

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

**HANSCOM AIR FORCE BASE  
INSTRUCTION 31-801**



**31 AUGUST 2011**

**Security**

**JUVENILE CORRECTION BOARD**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Lt Col Mark Allen)

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This instruction implements DoDD 5200.8, *Security of DoD Installations and Resources*, and AFPD 31-2, *Law Enforcement*. The Air Force is required to provide safe and secure living and working conditions for its members and their families. The Juvenile Correction Board (JCB) provides standardized disciplinary services and procedures for dealing with juvenile misconduct on Hanscom Air Force Base (AFB). This instruction applies to all juveniles and their sponsors assigned to, attached to, or living on Hanscom AFB by consent of the Installation Commander. This instruction requires the collection and maintenance of personal information protected by the Privacy Act of 1974. 10 U.S.C. 8013 authorizes the collection and maintenance of this information. System of Records Notice F125 AF SP B, *Complaint/Incident Reports*, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

**SUMMARY OF CHANGES**

Office symbols updated to reflect the change from the 66 Air Base Wing to the 66 Air Base Group.

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**1. Overview.**

1.1. Purpose. The JCB reviews incidents of misconduct by juveniles occurring on Hanscom AFB and decides on a course of action. The juvenile can appeal this decision to the 66th Air Base Group Commander (66 ABG/CC). Participation by juveniles in the JCB process is voluntary. By working together, the JCB and the sponsors/juveniles help craft workable solutions to difficult problems. If the JCB process is incapable of resolving a problem, either because the misconduct is too severe or the sponsor/juvenile elects not to participate, the juvenile may still be prosecuted through the Federal Magistrate Court process. Also, the installation commander retains the authority to either bar the juvenile (and potentially the sponsor) from base or impose restrictions on the juvenile’s and sponsor’s privileges.

1.2. Scope. On-base incidents of misconduct by juveniles are reviewed by the 66 ABG/CC, who may refer the incidents to the JCB. The JCB elects appropriate action consistent with the purpose of rehabilitating juveniles and correcting inappropriate behavior. As the appellate authority, the 66 ABG/CC is not limited to the JCB’s recommendations and may exercise authority in the absence of any JCB recommendation.

1.3. Objectives. JCB objectives include the following:

- 1.3.1. Maintain good order and discipline on Hanscom AFB.
- 1.3.2. Help protect the well being of all personnel residing on Hanscom AFB.
- 1.3.3. Standardize management of juvenile misconduct cases on Hanscom AFB.
- 1.3.4. Prevent further misconduct.

**2. Authority.** The 66 ABG/CC shall execute this program. To maintain good order and discipline, the 66 ABG/CC may suspend or revoke any of the base privileges of a juvenile whose behavior is deemed inappropriate or detrimental to good order and discipline, as well as base

privileges of the juvenile's sponsor (DoDD 5200.8). Among these privileges are exchange privileges (AFJI 34-210), housing privileges (AFI 32-6001), and the privilege of entering any part of Hanscom AFB (DoDD 5200.8).

### **3. Definitions.**

3.1. Sponsor. A person who is either on active duty with the United States armed forces, retired from such active duty, a civilian employed on Hanscom AFB, or any resident of Hanscom AFB (regardless of their duty status), and who is the parent, stepparent or guardian of a juvenile.

3.2. Juvenile. Any unmarried person between the ages of six and 17 years.

3.3. Misconduct. Refers to any of the following:

3.3.1. Violations of federal law or statute.

3.3.2. Violations of Massachusetts law or statute.

3.3.3. Violations of local statutes or ordinances (applicable to this area).

3.3.4. Violations of Air Force Policy Directives, Instructions, or Rules.

3.3.5. Violations of Air Force Materiel Command (AFMC) Policies, Instructions, or Rules.

3.3.6. Violations of 66 ABG Policies, Instructions, or Rules.

3.3.7. Any other conduct determined by the installation commander to adversely impact the maintenance of good order and discipline on Hanscom AFB.

### **4. Responsibilities.**

4.1. 66 ABG/CC. Determines which matters shall be submitted to the JCB. In the absence of the 66 ABG/CC, the 66 ABG/CD shall exercise the referral authority.

