

**BY ORDER OF THE COMMANDER
CANNON AIR FORCE BASE (AFSOC)**

**CANNON AIR FORCE BASE
INSTRUCTION 31-100**

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Security

**JUVENILE MISCONDUCT AND
DISCIPLINARY BOARD**

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This instruction implements Air Force Policy Directive (AFPD) 31-1, *Integrated Defense*. It establishes procedures, sets forth policies, outlines responsibilities, and prescribes enforcement procedures for the control of juveniles within the confines of Cannon Air Force Base (CAFB). The provisions of this instruction applies to all personnel who visit, live, or work on CAFB. This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by Public Law 93-579, 5 USC §552a. The applicable System of Records Notices (SORNs): F033 AF B, *Privacy Act Request File*; F031 AF SP J, *Serious Incident Reports*; F071 AF OSI C, *Criminal Records*; and F031 AF SF B, *Security Forces Management Information System (SFMIS)*, are available at: <http://dpclo.defense.gov/privacy/SORNs/SORNs.html>. For purposes of this instruction, the confines of CAFB include the entire geographical area, including all real property and buildings, under the jurisdiction of the installation commander. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s through local publications and forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFI 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with Air Force Records Disposition Schedule (RDS) located at <https://afrims.cce.af.mil/>.

SUMMARY OF CHANGES

This instruction has been updated and must be reviewed in its entirety. Revisions include changes to the following paragraphs: 1.1.2.4., 1.1.4.3., 1.1.4.5., 2.3.3., 2.3.1.1., 2.3.6.1., 2.3.6.3.3., 3.4.8.3., and 3.5.2.

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Chapter 1

RESPONSIBILITIES

1.1. Responsibilities. The following details the key roles and responsibilities associated with ensuring juvenile dependents/visitors comply with all applicable state and federal laws, as well as appropriate Air Force (AF) and CAFB instructions.

1.1.1. Sponsors will:

1.1.1.1. Be responsible for the behavior and actions of their juvenile dependent(s)/visitor(s).

1.1.1.2. Sponsors will always remain with their guest(s)/visitor(s), always while they are on the installation. Visitors are not allowed to roam the base without their sponsor, stay in the dormitories overnight, stay within base privatized housing in excess of 30 continuous days if residing outside the commuting area of the installation, or two days if residing within the commuting area of the installation. The “commuting area” is defined as within 20 miles or 60 minutes of the installation, whichever is greater. Exceptions to this policy must be approved by the Balfour Beatty Community Management Office. To obtain approval, the sponsor must submit a “Request for Guest in Quarters” through the Balfour Beatty Community Management Office to request authorization for visitors to reside in base privatized housing on a temporary basis.

1.1.1.3. Ensure their juvenile dependent(s)/visitor(s) are aware of and comply with provisions of this instruction.

1.1.1.4. Accompany their juvenile dependent(s)/visitor(s) if it becomes necessary to interview, interrogate, or charge them with the violation of any law.

1.1.1.5. Observe cautions placed in the base media. Instruct and control their juvenile dependent(s)/visitor(s) so as to avoid hazards located on CAFB.

1.1.1.6. Comply with provisions outlined by the Juvenile Misconduct and Disciplinary Board (JMDB) presiding authority when cases of misconduct are reviewed.

1.1.2. Commanders will:

1.1.2.1. Review and act upon complaints and/or incidents involving juveniles of members assigned, attached, and/or under their command and control.

1.1.2.2. Advise the 27th Special Operations Security Forces Commander (27 SOSFS/CC) of their corrective action regarding complaints or incidents forwarded to them.

1.1.2.3. Coordinate their actions with the 27th Special Operations Wing Staff Judge Advocate (27 SOW/SJA) if the situation indicates action beyond their capability to accomplish or administer.

1.1.2.4. Refer cases to the 27th Special Operations Mission Support Group Deputy Commander (27 SOMSG/CD or 27 SOMSG/DD) for JMDB consideration as appropriate. The 27 SOMSG/CD or 27 SOMSG/DD determines which cases will appear before the JMDB.

