

**BY ORDER OF THE COMMANDER
EDWARDS AIR FORCE BASE**

**EDWARDS AIR FORCE BASE
INSTRUCTION 51-901**



22 JANUARY 2016

Law

**JUVENILE INTERVENTION
COUNCIL (JIC)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 51-9, *Civil Law for Individuals*, and provides the framework for the disposition of juvenile misconduct cases and the treatment of juveniles on Edwards Air Force Base (AFB), CA. The purpose of this instruction is to establish policies, responsibilities, and procedures for the administrative disposition of misconduct committed by juveniles on Edwards AFB and to establish the Edwards AFB Juvenile Intervention Council (JIC). The JIC will hear cases in which a juvenile is alleged to have engaged in misconduct. Any recommendations made by the JIC will be designed to attain the primary goal of maintaining good order and discipline on Edwards AFB and, if possible, rehabilitating the juvenile. Notwithstanding the existence of this instruction, Air Force Instruction (AFI) 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, and the Federal Magistrate's Court program will continue to apply to all offenses committed on base by civilians. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. System of Records Notice F031 AF SF C, Complaint/Incident Reports, apply and are available at <http://dpclo.defense.gov/Privacy/SORNs.aspx>. The authority for collection and/or maintenance is 10 U.S.C. 8013 - Secretary of the Air Force; 44 U.S.C. 3103 - Transfer of records to records centers; and amendments to Executive Order 9397 Relating to Federal Agency Use of Social Certified Current. Forms affected by the PA have an appropriate PA statement. The applicable Privacy Act System of Records Notice(s) is available online at: <http://www.defenselink.mil/privacy/notices/usaf/>.) This instruction does not require tiers at or below the Wing level. Waiver authority for this instruction is the 412th Test Wing Commander. This publication may not be supplemented or further implemented/extended. Refer

recommended changes and questions about this instruction to 412 TW/JA, using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

1. Authority.

1.1. AFI 31-101, *Integrated Defense*, provides that the 412 TW/CC is responsible for protecting government property and personnel from hostile and criminal acts. To achieve this goal, the 412 TW/CC may summon any juvenile suspected of misconduct on Edwards AFB to appear before the JIC and explain why base privileges should not be limited or revoked. Privileges subject to limitation or revocation include, but are not limited to, base exchange, base gas station, commissary, housing, shoppette, base driving, and the privilege of entering any part (or all) of the base.

1.2. Pursuant to Department of Defense Instruction (DoDI) 5200.8, *Security of DoD Installations and Resources*, Paragraph 3.2, the 412 TW/CC has the authority to take reasonably necessary and lawful measures to maintain law and order and to protect Edwards AFB personnel and property. Paragraph 3.2.2 states that this authority includes the removal from, or denial of access to, the installation or site of “individuals who threaten the orderly administration of the installation.”

1.3. Commanders of Department of Defense (DoD) military installations and facilities have the authority to publish and enforce command/installation-specific guidance and procedures for safeguarding personnel, facilities, and property. This authority is derived from the Internal Security Act of 1950 (50 U.S.C. § 797), DoDI 5200.08, DoD 5200.08-R, *Physical Security Program*, and AFI 31-101.

1.4. This instruction complies with the foregoing law, regulations, and instructions by ensuring that an offense involving a juvenile is identified, adjudicated, and disposed of in a manner that maintains good order and discipline, while stressing deterrence and rehabilitation of the juvenile.

1.5. As stated in the Juvenile Justice and Delinquency Prevention Act of 2002 (Pub. L. No. 93-415, 42 U.S.C. § 5601 *et seq.*), Congress has found that coordinated juvenile justice and delinquency prevention projects that meet the needs of juveniles through the collaboration of the many local service systems juveniles encounter can help prevent juveniles from becoming delinquent and help delinquent youth return to a productive life. Congress also stressed the importance of promoting quality juvenile delinquency prevention programs and programs that assist in holding juveniles accountable for their actions and in developing the competencies necessary to become responsible and productive members of their communities, including a system of graduated sanctions to respond to each delinquent act, requiring juveniles to make restitution (or perform community service) for the damage caused by their delinquent acts, and methods for increasing victim satisfaction with respect to the penalties imposed on juveniles for their acts.

