

Headquarters
United States Army Europe
Wiesbaden, Germany

Army in Europe
Regulation 190-24*

Headquarters
United States Army Installation Management Command,
Europe Region
Sembach, Germany

Headquarters
U.S. Naval Forces Europe/U.S. Naval Forces Africa/
U.S. Sixth Fleet
Naples, Italy

CNE-CNA-C6F
Instruction 1620.5J*

United States Air Forces in Europe/
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Ramstein, Germany

USAFE/AFAFRICA
Instruction 31-203*

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Military Police

Armed Forces Disciplinary Control Board, Europe, and Off-Limits Procedures for Firms, Establishments, Organizations, and Areas in the United States European Command

*This publication supersedes AE Regulation 190-24/CNE-CNA-C6F Instruction 1620.5J/
USAFE Instruction 31-203, 11 January 2013.

For the Commander:

MARKUS T. LAUBENTHAL
Brigadier General, GS
Chief of Staff

Official:



DWAYNE J. VIERGUTZ
Chief, Army in Europe
Document Management

Summary. This publication governs the formation of local Armed Forces disciplinary control boards in Europe and provides military off-limits enforcement authority in the USEUCOM area of operation. This publication also prescribes responsibilities, policy, and procedures for imposing off-limits sanctions.

Summary of Change. This revision—

- Abolishes the use of the Armed Forces Disciplinary Control Board, Europe (AFDCB-Europe), which comprises senior leaders from USAREUR, CNE-CNA-C6F, and USAFE/AFAFRICA, to review cases involving off-limits sanctions and serve as the final approving authority for the publication of off-limits areas, establishments, firms, individuals, and organizations.

- Assigns a Program Manager, AFDCB-Europe, to coordinate with USAREUR, CNE-CNA-C6F, and USAFE/AFAFRICA representatives; oversee the execution of off-limits sanctions; and serve as the final approving authority for requests to announce off-limits areas, establishments, firms, individuals, and organizations ([para 12c](#)).
- Makes administrative changes throughout.

Applicability. This publication applies to members of the U.S. Forces who have status under the NATO Status of Forces Agreement and their command-sponsored Family members and to contractors in the USEUCOM area of responsibility.

Records Management. Records created as a result of processes prescribed by this publication must be—

- Identified, maintained, and disposed of by Army in Europe units according to AR 25-400-2. Record titles and descriptions are on the Army Records Information Management System website at <https://www.arims.army.mil>.
- Identified, maintained, and disposed of by CNE-CNA-C6F organizations according to Navy records-management policy.
- Maintained by USAFE/AFAFRICA units in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System at <https://www.my.af.mil/gcss-af61a/afirms/afirms/rims.cfm>.

Supplementation. Organizations will not supplement this publication without approval by the Law Enforcement Branch, Provost Marshal Division, G3/4 Protect Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR.

Suggested Improvements. The proponent of this publication is the Law Enforcement Branch, Provost Marshal Division, G3/4 Protect Directorate, Office of the Deputy Chief of Staff, G3/5/7, HQ USAREUR (mil 537-3908). Users may send suggested improvements to this publication by e-mail to the Law Enforcement Branch at usarmy.badenwur.usareur.list.opm-afdcB@mail.mil.

Distribution. This publication is available only electronically and is posted in Army in Europe Library & Publishing System at <https://aepubs.army.mil/>.

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Glossary

1. PURPOSE

This publication governs the formation of Armed Forces disciplinary control boards (AFDCBs) in Europe, implements Air Force Policy Directive 31-1, and provides—

- a. Military off-limits enforcement authority in USEUCOM.
- b. Policy and procedures for imposing off-limits sanctions.
- c. Information about establishing an AFDCB in USEUCOM.

2. REFERENCES

- a. AR 190-24/Office of the Chief of Naval Operations Instruction (OPNAVINST) 1620.2A/Air Force Instruction (AFI) 31-213/Marine Corps Order (MCO) 1620.2D/Commandant, United States Coast Guard Instruction (COMDTINST) 1620.1E, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations.
- b. AR 210-22, Private Organizations on Department of the Army Installations.
- c. Air Force Instruction 32-6001, Family Housing Management.
- d. Air Force Policy Directive 31-1, Integrated Defense.
- e. [AE Regulation 210-22](#), Private Organizations and Fundraising Policy.
- f. [AE Regulation 210-70](#), On-Post Commercial Solicitation.
- g. [AE Regulation 600-1](#), Regulated Activities in Europe.
- h. [AE Circular 190-24](#), Consolidated List of Off-Limits Areas, Establishments, Firms, Individuals, and Organizations.

