



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

MCIEAST-MCB CAMLEJO 1620.1A  
LSSS

DEC 28 2020

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

From: Commanding General  
To: Distribution List

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD

Ref: (a) MCO 1620.2D

Encl: (1) List of MCIEAST-MCB CAMLEJ AFDCB Members  
(2) Duties of the President  
(3) Procedures for Meetings  
(4) Letter of Notification  
(5) Letter of Compliance  
(6) Letter of Invitation  
(7) Declaration of Off-Limits Establishment  
(8) Meeting Minutes  
(9) Letter of Removal of Off-Limits Restriction  
(10) Notification of Continuance of Off-Limits  
Restriction

1. Situation. The Armed Forces Disciplinary Control Board (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. MCIEAST-MCB CAMLEJO 1620.1 Ch 1.

3. Mission

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

b. Summary of Revision. This Order updates the policies and procedures establishing an off-limits establishments list throughout MCIEAST-MCB CAMLEJ. This Order has been completely revised and should be read in its entirety.

DISTRIBUTION STATEMENT A: Approved for public release;  
distribution is unlimited.

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 ensure appropriate actions are taken against companies and organizations that conduct business with impropriety near military installations.

(2) Concept of Operations

(a) AFDCBs will be established by installation commanders (IC) to advise and make recommendations to local commanders on matters concerning conditions that adversely affect the health, safety, morals, welfare, morale, and discipline of service members and their families.

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

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 Prevention
9. Personnel and Community Services
10. Consumer Affairs
11. Logistics
12. Training

13. Tenant Commands

(c) The AFDCB shall receive reports and make recommendations on conditions within their area of responsibility relating to any of the following:

1. Criminal activities or other misconduct
2. Prostitution
3. Sexually transmitted disease
4. Liquor violations
5. Racial or other discriminatory practices
6. Alcohol or drug abuse
7. Illegal drug paraphernalia
8. Fire, safety, or health concerns
9. Criminal or illegal activities involving cults, gangs, or hate groups
10. Illegal gambling
11. Areas susceptible to terrorist activity
12. Unfair commercial or consumer practices
13. Military and civilian affiliations that may be detrimental to military personnel
14. Unsanitary or other unsafe or adverse conditions in establishments patronized by military personnel
15. Unethical or illegal business practices
16. Other undesirable conditions as determined by the Board that may adversely affect members of the military and 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 duty by the reference and enclosure (2).

(f) The AFDCB shall meet as required by the President and ensure the enclosures are utilized in execution of their duties.

b. Tasks

(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) Ensure the AFDCB meets quarterly.

(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's decision/findings. Forward MCAS Cherry Point's off-limits establishments to the Legal Services Support Section-East (LSSS-E) Officer-in-Charge (OIC) for consolidation into the MCI-East off-limits establishments list.

(d) Be guided by the reference and enclosures contained in this Order.

(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) Ensure the AFDCB meets quarterly.

(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's decision/findings. Forward MCLB Albany's off-limits establishments to the Legal Services Support Section-East (LSSS-E) Officer-in-Charge (OIC) for consolidation into the MCI-East off limits establishments list.

(d) Be guided by the reference and enclosures contained in this Order.

(3) CO, MCAS Beaufort shall:

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

(b) Ensure the AFDCB meets quarterly.

(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's decision/findings. Forward MCAS Beaufort's off-limits establishments to the Legal Services Support Section-East (LSSS-E) Officer-in-Charge (OIC) for consolidation into the MCI-East off-limits establishments list.

(d) Be guided by the reference and enclosures contained in this Order

(4) CO, MCAS New River shall:

(a) Assign a principal staff officer to attend the quarterly MCIEAST-MCB CAMLEJ AFDCB.

(b) 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 MCIEAST-MCB CAMLEJ AFDCB's decision/findings.

(5) CO, MCSF Blount Island. Ensure the regional off-limits establish list is accessible to all installation personnel.