1.6. Felony offenses committed by juveniles in violation of the United States Code will continue to be prosecuted in Federal Court.

2. Establishment. There is hereby established on Edwards AFB a Juvenile Intervention Council (JIC).

3. Purpose of the JIC. The JIC is designed to:

3.1. Maintain good order, morale, and discipline on Edwards AFB.

3.2. Educate juveniles and their sponsors on the consequences of misconduct and crime (e.g., the impact crime has on the juvenile, the juvenile's family, the victim(s), and the community).

3.3. Rehabilitate juveniles through counseling, education, community service, restitution, and other means of corrective action as recommended by the JIC and directed by the 412 TW/CC.

3.4. Protect the best interests of both the juvenile and the Edwards AFB community; accordingly, the term "juvenile" is used in this instruction to avoid subjecting the juveniles to the stigma associated with the terms "criminal" or "delinquent."

4. Jurisdiction of the JIC.

4.1. This instruction applies to all juveniles who are suspected to have engaged in misconduct on Edwards AFB, including:

4.1.1. Juvenile dependents of personnel stationed at Edwards AFB (to include all tenant units).

4.1.2. Juvenile dependents of active duty or retired military personnel using Edwards AFB facilities.

4.1.3. Juvenile dependents of DoD civilians or contractors.

4.1.4. Non-base affiliated juveniles who are attending school on Edwards AFB.

4.1.5. Any other juvenile on Edwards AFB for any reason.

4.2. This instruction also applies to the sponsors of juveniles who are suspected to have engaged in misconduct on Edwards AFB.

5. Scope of the JIC.

5.1. The JIC will adjudicate cases involving non-traffic offenses, including, but not limited to, simple/non-aggravated assault, battery, vandalism, trespassing, or other types of cases at the discretion of the 412 TW/CC.

5.2. The JIC will not adjudicate traffic offenses. The 412th Security Forces Squadron (SFS) will continue to issue a United States District Court Violation Notice to juveniles who commit minor traffic offenses. These offenses will continue to be processed through the Central Violations Bureau (CVB) and Federal Magistrate Court.

5.3. Certain rehabilitative measures, such as referral to counseling, performance of community service, or participation in a work program by the juvenile may only be imposed by the JIC if the juvenile agrees to submit to the JIC's jurisdiction. Participation by the juvenile in the JIC program is **voluntary**; however, certain administrative sanctions may be taken immediately upon commission of an offense against a juvenile, even if the juvenile refuses to submit to the jurisdiction of the JIC. For example, the 412 TW/CC retains the

authority, under AFI 31-101, to bar the juvenile from base or terminate base housing privileges for the juvenile's family. Rescission of administrative sanctions (e.g., reinstatement of privileges) may be contingent upon the juvenile's consent to the jurisdiction of the JIC and satisfactory completion by the juvenile and/or his or her sponsor of rehabilitative measures recommended by the JIC and directed by the 412 TW/CC.

5.4. If a juvenile refuses to submit to the jurisdiction of the JIC, the juvenile's case will be referred to the Staff Judge Advocate (412 TW/JA) to determine whether to forward the case through appropriate state or federal channels for disposition.

6. Composition of the JIC.

6.1. The JIC shall be composed of: Voting Members; Non-Voting Invitees; and Special Guests, as described in this paragraph.

6.2. Voting Members include the following:

6.2.1. The Commander, 412th Mission Support Group (412 MSG/CC), or a designee.

6.2.2. The Commander, 412th Security Forces (412 SFS/CC), or a designee.

6.2.3. The Staff Judge Advocate, 412th Test Wing, or a designee.

6.3. Non-Voting Invitees: The JIC Chairman may invite other members of the official base community (e.g., 412 TW/HC) to sit on the JIC as Non-Voting Invitees if the nature of a particular case so requires.

6.4. Special Guests: The JIC Chairman may also invite Special Guests, such as the Edwards AFB Exchange Security Manager, the Edwards AFB Commissary Security Manager, and/or the sponsor's commander and first sergeant, if deemed necessary by the JIC Chairman.