1.1.2.5. Coordinate on all appeals of JMDB hearing results made by members within their organization.

1.1.3. The 27 SOSFS/CC will:

1.1.3.1. Exercise supervision over the enforcement of this and related directives.

1.1.3.2. Document complaints and incidents involving juveniles and forward such documentation to the JMDB.

1.1.3.2.1. Ensure that the blotter entries and/or incident reports are entered into AFJIS, and suspects are clearly identified for all alleged crimes committed on CAFB.

1.1.3.2.2. Establish procedures for notifying parent(s)/legal guardian(s)/sponsor(s) through the on-duty Base Defense Operations Center (BDOC) controller, of any cases involving their juvenile dependent(s)/visitor(s).

1.1.3.3. Appoint a Juvenile Corrections Officer (JCO).

1.1.3.4. Appoint a Security Forces (SF) representative as a member of the JMDB.

1.1.3.5. Establish procedures for notifying the JCO of all alleged crimes involving juveniles on CAFB.

1.1.3.6. Maintain sufficient and appropriate files relative to this instruction, its administration, and enforcement.

1.1.4. The JCO will:

1.1.4.1. Review all cases involving juvenile offenders and conduct further investigations, when warranted.

1.1.4.2. Act as liaison with appropriate base agencies, civilian law enforcement agencies, school administrators, and any organizations responsible for juveniles.

1.1.4.3. Brief 27 SOSFS/CC and the 27 SOMSG/CD or 27 SOMSG/DD on cases involving juveniles.

1.1.4.4. Ensure the juvenile's Primary Care Manager (PCM)/Pediatrician has been notified of incidents involving juvenile offenders for possible counseling referrals. Family Advocacy will also be notified regarding all incidents where there is a concern for supervision of a juvenile IAW [Attachment 2 \(Table A2.1\)](#).

1.1.4.5. Forward AF Form 3545A, *Incident Report(s)*, with attachments and recommendations as to the disposition of the case to the 27 SOMSG/CD or 27 SOMSG/DD.

1.1.4.6. Prepare case files and schedule cases appearing before the JMDB.

1.1.4.7. Notify the juvenile and his or her sponsor of their requirement to appear before the JMDB ([Attachment 4](#)).

1.1.4.8. Act as the Installation Community Service Program Manager.

1.1.4.8.1. Maintain a list of locations, time periods, points of contact/Work Site Monitors, and job tasks to which juveniles receiving community service from the

JMDB may be assigned. This list must be reviewed by 27th Special Operations Wing Staff Judge Advocate (27 SOW/SJA), and then approved by the JMDB.

1.1.4.8.2. Assign community service by utilizing the CANNONAFB Form 6, *Community Service Program Contract*, as recommended by the JMDB and monitor completion.

1.1.4.8.3. Provide a CANNONAFB Form 7, *Community Service Attendance Sheet*, to the juvenile in order to document attendance and completion of assigned community service.

Chapter 2

PROGRAM OBJECTIVES AND MANAGEMENT

2.1. Purpose.

2.1.1. JMDB is a program designed to reduce and deter future juvenile misconduct by administering constructive corrective action, to provide safe and secure living conditions for our military members and their families. When offenses occur, action is swift. The following offenses, as well as others, may be addressed by the JMDB: curfew violations, shoplifting, assault, mutual affray, illegal use/possession of BB guns, vandalism, property damage, substance abuse, underage drinking, drunk driving, reckless driving, domestic abuse, and communicating a threat. The process generally involves the family and community, when applicable.

2.2. The JMDB Objectives:

2.2.1. To maintain good order and discipline on CAFB and rehabilitate the offender, when possible. Not every instance of misconduct needs to be brought before the JMDB. Only those cases that reflect a pattern of antisocial behavior or are serious enough to warrant command interest need to be considered by the JMDB.