(6) OIC, MCIEAST-MCB CAMLEJ Legal Services Support-East (LSSS-E) shall:

(a) Serve as, or designate a principal staff officer to serve as, the President of the greater MCIEAST-MCB CAMLEJ area complex AFDCB.

(b) Compile and disseminate results from subordinate commands' off-limits establishments' lists to all units within the MCIEAST-MCB CAMLEJ area.

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

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

(e) Verify the list of off-limits establishments for accuracy.

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

(8) MCIEAST-MCB CAMLEJ Communication Strategy and Operations (COMSTRAT). Ensure the off-limits establishments list is published on the official MCIEAST-MCB CAMLEJ webpage and 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 the reference. In cases where installations share the same areas, one board can be conducted to cover that locale, but participation from all units is required.

(2) Provide local off-limits establishments lists to the MCIEAST-MCB CAMLEJ, LSSS-E OIC within 30 days of the respective AFDCB.

(3) Promulgate regional off-limits establishments list to ensure all service members within your locale are aware of off-limits areas throughout the MCIEAST-MCB CAMLEJ region.

(4) Publish an installation directive that establishes a local AFDCB in accordance with this Order.

5. Administration and Logistics. Records of board proceedings will be maintained as prescribed by records management policies and procedures and in accordance with this Order.

6. Command and Signal

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

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



N. E. DAVIS  
Chief of Staff

DISTRIBUTION: A/B/C

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List of Armed Forces Disciplinary Control Board Members

1. Membership shall consist of representatives from the following functional areas:

- OIC, LSSS-E, MCIEAST-MCB CAMLEJ (or designee by the President of the Board)
- CG, II Marine Expeditionary Force (or designee)
- CG, 2d Marine Division (or designee)
- CG, 2d Marine Logistics Group (or designee)
- CG, U. S. Marine Corps Forces, Special Operations Command (or designee)
- CO, Headquarters & Support Battalion CAMLEJ (Provost Marshal or designee)
- CO, Marine Corps Air Station, New River (or designee)
- CO, Marine Corps Engineer School, Camp Lejeune (or designee)
- CO, Marine Corps Combat Service Support School (or designee)
- Head, Occupational Health and Preventive Medicine Department, MCB CAMLEJ (or designee)
- COMMSTRAT, MCIEAST-MCB CAMLEJ (or designee)
- A Judge Advocate or civilian DoD attorney designated by the SJA as legal advisor (non-voting member)
- A Recorder (non-voting member)
- Additional representatives from installations sharing the same geographical location, as required or requested by the CG, ICs or President of the Board



2. The voting members listed above shall be the regularly assigned representatives of the Safety, Equal Opportunity, Alcohol and Drug Abuse, Personnel, and Community Activities functional areas required by the reference. However, where special expertise is needed, the President may appoint as non-voting members, additional, specific representatives deemed appropriate.

3. 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 AFDCB meetings and serve as the presiding officer of the meetings.
2. Supervise the Recorder's performance for administrative accurateness.
3. Submit the AFDCB minutes with recommendations to the CG or local ICs for review and approval/disapproval by return endorsement.
4. Notify proprietors of all actions proposed or taken by the AFDCB with respect to their establishment. All correspondence forwarded to establishment proprietors will be certified mail, return receipt requested.
5. Notify appropriate civil officials of off-limit areas or establishments and officially request the posting of a sign on public property and in a conspicuous location, listing areas and establishments which are off-limits to military personnel.
6. Maintain appropriate records and files pertaining to AFDCB activities.
7. Ensure timely inspection of affected businesses.
8. The President of the AFDCB will be assisted by the recorder and other members of the AFDCB.

Procedures for Meetings

1. Frequency. The AFDCBs shall meet once per quarter at such times as the President of the AFDCB may direct. Additionally, special meetings may be called by the President. The President may decide whether the meetings will be open or closed to the public. See the reference for further clarification on open and closed meetings.

