

**Army Regulation 190-24  
OPNAVINST 1620.2A  
AFI 31-213  
MCO 1620.2D  
COMDTINST 1620.1E**

**Military Police**

**Armed Forces  
Disciplinary  
Control Boards and  
Off-Installation  
Liaison and  
Operations**

**Headquarters  
Departments of the Army,  
the Navy,  
the Air Force,  
the Marine Corps,  
and the Coast Guard  
Washington, DC  
27 July 2006**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 190-24/OPNAVINST 1620.2A/AFI 31-213/MCO 1620.2D/COMDTINST 1620.1E  
Armed Forces Disciplinary Control Boards and Off-Installation Liaison and  
Operations

This major revision dated 27 July 2006--

- o Establishes the Provost Marshal General as the proponent of this regulation (para 1-4a).
- o Mandates Armed Forces Disciplinary Control Boards convene quarterly (app B).
- o Identifies key management control provisions (Army only) (app C).

Headquarters  
Departments of the Army,  
the Navy,  
the Air Force,  
the Marine Corps,  
and the Coast Guard  
Washington, DC  
27 July 2006

\*Army Regulation 190–24  
OPNAVINST 1620.2A  
AFI 31–213  
MCO 1620.2D  
COMDTINST 1620.1E

Effective 28 August 2006


## Military Police

# Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations

By Order of the Secretary of the Army, Navy, Marine Corps, and Air Force:

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**History.** This publication is a major revision.

**Summary.** This regulation prescribes uniform policies and procedures for the establishment and operations of Armed Forces Disciplinary Control Boards and off-installation liaison and operations.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve unless otherwise stated. This regulation also applies to active U.S. Armed Forces personnel of the Air Force, the Navy, the Marine Corps, and the Coast Guard wherever they are stationed.

**Proponent and exception authority.** The proponent of this regulation is The Provost Marshal General. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to

this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** This regulation contains management control provisions and identifies key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from The Provost Marshal General (DAPM–MPD–LE), 2800 Army Pentagon, Washington, DC 20310–2800.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, Office of the Provost Marshal General

(DAPM–MPD–LE), 2800 Army Pentagon, Washington, DC 20310–2800.

**Committee Continuance Approval.** The establishment and/or continuance of Army committees are made in accordance with AR 15–1, which requires that the proponent justify establishing and/or continuing the committees, coordinate draft publications, and coordinate changes in committee status with Office of the Administrative Assistant to the Secretary of the Army, Committee Management Office (SAAA–RP), 13th Floor, Taylor Building, 2511 Jefferson Davis Highway, Arlington, VA 22202–3926. If it is determined that an establishment group identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15–1 requirements for establishing and continuing the group as a committee. The Department of the Army committee management officer has reviewed this regulation and concurs in the establishment and/or continuance of committees outlined herein.

**Distribution.** This publication is available in electronic media only and is intended for command levels C, D, and E for the Active Army, the Army National

\*This regulation supersedes AR 190–24/OPNAVINST 1620.2A/AFI 31–213/MCO 1620.2C/COMDTINST 1620.1D, dated 30 June 1993.

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### Glossary



# Chapter 1 Introduction

## Section I Overview

### 1-1. Purpose

This regulation prescribes policies and procedures for the establishment and operation of Armed Forces Disciplinary Control Boards (AFDCBs).

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

## Section II Responsibilities

### 1-4. The Provost Marshal General, U.S. Army

The Provost Marshal General (PMG), U.S. Army will—

- a. Serve as the proponent for this regulation.
- b. Have primary responsibility for its content.
- c. Develop and have staff supervision over AFDCBs and off-installation enforcement policies.

### 1-5. The Director, Naval Criminal Investigative Service, U.S. Navy

The Director, Naval Criminal Investigative Service, U.S. Navy will develop and have staff supervision over AFDCBs and off-installation enforcement policies.

### 1-6. The Director of Security Forces and Force Protection, U.S. Air Force

The Director of Security Forces and Force Protection, U.S. Air Force will develop and have staff supervision over AFDCBs and off-installation enforcement policies.

### 1-7. The Commandant, U.S. Marine Corps

The Commandant, U.S. Marine Corps will develop and have staff supervision over AFDCBs and off-installation enforcement policies.

### 1-8. The Commandant, U.S. Coast Guard

The Commandant, U.S. Coast Guard will develop and have staff supervision over AFDCBs and off-installation enforcement policies.

### 1-9. Joint Service commanders

a. Regional Directors of the Army Installation Management Agency (IMA), Commander, Army Materiel Command (AMC), Commander, U.S. Army Medical Command (MEDCOM), Air Force commanders, Navy regional commanders, Marine Corps commanders, and Coast Guard commanders will—

(1) Determine level and degree of participation by subordinate commanders in Joint Service boards, when appropriate.

(2) Resolve differences among subordinate commanders regarding board areas of responsibility and the designation of sponsoring commanders.

(3) Evaluate board recommendations and actions from subordinate sponsoring commanders.

(4) Forward recommendations to HQDA, OPMG (DAPM-MPD-LE), Washington, DC 20310-2800, regarding circumstances that require Service headquarters action or programs having widespread applicability.

b. Military installation commanders or their designated representative for off-installation enforcement actions will—

(1) Convene Joint Service boards within their area of responsibility (see AR 5-9).