2.2.2. To protect the well-being of all personnel residing on CAFB.

2.2.3. To screen all acts of misconduct and facilitate standardized management of cases when involvement by JMDB staff is deemed necessary. **Note:** Misconduct refers to any violation of federal, state or local statute; Air Force regulation or instruction; base regulation or instruction; or any other activity prejudicial to good order and discipline on CAFB.

2.2.4. To prevent further misconduct through an aggressive program of standard disciplinary action.

2.2.5. Whenever possible, effectively use base resources to provide individuals and families with the best possible referral and assistance services.

2.3. Program Management and Responsibilities.

2.3.1. The 27th Special Operations Wing Commander (27 SOW/CC) will:

2.3.1.1. Be responsible for maintaining base law and order per Department of the Air Force (DAF) Instruction 31-101, *Integrated Defense*. To achieve this goal, the 27th Special Operations Mission Support Group Commander (SOMSG/CC) is delegated the authority to assemble a JMDB.

2.3.1.2. Retain the authority to bar an individual from CAFB; this authority may not be delegated.

2.3.2. The 27th Special Operations Mission Support Group Commander (SOMSG/CC) will:

2.3.2.1. Be directly responsible for the JMDB.

2.3.2.2. Direct activities of the JMDB to achieve the objectives stated above and will serve as the appeal authority on all action taken under authority of the JMDB except for action taken by the 27 SOW/CC.

2.3.3. The 27 SOMSG/CD or 27 SOMSG/DD will:

2.3.3.1. Serve as the presiding authority during JMDB hearings or the JMDB, make all findings of fact, and direct all punishment actions. The 27 SOMSG/CD or 27 SOMSG/DD is authorized to suspend, revoke, or terminate privileges granted to a juvenile dependent/civilian by virtue of employment or contract, subject to applicable laws and instructions. Sponsors may be financially liable for a juvenile dependent's/civilian's actions, and/or could lose base privatized housing privileges.

2.3.3.2. Screen all acts of misconduct by juvenile dependents/civilians and determine if a case should be brought before the JMDB committee. This will be accomplished through a daily review of SF blotters from pending investigations, or commander referrals to determine whether a case should be referred for a JMDB hearing or other agency for disposition.

2.3.3.3. Obtain appropriate police and investigative agency reports or other related documents.

2.3.3.4. Establish a case file on individuals involved in misconduct which will include all pertinent identification data, correspondence, and police reports. All original information entered into the case file will remain a permanent part of the case file.

2.3.4. The 27th Security Forces Squadron Reports and Analysis Section (27 SOSFS/S5R) will:

2.3.4.1. Provide investigative reports to JMDB upon request.

2.3.4.2. Prepare applicable memoranda for JMDB presiding authority for signature and coordinate issuance to the alleged offender and sponsor, when applicable. Memoranda will be issued by having personnel involved come to the Reports and Analysis Office in Building (Bldg) 575. If personnel are unable to come in or refuse, 27 SOSFS/S5R will send letters via certified mail.

2.3.4.2.1. Notification of JMDB hearing letters may be served by a SF Patrolman if personnel involved reside on-base.

2.3.4.3. Maintain and dispose of case files established by the JMDB presiding authority per AFRDS website at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Prior to disposing of files, approval must be obtained from the presiding authority.

2.3.4.4. Assist alleged offenders with processing Freedom of Information Act (FOIA) requests.

2.3.4.5. Track, provide updates, and initiate closing documentation when disciplinary actions mandated by the presiding authority are complete.

2.3.4.6. Notify individuals and sponsors (as applicable), in writing, when terms of punishment are complete.

2.3.5. The 27th Special Operations Medical Group Commander (27 SOMDG/CC) will:

2.3.5.1. Provide necessary medical or mental health and family advocacy resources to support this program.

2.3.5.2. Assist to coordinate beneficiary care via referral mental health services with community providers and support providing consultative support for the JMDB.

2.3.6. The JMDB committee will:

2.3.6.1. Be chaired by the 27 SOMSG/CD or 27 SOMSG/DD and serve as the presiding authority during JMDB hearings or boards.