3. EXPLANATION OF ABBREVIATIONS AND TERMS

The [glossary](#) defines abbreviations and terms.

4. RESPONSIBILITIES

Responsibilities are defined in paragraphs [11 through 18](#).

5. APPLICABILITY

a. This publication applies to members of the U.S. Forces who have status under the NATO Status of Forces Agreement and their command-sponsored Family members and to contractors in the USEUCOM area of responsibility. The commanders of USAREUR, CNE-CNA-C6F, and USAFE/AFAFRICA have the authority explained in [paragraphs 8 and 12 through 16](#).

b. This publication does not apply to the following:

(1) Off-post housing-referral complaints.

(2) Denial, revocation, or suspension of commercial solicitation privileges. Cases involving solicitors who—

(a) Have a valid solicitation authorization for Europe will be processed in accordance with [AE Regulation 210-70](#) or applicable Navy or Air Force directives for local installations.

(b) Do not have a valid solicitation authorization for the installation where they are soliciting will be reviewed by the local AFDCB.

6. POLICY

Commanders will—

a. Enforce off-limits sanctions against civilian areas, firms, establishments, individuals, and organizations to help maintain good order and discipline, health, morale, safety, and welfare of U.S. Forces personnel.

b. Understand the legal limit of their authority, and research and understand the political effects of enforcing off-limits authority.

c. Request assistance from host nation (HN) civilian law-enforcement, health, and other authorities to correct adverse conditions before enforcing off-limits sanctions.

d. Use caution when communicating with or giving instructions to proprietors ([app B](#), [app D](#), [app E](#), and [app F](#)) about off-limits actions. Commanders will—

(1) Send a letter requesting assistance to maintain the health and welfare of U.S. Forces personnel ([app B](#)).

(2) Not use threats or force to influence proprietors.

e. Not enforce off-limits action against an area, establishment, firm, individual, or organization solely because sanitation standards required by HN ordinances do not meet U.S. Forces standards. Unsanitary conditions must be confirmed by HN health and licensing officials before off-limits actions may be taken.

f. Not take immediate off-limits sanctions against areas, firms, establishments, individuals, or organizations that are discriminatory. Commanders who have indefinite off-limits authority will request the assistance of HN officials or negotiate with proprietors to make these locations available to all U.S. personnel before taking off-limits actions.

g. Report adverse practices to the local AFDCB, which will advise the garrison or wing commander about off-limits sanctions.

7. CAUSES FOR OFF-LIMITS ACTION

Certain practices and conditions are grounds for imposing off-limits sanctions when confirmed by an investigation. The following are considered adverse to the discipline, health, and welfare of U.S. Forces personnel:

a. Bars or similar establishments unable or unwilling to control disorderly or illegal actions by patrons.

b. Establishments and individuals involved in medical malpractice.

c. Houses of prostitution.

d. Establishments where legal or illegal drugs or drug paraphernalia are sold, used, or transferred in violation of U.S. or HN laws.

e. Establishments that deal in trafficking in persons.

f. Establishments that maintain unsanitary conditions ([para 6e](#)).

g. Off-post establishments that require U.S. Forces personnel to relinquish their ID cards for the duration of their visit.

h. Establishments and individuals who use undesirable business practices ([AE Reg 210-70](#)). These include establishments and individuals who—

(1) Charge excessive interest rates for using credit.

(2) Make unfair, improper, or deceptive offers to purchase or deal.

(3) Use deceptive or fraudulent schemes or misleading advertising and sales literature.

(4) Make oral or written statements implying that a DOD agency sponsors or endorses them, their agents, or their goods or services.

(5) Issue false or unwarranted charges of indebtedness.

(6) Make fraudulent claims about the legal effect of a document, an item for sale, or an obligation to pay.

(7) Possess military allotment forms illegally.