2. Agenda. The AFDCB will receive reports and take appropriate action on conditions which are detrimental to health, safety, morals, welfare, morale, or discipline of service members and their families. This will include conditions involving the following:

- a. Criminal activities or other misconduct
- b. Prostitution
- c. Sexually transmitted disease
- d. Liquor violations
- e. Racial or other discriminatory practices
- f. Alcohol or drug abuse
- g. Illegal drug paraphernalia
- h. Fire, safety, or health concerns
- i. Criminal of illegal activities involving cults, gangs, or hate groups
- j. Illegal gambling
- k. Areas susceptible to terrorist activity
- l. Unfair commercial or consumer activities
- m. Military and civilian relationships that may be detrimental to military personnel
- n. Unsanitary, unsafe, or other adverse conditions in establishments frequented by military personnel

o. Unethical or illegal business practices

p. Other undesirable conditions that may adversely affect members of the military or their families

### 3. Meetings

a. The President of the AFDCB shall have an agenda prepared for each meeting and ensure distribution to each voting member at least 72 hours prior to the meeting.

b. No meetings of the AFDCB may be conducted unless a quorum of six voting members are present.

c. The AFDCB will study and take appropriate action on all reports of conditions considered detrimental to good discipline, health, safety, morals, welfare, morale, or discipline of service members and their families.

d. Unless emergency conditions exist which are extremely harmful to military personnel, an establishment will not be recommended for off-limits action until the owner and/or manager have been notified in writing, per enclosure (4) by the President of the AFDCB of the adverse conditions and given an opportunity to be heard with a reasonable time in which to correct deficiencies.

e. Recommendations for any action will be deliberated and voted on by the AFDCB in a closed session. Only members of the AFDCB shall be present during deliberations and voting.

f. Recommendations for any action require vote by the majority of the voting members present.

### 4. Initiating Off-limits Action

a. The AFDCB may take action based upon complaints originating from any source including but not limited to: commands, local or state agencies, service members and their family members, or members of the AFDCB. After hearing a complaint, AFDCB members may vote on whether any additional investigation or inspection will be initiated.

b. If the AFDCB votes to investigate or inspect an area or establishment, the President or designee will prepare and submit a report of findings and recommendations at the next meeting.

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c. After review of any investigation or inspection, the AFDCB will vote on whether conditions adverse to military personnel exist. If a majority of the voting members determine that such conditions exist, then a letter of notification, per enclosure (4) will be sent to the owner or manager of the establishment advising them to raise standards by a specific date and if such conditions or practices continue, off-limits proceeding will be initiated.

d. If remedial action is taken to correct the undesirable condition, the Board shall send a letter stating the appropriate correction has been taken and the business will remain open to armed forces personnel, per enclosure (5).

e. If the undesirable conditions are not corrected in a reasonable time, the owner or manager will be invited to appear before the AFDCB to explain why the establishment should not be placed off-limits, per enclosure (6).

f. In cases where owners or managers have been invited to appear, the President will perform the following actions:

(1) Prior to calling the owner, manager, or designated representative, the AFDCB will review the finding and decisions of previous meetings.

(2) When the owner or manager is in attendance, the owner or manager will be presented with a copy of any report of findings and recommendations; be afforded the opportunity to present matters in defense of the allegation; be asked questions by the Board; and after the questioning period, be given a final opportunity to make a statement.

(3) After excusing the owner or manager from the meeting, the AFDCB shall deliberate and vote on appropriate recommendations for the CG or ICs.

g. After the CG or IC reviews the recommendations of the AFDCB, each installation will decide which establishments will be set off-limits.

(1) The AFDCB will send notification to any establishment placed off-limits, per enclosure (7).

(2) Military members that patronize off-limits establishments or areas will be subject to adjudication or disciplinary action under the Uniform Code of Military Justice.

5. Minutes

a. The written minutes of the AFDCB meeting will constitute the official record of the AFDCB proceeding, per enclosure (8).

b. The official minutes will include the reason for listing or removing an off-limits restriction and the complete name and address of the establishment or areas involved. In order to foster open discussion, written minutes will not be required during closed-session deliberations prior to voting.

c. Distribution of the official minutes will be at the discretion of the President of the AFDCB.