2.3.6.2. Be comprised of a legal advisor appointed by the 27 SOW/SJA and a Security Forces representative appointed by the 27 SOSFS/CC.

2.3.6.3. Be the office of primary responsibility for the management of juvenile misconduct on CAFB. Individuals assigned to the program serve as the primary advisor, point of contact, and operational and administrative managers for this program. Prior to hearing dates, the JMDB committee will coordinate with the following organizations:

2.3.6.3.1. The sponsor's unit commander, first sergeant, senior civilian unit representative, or designated unit representative.

2.3.6.3.2. Clovis Municipal School District or Portales Municipal School District when incident involves school age dependents (i.e., incidents occurring on school buses while on the installation or serious offenses on school proper which could potentially affect the safety of base populace or the security of resources).

2.3.6.3.3. Family Health (27 SOHCOS/SGGF), Pediatrics (27 SOHCOS/SGGC), Family Advocacy or Mental Health (27 SOMRS/SGXW) will assist to review appropriate consults and provide verbal consultation to the JMDB committee where appropriate. A provider can be reached for consultation through the Command Post. Actions will be taken to ensure safety and welfare of the juvenile and may include notification to New Mexico Children, Youth and Families Department (CYFD) or downtown Emergency Department services. Referrals for additional therapeutic concerns can be made through Family Advocacy or the Primary Care Physician (PCM)/Pediatrician. Examples of referrals may include New Parent Support Program, Family Therapy, Individual therapy, Speech Therapy, and/or a referral to the juveniles' PCM (in cases of physical exam, medication management, etc.).

2.3.6.4. Request a Family Health, Pediatrics, Mental Health or Family Advocacy representative be present to provide verbal consultation (i.e.; speaking to developmental concerns/age appropriate expectations, referral/therapeutic support options, etc.) when appropriate.

2.3.6.5. Summon any witnesses the committee deems necessary for case resolution.

2.3.6.6. After initial coordination has been conducted and all related documents reviewed, establish a hearing date.

2.3.6.7. Refer all requests from the alleged offender for documents established within the case file to the Reports and Analysis Office. In turn, Reports and Analysis will ensure the individual is provided guidance on submitting a FOIA request.

Chapter 3

JMDB HEARING AND PROCESS

3.1. JMDB Process.

3.1.1. Misconduct can result in an administrative hearing. This hearing is a formal military appointment held in the 27th Special Operations Wing Judge Advocate Courtroom or the 27th Special Operations Mission Support Group Conference Room if the courtroom is not available. The military sponsor reports in service dress uniform to the JMDB hearing officer. The Unit Commander, First Sergeant, senior civilian unit representative, or designated unit representative of the sponsor will also be present. After the hearing is completed, the hearing officer determines the appropriate corrective action for the offender. The action is formally documented and kept as a permanent record while living or working on CAFB. Actions can include: letter of warning, verbal counseling, community service, essay, restricted curfew, suspension of AAFES privileges, suspension of driving privileges, financial restitution, letter of apology, 24-hour parental eyes-on supervision, suspension of club/commissary/Morale, Welfare, and Recreation (MWR) privileges, substance abuse evaluation/education, referral to other base agencies, and/or suspended debarment or debarment from CAFB.

3.1.2. JMDB is not a substitute for senior leadership, parental supervision, and community involvement. Prevent hardships for your Airmen, employees, coworkers, and dependents by educating them on base policy, state, and federal laws.

3.2. JMDB Hearings.

3.2.1. The process of adjudicating misconduct issues is an administrative process. Alleged offenders are not entitled to have legal counsel present during the hearing or for an appeal or cross examine witnesses. Legal assistance from 27 SOW/JA and Cannon Area Defense Counsel (ADC) is not available for alleged offenders. This instruction does not limit an individual's authority to hire civilian counsel to assist in preparing for the hearing or for an appeal.

