

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



**ROBINS AIR FORCE BASE INSTRUCTION  
51-101**

**13 MAY 2011**

***Certified Current On 7 March 2016***

***Law Enforcement***

**JUVENILE MISCONDUCT REVIEW BOARD  
(JMRB)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

---

**ACCESSIBILITY:** Publications and forms are available on the e-Publishing website at [www.e-publishing.af.mil](http://www.e-publishing.af.mil) for downloading or ordering.

**RELEASABILITY:** There are no releasability restrictions on this publication.

---

OPR: 78 SFS

Certified by: 78 MSG/CC  
(Col Perkins)

Pages: 11

---

This instruction applies to all juveniles who commit offenses on Robins AFB or in privatized military housing areas and their sponsors. It establishes procedures for disciplinary actions of offenders who have reached age 13 and are under 18 (excluding spouses). Dependent children younger than 13-years-old, who are involved in serious or repeated incidents of misconduct, can meet the Juvenile Misconduct Review Board (JMRB) on a case-by-case basis as determined by the Program Chairperson. This instruction is set up under the Installation Commander's inherent authority. The procedures established in this instruction do not limit authority otherwise available under applicable statutes, regulations, instructions, and state law. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. See Attachment 1 for a glossary of references and supporting information.

**1. General.** The 78th Mission Support Group (MSG) Commander is responsible for the JMRB. In accordance with this instruction, the active or retired military sponsor, their spouses, and DOD civilians are directly responsible for controlling their dependents and guests while on Robins AFB.

## 2. Program Management and Responsibilities:

2.1. Commander, 78 MSG directs activities of the JMRB and, after coordinating with the legal office, is the final authority for referring offenders to local civilian authorities.

2.2. Deputy Commander (78 MSG/CD):

2.2.1. Chairs the JMRB, reviews its members' recommendations, and determines the final outcome of JMRB cases.

2.2.2. Signs correspondence directing disciplinary or administrative action.

2.2.3. Presents congratulatory letter of completion once a juvenile has successfully completed the Juvenile Program. Attachment 5.

2.2.4. Notifies support agencies (e.g., Airmen and Family Readiness Center, Security Forces Investigation Section, AAFES General Manager) so they can review their records for background information of offenders.

2.2.5. Invites support agencies to provide a representative to the JMRB as necessary depending on the offense.

2.2.6. Notifies sponsor's First Sergeant and/or Commander of the JMRB date.

2.2.7. Creates the JMRB agenda and maintains all case files.

2.2.8. Provides JMRB juvenile agreement status updates to all members.

2.2.9. Issues initial information letter to offender's sponsor or parent about the JMRB process.

2.3. Staff Judge Advocate (78 ABW/JA):

2.3.1. Reviews all juvenile cases and makes recommendations of disposition to the 78 MSG/CC.

2.3.2. Provides a representative to the JMRB.

2.3.3. Advises SFS on requests for video footage.

2.4. Commander, 78th Security Forces Squadron (78 SFS/CC):

2.4.1. Identifies juvenile offenders.

2.4.2. Provides a representative to the JMRB.

2.4.3. Compiles any police history on the offender and his or her family.

2.4.4. Coordinates jail tours with local police authorities.

2.4.5. For minors who commit a shoplifting offense, 78 SFS can release offenders to their sponsor, issue the suspension of AAFES privileges letter to the sponsor, and confiscate the offender's ID card. 78 SFS can then instruct the offender's sponsor on procedures to obtain a new ID card per instructions on the suspension letter.

2.4.6. 78 SFS will maintain all property shoplifted as evidence until WR-ALC/JA directs its release.

2.5. Army & Air Force Exchange Service (AAFES) General Manager:

2.5.1. Provides a representative to the JMRB when offenders are involved in shoplifting or other offenses that occur at any AAFES facility.

2.5.2. Provides videotapes of retail theft to Security Forces and to the legal office.

2.6. DeCA General Manager: Provides a representative to the JMRB when offenders are involved in shoplifting or other offenses that occur at the Commissary.