(2) Conduct off-installation operations as authorized by law and Service policy.

(3) Coordinate off-installation operations with other Service commanders, as applicable, for uniformity of effort and economy of resources.

(4) Assist Federal, State, and local law enforcement agencies within the limits imposed by law and DOD policy.

c. Sponsoring commanders will provide administrative support for AFDCBs programs to include the following:

(1) Promulgating implementing directives and convening the board.

- (2) Providing a recorder for the board.
- (3) Providing copies of the minutes of board meetings to other Service commanders who are represented on the board and to other AFDCBs, as appropriate.
- (4) Approving or disapproving the minutes and recommendations of the board and making appropriate distribution, as required.
- (5) Publishing lists of off-limits establishments and areas.
- (6) Ensuring that responsible individuals are notified of any unfavorable actions being contemplated or taken regarding their establishments per appendix B.
- (7) Distributing pertinent information to the following:
  - (a) All units within their jurisdictional area.
  - (b) Units stationed in other areas whose personnel frequent their area of jurisdiction.
- (8) Ensuring that procedures are established to inform all Service personnel, to include those who may be visiting or are in a travel status, of off-limits restrictions in effect within the respective AFDCBs' jurisdictional area.

### **1-10. Army commanders**

Commanders of Army installations will be responsible for coordinating activities of AFDCBs in their areas. They may serve as sponsoring commanders or participate as members of Joint Service boards. They may approve the establishment of a separate AFDCB for Army installations when it is in the best interest of the Army to do so.

- a. Coordinate activities of AFDCBs in their areas.
- b. Serve as sponsoring commander or participate as a member of Joint AFDCBs.
- c. Approve the establishment of separate AFDCBs for Army installations when it is in the best interest of the Army.
- d. Obtain approval from the installation higher headquarters for changes to AFDCBs areas of responsibility.

### **1-11. Navy commanders**

Regional Navy commanders will serve as the sponsoring commander for the purpose of this regulation. This authority may be delegated by instruction to installation commanding officers when, in the judgment of the regional commander, geographical dispersion or other circumstances make it appropriate to allow an installation commanding officer to act as a sponsoring commander.

## **Chapter 2**

### **Armed Forces Disciplinary Control Board**

#### **2-1. Establishment of Armed Forces Disciplinary Control Boards**

The AFDCBs may be established by installation, base, or station commanders to advise and make recommendations to commanders on matters concerning eliminating conditions, which adversely affect the health, safety, welfare, morale, and discipline of the Armed Forces.

- a. For the Army, routine off-limits actions must be processed by AFDCBs following the procedures in paragraph 2-6, below, and appendix B.
- b. Coast Guard commanders must have written authorization from the Commandant (G-WP) prior to establishing AFDCBs.

#### **2-2. Composition of boards**

a. Boards should be structured according to the needs of the command, with consideration given to including representatives from the following functional areas:

- (1) Law enforcement.
- (2) Legal counsel.
- (3) Health.
- (4) Environmental protection.
- (5) Public affairs.
- (6) Equal opportunity.
- (7) Fire and safety.
- (8) Chaplains' service.
- (9) Alcohol and drug abuse.
- (10) Personnel and community activities.
- (11) Consumer affairs.



*b.* Sponsoring commanders will designate a board president and determine, by position, which board members will be voting members. Such designations will be included in a written agreement establishing the board.

### **2-3. Participation by civil agencies**

*a.* Civil agencies or individuals may be invited to board meetings as observers, witnesses, or to provide assistance where they possess knowledge or information pertaining to problem areas within the board's jurisdiction.

*b.* Announcements and summaries of board results may be provided to appropriate civil agencies.

### **2-4. Duties and functions of boards**

The AFDCBs will—

*a.* Meet as prescribed by appendix B.

*b.* Receive reports and take appropriate action on conditions in their area of responsibility relating to any of the following:

- (1) Disorder and lack of discipline.
- (2) Prostitution.
- (3) Sexually transmitted diseases.
- (4) Liquor violations.
- (5) Racial and other discriminatory practices.
- (6) Alcohol and drug abuse.
- (7) Drug abuse paraphernalia.
- (8) Criminal or illegal activities involving cults or hate groups.
- (9) Illicit gambling.
- (10) Areas susceptible to terrorist activity.
- (11) Unfair commercial or consumer practices.
- (12) Other undesirable conditions deemed unsafe, which may adversely affect the health and well-being of military personnel or their families.

*c.* Report to all commanders in the board's area of responsibility—

- (1) Conditions cited in subparagraph *b*, above.
- (2) Recommended action as approved by the board's sponsoring commander.

*d.* Coordinate with appropriate civil authorities on problems or adverse conditions existing in the board's area of jurisdiction.

*e.* Make recommendations to commanders in the board's area of jurisdiction concerning off-installation procedures to prevent or control undesirable conditions.

### **2-5. Administration**

*a.* Commanders are authorized to acquire, report, process, and store information concerning persons and organizations, whether or not affiliated with DOD, according to the applicable Service regulations of the sponsoring commander, which—

- (1) Adversely affect the health, safety, morale, welfare, or discipline of Service personnel, regardless of status.
- (2) Describe crime-conducive conditions where there is a direct Service interest.

*b.* Boards will function under the supervision of a president (see para 2-2*b*, above).