4.2. 66 ABG/CD. Acts as Chairperson and presiding authority of the JCB. Calls and conducts JCB meetings, determines whether alleged misconduct occurred, and imposes corrective action (if necessary). Appoints the Case Manager via appointment memorandum.

4.3. Case Manager. Administers the JCB program. The Case Manager's duties include scheduling meetings, notifying attendees, preparing all correspondence, monitoring/managing post-JCB juvenile progress, and maintaining records.

4.4. Members. Attend JCB meetings and provide advice to the Chairperson.

4.5. Sponsors. Each sponsor at Hanscom AFB must ensure that his/her dependents and guests behave properly at all times, and comply with all applicable laws, instructions and policies while on Hanscom AFB. Sponsors are accountable to the installation commander for the conduct of their dependents and guests, particularly for the conduct of juveniles under their guardianship.

### **5. Membership.** The following personnel compose the JCB:

5.1. 66 ABG/CD (Chairperson).

5.2. A Judge Advocate assigned to 66 ABG/JA (Legal Advisor).

- 5.3. 66 ABG/CCIM (Case Manager).
- 5.4. 66 SFS/CC or an officer or NCO designated by 66 SFS/CC (advisor).
- 5.5. 66 ABG/SV or a representative from Youth Programs (advisor).
- 5.6. Other personnel invited on a case-by-case basis by the Chairperson:
  - 5.6.1. 66 MDS/SGOH (Chief, Life Skills/Family Advocacy Services).
  - 5.6.2. Commander and/or first sergeant of the juvenile's sponsor.
  - 5.6.3. Any other personnel deemed necessary or appropriate by the Chairperson.

## **6. Procedures.**

### **6.1. Referring matters to the JCB.**

6.1.1. The 66 ABG/CC receives information regarding alleged misconduct committed by a juvenile and, with the advice of 66 ABG/JA, determines whether the JCB should consider the case. Information may come from any reliable source (e.g., 66 SFS blotters, incident reports, witness statements). Although the 66 ABG/CC may receive verbal information of alleged misconduct, he/she should obtain written confirmation before referring the matter to the JCB. In the absence of the 66 ABG/CC, the 66 ABG/CD shall determine if a case shall be referred.

6.1.1.1. Non-referral. The 66 ABG/CC may determine that the case is not serious enough to warrant referral to the JCB. The 66 ABG/CC may or may not consult with JCB members before making a decision on referral. In lieu of referral, the 66 ABG/CC may issue a memorandum of warning to a juvenile and his/her sponsor.

6.1.1.2. Referral. If the 66 ABG/CC refers the matter to the JCB, he/she notifies the Chairperson, who in turn notifies the Case Manager and provides case information. The Chairperson indicates whether additional personnel should participate in a JCB meeting.

6.1.2. The Case Manager sends the sponsor an invitation (Attachment 1) to attend the Open Session of the JCB meeting, a fact sheet describing the JCB program (Attachment 2), and a copy of the information that serves as the basis for the referral.

6.1.2.1. The sponsor and juvenile must respond to the invitation within five (5) days of receipt stating whether they choose to participate in the JCB meeting.

6.1.2.2. If the sponsor and juvenile choose not to participate, then the matter will be referred to 66 ABG/JA to determine if the case should be brought to Federal Magistrate Court. Additionally, the 66 ABG/CD will provide a recommendation to the 66 ABG/CC whether the juvenile/sponsor should be barred from the installation.

6.1.3. The Case Manager notifies the regular JCB members of the meeting, and also contacts any additional members invited by the Chairperson. The Case Manager provides a copy of the case information to all members who will be attending the JCB meeting.

6.1.4. The juvenile must be accompanied by his/her sponsor at JCB meetings. If either is absent at the time of the meeting, the Case Manager will note their absence and the Chairperson will decide whether the JCB will proceed with their case in their absence.

## 6.2. Conducting a JCB Meeting.

6.2.1. Meeting Time and Place. The JCB will meet on a monthly basis. The Chairperson may call an additional session during any month if necessary. The Chairperson will determine the time and place of each session. The meeting shall be preceded by an administrative meeting during which the Case Manager shall provide the progress of juveniles from previous JCB meetings.

6.2.2. Quorum Requirements. A quorum is established with the attendance of the Chairperson, Legal Advisor and Case Manager.