2.7. Unit Commander/First Sergeant:

2.7.1. Ensures sponsor and juvenile offender are aware of their appointment with the JMRB.

2.7.2. Attends the JMRB as a member of the board for their particular case.

2.7.3. Ensures the orders issued by the board chairperson are enforced.

2.8. Chief, Airmen and Family Readiness Center:

2.8.1. Compiles available background information and requests consent for release as needed.

2.8.2. Provides a representative to the JMRB as needed.

2.8.3. Provides assessment counseling if necessary.

2.8.4. Consults on appropriate volunteer agencies for offenders who agree to perform community service.

**3. Juvenile Misconduct Review Board.** When a juvenile offender is identified by Security Forces, he/she will be turned over to his or her sponsor, or a responsible adult, and issued information letters. (See Attachments 2 and 3 outlining the JMRB procedures.)

3.1. The JMRB will meet as determined by caseload and type of offense in the WR-ALC/JA courtroom (or alternate site). The purpose of the JMRB is to deter future misconduct by the juvenile, to rectify any harm done to the Robins AFB community and/or victim(s) of the misconduct, and to recommend appropriate discipline if necessary.

3.1.1. If a JMRB is convened, it will be closed to the public. The chairperson, board members, the juvenile's sponsor, and the juvenile must be present to convene (unless a waiver is granted by the chairperson). The chairperson may invite the victim(s) and any other relevant guest to the JMRB. Information provided will not be under oath and will not be transcribed. The board is required to find that it is more likely than not that the alleged offense(s) occurred and to make a recommendation to the chairperson for disposition.

3.1.2. On a case-by-case basis, the board may review videotapes of retail thefts or other incidents. In general, videotapes may be reviewed when requested by the parents of the juvenile, when the juvenile does not admit to the theft, or when the board is unclear as to what occurred. Videotape review is not necessary if the juvenile is found with stolen merchandise. The board chairperson will decide when it is necessary for parents to review videotapes. All tape reviews will be done in coordination with the legal office and Security Forces.

3.1.3. Boards for shoplifting cases will include, but are not limited to, the chairperson (78 MSG/CD) and representatives from 78 SFS, WR-ALC/JA, AAFES or DeCA, and the sponsor's unit. As directed by the chairperson, representatives from other base agencies will attend any board session and make recommendations to the chairperson.

3.1.4. Required membership of all other juvenile misconduct reviews will consist of the chairperson, 78 SFS, WR-ALC/JA, and the sponsor's unit representative. As directed by the chairperson, representatives from other base agencies will attend any board sessions and make recommendations to the chairperson.

3.2. The 78 ABW/JA and 78 MSG/CC will review the cases. Cases may be transferred to civil authorities at any time. If not transferred, the sponsor will be made aware of the board date through command channels.

3.3. Attendance at the JMRB is mandatory for sponsors, the juvenile in question, and the sponsor's commander or first sergeant, unless an exception is granted from the board chairperson via WR-ALC/JA. In circumstances where the military member is unable to attend due to mission requirements (e.g., deployed, extended TDY), a non-military parent may attend on behalf of the member. For families with dual military members, the sponsoring member is required to attend. The sponsor and the juvenile will have the opportunity to make statements if they desire at the board proceedings, and they may review the program options (see Attachment 3) that the board is authorized to recommend.

3.4. The board will recommend to the chairperson actions to be taken and propose possible community service.

3.4.1. Adult supervision for off-base activities directed by the board is the responsibility of the sponsor/parent.

3.4.2. Caseworkers and sponsors will ensure youths are not exposed to hazardous environments, adult offenders (suspected or adjudicated), and areas where alcoholic beverages or controlled substances are available.

3.4.3. The sponsor of a juvenile involved in shoplifting is responsible for restitution of all merchandise shoplifted.

3.4.4. The sponsor of a juvenile involved in damaging either government or personal property is responsible for restitution for the dollar amount of the damage caused by the juvenile.

3.5. The board chairperson will make the final determination on actions to be taken.

3.5.1. If the action of the board includes community service or other conditions as the consequences of juvenile actions, the juvenile and sponsor/parent will sign the agreement (Attachment 4). Failure to accept the terms of the agreement or violating the agreement may result in recommendation for further administrative action and referral to civilian authorities.