*c.* Certain expenses incurred by Service personnel in the course of an official board investigation or inspection may be reimbursable per appropriate Service finance regulations or instructions. Requests for reimbursement will be submitted through the sponsoring commander.

*d.* Records of board proceedings will be maintained as prescribed by records management policies and procedures of the sponsoring commander's Service.

### **2-6. Off-limits establishments and areas**

*a.* The establishment of off-limits areas is a function of command. It may be used by commanders to help maintain good order and discipline, health, morale, safety, and welfare of Service personnel. Off-limits action is also intended to prevent Service personnel from being exposed to or victimized by crime-conducive conditions. Where sufficient cause exists, commanders retain substantial discretion to declare establishments or areas temporarily off-limits to personnel of their respective commands in emergency situations. Temporary off-limits restrictions issued by commanders in an emergency situation will be acted upon by AFDCBs as a first priority. As a matter of policy, a change in ownership, management, or name of any off-limits establishment does not, in and of itself, revoke the off-limits restriction.

*b.* Service personnel are prohibited from entering establishments or areas declared off-limits according to this regulation. Violations may subject the member to disciplinary action per applicable Service regulations and the Uniform Code of Military Justice. Family members of Service personnel and others associated with the Service or installation should be made aware of off-limits restrictions. As a general policy, these establishments will not be

visited by Service law enforcement personnel unless specifically determined by the installation commander that visits or surveillance are warranted.

*c.* Prior to initiating AFDCBs action, installation commanders will attempt to correct adverse conditions or situations through the assistance of civic leaders or officials.

*d.* Prior to recommending an off-limits restriction, AFDCBs will send a written notice (certified mail–return receipt requested) to the individual or firm responsible for the alleged condition or situation. The AFDCBs will specify, in the notice, a reasonable time for the condition or situation to be corrected, along with the opportunity to present any relevant information to the board. If subsequent investigation reveals that the responsible person has failed to take corrective action, the board will recommend the imposition of the off-limits restriction (see app B).

*e.* A specified time limit will not be established when an off-limits restriction is invoked. The adequacy of the corrective action taken by the responsible individual will be the determining factor in removing an off-limits restriction.

*f.* A person whose establishment or area has been declared off-limits may, at any time, petition the president of the board to remove the off-limits restriction. The petition will be in writing and will include a detailed report of action taken to eliminate the condition or situation that caused imposition of the restriction. The president of the Armed Forces Disciplinary Control Board may direct an investigation to determine the status of corrective actions noted in the petition. The board will either recommend removal or continuation of the off-limits restriction to the local sponsoring commander based on the results of the investigation.

*g.* Off-limits procedures to be followed by the boards are in appendix B. In the United States, off-limits signs will not be posted on civilian establishments by U.S. military authorities.

*h.* In areas outside of the continental United States (OCONUS), off-limits and other AFDCBs procedures must be consistent with existing Status of Forces Agreements (SOFAs).

## **Chapter 3**

### **Off-Installation Operations (Military Patrols and Investigative Activities) and Policy**

#### **3-1. Objectives**

The primary objectives of off-installation operations are to—

- a.* Render assistance and provide information to Service personnel.
- b.* Preserve the safety and security of Service personnel.
- c.* Preserve good order and discipline among Service personnel and reduce off-installation incidents and offenses.
- d.* Maintain effective cooperation with civil authorities and community leaders.

#### **3-2. Army policy**

*a.* Soldiers, military and/or Department of the Army civilian (DAC) police performing off-installation operations must be thoroughly familiar with applicable agreements, constraints of the Posse Comitatus Act (Section 1385, Title 18, United States Code (18 USC 1385)) in continental United States (CONUS) and United States–host nation agreements in areas OCONUS.

*b.* Military and/or DAC police assigned to off-installation operations have the sole purpose of enforcing regulations and orders pertaining to persons subject to their jurisdiction.

*c.* Military and/or DAC police accompanying civilian law enforcement officers remain directly responsible to, and under the command of, U.S. Army superiors. Military and DAC police may come to the aid of civilian law enforcement officers to prevent the commission of a felony or injury to a civilian law enforcement officer.

*d.* Regional directors of the Army IMA, commander, AMC, and commander, MEDCOM may authorize subordinate commanders to establish off-installation operations within the limits imposed by higher authority (18 USC 1385) in CONUS, and United States–host nation agreements in OCONUS areas—

- (1) To assist Federal, State, and local law enforcement agencies.
- (2) In conjunction with military activities.
- (3) To safeguard the health and welfare of Soldiers.
- (4) When the type of offense or the number of Soldiers frequenting an area is large enough to warrant such operations.

*e.* The constraints on the authority of Soldiers and/or DAC police to act off-installation (Posse Comitatus Act (18 USC 1385)) in CONUS and United States–host nation agreements in OCONUS areas, and the specific scope of off-installation operations will be clearly delineated in all authorizations for off-installation operations. Off-installation operations will be coordinated with the local installation commander through the Staff Judge Advocate (SJA), or higher authority, and appropriate civilian law enforcement agencies.

### **3-3. Navy policy**

The following policies apply to off-installation operations:

*a.* Navy military personnel manual NAVPERS 1630-020, revised August 2002, and U.S. Navy Regulations 1990, Article 0922 concerning the establishment and operation of a shore patrol.