3.2.1.1. The JMDB hearings will be held as directed by the presiding authority to determine appropriate administrative adjudication for cases of misconduct by juveniles.

3.2.2. Attendance at JMDB hearings will be mandatory for the following individuals:

3.2.2.1. Alleged offender.

3.2.2.2. Sponsor.

3.2.2.3. The sponsor's supervisor.

3.2.2.4. The sponsor's unit commander, first sergeant, senior civilian unit representative, or designated unit representative.

3.2.3. Observers/spectators are not permitted to attend board hearings. Law enforcement investigating officers, Air Force Office of Special Investigations (AFOSI) investigators, JA and military health personnel are permitted with the approval of the Board Chair.

3.2.4. Sponsors may request other individuals attend the hearing. Requests must be submitted to the JMDB Chair, through the JCO, for approval prior to the hearing date.

3.2.5. Hearing dates will be determined once all applicable investigative reports regarding the incident have been provided to the JMDB committee.

3.3. JMDB Hearing Process. The JMDB hearings will proceed as follows:

3.3.1. The JMDB staff will present allegations of misconduct as outlined in appropriate reports.

3.3.2. The alleged offender will have an opportunity to make a brief presentation followed by the sponsor (if applicable). This presentation will not be under oath. Any additional information provided must be in writing.

3.3.3. The presiding authority will then determine if the alleged offender committed the offense. This decision may be derived by witness testimony or solely on hearsay evidence which are deemed to be reliable by the presiding authority.

3.3.4. The presiding authority will then impose appropriate punishment; or, if debarment is recommended, will advise the offender that a recommendation to the 27 SOW/CC to debar the offender from CAFB will be made.

3.3.5. The sponsor of the juvenile will be presented with the hearing results through the JMDB Corrective Action Memorandum. The memorandum will be signed by the sponsor and the alleged offender. Both will be provided with a copy.

3.3.6. The JMDB Corrective Action Memorandum will be filed with the initial Security Forces report as prescribed by DoDI 7730.47-M, *Manual for Defense Incident-Based Reporting System*, Enclosure 3, Para. f.(2)(c). No independent system of records will be generated or kept by the JMDB.

3.4. Punishment. The presiding authority may elect to take disciplinary action without a JMDB hearing in cases where all pertinent information is available. Punishment options available to the JMDB include, but are not limited to, the following:

3.4.1. No action.

3.4.2. Verbal counseling, admonition, or reprimand.

3.4.3. Letter of warning.

3.4.4. Essay.

3.4.5. Letter of apology to victim(s).

3.4.6. Restricted curfew.

3.4.7. 24-hour parental eyes-on supervision.

3.4.8. Community service.

3.4.8.1. The 27th Special Operations Force Support Squadron (27 SOFSS) will be responsible for designating appropriate tasks and work sites.

3.4.8.2. The 27 SOFSS will monitor and ensure individual compliance with community service requirements by documenting on the CANNONAFB Form 7, *Community Service Attendance Sheet*, encourage sponsors to be present during the performance of community service, and will report progress of assigned community service to the JMDB staff.

3.4.8.3. Upon completion of all disciplinary action imposed, 27 SOSFS/S5R will send all completed documents to 27 SOMSG/CD, or 27 SOMSG/DD, or residing hearing officer for signature. In turn, a *Disciplinary Action Completion Memorandum* (Attachment 7) will be sent to the offender and sponsor advising that all imposed disciplinary action is complete.

3.4.9. Suspension or revocation of base privileges (e.g., driving, Army and Air Force Exchange Service (AAFES), Club, MWR, and/or commissary).