6.5. JIC Member Disqualification(s): The members of the JIC must be neutral and detached to the maximum extent possible. Therefore, if the juvenile who is the subject of a particular JIC is the dependent child of any member of the JIC, that member shall be disqualified from serving on the JIC with respect to his or her child.

7. Responsibilities.

7.1. The 412 TW/CC will:

7.1.1. Determine if a matter is appropriate for JIC resolution and refer any matter so determined to the 412 MSG/CC for execution of a JIC, consistent with this instruction. If the 412 TW/CC determines the matter does not necessitate referral to the JIC, the 412 TW/CC may consider issuing a warning letter to the juvenile (see **Attachment 2**).

7.1.2. Take any action the 412 TW/CC deems necessary, based on the findings and recommendation of the JIC. The 412 TW/CC is not limited to the recommendations of the JIC and may take any action consistent with the authorities vested in the installation commander.

7.2. The 412 MSG/CC will:

7.2.1. Serve as the JIC Chairman in accordance with this instruction.

7.2.2. Contact the juvenile and sponsor, notifying them of the date, time, and location of the meeting with the JIC. The meeting date shall be as soon as possible, but no later than

90 days after discovery of a juvenile's alleged involvement in a particular incident or 90 days after the completion of an investigation into an incident of juvenile misconduct, whichever is later.

7.2.3. Issue a notification memorandum (see **Attachment 3**) to the juvenile and the juvenile's parent(s)/sponsor(s), signed by the 412 MSG/CC, informing them of the allegation(s) (an information copy will be sent to the sponsor's unit commander).

7.2.4. Prepare a memorandum for the 412 TW/CC announcing the finding(s) and recommendation(s) of the JIC. The memorandum shall also include information regarding community service, counseling referrals, etc., as applicable.

7.2.5. Prepare a draft disposition memorandum implementing the recommendation(s) of the JIC and forward to the 412 TW/CC (see **Attachment 4**) for review and signature. The memorandum should be addressed to the juvenile, announce the findings of the JIC, and direct any action deemed necessary by the 412 TW/CC.

7.2.6. Ensure the signed memorandum is given to the juvenile and his or her sponsor(s), and that a copy is forwarded to 412 SFS and 412 TW/JA.

7.3. The 412 SFS/CC will:

7.3.1. Upon referral of an allegation of juvenile misconduct to the JIC, prepare an AF Form 3545, *Incident Report*, or Report of Investigation, describing the alleged misconduct for all non-traffic related offenses. Such report shall document any and all coordination with other local law enforcement agencies that may have investigated the alleged misconduct.

7.3.2. Send the AF Form 3545 or Report of Investigation, and a copy of the notification letter, to 412 TW/JA and the 412 MSG/CC.

7.3.3. If any of the juvenile's privileges are likely to be revoked, 412 SFS will prepare a draft revocation memorandum for the 412 TW/CC's signature, addressed to the sponsor, directing the sponsor to apply for a replacement identification card for the juvenile with limited privileges. If the revocation order is signed and returned by the 412 TW/CC, 412 SFS will ensure that the signed memorandum is mailed or handed to the juvenile and his or her parent(s)/sponsor(s), and that a copy is forwarded to the 412 MSG/CC and 412 TW/JA.

7.3.4. If applicable, issue to the juvenile a memorandum signed by the 412 MSG/CC that immediately suspends the juvenile's on-base privileges relating to the offense and serve a copy to the juvenile and the juvenile's parent(s)/sponsor(s). Such initial suspension shall be addressed at the JIC, as appropriate.

7.4. The 412 TW/JA will:

7.4.1. Be available to the Chairman to advise on legal issues as needed.

7.4.2. Bring to the JIC's attention and resolve any issues of law that arise before, during, and after the JIC proceedings.

7.5. The juvenile and his or her sponsor will:

7.5.1. Notify the 412 MSG/CC and 412 TW/JA if they will submit to the jurisdiction of the JIC.

7.5.2. Appear before the JIC as directed in the notification memorandum.

7.5.3. Be afforded at the JIC hearing an opportunity to provide information relevant to the case by means of personal testimony, witnesses, documents, and other evidence, and have these matters heard.