*b.* Secretary of the Navy policy concerning Navy absentee collection units that collect and process apprehended absentees and deserters; escort apprehended absentees and deserters to their parent commands or to designated processing activities; escort prisoners between confinement facilities; and provide liaison with civilian law enforcement authorities.

*c.* Applicable agreements and implementing standard operating procedures, to include the constraints of the Posse Comitatus Act (18 USC 1385) in CONUS and United States-host nation agreements in OCONUS areas. Navy personnel will be thoroughly familiar with all.

*d.* Installation commanders—within CONUS—may request authority from their regional commander to establish off-installation operations—

(1) To assist Federal, State, and local law enforcement agencies within the limits imposed by higher authority and the Posse Comitatus Act (18 USC 1385).

(2) In conjunction with military operations.

(3) To safeguard the health and welfare of Naval personnel.

(4) When the type of offense or the number of Service personnel frequenting an area is large enough to warrant such operation. Constraints on the authority of military personnel to act off-installation (18 USC 1385) and the specific scope of the authority will be clearly delineated in all authorizations for off-installation operations.

*e.* Installation commanders—OCONUS—may authorize off-installation operations as required by local conditions and customs, as long as they are conducted in accordance with applicable treaties and SOFAs. Off-installation operations will be kept at the minimum needed for mission accomplishment.

*f.* Off-installation operations will be coordinated with the local installation commander through the Judge Advocate General, or higher authority, and local law enforcement authorities.

*g.* Security personnel selected for off-installation operations must—

(1) Have mature judgment and law enforcement experience.

(2) Be thoroughly familiar with all applicable agreements and implementing standard operating procedures, to include the constraints of the Posse Comitatus Act (18 USC 1385) in CONUS and United States-host nation agreements in OCONUS areas, as applicable.

*h.* Security personnel accompanying civilian police during off-installation operations do so only to enforce regulations and orders pertaining to persons subject to their jurisdiction. Security personnel assigned off-installation operations remain directly responsible to, and under the command of, their Navy superiors when accompanying civilian police. Security personnel performing such duties may come to the aid of civilian police in order to prevent the commission of a felony or injury to a civilian police officer.

*i.* Civilian police and court liaison may be established with concurrence of the Naval Criminal Investigative Service and is encouraged particularly when the intent is to reduce mishaps.

### **3-4. Air Force policy**

*a.* Airmen, military and/or Department of the Air Force civilian (DAFC) police performing off-installation operations must be thoroughly familiar with applicable agreements, constraints of the Posse Comitatus Act (18 USC 1385) in CONUS and United States-host nation agreements in OCONUS areas.

*b.* Military and/or DAFC police assigned to off-installation operations have the sole purpose of enforcing regulations and orders pertaining to persons subject to their jurisdiction.

*c.* Military and/or DAFC police accompanying civilian law enforcement officers remain directly responsible to, and under the command of, U.S. Air Force superiors. Military and DAFC police may come to the aid of civilian law enforcement officers to prevent the commission of a felony or injury to a civilian law enforcement officer.

*d.* Air Force commanders may authorize subordinate commanders to establish off-installation operations within the limits imposed by higher authority, the Posse Comitatus Act (18 USC 1385) in CONUS and United States-host nation agreements in OCONUS areas—

(1) To assist Federal, State, and local law enforcement agencies.

(2) In conjunction with military activities.

(3) To safeguard the health and welfare of Airmen.

(4) When the type offense or the number of Airmen frequenting an area is large enough to warrant such operations.

*e.* The constraints on the authority of Airmen and/or DAFC police to act off-installation (Posse Comitatus Act (18 USC 1385)) in CONUS and United States-host nation agreements in OCONUS areas) and the specific scope of off-installation operations will be clearly delineated in all authorizations for off-installation operations. Off-installation

operations will be coordinated with the local installation commander through the SJA, or higher authority, and appropriate civilian law enforcement agencies.

### **3-5. Marine Corps policy**

#### *a.* Within CONUS—

(1) Commanders may request authority from Headquarters, Marine Corps (Code PS), to establish off-installation operations—

*(a)* To assist Federal, State, and local law enforcement agencies within the limits imposed by higher authority and the Posse Comitatus Act (18 USC 1385).

*(b)* In conjunction with military operations.

*(c)* To safeguard the health and welfare of Marines.

*(d)* When the type offense or the number of Service personnel frequenting an area is large enough to warrant such operations.

(2) Constraints on the authority of military personnel to act off-installation (Posse Comitatus Act (18 USC 1385)) and the specific scope of the authority will be clearly delineated in all authorizations for off-installation operations.

*b.* Within OCONUS, off-installation operations will be kept at the minimum needed for mission accomplishment. Installation commanders may authorize off-installation operations as required by local conditions and customs, as long as they are conducted in accordance with applicable treaties and SOFAs.

*c.* Off-installation operations will be coordinated with the local installation commander through the SJA, or higher authority, and local law enforcement authorities.

*d.* Marines selected for off-installation operations must—

(1) Have mature judgment and law enforcement experience.

(2) Be thoroughly familiar with all applicable agreements and implementing standard operating procedures, to include the constraints of the (Posse Comitatus Act (18 USC 1385)) in CONUS and United States-host nation agreements in OCONUS areas, as applicable.