3.4.10. Place certain base areas and facilities off limits.

3.4.11. Financial restitution.

3.4.12. Refer to other agency (e.g., substance abuse evaluation/education).

3.4.13. Recommend base debarment to the 27 SOW/CC.

3.5. Corrective Action.

3.5.1. In cases where corrective action is directed by the JMDB, the parent(s) or legal guardian(s) will ensure:

3.5.1.1. All elements of the Corrective Action Memorandum and/or community service contract are met.

3.5.1.2. All corrective action is completed by the scheduled date or make other written arrangements with the JCO.

3.5.1.3. Community service is completed at the rate determined by the JMDB. Unless otherwise specified by the JMDB in the Corrective Action Memorandum, community service will be completed within the rate and time limits stated. Community service credit for supervised after school or church/service organization activities may be awarded if annotated by the board in the Corrective Action Memorandum and approved by the JCO.

3.5.1.4. Any imposed curfew, suspension of base driving or revocation of facilities privileges are adhered to for the duration of the period.

3.5.2. JCO will certify completion of corrective action, annotate the case file and report closure to 27 SOMSG/CD or 27 SOMSG/DD.

3.6. Violation of Corrective Action/Community Service. In cases where the juvenile and the sponsor fail to adhere to or complete the prescribed corrective action imposed by the JMDB either in part or in full, the JCO will:

3.6.1. Issue the juvenile and sponsor a memorandum signed by the 27 SOMSG/CC detailing the violation(s) on the *Violation of Corrective Action/Community Service Memorandum* (Attachment 8). Memorandum will direct the dependent or juvenile dependent and sponsor to appear before the 27 SOMSG/CC within 10 duty days of receipt.

3.6.2. At that meeting the 27 SOMSG/CC will consider all the facts and circumstances surrounding the case and decide on further action.

3.7. Processing Debarment Actions. Cases referred by the JMDB for debarment will be coordinated in the same manner as normal debarment actions. Upon imposition by 27 SOW/CC, debarment actions will be processed as follows:

3.7.1. Juvenile military dependents residing on base.

3.7.1.1. 27 SOSFS/S5R will contact the sponsor of juvenile military dependent(s). Both the sponsor and dependent will be required to sign the debarment order. If the sponsor is deployed, the parent or legal guardian will sign in lieu of the sponsor. The debarment order will be effective 30 days after signing.

3.7.2. Juveniles residing off base.

3.7.2.1. The 27 SOSFS/S5R will contact the sponsor and dependent(s)/civilian(s), as applicable. The sponsor and dependent(s)/civilian(s) will be required to sign the debarment order. The debarment order will be effective immediately upon signature. If the person refuses to come to the 27 SOSFS/S5R or cannot be contacted, the debarment order will be sent certified mail. The debarment action will be effective on the date signed by the 27 SOW/CC.

Chapter 4

JMDB PROCESS OF APPEAL

4.1. Appeal Procedures.

4.1.1. All persons may appeal disciplinary actions imposed by the JMDB presiding authority.

4.1.2. The 27 SOMSG/CC is the appellate authority for all actions imposed by the JMDB.

4.1.2.1. Submit appeals within seven days of receipt of the *Juvenile Misconduct and Disciplinary Board Corrective Action Memorandum (Attachment 6)* to the 27 SOMSG/CC through the 27 SOSFS/CC, Attn: Juvenile Misconduct and Disciplinary Board, 122 E. Cochran Ave, Bldg 575, Room 132, Cannon AFB, New Mexico (NM) 88103-5331.

4.1.3. The 27 SOW/CC is the approval authority for debarment actions of persons referred by the JMDB presiding authority. Appeals may be requested by submitting written justification to the 27 SOW/CC through the 27 SOSFS/CC, Attn: Juvenile Misconduct and Disciplinary Board, 122 E. Cochran Ave, Bldg 575, Room 132, Cannon AFB, NM 88103-5331.

Chapter 5

BASE CURFEW

5.1. Purpose.

5.1.1. Base curfew is to reduce disorderly conduct and vandalism by juveniles living on or visiting CAFB. During curfew hours, parents or sponsors will ensure their juvenile dependent(s)/visitor(s) do not loiter, wander, stroll, or be upon, in, or about any street, alleyway, public area, and carport or driveway other than the member's residence. Parks on CAFB are considered public areas.

