHILD'S NAME, who on DATE OF INCIDENT was allegedly involved in an ASSAULT 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 CIG'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 CIG's office, Building 27, 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 (5)

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Sample Notification Letter

From: Master Sergeant John R. Doe  
To: Command Inspector General, Marine Corps Installations  
East-Marine Corps Base, Camp Lejeune  
  
Subj: RECEIPT OF NOTICE TO APPEAR AT THE JUVENILE DISCIPLINARY  
AND REHABILITATION BOARD (JDRB) HEARING  
  
Ref: (a) CIG, MCIEAST-MCB CamLej ltr 5500 CIG 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 Office, Building 27, 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 CG (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.

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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  
CIG

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) DIVERSION PROGRAM

Ref: (a) MCIEAST-MCB CAMLEJO 1752.1G

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

1. Reference (a) tasks the Command Inspector General 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.

Enclosure (6)

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2. You are reminded that Juvenile's First Name was placed on a Persona Non-Grata (PNG) status, which 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 one week after receipt of this letter. 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 PNG 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