*e.* Marines accompanying civilian police during off-installation operations do so only to enforce regulations and orders pertaining to persons subject to their jurisdiction. Marines assigned off-installation operations remain directly responsible to, and under the command of, their Marine superiors when accompanying civilian police. Marines performing such duties may come to the aid of civilian police in order to prevent the commission of a felony or injury to a civilian police officer.

*f.* Procedures for absentee and deserter collection units to accept an active-duty absentee or deserter from civilian authorities may be established.

*g.* Civilian police and civil court liaison may be established.

### **3-6. Coast Guard policy**

This chapter is not applicable to the U.S. Coast Guard.

### **3-7. Operations**

When an incident of substantial interest to the Service, involving Service property or affiliated personnel, occurs off-installation, the Service law enforcement organization exercising area responsibility will—

*a.* Obtain copies of civilian law enforcement reports for processing or forwarding according to applicable Service regulations.

*b.* Return apprehended persons to representatives of their Service as soon as practicable.

## **Appendix A References**

### **Section I Required Publications**

#### **NAVPERS 1630-020**

Shore Patrol. (Cited in para 3-5a.) (Available at <http://buperscd.technology.navy.mil/>.)

#### **Navy Regulations 1990, Article 0922**

Shore Patrol. (Cited in para 3-5a.) (Available at <http://doni.daps.dla.mil/>.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 5-9**

Area Support Responsibilities

#### **AR 11-2**

Management Control

#### **AR 195-2**

Criminal Investigation Activities

#### **AR 380-13**

Acquisition and Storage of Information Concerning Nonaffiliated Persons and Organizations

#### **AFI 31-201**

Security Police Standards and Procedures. (Available at <http://www.e-publishing.af.mil/>.)

#### **DODD 1010.4**

Drug and Alcohol Abuse by DOD Personnel. (Available at <http://www.dtic.mil/whs/directives/>.)

#### **DODD 5400.7**

DOD Freedom of Information Act (FOIA) Program. (Available at <http://www.dtic.mil/whs/directives/>.)

#### **Uniform Code of Military Justice**

Available at <http://www.au.af.mil/au/awc/awcgate/ucmj.htm>.

#### **18 USC 1385**

Use of Army and Air Force as posse comitatus. (Posse Comitatus Act) (Available at <http://www.gpoaccess.gov/uscode/>.)

#### **USCG COMDTINST M1000.6**

Personnel Manual With Ch-1 To 40. (Available at <http://isddc.dot.gov/>.)

#### **USCG COMDTINST M5728.2C**

Public Affairs Manual. (Available at <http://isddc.dot.gov/>.)

#### **USCG COMDTINST M5260.3**

Coast Guard Freedom of Information and Privacy Acts Manual. (Available at <http://isddc.dot.gov/>.)

### **Section III Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

Except where otherwise indicated below, the following forms are available as follows: DA Forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001) and the APD Web site (<http://www.apd.army.mil>).

#### **DA Form 11-2-R**

Management Control Evaluation Certification Statement

## **Appendix B**

### **Armed Forces Disciplinary Control Board Procedures Guide**

#### **B-1. Purpose**

This guide prescribes procedures for the establishment, operation, and coordination of AFDCBs. The AFDCBs' proceedings are not adversarial in nature.

#### **B-2. Meetings**

*a.* The board will meet quarterly. The commander establishing the board may specify whether the meetings will be open or closed. If not specified, the decision is at the discretion of the president of the board. Normally proceedings are closed, but may be opened to the public when circumstances warrant.

*b.* Special meetings may be called by the president of the board. Except by unanimous consent of members present, final action will be taken only on the business for which the meeting was called.

*c.* A majority of voting members constitutes a quorum for board proceedings.

#### **B-3. Armed Forces Disciplinary Control Board composition**

Voting members will be selected per paragraph 2-2, above.

#### **B-4. Attendance of observers or witnesses**

*a.* The board may invite individual persons or organization representatives as witnesses or observers if they are necessary or appropriate for the conduct of board proceedings. The below listed authorities may assist in addressing installation or command concerns or issues.

(1) Federal, State, and local judicial, legislative, and law enforcement officials.

(2) Housing regulation and enforcement authorities.

(3) Health and social service authorities.

(4) Environmental protection authorities.

(5) Alcoholic beverage control authorities.

(6) Equal employment opportunity authorities.

(7) Consumer affairs advocates.

(8) Chamber of Commerce representatives.

(9) Public works or utility authorities.

(10) Local fire marshal and public safety authorities.

(11) State and local school board or education officials.

(12) Any other representation deemed appropriate by the sponsoring command such as, news media, union representatives, and so forth.

*b.* Invited witnesses and observers will be listed in the minutes of the meeting.

#### **B-5. Appropriate areas for board consideration**

*a.* Boards will study and take appropriate action on all reports of conditions considered detrimental to the good order and discipline, health, morale, welfare, safety, and morals of Armed Forces personnel. These adverse conditions include, but are not limited to, those identified in paragraph 2-4, above.

*b.* The board will immediately forward to the local commander reported circumstances involving discrimination based on race, color, sex, religion, age, or national origin.

#### **B-6. Off-limit procedures**

*a.* Off-limits restrictions should be invoked only when there is substantive information indicating that an establishment or area frequented by Armed Forces personnel presents conditions, which adversely affect their health, safety, welfare, morale, or morals. It is essential that boards do not act arbitrarily. Actions must not be of a punitive nature. Boards should work in close cooperation with local officials and proprietors of business establishments and seek to accomplish their mission through mutually cooperative efforts. Boards should encourage personal visits by local

military and civilian enforcement or health officials to establishments considered below standard. The AFDCBs should point out unhealthy conditions or undesirable practices to establishment owners or operators to produce the desired corrective action.