6. Emergency Off-limits Action. The establishment of off-limits areas is a function of command authority. Where sufficient cause exists, commanders retain substantial discretion to declare establishments or areas temporarily off-limits. The circumstances for the action will be reported as soon as possible to the CG, MCIEAST-MCB CAMLEJ and the MCIEAST-MCB CAMLEJ AFDCB in order for them to act upon the matter on a priority basis. When a local IC decides to place an establishment off-limits, notification shall be provided to the establishment, per enclosure (7).

7. Removal of Off-limits Restrictions

a. Removal of an off-limits restriction requires a majority vote by a quorum of the AFDCB. As a matter of policy, change in ownership, management, or name of any off-limits establishment does not, in and of itself negate the off-limits restriction. The AFDCB's recommendation for removal will be forwarded to the CG, MCIEAST-MCB CAMLEJ or local IC. If the removal is approved by the CG or local IC, the AFDCB will send a notification letter to the owner or manager, per enclosure (9).

b. The off-limits determination may be appealed in writing to the President of the Board at any time. In addition, after an establishment has been on the off-limits list for at least 90 days, owners or managers of establishments declared off-limits may request to be heard at the next AFDCB meeting.

(1) If remedial action is taken to correct the undesirable condition, the AFDCB shall send a letter stating the appropriate correction, and the business will be opened to armed forces personnel, per enclosure (5).

(2) If the undesirable conditions were not addressed/corrected, the owner or manager will receive a notification letter informing the establishment that the off-limits restriction will continue, per enclosure (10).

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Letter of Notification

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

The Armed Forces Disciplinary Control Board (AFDCB) has received complaints that conditions at your establishment(s) may adversely affect the (health, welfare, safety, etc.) of members of the Armed Forces.

The AFDCB is initiating action to determine whether your establishment (area) should be placed off-limits to members of the Armed Forces if (cite condition(s)) are not corrected by (date).

A representative of the AFDCB will contact your establishment to determine actions to correct the conditions outlined above.

President of the AFDCB

Enclosure (4)



Letter of Compliance

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

This is in reference to the letter of (date) concerning the condition(s) at your establishment which adversely affected the (health, welfare, safety, etc.) of members of the Armed Forces.

The Armed Forces Disciplinary Control Board appreciates your action to correct the condition(s) previously noted and will take no further action with respect to this specific matter.

Your continued cooperation is encouraged and expected to maintain this decision.

President of the AFDCB

Letter of Invitation

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

This is in reference to the letter of (date) concerning the condition at your establishment which adversely affects the (health, welfare, safety, etc.) of members of the Armed Forces. The Armed Forces Disciplinary Control Board (AFDCB) has determined that your establishment has not taken adequate corrective action to address the reported condition(s).

Reports presented to the AFDCB indicate the following:  
(list and describe condition(s))

- Condition 1
- Condition 2
- Condition 3

You are advised that the AFDCB will determine whether your establishment should be declared off-limits to members of the Armed Forces.

You may appear in person, with or without counsel, before the AFDCB at its next scheduled meeting on (date, time, and place). You will be given the opportunity to discuss the substance of these allegations at the next scheduled meeting of the AFDCB. At that time, you will have the opportunity to address the allegations, or to inform the Board of any remedial action you have taken or contemplate taking, to correct the condition. It is requested that you inform the President of the AFDCB if you plan to attend.

Any questions regarding procedures of the AFDCB may be addressed to the President, AFDCB, via (POC address and phone number).

Commanding General/Officer

Enclosure (6)

Declaration of Off-Limits Establishment

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

Your establishment has been declared off-limits to members of the Armed Forces effective (date). Members of the Armed Forces are prohibited from entering your establishment or premises as long as this Order is in effect. This action is being taken due to (state the condition(s) which are detrimental to the health or welfare) of Armed Forces personnel.

You may appeal this decision in writing to the President of the AFDCB at any time. In addition, after 90 days of off-limits restriction, you may request to be heard at the next scheduled Armed Forces Disciplinary Control Board (AFDCB) meeting. Removal of the restriction will be considered by the AFDCB based upon compelling information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the president, AFDCB (address); however, you will not have the opportunity to discuss the merits of your corrective action until the next scheduled meeting of the AFDCB.