7.5.4. Upon submission to the jurisdiction of the JIC, comply with all orders of the JIC and the decision memorandum issued by the 412 TW/CC. While participation in community service and counseling programs by the juvenile and/or the sponsor is voluntary, rescission of administrative sanctions (e.g., reinstatement of privileges) may be contingent upon the satisfactory completion of such programs.

8. Conducting JIC meetings.

8.1. The JIC Chairman shall conduct JIC meetings.

8.2. The JIC may arrange for the appearance of any witness deemed necessary for the resolution of the case. Formal rules of evidence do not apply. The JIC may consider information, within its discretion, that is deemed relevant.

8.3. JIC meetings shall be closed to the public, as the information discussed is protected from public disclosure by the Privacy Act, 5 U.S.C. § 552a.

8.4. At a minimum, the JIC proceeding will:

8.4.1. Inform the juvenile of the allegation in person.

8.4.2. Review the evidence supporting the allegation with the juvenile.

8.4.3. Permit the juvenile to address each allegation and the evidence directly with the JIC.

8.4.4. Make relevant inquiries of the juvenile, his or her sponsor, or any witness(es).

8.5. After a review of the evidence and any statements provided by the juvenile, the Voting Members of the JIC shall enter into a closed session and make a finding as to whether the alleged misconduct was committed by the juvenile. Such a finding shall be determined by a majority vote of the Voting Members after applying a preponderance of the evidence standard. This is the standard of proof necessary to find that the juvenile committed the misconduct in question. This standard is met when the credible evidence as a whole shows that it is more probable than not that the juvenile engaged in misconduct.

8.6. Upon a finding that the alleged misconduct was committed by the juvenile, the JIC shall recommend to the 412 TW/CC an appropriate response to the misconduct, including, but not limited to, the following or any combination thereof:

8.6.1. No action.

8.6.2. Oral counseling, admonition, or reprimand of the juvenile and/or his or her sponsor.

8.6.3. Written counseling, admonition, or reprimand of the juvenile and/or his or her sponsor, signed by the 412 TW/CC.

- 8.6.4. Referral of the juvenile and/or sponsor to Family Advocacy, Mental Health, or other agency for counseling.
 - 8.6.5. Placement of certain base areas and/or facilities off-limits to the juvenile.
 - 8.6.6. Imposition of a curfew other than the normal base curfew.
 - 8.6.7. Restriction of access to base functions.
 - 8.6.8. Suspension or revocation of any or all base privileges.
 - 8.6.9. Barment from Edwards AFB.
 - 8.6.10. Termination of on-base family housing.
 - 8.6.11. Requirement that the juvenile complete a specified number of hours of community service on or off Edwards AFB.
 - 8.6.12. Recommendation of corrective action to other base agencies.
 - 8.6.13. Any other action deemed appropriate for the preservation of good order, morale, and discipline on Edwards AFB after consultation with a Judge Advocate from 412 TW/JA.
- 8.7. The JIC may require the juvenile and sponsor to attend a future JIC meeting to determine whether the action taken was correct and sufficient and whether the juvenile is complying with the terms and conditions.
- 8.8. JIC meetings are neither recorded nor transcribed. It is suggested that a paralegal, or other administrative assistant, attend JIC meetings and take notes, in order to assist the JIC Chairman with recommending to the 412 TW/CC an appropriate response to the misconduct.
- 8.9. The JIC subjects will be provided a copy of the 412 TW/CC's decision. No notes relating to the JIC's recommendations will be provided to the subjects.
- 8.10. JIC meetings are not adversarial proceedings. Neither the juvenile nor his or her sponsor has the right to free assistance of legal counsel during the meeting. Nothing in this instruction shall be construed to grant any additional legal rights to the juvenile or his or her sponsor.
- 9. Records Management.** 412 SFS shall maintain the confidentiality of all records subject to the Privacy Act of 1974 and dispose of them in accordance with AFI 33-332. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, and are disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

CARL E. SCHAEFER, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 51-9, *Civil Law for Individuals*, 30 July 2015