*b.* In cases involving discrimination, the board should not rely solely on letters written by the Equal Opportunity Office and Military Affairs Committee or investigations of alleged racial discrimination.

*c.* If the board decides to attempt to investigate or inspect an establishment, the president or a designee will prepare and submit a report of findings and recommendations at the next meeting. This procedure will ensure complete and documented information concerning questionable adverse conditions.

*d.* When the board concludes that conditions adverse to Armed Forces personnel do exist, the owner or manager will be sent a letter of notification (see fig B-1). This letter will advise him or her to raise standards by a specified date and if such conditions or practices continue, off-limits proceedings will be initiated. Any correspondence with the individuals responsible for adverse conditions, which may lead to off-limits action, will be by certified mail.

*e.* If a proprietor takes remedial action to correct undesirable conditions previously noted the board should send a letter of appreciation (see fig B-2) recognizing this cooperation.

*f.* If undesirable conditions are not corrected, the proprietor will be invited to appear before the AFDCB to explain why the establishment should not be placed off-limits (see fig B-3). Any proprietor may designate, in writing, a representative to appear before the board on his or her behalf.

*g.* In cases where proprietors have been invited to appear before the board, the president of the board will perform the following:

- (1) Prior to calling the proprietor—
  - (a)* Review the findings and decision of the previous meeting.
  - (b)* Call for inspection reports.
  - (c)* Allow those present to ask questions and discuss the case.
- (2) When the proprietor or his or her representative is called before the board—
  - (a)* Present the proprietor with a brief summary of the complaint concerning the establishment.
  - (b)* Afford the proprietor an opportunity to present matters in defense.
  - (c)* Invite those present to question the proprietor. After the questioning period, provide the proprietor an opportunity to make a final statement before being dismissed.
- (3) Deliberations on recommended actions will be in closed session, attended only by board members.

*h.* The board should recommend an off-limits restriction only after the following:

- (1) The letter of notification (see fig B-1) has been sent.
- (2) An opportunity for the proprietor to appear before the board has been extended.
- (3) Further investigation indicates that improvements have not been made.

*i.* The minutes will indicate the AFDCB's action in each case. When a recommendation is made to place an establishment off-limits, the minutes will show the procedural steps followed in reaching the decision.

*j.* Recommendations of the AFDCB will be submitted to the sponsoring commander for consideration. The recommendations will then be forwarded to other installation commanders who are represented on the board (see fig B-4). If no objection to the recommendations is received within 10 days, the sponsoring commander will approve or disapprove the recommendations and forward the decision to the AFDCB president.

*k.* Upon approval of the AFDCB's recommendations, the president will write the proprietor that the off-limits restriction has been imposed (see fig B-5).

*l.* A time limit should not be specified when an off-limits restriction is revoked. The adequacy of the corrective action taken by the proprietor of the establishment must be the determining factor in removing the off-limits restriction.

*m.* Military authorities may not post off-limits signs or notices on private property.

*n.* In emergencies, commanders may temporarily declare establishments or areas off-limits to Service personnel subject to their jurisdiction. The circumstances for the action will be reported as soon as possible to the commander sponsoring the board. Detailed justification for this emergency action will be provided to the board for its deliberations.

*o.* Appropriate installation commanders will publish a list of off-limits establishments and areas using command and media channels.

## **B-7. Removal of off-limits restrictions**

*a.* Removal of an off-limits restriction requires AFDCB action and approval by the sponsoring commander. Proprietors of establishments declared off-limits should be advised that they may petition the appropriate AFDCB at any time. In their petition they should submit the reason why the restriction should be removed. A letter of notification for continuance of the off-limits restriction should be sent to the proprietor if the sponsoring commander does not remove the off-limits restriction (see fig B-6). The proprietor may appeal to the next higher commander after exhausting all appeals at the local sponsoring commander level. Boards should make at least quarterly inspections of off-limits establishments. A statement that an inspection has been completed should be included in AFDCB minutes.

*b.* When the board learns that the proprietor has taken adequate corrective measures, the AFDCB will take the following actions:

- (1) Discuss the matter at the next meeting and make an appropriate recommendation.
- (2) Forward a recommendation for removal of the off-limits restriction to the sponsoring commander. If approved, a letter removing the restriction (see fig B-7 or fig B-8) will be sent to the proprietor.
- (3) Reflect action taken in the minutes.

#### **B-8. Duties of the Armed Forces Disciplinary Control Board president**

The president of the AFDCB will—

- a.* Schedule and preside at all AFDCB meetings.
- b.* Provide an agenda to each voting member at least 72 hours prior to the meeting.
- c.* Ensure records, minutes, and correspondence are prepared, distributed, and maintained per this regulation (see para 2-5*d*).

#### **B-9. Commanders**

The installation commander and commanders within an AFDCB's area of responsibility must be thoroughly acquainted with the mission and services provided by AFDCBs. The AFDCB members should keep their respective commanders informed of command responsibilities pertaining to AFDCB functions and actions.