Commanding General/Officer

Enclosure (7)

Declaration of Off-Limits Establishment

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

Your establishment has been declared off-limits to members of the Armed Forces effective (date). Members of the Armed Forces are prohibited from entering your establishment or premises as long as this Order is in effect. This action is being taken due to (state the condition(s) which are detrimental to the health or welfare) of Armed Forces personnel.

You may appeal this decision in writing to the President of the AFDCB at any time. In addition, after 90 days of off-limits restriction, you may request to be heard at the next scheduled Armed Forces Disciplinary Control Board (AFDCB) meeting. Removal of the restriction will be considered by the AFDCB based upon compelling information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the president, AFDCB (address); however, you will not have the opportunity to discuss the merits of your corrective action until the next scheduled meeting of the AFDCB.

Commanding General/Officer

Meeting Minutes

(Official Command Letterhead)

MEMORANDUM FOR THE RECORD

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD (AFDCB)

1. Pursuant to the authority contained in MCO 1620.2D, an AFDCB convened at (place), (date).

2. The following members were present: (list names, titles, and addresses).

3. The following civilian advisory members were present: (list names, titles, and addresses).

4. Order of Business

- a. Call to order.
- b. Welcome.
- c. Introduction of members and guests.
- d. Explanation of purpose of AFDCB.
- e. Reading of previous minutes.
- f. Unfinished or continuing business.
- g. New business (bulletized).
- h. Recommendations.

(1) List of areas and establishments being placed in an off-limits restriction (bulletized). Include complete name and address/area of any establishment listed.

(2) List of areas and establishments being removed from off-limits restrictions (bulletized). Include complete name and address/area of any establishment listed.

- i. Other matters or problems of mutual concern (bulletized).
- j. Time, date, and place for next AFDCB meeting.
- k. Adjournment of the AFDCB.

(AFDCB Recorder's Name)

Approved:

(AFDCB President's Name)  
(Rank, Branch of Service)  
President, AFDCB

Note: The approved minutes of the AFDCB will be forwarded by official correspondence to the sponsoring commander for approval of the AFDCB's recommendation. By return endorsement, the sponsoring commander will either approve or disapprove the AFDCB's recommendation.

Letter of Rescindment from Off-Limits Restrictions

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

This letter is to inform you that the off-limits restriction against (name of establishment) is rescinded effective (date). Members of the Armed Forces are permitted to patronize your establishment as of the effective date.

The corrective action taken in response to the concerns of the Armed Forces Disciplinary Control Board (AFDCB) is appreciated.

Commanding General/Officer

Notification of Continuance of Off-Limits Restriction

AFTER APPEARANCE BEFORE THE AFDCB

(Official Command Letterhead)

Owner/Manager  
Address

Dear Sir/Ma'am:

The Armed Forces Disciplinary Control Board (AFDCB) did not favorably consider your request for removal of the off-limits restriction currently in effect at your establishment.

Effective (date), your business was designated as off-limits to military personnel pending further review. On (date), the AFDCB reviewed your appeal and concluded that your business should remain off limits. The AFDCB recommended denial of your appeal, a decision with which I concur. Accordingly, your business remains off limits to Armed Forces personnel.

You may appeal this decision to the President of the AFDCB at any time. Correspondence appealing this action should be submitted to the President of the Armed Forces Disciplinary Control Board, at the below address:

President, AFDCB  
c/o OIC, LSSS-E  
PSC Box 20004  
Camp Lejeune, NC 28542-0004

The members of the AFDCB and I are grateful for your remedial efforts to date and urge you to continue to improve your business reputation and/or practices. The AFDCB does not have a official expertise in the field of (insert services of the establishment); therefore, the AFDCB cannot provide a detailed method for corrective action. However, given the concerns, effective corrective action is recommended in the following area: (list detailed recommendations).

Commanding General/Officer

Enclosure (10)