(8) Discriminate by promoting practices contrary to DOD nondiscriminatory policy. Discriminatory practices include the following:

(a) Proprietors denying access to U.S. Forces personnel of grade E5 or below.

(b) Activities that are degrading or provocative to personnel based on race, color, sex, religion, age, or national origin. These activities include the desecration or destruction of religious icons or symbols, racial and ethnic slurs, and restricted sales of tickets to off-post social functions. AR 210-22, [AE Regulation 210-22](#), [AE Regulation 600-1](#), applicable Navy regulations, and Air Force Instruction 32-6001 provide further guidance for local installations.

(9) Solicit without authority on military installations.

(10) Solicit after being denied commercial solicitation permits. The Office of the Assistant Chief of Staff, G1, IMCOM-Europe, and the USAREUR Judge Advocate will refer these establishments, firms, individuals, or organizations to the Program Manager (PM), AFDCB-Europe.

8. AUTHORITY, APPLICABILITY, AND PROCEDURES FOR OFF-LIMITS ACTION

a. Temporary Off-Limits Action. Commanders beginning at the company level (for U.S. Army units), commanding officers, officers in charge with a grade of lieutenant commander or above (for Navy units), and installation and wing commanders (for U.S. Air Force units) may take temporary off-limits action. These commanders may place areas, establishments, firms, individuals, or organizations temporarily off limits to military personnel of their command for 45 days when it is determined essential to the health, safety, welfare, discipline, and protection of their personnel. Commanders will coordinate with their servicing judge advocates for a review of the circumstances warranting off-limits action before taking such action. This authority is intended for temporary use and will be reported as follows:

(1) If an immediate off-limits action is determined to be essential, commanders may issue the off-limits order for military members of their organization. Commanders will post a written order on bulletin boards and websites in their organization. The order will include an expiration date for the off-limits designation. The expiration date will not be more than 45 days after the date of the order.

(2) Commanders will appoint a commissioned officer, warrant officer, or civilian employee in the grade of General Schedule (GS)-11 or above to complete an investigation and written report within 5 workdays.

(3) If an issue has been resolved and continuation of an off-limits sanction is not appropriate, commanders will remove the off-limits sanction immediately. A copy of the investigation and the written off-limits declaration and removal must be sent to the appropriate commander with indefinite off-limits authority ([b below](#) and paras [11 through 16](#)).

(4) If continuation of an off-limits sanction is appropriate, commanders will send copies of the investigation report, written statements, other reports, and the off-limits declaration to the appropriate commander with indefinite off-limits authority ([b below](#) and paras [11 through 16](#)).

(5) Commanders will send copies of memorandums imposing or removing temporary off-limits sanctions to the following:

(a) For Army or Air Force units: USAREUR Provost Marshal by fax (mil 334-2136) or e-mail (usarmy.badenwur.usareur.list.opm-afdcb@mail.mil).

(b) For Navy units: Staff Judge Advocate (SJA), Navy Region Europe, Africa, and Southwest Asia (EURAFSWA), by fax (mil 626-4497).

b. Indefinite Off-Limits Action. Only Army garrison commanders, wing and base commanders, and commanders identified in paragraphs [12 through 16](#) may place areas, establishments, firms, individuals, and organizations in an indefinite off-limits status. These commanders will—

(1) Review complaints in coordination with their SJA or legal officer to determine whether or not further off-limits action is necessary.

(2) Document and file a determination when no further action is needed and inform the complainant in writing of the determination.

(3) Notify appropriate HN authorities if a formal investigation is needed. This notification allows time to prepare for a possible off-limits action according to HN laws. [Appendix A](#) provides the format for a notification letter to civil authorities.

(4) Send a warning letter by certified mail with return receipt to the violator noting the problem practices or conditions after notifying HN authorities. When an area rather than an establishment, firm, individual, or organization is involved, the warning letter must be sent to the principal civil official who has jurisdiction over the area. [Appendix B](#) provides the format for a warning letter.