AFI 51-905, *Use of Magistrate Judges for Trial of Misdemeanors Committed by Civilians*, 30 September 2014

AFI 33-332, *The Air Force Privacy and Civil Liberties Program*, 12 January 2015

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 31-101, *Integrated Defense*, 8 October 2009

DODI 5200.8, *Security of DoD Installations and Resources*, 10 December 2005

DOD 5200.08-R, *Physical Security Program*, 9 April 2007

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545, *Incident Report*

Abbreviations and Acronyms

412 MSG/CC—412th Mission Support Group Commander

412 SFS/CC—412th Security Forces Squadron Commander

412 TW/CC—412th Test Wing Commander

412 TW/HC—412th Test Wing Chaplain

412 TW/JA—412th Test Wing Office of the Staff Judge Advocate

AFB—Air Force Base

CA—California

CVB—Central Violations Bureau

DoD—Department of Defense

DoDI—Department of Defense Instruction

JIC—Juvenile Intervention Council

RDS—Records Disposition Schedule

U.S.C—United States Code

Attachment 2

SAMPLE FORMAT FOR JUVENILE INTERVENTION COUNCIL WARNING LETTER

Figure A2.1. Sample Format for Juvenile Intervention Council Warning Letter

MEMORANDUM FOR

FROM: 412 TW/CC

SUBJECT: Juvenile Intervention Council (JIC) Warning Letter

1. The reason for this letter is that on _____ (date), you were allegedly involved in the following juvenile misconduct on Edwards Air Force Base: _____.

Misconduct is defined as any violation of federal, state, or local statute, a breach of Air Force or installation instructions or regulations, or other activity prejudicial to good order and discipline on Edwards Air Force Base.

2. In accordance with EDWARDSAFBI 51-901, *Juvenile Intervention Council (JIC)*, you and your parent(s)/sponsor(s) could be requested to appear before the JIC and answer for this alleged misconduct; however, because [Insert relevant statement, e.g., this is the first time you have been implicated in juvenile misconduct on Edwards AFB], you will not be required to appear before the JIC at this time.

3. If you were requested to appear before the JIC, and the JIC recommended that you were involved in the alleged misconduct, possible sanctions could include, but would not be limited to: no action; verbal counseling; written counseling; referral of the juvenile and/or sponsor to Family Advocacy, Life Skills, or other agency for counseling; placement of certain base areas and/or facilities off-limits to the juvenile; imposition of a curfew other than the normal base curfew; restriction of access to base functions; suspension or revocation of any or all base privileges; barment; termination of on-base family housing; assignment to the juvenile of a specified number of hours of community service on or off Edwards AFB; and/or recommendation of corrective action to other base agencies.

4. Be advised that juvenile misconduct of this sort will not be tolerated on Edwards AFB. If you are implicated in any future misconduct, you will be requested to appear before the JIC at that time and answer for your actions. Consider this your warning to make better choices about your future conduct and/or the company you keep.

(412 TW/CC)

cc:

(Parent/Sponsor)

Attachment 3

SAMPLE FORMAT FOR LETTER NOTIFYING JUVENILE OF JIC MEETING

Figure A3.1. Sample Format for Letter Notifying Juvenile of JIC Meeting

MEMORANDUM FOR (Juvenile's Name)
 (Address)
 (Address)

FROM: 412 MSG/CC
 5 N. Seller Ave., Bldg. 3000
 Edwards AFB, CA 93524

SUBJECT: Notification to Appear Before the Juvenile Intervention Council (JIC)

1. In accordance with EDWARDSAFBI 51-901, *Juvenile Intervention Council (JIC)*, you and your parent(s)/sponsor(s) are hereby notified to appear before the JIC on _____(date) at _____(time). The JIC will meet at the 412 Staff Judge Advocate Courthouse, 1 South Rosamond Blvd., Bldg 2653, Edwards AFB, CA 93524. If necessary, you and your parent(s)/sponsor(s) may use this letter to gain access to Edwards Air Force Base (AFB) for the purpose of attending the meeting.

2. The reason for this meeting is that on _____ (date), you were allegedly involved in the following juvenile misconduct on Edwards AFB: _____.