6.2.3. Purpose. The purpose of a JCB meeting is to assess juvenile misconduct, consider all available options, and take corrective action. The JCB's goal is to rehabilitate the juvenile while persuading him/her to conform to standards of acceptable behavior.

6.2.4. Nature of the Proceedings. The proceedings are non-adversarial. All "Open Session" discussions with the sponsor and juvenile shall, to the extent possible, remain informal. No transcript of JCB meetings shall be kept.

6.2.5. JCB Sessions. A JCB meeting is not open to the public, and consists of two parts: the Open Session and the Closed Session.

6.2.5.1. Open Session. The Open Session is attended by the JCB members, the juvenile and his/her sponsor. If the juvenile has an additional guardian, that guardian may also attend. If the juvenile and/or sponsor do not appear for the Open Session, the JCB will proceed to the Closed Session. During the Open Session, the Chairperson will accomplish the following:

6.2.5.1.1. Explain to the sponsor that the JCB takes actions in response to alleged juvenile misconduct.

6.2.5.1.2. Present allegations of misconduct as outlined in appropriate reports or other documentation.

6.2.5.1.3. Invite the juvenile or sponsor to make a brief presentation, either to refute the allegation or to explain the alleged misconduct.

6.2.5.1.4. List the actions that the JCB may take or recommend (see para 6.3.). JCB actions may be contingent upon the juvenile and sponsor agreeing to certain conditions.

6.2.5.2. Closed Session. The Closed Session is attended by only the JCB members. The Closed Session may be held immediately following the Open Session or at a time to be determined by the Chairperson. During the Closed Session the Chairperson will, after considering the advice of the other JCB members, accomplish the following:

6.2.5.2.1. Determine whether the juvenile committed the misconduct alleged.

6.2.5.2.2. Determine what action should be taken, if any. If the juvenile is found

not to have committed the alleged misconduct, the Chairperson will notify 66 ABG/CC.

6.3. JCB Actions. The Chairperson may take one or more corrective actions or make recommendations in response to juvenile misconduct.

6.3.1. Direct Actions.

6.3.1.1. Verbal counseling or admonishment.

6.3.1.2. Memorandum of warning.

6.3.1.3. Placement of certain Hanscom AFB areas or functions off-limits to the juvenile. This may also take the form of a curfew.

6.3.1.4. Suspension of driving privileges.

6.3.1.5. Referral of the matter to the Massachusetts Department of Social Services for action or disposition.

6.3.1.6. Direct participation by the juvenile in a designated rehabilitation or counseling program. The juvenile must provide proof to the JCB of successful completion.

6.3.1.7. Direct restitution by the juvenile and/or sponsor for damage to government or personal property within a certain time limit. The juvenile must provide proof to the JCB of payment within the imposed time limit.

6.3.1.8. Direct performance by the juvenile of a designated amount and type of community service as a volunteer. The juvenile must provide proof to the JCB that the service was performed.

6.3.1.8.1. Community service must provide benefit to a group of people, an organization, or the general installation, as defined by the Chairperson, with the advice of the Legal Advisor. The JCB may provide a list of suitable community service beneficiaries to the juvenile and sponsor. The service may be provided at more than one beneficiary. The satisfactory completion of any portion of community service must be recorded on an appropriate document by a representative of the beneficiary organization. The juvenile's sponsor shall provide administrative control of the document, report progress to the Case Manager when queried, and submit the completed document to the Case Manager at the appropriate time.

6.3.1.8.2. The juvenile's sponsor is responsible for providing direct safety supervision of the juvenile when the juvenile is providing a community service. The sponsor may delegate direct supervision to an adult family member if duty requirements prevent the sponsor from providing the direct supervision. There are situations in which the beneficiary organization may have organic supervision available. With the consent of the organization, the organization may provide the required supervision of the juvenile.

6.3.1.9. Direct other appropriate action.

6.3.2. Recommendations to 66 ABG/CC. (see Attachment 4, Attachment 5 and Attachment 6).

6.3.2.1. Recommendation to 66 ABG/CC for suspension or revocation of the juvenile's/sponsor's main exchange, shoppette, gas station, commissary or other base privileges.