(5) Appoint a commissioned officer, warrant officer, or civilian employee in the grade of GS-11 or above to investigate the establishment, firm, individual, organization, or area, if further investigation is necessary and if no response to the warning letter is received within 10 workdays. The commander may take this action even if the violator meets with the commander and agrees to cooperate but does not appear to change adverse practices or conditions in a reasonable time. The investigating officer will prepare a written report and forward the report to the servicing judge advocate (JA) for legal review before the commander exercises his or her off-limits authority. The commander initiating the investigation will receive the investigation report.

NOTE: Indefinite off-limits authorities may bypass this step when an investigating officer's report directed during the temporary off-limits process was thorough and complete. If the initial investigative report did not receive a legal review, the off-limits authority will forward the report to the servicing JA for review before taking indefinite off-limits action.

(6) Send the complaint and investigation report to the local AFDCB if the report and other available reports show an off-limits action is warranted. If there is no local AFDCB, the commander will appoint a commissioned officer as a hearing officer to hold an administrative hearing ([para 9](#)). The hearing officer will not be the same individual as the investigating officer. This course of action should be used only as an interim measure while establishing an AFDCB at the discretion of the respective commander.

(7) Declare the area, establishment, firm, individual, or organization off limits by publishing a command order if the recommendation of the local AFDCB or hearing officer indicates that an off-limits action is warranted. [Appendix C](#) provides the format for a command order memorandum.

(8) Immediately provide written notice of the off-limits action to the proprietor. [Appendix D](#) provides the format for an off-limits declaration letter. Provisions for appeal must be included in the letter.

(9) Ensure that copies of memorandums imposing or removing indefinite off-limits sanctions are sent by fax to the USAREUR Provost Marshal (mil 334-2136) or the SJA, EURAFSWA (mil 626-4497).

9. PROCEDURES FOR THE ARMED FORCES DISCIPLINARY CONTROL BOARD OR OTHER ADMINISTRATIVE HEARING

If there is no local AFDCB, a hearing officer ([para 8b\(6\)](#)) will conduct the administrative hearing. The AFDCB president or other hearing officer will—

a. Ask the proprietor or principal civil official ([para 8b\(4\)](#)) to appear at the administrative hearing to explain why there should not be an off-limits sanction. [Appendix E](#) provides the format for an invitation to attend the administrative hearing. The letter will—

(1) Be sent to arrive at least 10 workdays before the hearing.

(2) Be translated into the HN language.

(3) Include the date, time, and place of the hearing.

(4) Invite the addressee to appear in person with or without legal counsel, or to send a representative.

(5) Summarize the complaint and the investigating officer's findings and recommendations.

b. Review the findings, reports, and recommendations of the investigating officer before the hearing.

c. Give the proprietor an opportunity to present evidence and witnesses on his or her behalf.

d. Allow the proprietor reasonable time to correct conditions and an opportunity to present information to the board to explain or dispute the findings.

e. Not reprimand the person appearing before him or her.

f. Send a summary of the proceedings and recommendations to the appointing commander. Recommendations may include the following options:

(1) Delay off-limits action for a specified period to allow reasonable time for corrective measures. A subsequent investigation will be performed after 6 months to determine if the proprietor has taken the corrective measures.

(2) Not take off-limits action.

(3) Take immediate off-limits action.

10. ESTABLISHING LOCAL ARMED FORCES DISCIPLINARY CONTROL BOARDS

a. Base, garrison, station, and wing commanders, and the commanders identified in paragraphs [13 through 16](#) will establish local AFDCBs. AFDCBs will meet quarterly. The composition of these boards will be according to AR 190-24/OFNAVINST 1620.2A/AFI 31-213/MCO 1620.2D/COMDTINST 1620.1E.

b. HN authorities and individuals may be invited to attend AFDCB meetings as observers or witnesses if they are aware of a problem area within the board's jurisdiction.

c. If approved by the commander, AFDCB members may use e-mail or other electronic means to conduct board reviews of past and newly proposed off-limits sanctions.

11. REMOVAL OF OFF-LIMITS SANCTIONS

a. Commanders with indefinite off-limits authority will review their list of areas, establishments, firms, individuals, and organizations each year.

b. Commanders may remove off-limits sanctions from a business in the following cases if the circumstances leading to the initial off-limits sanctions have been corrected:

(1) A new proprietor takes over the business. Sanctions may be removed whether or not the new proprietor elects to rename the business.