#### **B-10. Public affairs**

*a.* Due to the sensitive nature of the subject matter, there will not be a media release in connection with AFDCB meetings. However, any AFDCB proceeding, which is open to the public, will also be open to representatives of the news media. Unless identified as a witness, representatives of the news media will be considered observers and will not participate in matters considered by the AFDCB. Members of the news media may also be invited to participate in an advisory status in coordination with the public affairs office.

*b.* News media interviews and releases will be handled through the public affairs office according to applicable Service regulations.

#### **B-11. Minutes**

*a.* Minutes will be prepared in accordance with administrative formats for minutes of meetings prescribed by the Service of the sponsoring commander (see fig B-9). The written minutes of AFDCB meetings will constitute the official record of the AFDCB proceedings. Verbatim transcripts of board meetings are not required. The reasons for approving or removing an off-limits restriction, to include a complete address of the establishment or area involved, should be indicated in the order of business. In addition, the AFDCB's action will be shown in the order or sequence of actions taken. A change in the name of an establishment or areas in an off-limits restriction will also be included.

*b.* Distribution of the minutes of AFDCB meetings will be limited to the following:

(1) Each voting member, sponsoring command, commands, and installations represented by the board and military advisory member, if deemed appropriate.

(2) Civilian and Government agencies within the State in which member installations are located having an official interest in the functions of the board, if appropriate, in accordance with the Freedom of Information Act and the Privacy Act.

*c.* The AFDCB minutes are subject to release and disclosure in accordance with applicable Federal laws, Service regulations, and directives.

*d.* Minutes and recommendations of the board will be forwarded to the sponsoring commander for approval.



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(Letterhead)

Proprietor

Dear Sir:

This letter is to inform you that it has come to the attention of the Armed Forces Disciplinary Control Board (AFDCB) that certain conditions reported at your establishment may adversely affect the *(health, safety, or welfare)* 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 conditions)* are not corrected by *(date)*.

A representative of the AFDCB will visit your establishment to determine if steps have been taken to correct the conditions outlined above.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

(Note: Use certified mail, return receipt requested if mailed.)

**Figure B-1. Armed Forces Disciplinary Control Board letter of notification**

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(Letterhead)

Proprietor

Dear Sir:

This is in reference to my letter of *(date)* concerning the condition(s) reported at your establishment which adversely affected the health and welfare of members of the Armed Forces.

The Board appreciates your action to correct the condition previously noted and does not contemplate further action with respect to this specific matter.

Your continued cooperation is solicited.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

**Figure B-2. Armed Forces Disciplinary Control Board letter of appreciation**

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(Letterhead)

Proprietor

Dear Sir:

This is in reference to my letter of *(date)* concerning the condition reported at your establishment which adversely affects the (health, safety, or welfare) of members of the Armed Forces. Information has been received by the board which indicates you have not taken adequate corrective action to eliminate the reported condition.

Reports presented to the Armed Forces Disciplinary Control Board (AFDCB) indicate *(list and describe conditions)*.

You are advised that the AFDCB will initiate action to 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)*. At that time you will have the opportunity to refute the allegation, 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 this matter may be addressed to the President, Armed Forces Disciplinary Control Board, *(address)*. Every effort will be made to clarify the matter for you.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

(Note: Send certified mail-return receipt requested, if mailed.)

**Figure B-3. Armed Forces Disciplinary Control Board letter of invitation**

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(Letterhead)

*Office Symbol*

MEMORANDUM FOR *(Commanders of Supported Installations)*

SUBJECT: Establishments or Areas Recommended for Off-Limits Designation

1. On *(date)*, the Armed Forces Disciplinary Control Board (AFDCB) recommended imposition of the following off-limits restrictions: *(name and address of establishment)*
2. Commanders furnishing AFDCB representatives are requested to provide any comments within 10 days as to whether: *(name of establishment or area)* should be placed off-limits.
3. A copy of the AFDCB minutes and recommendation is enclosed.

FOR THE (SPONSORING) COMMANDER:

Encl

JOHN SMITH  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

**Figure B-4. Armed Forces Disciplinary Control Board off-limits approval letter**

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*(Letterhead)*

Proprietor

Dear Sir:

This letter is to inform you that 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 (premises) as long as this order is in effect. This action is being taken because of *(state the conditions)* which are detrimental to the *(health or welfare)* of members of the Armed Forces.

This restriction will remain in effect indefinitely in accordance with established Armed Forces policy. Removal of the restriction will be considered by the Armed Forces Disciplinary Control Board upon presentation of information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the President, Armed Forces Disciplinary Control Board, *(cite address)*.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

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**Figure B-5. Armed Forces Disciplinary Control Board letter of declaration of off-limits**

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*(Letterhead)*

Proprietor

Dear Sir:

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

This decision does not preclude further appeals or appearances before the AFDCB at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, Armed Forces Disciplinary Control Board, *(cite address)*.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

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**Figure B-6. Armed Forces Disciplinary Control Board letter of notification of continuance of off-limits**

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*(Letterhead)*

Proprietor

Dear Sir:

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

The corrective actions taken in response to the concerns of the Armed Forces Disciplinary Control Board are appreciated.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

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**Figure B-7. Armed Forces Disciplinary Control Board letter of removal of off-limits restriction**

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*(Letterhead)*

Proprietor

Dear Sir:

This letter is to inform you that your request for removal of the off-limits restriction now in effect at *(name of establishment)* was favorably considered by the Armed Forces Disciplinary Control Board (AFDCB).