3.5.2. If community service is assigned on base, a caseworker from a base organization may be assigned to track the juvenile's progress in the program. A sponsor can be assigned the responsibility to find the appropriate community service to be completed. The sponsor will have the nonprofit organization forward a letter on organizational letterhead to WR-ALC/JA, indicating the type of work and number of hours completed.

3.6. Any open case, which is not successfully completed, will be reviewed by the board. If the juvenile moves out of state prior to completion of the program, the case may be referred to civilian authorities or to the sponsor's gaining commander.

3.7. The board will review open cases with violated agreements and make recommendations for further administrative action to the board chairperson.

**4. Appeals.** All persons subject to actions under this instruction may appeal final decisions.

4.1. Submit all appeals in writing to WR-ALC/JA and then to 78 MSG/CC, IN TURN, within 10 calendar days of receipt of the board's decision.

4.2. The juvenile's parent or sponsor must originate and sign all appeals. They may include supporting letters and other documentation.

4.3. Appeals are reviewed by the 78 ABW/JA who makes a recommendation to the 78 MSG/CC for a final decision. After 78 MSG/CC makes a decision, there is no further right of appeal.

4.4. With the written approval of the 78 MSG/CC, the imposition of sanctions can be delayed pending resolution of the appeal. Automatic or minimum sanctions covered in other instructions, such as loss of driving privileges for DUI or revocation of exchange privileges for shoplifting, may not be appealed under JMRB procedures.

**5. Prescribed and Adopted Forms.**

5.1. Prescribed Forms:

No forms prescribed.

5.2. Adopted forms:

AF Form 847, Recommendation for Change of Publication

CARL BUHLER, Colonel, USAF  
Commander

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

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

***Abbreviations and Acronyms***

**AAFES**—Army and Air Force Exchange Service

**AF**—Air Force

**AFB**—Air Force Base

**AFMAN**—Air Force Manual

**AFRIMS**—Air Force Records Information Management System

**DeCA**—Defense Commissary Agency

**JMRB**—Juvenile Misconduct Review Board

**MSG**—Mission Support Group

**OPR**—Office of Primary Responsibility

## Attachment 2

## JMRB INFORMATION LETTER

MEMORANDUM FOR Rank and Name of Sponsor

FROM: 78 MSG/CD  
[Building 905, Suite 262]  
Robins AFB GA 31098

SUBJECT: Juvenile Misconduct Review Board (JMRB)

1. As Deputy Mission Support Group Commander at Robins AFB, it is my responsibility to decide on issues of juvenile misconduct that occur on this base. Air Force Instruction 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, and RAFBI 51-101, *Juvenile Misconduct Review Board (JMRB)*, dictate that juveniles who commit acts of misconduct can have their base privileges suspended, curtailed, or revoked. In extreme or repeated cases, the juvenile may be barred from Robins AFB, which could prevent the family from residing in base housing.
2. The Robins Juvenile Misconduct Program is designed to assist in holding juveniles responsible for their actions and to offer parents a more formal approach to discipline. Cases may be transferred to civil authorities at any time. The program requires the full support of the parents to be effective. Unless diverted, each juvenile accused of misconduct will meet the Juvenile Misconduct Review Board, which will evaluate the case along with any voluntary input from the juvenile and the parents/sponsors. The board is comprised of various base agencies and will recommend action. It is a rehabilitative program and usually includes written essay assignments, community service, counseling, and/or loss of privileges for the youth. Each sanction is based upon the circumstances of the misconduct and any previous history of misconduct.
3. You will have the opportunity to make a presentation to the board. If a board meeting is scheduled to review your dependent's case, you will be notified by mail if civilian, or by your first sergeant or commander if active duty military. You will be required to attend with your dependent, and if a board presentation is not possible, you may direct your request for a waiver to the board through WR-ALC/JA. **Active duty members must be in uniform.**
4. The Robins Juvenile Misconduct Program is not meant to take your place in disciplining your dependent, but provides a more formal rehabilitative tool to help you and your dependent. Your active involvement in this program can weigh heavily in your favor if further disciplinary actions are considered. If you have any questions or comments concerning the Juvenile Misconduct Program, feel free to call the legal office at (478) 222-0546.