(2) Establishments, firms, individuals, and organizations may appeal to the commander with indefinite off-limits authority for a review of the sanction.

c. Commanders may remove off-limits sanctions from a business if the business closes.

12. OFF-LIMITS AUTHORITY IN USEUCOM

a. Commanders with indefinite off-limits authority will—

(1) Take off-limits actions in their area of jurisdiction ([para 8b](#)).

(2) Remove off-limits sanctions when satisfactory corrective measures have been taken to correct or eliminate the cause for establishing the sanction. [Appendix F](#) provides the format for a letter to revoke an off-limits declaration.

(3) Send copies of all temporary and indefinite off-limits memorandums to the AFDCB-Europe PM by e-mail at usarmy.badenwur.usareur.list.opm-afdcb@mail.mil within 10 workdays after completing the action.

(4) Maintain liaison with HN authorities to prevent conditions that require off-limits action.

(5) Perform assessments every 6 months of areas, establishments, firms, individuals, and organizations where off-limits sanctions are imposed to determine whether corrective actions have been taken to warrant removal from the off-limits list. When a change has occurred to the establishment, firm, organization, or area (for example, change in name or ownership), an assessment must be made to determine if the sanction is still warranted. If it is, a new off-limits sanction must be presented with the updated information. A copy of the updated sanction will be provided to the AFDCB-Europe PM ([\(3\) above](#)).

b. Local chiefs of security police, provost marshals, and shore patrols are responsible for enforcing sanctions.

c. The USAREUR Provost Marshal will appoint the AFDCB-Europe PM.

d. The AFDCB-Europe PM will—

(1) Coordinate with the Commander, Navy Region Europe (CNRE), and the Commander, USAFE/AFAFRICA, to exchange off-limits information and to ensure off-limits sanctions are uniformly enforced.

(2) Maintain copies of all approved temporary and indefinite off-limits memorandums.

(3) Publish and distribute a consolidated list of off-limits areas, establishments, firms, individuals, and organizations every 12 months in [AE Circular 190-24](#).

(4) Provide guidance and consultation on AFDCB-related matters as required.

e. Army garrison, wing, or base commanders will—

(1) Establish a local AFDCB.

(2) Appoint a president for the local AFDCB.

(3) Review and sign all indefinite off-limits memorandums.

f. Local AFDCB presidents will—

(1) Preside over local AFDCB meetings.

(2) Provide administrative support to the board, including a recorder.

(3) Inform board members about special meetings.

(4) Ensure the minutes are prepared and distributed.

(5) Collect and maintain copies of off-limits files for each area, establishment, firm, individual, and organization proposed for inclusion in [AE Circular 190-24](#). The off-limits file must include the following:

(a) Letters provided to the individual or business in question.

(b) Complaints.

(c) Findings.

(d) Statements.

(e) Investigative reports and files.

(f) Recommendations from the investigation and the board.

(g) Results of the administrative hearing and recommendations.

(6) Maintain AFDCB files and records.

(7) Approve and sign the board's recommendations and meeting minutes.

(8) Obtain a legal opinion before submitting recommended indefinite off-limits memorandums to the Army garrison, wing, or base commander for approval.

(9) Submit copies of all temporary and indefinite off-limits memorandums to the AFDCB-Europe PM by e-mail: *usarmy.badenwur.usareur.list.opm-afdcg@mail.mil*.

13. INDEFINITE OFF-LIMITS AUTHORITY IN GERMANY

The CG, USAREUR, has authority to establish AFDCBs in Germany.

14. INDEFINITE OFF-LIMITS AUTHORITY IN BELGIUM, FRANCE, AND THE NETHERLANDS

The following individuals have authority to establish AFDCBs in Belgium, France, and the Netherlands:

- a. The Commander, United States Army Garrison Benelux (in Belgium and the Netherlands).
- b. The senior U.S. Army officer assigned to the United States Defense Attaché Office, Paris, France.

15. INDEFINITE OFF-LIMITS AUTHORITY IN GREECE, ITALY, AND SPAIN

a. The Commanding General, United States Army Africa/Southern European Task Force has authority to establish AFDCBs in Italy.

b. The Commander, CNE-CNA-C6F, has delegated authority to the CNRE to establish AFDCBs in Greece, Italy, and Spain.