6.3.2.2. Recommendation to 66 ABG/CC for termination of the juvenile's/sponsor's base housing.

6.3.2.3. Recommendation to 66 ABG/CC for barment of the juvenile and/or sponsor from Hanscom AFB.

#### 6.4. Notification of Corrective Actions.

6.4.1. The Case Manager, with the assistance of the Legal Advisor, prepares a memorandum to the sponsor, indicating the JCB actions and any conditions upon which the action relies (Attachment 3). The Chairperson signs the memo. If the action is contingent upon the sponsor and juvenile agreeing to certain conditions, the notice should include an indorsement signed by both the juvenile and sponsor. The conditions may not be negotiated.

6.4.2. The sponsor and juvenile must return the indorsement to the JCB within five duty of the date of the notice.

6.4.3. The Case Manager forwards JCB actions to the 66 ABG/CC.

6.5. Reopening JCB cases. The Chairperson shall determine whether to reopen any JCB case if the Case Manager provides information that any juvenile has failed to fulfill JCB-directed corrective action. The purpose for reopening a JCB case is to determine whether the JCB should revise its response to the juvenile's misconduct, in light of any failure to comply with JCB-directed action. There is no limit to the number of times a JCB case may be reopened.

6.5.1. Date and Time. The Chairperson will determine the date and time to reopen the case. This may be at the next regularly scheduled JCB meeting or at a special meeting. The Chairperson notifies the Case Manager of the date and time of the meeting during which the case will reopen. The Case Manager then notifies the members. The Case Manager provides each member a copy of the information that serves as the basis for reopening the case. The Case Manager prepares a notice to the sponsor that the case will reopen, provides the date, time and location of the meeting, and invites the sponsor and juvenile to appear and provide comment.

6.5.2. Conducting the meeting. The Chairperson will conduct the meeting in the same manner as the initial meeting as described in para 6.2.5.

6.5.3. Notification. Following the reopened case, the JCB shall forward any revised actions/recommendations in the manner prescribed for normal JCB sessions. (See para 6.4.)

6.5.4. New Misconduct. Additional misconduct committed by a juvenile, after the JCB directs/recommends corrective action for a prior incident, will be addressed separately.

6.6. Rights to Counsel. The process of adjudicating juvenile misconduct issues is an administrative process. Alleged juvenile offenders are not entitled to have legal counsel present during the meeting. Juveniles or their sponsors may hire civilian counsel to assist in preparing for the meeting or for an appeal.

6.7. Appeal. The 66 ABG/CC is the appeal (and final) authority for all JCB Direct Actions. Appeals to the 66 ABG/CC should be made within five duty days of receipt of the notification to the sponsor. The appeal should be made in writing through the Chairperson, who will forward the appeal with justification of the JCB's action, to the 66 ABG/CC within five duty days.

## **7. Administration.**

7.1. Recordkeeping. The Case Manager maintains the record of the JCB's actions in response to a particular instance of juvenile misconduct in accordance with System of Records Notice F125 AF SP B. The record consists of the following:

7.1.1. A copy of all notices provided to the sponsor and juvenile, including all attachments.

7.1.2. A copy of all Staff Summary packages to 66 ABG/CC, including all attachments.

7.2. Post-JCB juvenile management/monitoring.

7.2.1. The Case Manager shall maintain a database which accurately tracks the progress each juvenile has made in completion of JCB-directed corrective action.

7.2.2. The Case Manager shall provide a conduit for all financial restitution, in terms of routing bank checks from the juvenile to the victim.

7.2.3. The Case Manager shall verbally contact the sponsor of each juvenile who has not completed all JCB-directed corrective action to determine progress. The Case Manager shall notify the Chairperson if any juvenile fails to accomplish all JCB-directed actions by the deadline set, or if any juvenile fails to progress appropriately.