CHAIRPERSON'S NAME IN CAPS, Lt Col, USAF  
Deputy Commander

**Attachment 3****JMRB PROGRAM OPTIONS**

MEMORANDUM FOR Name & Address of Juvenile

FROM: 78 MSG/CD  
[Building 905, Suite 262]  
Robins AFB GA 31098

SUBJECT: Juvenile Misconduct Program Options

1. The Juvenile Misconduct Program offers juveniles accused of misconduct the opportunity to give back positively to the Robins AFB community. You may suggest the appropriate consequences for your misconduct. The JMRB may support your request or recommend other options based on the offense and any history of misconduct. I will make the final decision. Available options include, but are not limited to:

- a. Community Service. (Examples: yard work or washing police cars.)
- b. Restitution. (Examples: repayment in cash or payment in kind.)
- c. Family counseling and/or individual counseling for family members.
- d. Writing essays or other personal statements.

2. The goal of the board is to help individuals and families deal positively with serious situations. We want to help, but understand that you must decide help is needed. The choice is yours!

CHAIRPERSON'S NAME IN CAPS, Lt Col, USAF  
Deputy Commander

**Attachment 4**  
**JMRB AGREEMENT**

MEMORANDUM FOR Name & Address of Juvenile

FROM: 78 MSG/CD  
[Building 905, Suite 262]  
Robins AFB GA 31098

SUBJECT: Juvenile Misconduct Review Board Agreement

1. You have been placed under the following Juvenile Misconduct Agreement and period of supervision, effective this date. You will complete:

---

---

---

---

---

2. This program is voluntary and you may withdraw at any time. However, if this occurs or if you fail to meet the terms and provisions of this agreement, the original offense may be referred to the Installation Commander or 78 MSG/CC for disciplinary consideration to include base barment and referral to civilian authorities.

3. You have until \_\_\_\_\_ to fulfill the terms of this agreement.

CHAIRPERSON’S NAME IN CAPS, Lt Col, USAF  
Deputy Commander

1st Ind

MEMORANDUM FOR 78 MSG/CD

I promise to live up to the program agreement requirements and I realize that failure to do so may result in referral to civilian authorities, the revocation of my base privileges (driving, Base Exchange, and/or 78 SVS), and/or barment from Robins AFB resulting in the possibility my family may find it necessary to vacate on-base housing.

---

(Signature of Juvenile)

---

(Print Name and Home Phone Number)

I agree to take part in this program and ensure my child and I comply with the terms of this agreement. **I will immediately contact my unit commander or first sergeant, or the legal office should I encounter any problems in fulfilling this agreement.** I understand that further administrative action may be taken if either my child or I withdraw from or fail to meet the terms of this agreement.

---

(Signature of Parent/Guardian)

---

(Print Name, Grade/Rank, and Duty Phone)

**NOTES:**

It is your responsibility to ensure your community service hours are documented and forwarded to WR-ALC/JA prior to the agreement completion date. Failure to do so may result in your offense being referred to the 78 MSG/CC or Installation Commander for further action.

You are to perform community service at a not-for-profit community or government organization. **The organization will need to send a letter on their letterhead** to WR-ALC/JA, 215 Page Road, Suite 186, Robins AFB GA 31098, indicating community service was completed and the number of hours completed. If you have any problems or questions contact the Board Administrator at (478) 926-0868, 215 Page Road, Suite 186, Robins AFB GA 31098.

**Attachment 5**

**CONGRATULATORY LETTER**

Rank and Name of Chairperson

Deputy Commander  
78th Mission Support Group  
Building 905, Suite 262  
Robins AFB GA 31098

Mr./Ms. Juvenile's Name  
123 Juvenile Street  
Robins AFB GA 62225-5000

Dear Mr./Ms. Juvenile

On behalf of the 78th Air Base Wing Juvenile Misconduct Review Board (JM RB) members, I congratulate you for successfully completing the Robins AFB Juvenile Misconduct Program. Although you made a mistake, it is my sincere hope that this program was helpful in showing that you are responsible for your actions and there are consequences for the decisions that you make.

By completing this program, you have shown your desire to move forward in a positive direction. On behalf of all the board members, I wish you all the best.

Sincerely,

CHAIRPERSON'S NAME IN CAPS, Lt Col, USAF  
Chairperson  
Juvenile Misconduct Review Board