- c. Designated commanders or officers in charge may impose the sanctions listed in [paragraph 18](#).

16. INDEFINITE OFF-LIMITS AUTHORITY IN DENMARK, ICELAND, LUXEMBOURG, NORWAY, PORTUGAL, TURKEY, AND THE UNITED KINGDOM

a. The CG, USAFE/AFAFRICA, has authority to establish AFDCBs in Denmark, Iceland, Luxembourg, Norway, Portugal, Turkey, and the United Kingdom.

- b. Designated commanders or officers in charge may impose the sanctions listed in [paragraph 18](#).

17. OVERVIEW OF THE OFF-LIMITS PROCESS

Procedures for a situation that ends in an indefinite off-limits action are as follows:

a. An installation, garrison, base, or wing commander receives a complaint about an establishment or individual. The commander will then initiate an investigation and work to come to an agreement with the establishment or individual to correct the problem.

b. If the problem is not corrected, the local AFDCB will meet and vote on whether or not to place the establishment or individual off limits. (If there is no local AFDCB, the commander will appoint a hearing officer ([para 8b\(6\)](#))).

c. The installation, garrison, base, or wing commander will issue an order that places the establishment or individual indefinitely off limits.

d. The local AFDCB will send a copy of the notification letter and investigation report regarding the off-limits action to the AFDCB-Europe PM. The AFDCB-Europe PM will immediately send an e-mail message to the respective POCs of all Services informing them of the off-limits sanction.

e. The AFDCB-Europe PM will decide whether or not to add the name and address of the establishment or individual to [AE Circular 190-24](#). The AFDCB-Europe PM will query communities for changes and update the circular every 12 months.

18. ENFORCEMENT OF OFF-LIMITS SANCTIONS

a. When commanders impose indefinite off-limits declarations, these declarations will apply to all U.S. Forces personnel, sponsored Family members, and contractors. Commanders will ensure that military members in their commands are informed of the order.

b. Individuals are prohibited from entering areas or establishments declared off limits. Violations may subject the person to disciplinary action under the Uniform Code of Military Justice or other directives.

c. Commanders are responsible for taking administrative or disciplinary action against offenders when necessary.

d. In Germany, military and security police may enter off-limits areas, establishments, firms, and organizations open to the public. Military and security police should help German police patrol off-limits locations.

e. In other countries where U.S. Forces personnel are stationed, off-limits sanctions will be enforced according to international agreements (for example, status of forces agreements).

f. Off-limits signs at or near off-limits locations may be posted when approved by civil authorities.

(1) Commanders will provide the signs printed in English in the format shown below.

**This (area, establishment, firm, individual, organization) is
OFF LIMITS TO U.S. FORCES PERSONNEL**

By Order of: (title of commander)

(2) Signs will—

(a) Be at least 12 by 12 inches (30.5 centimeters). (Signs may vary in size depending on the location).

(b) Be posted where easily seen at the entrances to off-limits establishments.

(c) Have red lettering on a white background.

(d) Be removed on revocation of off-limits sanctions.

g. Commanders will publicize off-limits actions to ensure U.S. Forces personnel are aware of the sanction.

**APPENDIX A
LETTER FOR THE NOTIFICATION OF CIVIL AUTHORITIES***

(Appropriate letterhead)

(Date)

(Appropriate police authority)
(Address)

Dear (Name of police authority):

As commander, (unit or community), it is my duty to inform you of certain undesirable (conditions or practices) reported to exist at the (name and address of area, establishment, firm, individual, or organization) that adversely affect the health, welfare, and discipline of U.S. Forces personnel.

Evidence has been presented to me that, in several cases, U.S. Forces personnel have been involved in serious incidents (in, outside, or with employees of) this (area, establishment, firm, individual, or organization).

or

Evidence has been presented to me that persons of questionable character and morals are permitted to frequent this (area, establishment, firm, or organization).

or

Evidence has been presented to me that dangerous and illegal drugs are being sold and used openly in this (area, establishment, firm, or organization).