STACY L. YIKE, Colonel, USAF  
Commander, 66th Air Base Group

## Attachment 1

## JUVENILE CORRECTION BOARD (JCB) REFERRAL

Figure A1.1. Juvenile Correction Board (JCB) Referral

<b>DEPARTMENT OF THE AIR FORCE</b>		Date
<b>HEADQUARTERS 66<sup>th</sup> AIR BASE GROUP (AFMC)</b>		
<b>HANSCOM AIR FORCE BASE MASSACHUSETTS</b>		
MEMORANDUM FOR	SSGT JOHN DOE <b>Address</b> <b>Hanscom AFB MA 01731</b>	
FROM: 66 ABG/CC 20 Schilling Circle Hanscom AFB MA 01731-2800		
SUBJECT: Juvenile Correction Board (JCB) Referral		
<p>1. I have received the attached information that your dependent, <u>Jane Doe</u>, did <u>misconduct</u> on <u>date</u>, at <u>location</u>. In accordance with 66 ABGI 31-801, <i>Juvenile Correction Board</i>, I have determined to refer this alleged information to the Hanscom AFB JCB. The JCB considers juvenile misconduct on Hanscom AFB and provides an appropriate base response.</p>		
<p>2. The next meeting of the JCB is scheduled for <u>date/time</u>, in the Hanscom AFB Court Room, Second Floor, Bldg 1305. I invite you, and <u>Jane</u> to attend the JCB meeting and present any information or comments that you desire. Your spouse may attend also. If you choose not to participate, this matter may be considered for Federal Magistrate Court, and you and your dependent may be subject to barment from Hanscom AFB. The JCB meeting is not a formal hearing—if you wish to present information from third parties, it should be submitted in writing at the meeting. Please return the attached receipt within five duty days to 66 ABG/JA, 20 Schilling Circle, Hanscom AFB MA 01731. If you have any questions, please call the Base Legal Office at (781)-225-1410.</p>		
<p>JOHN A. SMITH Colonel, USAF Commander</p>		
<p>Attachments: 1. Fact Sheet 2. Blotter/Statements</p>		

1st Ind, SSgt Doe

Date

MEMORANDUM FOR 66 ABG/CC

Receipt acknowledged, \_\_\_\_\_ (date). I do / do not consent to participation in the JCB. (circle one)

\_\_\_\_\_  
JOHN E. DOE, SSgt, USAF

\_\_\_\_\_  
JANE DOE

## Attachment 2

## JUVENILE CORRECTION BOARD (JCB)

Figure A2.1. Juvenile Correction Board (Jcb)

 <h1 style="font-size: 2em; margin: 0;">FACT SHEET</h1>
<p><b>Juvenile Correction Board (JCB)</b>  <b>Hanscom Air Force Base, Massachusetts</b></p> <p><b>AUTHORITY:</b> DoDD 5200.8, APD 31-2, 66 ABGI 31-801</p> <p><b>PURPOSE:</b> The JCB's purpose is to rehabilitate juveniles and correct inappropriate behavior. It provides standardized disciplinary services and procedures for dealing with juvenile misconduct, reviews incidents involving misconduct committed by juveniles, and determines appropriate actions.</p> <p><b>MEMBERSHIP:</b> The JCB is chaired by the Deputy Commander, 66th Air Base Group. Other members include a Judge Advocate and representatives from Security Forces, Life Skills, Services, and the sponsor's unit.</p> <p><b>PROCEDURES:</b> The JCB meets monthly. Participation in the JCB is voluntary; however, failure to participate may result in referral of the case to Federal Magistrate Court or barment from Hanscom AFB.  The meeting is non-adversarial. There is neither formal witness testimony nor a written transcript of a JCB meeting. The JCB may direct actions contingent upon the juvenile and sponsor agreeing to certain conditions, such as participating in a designated rehabilitation or counseling program. The 66 ABG/CC is the appellate authority and is not limited by the JCB's actions or recommendations.</p> <p><b>JCB ACTIONS:</b> The JCB may take the following actions in response to juvenile misconduct.</p> <ul style="list-style-type: none"> <li>Verbal counseling/admonishment or a Memorandum of warning.</li> <li>Placing certain Hanscom AFB areas or functions off-limits to the juvenile. This may take the form of a curfew.</li> <li>Suspension of driving privileges.</li> <li>Referral of the matter to the Massachusetts Department of Social Services for action or disposition.</li> <li>Direct participation by the juvenile in a designated rehabilitation or counseling program. The</li> </ul>

juvenile must provide proof to the JCB of successful completion.

Direct restitution by the juvenile and/or sponsor for damage to government or personal property.

Direct performance by the juvenile of a designated amount and type of community service as a volunteer.