Misconduct is defined as any violation of federal, state, or local statute, a breach of Air Force or installation instructions or regulations, or other activity prejudicial to good order and discipline on Edwards AFB.

3. The JIC will decide whether you were involved in the alleged misconduct. You and your parent(s)/sponsor(s) may present any relevant information, facts, or circumstances for consideration by way of witness testimony or exhibits. You may testify or decline to testify at your discretion. If you intend to present witnesses or exhibits, you must present a list of each witness and/or exhibit to the JIC at the meeting.

4. Possible sanctions include, but are not limited to: no action; verbal counseling; written counseling; referral of the juvenile and/or sponsor to Family Advocacy, Life Skills, or other agency for counseling; placement of certain base areas and/or facilities off-limits to the juvenile; imposition of a curfew other than the normal base curfew; restriction of access to base functions; suspension or revocation of any or all base privileges; recommendation of barment to the 412 TW/CC; recommendation of termination of on-base family housing to the 412 TW/CC; assignment to the juvenile of a specified number of hours of community service on or off Edwards AFB; and/or recommendation of corrective action to other base agencies.

5. An electronic copy of EDWARDSAFBI 51-901, *Juvenile Intervention Council (JIC)*, is available at www.e-publishing.af.mil. If you do not have access to the internet, please contact me, and I will make a copy of EDWARDSAFBI 51-901, available to you. The 412th Security Forces Squadron can provide you copies of any relevant statement/complaint reports.

6. A copy of this letter will be served to your parent(s)/sponsor(s). Another copy will be presented to your sponsor's commander.

7. If you do not wish to submit to the jurisdiction of the JIC, or if you need to reschedule, you must contact the 412 MSG/CC at (661) 527-0440. If you decline or fail to appear before the JIC, you may be barred from base pursuant to AFI 31-101, *Integrated Defense*, and DoDI 5200.8, *Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)*.

(412 MSG/CC)

cc:

(Parent/Sponsor)

(Sponsor's Commander)

Attachment 4

SAMPLE FORMAT FOR JUVENILE INTERVENTION COUNCIL DECISION

MEMORANDUM FOR

FROM: 412 TW/CC

SUBJECT: Juvenile Intervention Council (JIC) Decision

1. On _____ (date) at _____ (time), you met with the Juvenile Intervention Council to determine your involvement, if any, in the following misconduct on Edwards AFB:

_____.

Based on a preponderance of the evidence, the JIC decided you (were) (were not) involved in the misconduct described above. [NOTE: If the decision is made that the juvenile was not involved in the misconduct alleged, none of the additional language below should be included in the decision memorandum.] Because of your involvement, you must comply with the following actions: [NOTE: Only insert relevant actions. The following are common examples:]

a. Your Base Exchange privileges will be revoked for a period of one (1) year. You must **request reinstatement** of your exchange privileges, in writing, upon expiration of the revocation period. Requests should be addressed to the 412 MSG/CC at 5 N. Seller Ave., Bldg. 3000, Edwards AFB, CA 93524.

b. You must pay restitution to AAFES in the amount of \$_____ by _____ (date).

c. You and your parents must complete a Teen Parenting Class and Family Counseling. The return of your privileges on base is contingent upon completion of Teen Parenting Class.

d. You must complete _____ hours of community service by _____ (date). You should call the _____ (volunteer coordinator) to schedule those hours.

e. Other.

2. You must provide written evidence of completion of actions listed in paragraph 1, above, by _____ (date) to the 412 MSG/CC.

3. Failure to comply with these requirements could result in further action being taken, including, but not limited to, referral of your case for disposition in a civilian tribunal and barment from Edwards AFB.

4. It is my responsibility to maintain good order and discipline on this base. I believe you understand what is right and wrong. If you learn from this experience, perhaps some good will come of your otherwise poor choices. You have the potential to do much better. I am confident you will make better choices in the future.

(412 TW/CC)

cc:

1st Ind, Parent/Guardian of _____

MEMORANDUM FOR 412 TW/CC

Receipt acknowledged this _____ day of _____. I understand all required actions must be completed in the time stipulated and written evidence presented to the 412 MSG/CC.

Signature