Correction of undesirable (conditions or practices) may be in your jurisdiction under appropriate laws or regulations. Your cooperation in investigating and correcting this problem according to host-nation laws would be appreciated. I intend to appoint an officer to investigate the allegations mentioned in this letter. If the allegations are true and if the undesirable conditions are not eliminated in 30 days, I will declare the establishment off limits to (U.S. Forces personnel or personnel of my command). In discharging my responsibilities, I will have military law-enforcement agencies work closely with your agencies with respect to any completed action.

I am providing a copy of this letter to the Program Manager, Armed Forces Disciplinary Control Board, Europe.

Sincerely,

(Signature block of appropriate commander)

*This letter must be typed in the appropriate host-nation language.

**APPENDIX B
WARNING LETTER***

(Appropriate letterhead)

(Date)

(Proprietor)

(Name of area, establishment, firm, individual, or organization)

(Address)

Dear (Name, if known):

It has come to my attention that certain undesirable (*conditions or practices*) that adversely affect the health, welfare, and discipline of the U.S. personnel of this command have been permitted to (*exist or occur*) in your (*area, establishment, firm, or organization*). I have received evidence that (*state precise nature of complaint*) (for example, persons of questionable morals and character are permitted to frequent your establishment; you have charged interest at the rate of 50 percent per month on loans made to U.S. Forces personnel).

If you desire to discuss this problem with me, please contact me or a member of my staff by letter or telephone (*telephone number*) within 96 hours after the date of this letter to arrange a meeting.

If a suitable solution cannot be reached, I will take action to determine whether or not your business will be declared off limits to U.S. Forces personnel.

Your assistance and full cooperation are requested.

I am providing a copy of this letter to the Program Manager, Armed Forces Disciplinary Control Board, Europe.

Sincerely,

(Signature block of appropriate commander)

*This letter must be typed in the appropriate host-nation language.

APPENDIX C
COMMAND ORDER MEMORANDUM

(Appropriate letterhead)

(Office symbol)

(date)

MEMORANDUM FOR (Appropriate command and agencies)

SUBJECT: Off-Limits (Area, Establishment, Firm, Individual, or Organization)

1. Reference AE Regulation 190-24/CNE-CNA-C6F Instruction 1620.5J/USAFE-AFAFRICA Instruction 31-203, Armed Forces Disciplinary Control Board, Europe, and Off-Limits Procedures for Firms, Establishments, Organizations, and Areas in the United States European Command.
2. According to paragraph 8a or b of the above reference, the following (*precise name and address of area, establishment, firm, individual, or organization*) (*or any other establishment operating at this address*)* has been declared off limits to (*members of this command or all members of the U.S. Forces*) effective (*date*).
3. (*Members of this command or U.S. Forces members*) are prohibited from entering or conducting business in this (*area, establishment, firm, or organization*) except as required in the performance of official business. Personnel entering or doing business with any off-limits entity are subject to punishment under the Uniform Code of Military Justice or other applicable directives.
4. This memorandum will be distributed to all personnel of this (*command or community*).
5. This memorandum is effective until rescinded or superseded and will be posted on unit bulletin boards as a supplement to the consolidated list of off-limits areas, establishments, firms, individuals, and organizations in the United States European Command.

(Signature block of appropriate commander)

CF:
AFDCB-Europe

***NOTE:** The remark *or any other establishment operating at this address* is recommended for inclusion to prevent personnel from being misled by proprietors who change the name of an area, establishment, firm, or organization to ignore the off-limits declaration. Before issuing the memorandum, commanders must ensure that the area, establishment, firm, individual, or organization intended for sanction is the only business at that address.

APPENDIX D
LETTER FOR OFFICIAL OFF-LIMITS DECLARATION*

(Appropriate letterhead)

(Date)

(Proprietor)

(Name of area, firm, establishment, individual, or organization)

(Address)

Dear (Name, if known):

Your (area, firm, establishment, or organization), located at (address), has been officially declared off limits to (U.S. Forces personnel or all personnel of my command). This action was necessary because undesirable conditions exist in your (area, firm, establishment, or organization) (for example, wrongful possession and sale of drugs, drunk and disorderly, aggravated assault incidents) that adversely affect the discipline, health, and welfare of U.S. Forces personnel. These factors were brought to your attention in my letter dated (date of warning letter). The off-limits declaration will remain until this headquarters is provided evidence that adequate corrective measures have been taken to terminate unsatisfactory (conditions or practices) and prevent their recurrence.