Recommendation to 66 ABG/CC for suspension or revocation of juvenile's/sponsor's main exchange, shoppette, gas station, commissary, or other base privileges.

Recommendation to 66 ABG/CC for termination of the juvenile's/sponsor's base housing.

Recommendation to 66 ABG/CC for barment of the juvenile and/or sponsor from Hanscom AFB.

## Attachment 3

## JUVENILE CORRECTION BOARD (JCB) DECISION

Figure A3.1. Juvenile Correction Board (JCB) Decision

<b>DEPARTMENT OF THE AIR FORCE</b>		Date
<b>HEADQUARTERS 66<sup>th</sup> AIR BASE GROUP (AFMC)</b> <b>HANSCOM AIR FORCE BASE MASSACHUSETTS</b>		
MEMORANDUM FOR	SSGT JOHN DOE Address Hanscom AFB MA 01731	
FROM: 66 ABG/CD 20 Schilling Circle Hanscom AFB MA 01731-2800		
SUBJECT: Juvenile Correction Board (JCB) Decision		
<p>1. After careful consideration of all the circumstances, I have determined that your dependent, <u>Jane Doe</u>, [did / did not] <u>misconduct on date</u>. I have determined to <u>take no / take the following</u> action in response to this incident:</p>		
a. Community Service:		
(1) Hours:		
(2) Type of service: (to be determined)		
(3) Points of contact:		
(4) Time limit for completion:		
b. Suspension of Certain On-Base Privileges:		
(1) Specific privileges suspended until date.		
(2) Notes: Return of these privileges is contingent on full compliance with the decision of this Board.		
c. Other Action:		
(1) One presentation to be delivered to the Youth Center children's group on the consequences of unlawful entry and damage to government property. Contact <u>POC</u> for details.		

(2) On-base curfew until date, except in cases where your employment or community service obligations require you to remain out beyond this time. You will proceed home immediately after completing either obligation.

(3) Participation in the Middlesex County Corrections' "Two Strike" program. Contact POC for details.

d. Recommendations to 66 ABG/CC.

(1) I am recommending that your dependent have his/her shopping privileges suspended for a period of \_\_\_\_\_, and that you have your shopping privileges suspended for a period of \_\_\_\_\_.

(2) I am recommending that your/your dependent be removed from base housing.

(3) I am recommending that you/your dependent be barred from entering Hanscom AFB.

2. This JCB decision does not preclude other forms of administrative or judicial proceedings. Appeals may also be considered by the 66 ABG/CC. Please complete the attached agreement and return it, within five duty days of the date of this memo, to 66 ABG/JA, 20 Schilling Circle, Hanscom AFB MA, 01731-2137. Failure to return the agreement within that time may be deemed to indicate that you and/or Jane do not agree to these conditions.

3. Please contact me at (781) 225-1305 if you have questions concerning this JCB decision.

JOHN A. JONES  
Lieutenant Colonel, USAF  
Deputy Commander

1st Ind, SSgt Doe

Date

MEMORANDUM FOR 66 ABG/JA  
20 Schilling Circle  
Hanscom AFB MA 01731-2137  
Attn: JCB Clerk

1. We hereby acknowledge receipt and understanding of the JCB decisions.

2. We agree/disagree with the conditions placed on the JCB decisions and agree/do not agree to comply with those decisions.

\_\_\_\_\_  
JOHN E. DOE, SSgt, USAF

\_\_\_\_\_  
JANE DOE

Attachment 4

JUVENILE CORRECTION BOARD RECOMMENDATION FOR PUNISHMENT #1

Figure A4.1. Juvenile Correction Board Recommendation for Punishment

**DEPARTMENT OF THE AIR FORCE**  
**HEADQUARTERS 66<sup>th</sup> AIR BASE GROUP (AFMC)**  
**HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date \_\_\_\_\_

MEMORANDUM FOR 66 ABG/CC

FROM: 66 ABG/CD

SUBJECT: Juvenile Correction Board Recommendation for Punishment

1. \_\_\_\_\_, a dependent of \_\_\_\_\_, has been determined to have \_\_\_\_\_. As a result, I have determined to recommend that:

- 66 ABG/CC bar juvenile from entering Hansom AFB for a period of \_\_\_\_\_.
- 66 ABG/CC bar juvenile's sponsor from entering Hansom AFB for a period of \_\_\_\_\_.