This restriction will be removed effective *(date)*. Members of the Armed Forces will be permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the AFDCB are appreciated.

Sincerely,  
John J. Smith  
Colonel, U.S. Army  
President, Armed Forces  
Disciplinary Control Board

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**Figure B-8. Armed Forces Disciplinary Control Board notification of removal of off-limits restriction**

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**Format for AFDCB Meeting Minutes**

(Letterhead)

MEMORANDUM FOR

SUBJECT: Armed Forces Disciplinary Control Board

1. Pursuant to authority contained in AR 190-24/AFI 31-213/ OPNAVINST 1620.2A/MCO 1620.2C/and COMDTINST 1620.1D, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations, the **(area)** Armed Forces Disciplinary Control Board convened at **(place), (date)**

2. The following voting members were present: **(List names, titles, and addresses.)**

3. The following military members were present: **(List names, titles, and addresses.)**

4. The following civilian advisory members were present: **(List names, titles, and addresses.)**

5. Order of business:

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

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

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

(3) Other matters or problems of mutual concern.

i. Time, date, and place for next board meeting.

j. Adjournment of the board.

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**Figure B-9. Format for Armed Forces Disciplinary Control Board meeting minutes**

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(Board Recorder's Name)  
(Rank, Branch of Service)  
Recorder, Armed Forces  
Disciplinary Control Board

Approved:  
(Board President's Name)  
(Rank, Branch of Service)  
President, Armed Forces Disciplinary Control Board

(Note: The minutes of the board proceedings will be forwarded by official correspondence from the board president to the sponsoring commander for approval of the board's recommendations. By return endorsement, the sponsoring commander will either approve or disapprove the board's recommendations.)

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Figure B-9. Format for Armed Forces Disciplinary Control Board meeting minutes-Continued

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## Appendix C Management Control Checklist (Army Only)

### C-1. Function

The function covered by this checklist is Armed Forces Disciplinary Control Boards and off-installation liaison and operations.

### C-2. Purpose

The purpose of this checklist is to assist assessable unit managers and management control administrators in evaluating the key management controls outlined below. It is not intended to cover all controls.

### C-3. Instructions

Answers must be based on the actual testing of key management controls (that is, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These key management controls must be formally evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### C-4. Test Questions

- a. Are AFDCBs being established by installation, base, or station commanders to advise and make recommendations to commanders on matters concerning eliminating conditions that adversely affect the health, safety, morale, welfare, and discipline of the Armed Forces?
- b. Are AFDCBs structured according to the needs of the command?
- c. Are civilian agencies or individuals invited to board meetings as observers or witnesses when they know of problem areas within the boards jurisdiction?
- d. Are Soldiers and military police that perform off-installation operations thoroughly familiar with applicable agreements, constraints of the Posse Comitatus Act (18 USC 1385) in CONUS and United States-host nation agreements in OCONUS areas?
- e. Are installation commanders attempting to correct adverse conditions or situations through the assistance of civic leaders or officials, prior to initiating AFDCB actions?
- f. Are records of board proceedings being maintained in accordance with prescribed records management policies and procedures of the sponsoring commander's Service?

**C-5. Suppression**

There is not a previous edition of this checklist.

**C-6. Comments**

Help to make this a better tool for evaluating management controls. Submit comments to: HQDA, office of the Provost Marshal General (DAPM-MPD-LE), 2800 Army Pentagon, Washington, DC 203102800.

## **Glossary**

### **Section I Abbreviations**

#### **AFDCB**

Armed Forces Disciplinary Control Board

#### **AMC**

U.S. Army Materiel Command

#### **COMDTINST**

Commandant Instruction

#### **CONUS**

continental United States

#### **DAC**

Department of the Army Civilian

#### **DAFC**

Department of the Air Force Civilian

#### **DOD**

Department of Defense

#### **HQDA**

Headquarters, Department of the Army

#### **IMA**

Installation Management Agency

#### **MCO**

Marine Corps order

#### **MEDCOM**

U.S. Army Medical Command

#### **MILPERSMAN**

military personnel manual

#### **OCONUS**

outside of the Continental United States

#### **PMG**

Provost Marshal General

#### **SOFA**

Status of Forces Agreement

#### **SJA**

Staff Judge Advocate

#### **SNDL**

standard Navy distribution list

#### **USC**

United States Code



## **Section II**

### **Terms**

#### **Installations**

Such real properties as depots, arsenals, ammunition plants (both contractor and Government operated), hospitals, terminals, and other special mission facilities, as well as other property used primarily by Service personnel.

#### **Off-limits**

The designation for any vehicle, conveyance, place, structure, building, or area which Service personnel are prohibited to use, ride, visit, or enter during the period of the off-limits declaration until existent conditions which adversely affect the health, safety, and welfare of Service personnel are eliminated or corrected.

#### **Posse Comitatus Act**

The law (18 USC 1385), which specifically prohibits the use of the U.S. Army and Air Force for the purpose of posse comitatus or civil law functions unless specific constitutional provisions are in effect which deal with a declared state of martial law.

#### **Sponsoring commander**

The commander of the Service with the greatest number of military personnel at an installation where 2 or more Services are located or which is frequented by personnel of 2 or more Services.

## **Section III**

### **Special Abbreviations and Terms**

This section contains no entries.

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