The Armed Forces Disciplinary Control Board will consider removing this restriction after reviewing any information you present to show that corrective actions have been taken. Correspondence appealing this action may be submitted to the President, Armed Forces Disciplinary Control Board, (address).

I am providing a copy of this letter to the Program Manager, Armed Forces Disciplinary Control Board, Europe.

Sincerely,

(Signature block of appropriate commander)

*This letter must be typed in the appropriate host-nation language.

APPENDIX E
LETTER OF INVITATION TO ATTEND ADMINISTRATIVE HEARING*

(Appropriate letterhead)

(Date)

(Proprietor)

(Name of area, establishment, firm, individual, or organization)

(Address)

Dear (Name, if known):

I have been appointed by (name and rank of commander) to conduct an administrative hearing to determine if your (area, establishment, firm, or organization) should be placed off limits to U.S. Forces personnel. We have received complaints that certain conditions reported at your (area, establishment, firm, or organization) may adversely affect the (health, safety, or welfare) of members of the U.S. Forces.

The hearing is scheduled for (time and date of hearing) at (location of the hearing).

You may appear in person or send a representative, with or without legal counsel, to explain why your (area, establishment, firm, or organization) should not be placed off limits.

Enclosed is a summary of the investigation.

I am providing a copy of this letter to the Program Manager, Armed Forces Disciplinary Control Board, Europe.

Sincerely,

(Name and grade of hearing officer)

Enclosure

*This letter must be typed in the appropriate host-nation language.

APPENDIX F
LETTER FOR REVOKING AN OFF-LIMITS DECLARATION*

(Appropriate letterhead)

(Date)

(Proprietor)

(Name of area, establishment, firm, individual, or organization)

(Address)

Dear (Name, if known):

I am pleased to inform you that the corrective measures taken to eliminate the undesirable conditions previously found in your (area, establishment, firm, or organization) have been satisfactory. The off-limits ban imposed on (date) is removed effective (date).

Your cooperation in this matter is appreciated. I request your continued cooperation to ensure that the previous unsatisfactory condition will not recur.

I am providing a copy of this letter to the Program Manager, Armed Forces Disciplinary Control Board, Europe.

Sincerely,

(Signature block of appropriate commander)

*This letter must be typed in the appropriate host-nation language.

GLOSSARY

SECTION I ABBREVIATIONS

AE	Army in Europe
AFDCB	Armed Forces disciplinary control board
AFDCB-Europe	Armed Forces Disciplinary Control Board, Europe
AFI	Air Force Instruction
APO	Army post office
AR	Army regulation
CG	commanding general
CG, USAREUR	Commanding General, United States Army Europe
CNE-CNA-C6F	Commander, U.S. Naval Forces Europe/Commander, U.S. Naval Forces Africa/Commander, U.S. Sixth Fleet
CNRE	Commander, Navy Region Europe
COMDTINST	Commandant, United States Coast Guard Instruction
DOD	Department of Defense
E5	sergeant
EURAFSWA	Navy Region Europe, Africa, and Southwest Asia
GS	General Schedule
HN	host nation
ID	identification
IMCOM-Europe	United States Army Installation Management Command, Europe Region
JA	judge advocate
MCO	Marine Corps order
NATO	North Atlantic Treaty Organization
OPNAVINST	Office of the Chief of Naval Operations instruction
PM	program manager
POC	point of contact
SJA	staff judge advocate
U.S.	United States
USAFE/AFAFRICA	United States Air Forces in Europe/United States Air Forces Africa
USAREUR	United States Army Europe
USEUCOM	United States European Command

SECTION II TERMS

Armed Forces disciplinary control board

A local board established to help commanders eliminate conditions that are adverse to the health, welfare, and discipline of U.S. Forces personnel

Program Manager, Armed Forces Disciplinary Control Board, Europe

A USAREUR Provost Marshal designee, who serves as the final approval authority for requests to announce off-limits areas, establishments, firms, individuals, and organizations

off limits

The designation of any area, building, place, structure, or vehicle that U.S. Forces military and civilian personnel and their command-sponsored Family members are prohibited to enter, ride, use, or visit during the period of the off-limits declaration