2. The JCB recommendation is compliant with the installation security instruction.

JOHN A. JONES  
Lieutenant Colonel, USAF  
Deputy Commander

Attachment:  
JCB Decision

1st Ind, 66 ABG/CC

MEMORANDUM FOR 66 ABG/CC

Recommend approval / disapproval.

JOHN A. SMITH  
Colonel, USAF  
Commander

2d Ind, 66 ABG/CC

MEMORANDUM FOR 66 ABG/CD

Approved / Disapproved.

JOHN A. PUBLIC  
Colonel, USAF  
Commander, 66th Air Base Group

## Attachment 5

## JUVENILE CORRECTION BOARD RECOMMENDATION FOR PUNISHMENT #2

## FigureA5.1. Juvenile Correction Board Recommendation for Punishment

<b>DEPARTMENT OF THE AIR FORCE</b> <b>HEADQUARTERS 66<sup>th</sup> AIR BASE GROUP (AFMC)</b> <b>HANSCOM AIR FORCE BASE MASSACHUSETTS</b>	
	Date
MEMORANDUM FOR 66 ABG/CC	
FROM: 66 ABG/CD	
SUBJECT: Juvenile Correction Board Recommendation for Punishment	
1. ____, a dependent of ____, has been determined to have _____. As a result, I have determined to recommend that:	
<input type="checkbox"/> 66 ABG/CC suspend juvenile's commissary and AAFES shopping privileges for a period of ____ months.	
<input type="checkbox"/> 66 ABG/CC suspend juvenile's sponsor's commissary and AAFES shopping privileges for a period of ____ days.	
<input type="checkbox"/> 66 ABG/CC revoke juvenile's privileges to reside in base housing.	
<input type="checkbox"/> 66 ABG/CC revoke juvenile's and sponsor's privileges to reside in base housing.	
2. The JCB recommendation is compliant with the installation policy on shoplifting.	
JOHN A. JONES Lieutenant Colonel, USAF Deputy Commander	
Attachment: JCB Decision	

1st Ind, 66 ABG/CC

MEMORANDUM FOR 66 ABG/CD

Approved / Disapproved.

JOHN A. SMITH  
Colonel, USAF  
Commander

Attachment:

Memo, Suspension of Commissary and AAFES Shopping Privileges

## Attachment 6

## SUSPENSION OF SPONSOR'S COMMISSARY AND AAFES SHOPPING PRIVILEGES

Figure A6.1. Suspension of Sponsor's Commissary and AAFES Shopping Privileges

<b>DEPARTMENT OF THE AIR FORCE</b> <b>HEADQUARTERS 66<sup>th</sup> AIR BASE GROUP (AFMC)</b> <b>HANSCOM AIR FORCE BASE MASSACHUSETTS</b>	
	Date
MEMORANDUM FOR	
FROM: 66 ABG/CC 20 Schilling Circle Hanscom AFB MA 01731-2800	
SUBJECT: Suspension of Sponsor's Commissary and AAFES Shopping Privileges	
<p>1. The Hanscom Juvenile Correction Board (JCB) has determined that your dependent, _____, shoplifted from _____ on _____. In addition to other JCB-directed corrective actions, your dependent's shopping privileges have been suspended for _____ months. Your dependent may not enter the Hanscom AFB commissary, main exchange, shoppette, or gas station during this period.</p> <p>2. The JCB has recommended that your shopping privileges be suspended, based on the value of the merchandise your dependent shoplifted. This recommendation is based on the requirement that all sponsors be accountable for the behavior of their dependents and guests on this installation.</p> <p>3. I am suspending your shopping privileges in the commissary, main exchange, shoppette, and gas station for _____ days. You will not enter these areas, except to obtain hair grooming services at the Barber Shop or Beauty Shop. The penalty for failing to obey this order is confinement and fine not to exceed \$500. Your shopping privileges will be automatically reinstated on _____.</p> <p>4. By suspending your privileges, I desire to strongly emphasize to you that you are fully responsible for the actions of your dependents and guests. I expect you to provide them the necessary guidance to prevent recurrence of their misbehavior, and to provide them a solid example of good citizenry.</p>	
JOHN A. SMITH Colonel, USAF Commander	