5.1.2. For the purpose of this instruction minors, juveniles, and children are synonymous and are defined as unmarried military affiliated dependents, civilians, or visitors under the age of 18. In no instance will a juvenile dependent be considered a valid sponsor for a visitor.

5.1.3. The following curfew hours are established for children on CAFB:

5.1.3.1. Sunday through Thursday, between 2300 and 0500.

5.1.3.2. Friday and Saturday nights and evenings preceding an official school holiday, between 2400 and 0500.

5.2. Exceptions to Policy.

5.2.1. When a minor is accompanied by his or her parent, guardian, or other adult person having the care and custody of the minor, or when such minor is on an emergency errand directed by his or her parent, guardian, or other adult person having the care and custody of such minor.

5.2.2. When a minor is attending an approved function (i.e., function officially recognized by the installation commander or school officials) under adult supervision. The curfew will not be enforced until the event concludes.

5.2.3. Minors with jobs that extend past curfew hours will proceed by the most direct route between their place of employment and their sponsor's residence after they leave to or from work. Minors will have 30 minutes to return to their residence after work completion.

5.2.4. Minors who reside on CAFB who enter the base after curfew hours will be allowed to proceed directly to their sponsor's residence.

Chapter 6

SUPERVISION GUIDELINES

6.1. General. Lack of supervision is a form of child neglect. Lack of supervision means there is a risk of injury or harm to the child because the parent(s) or caregiver are intentionally absent, are not paying close enough attention, or fail to arrange for sufficient supervision. Violation of these guidelines may constitute child neglect. Allegations of child neglect may be reported and result in Child Protective Services and Family Advocacy intervention.

6.1.1. Parents are ultimately responsible for the care and safety of their children. Since each child has different emotional, behavioral, mental, and physical capabilities, every parent must exercise responsible judgment in supervising their children. Given these factors, a child should not be left without appropriate supervision, regardless of age, if the child is unable to demonstrate the maturity and self-management skills necessary to be unsupervised.

6.1.2. When considering whether to leave children at home alone, it should be considered how well the child:

6.1.2.1. Completes tasks.

6.1.2.2. Follows instructions.

6.1.2.3. Communicates problems to parents.

6.1.2.4. Uses good judgment.

6.1.2.5. Is not fearful of being home alone.

6.1.2.6. Knows how to report and respond to specific emergency situations, to include but not limited to fire, poison, and injuries.

6.1.2.7. Understands personal safety including how to react to strangers.

6.1.3. Parents who feel their children are not ready to be left unsupervised must ensure they are left under the supervision of another responsible person and must fully examine the availability of appropriate adult help in the event of an emergency. Appropriate adult help is defined as an individual at least 18 years of age or a mature adolescent who has passed the recommended Red Cross babysitting training, who is capable of self-care, and the care and supervision of children. A caregiver must be identified as the individual responsible for the child's well-being, guidance, and supervision during the period the child is in the person's care.

6.1.4. In all cases, children must have emergency telephone numbers to locate a parent or designated caregiver, and fully understand how to use emergency numbers such as 911. If leaving a child alone with an appropriate caregiver overnight, parents should provide a medical power of attorney to the caregiver to ensure that their child will have access to medical care if necessary.

6.2. Child in Quarters Without Sitter. The following recommendations provide parents and caregivers guidelines based upon age. Parents will consider a child's self-care skills and maturity prior to leaving children unattended for any length of time.

6.2.1. Children, age 10 and up, can be left alone in quarters by themselves for two hours or less with access to adult supervision. However, children ages 10 and 11 should not be left alone overnight.

6.2.2. Children, age 12 to 14, can be left alone overnight provided the sponsor is within the local area (i.e., shift work). Children age 12 to 14 must have access to adult supervision through work phone numbers, neighbor's phone numbers, and emergency phone numbers.

6.2.3. Children, age 15 and up, can be left alone for short Temporary Duties (TDYs) or leaves, not to exceed five consecutive days. These minors should have some type of adult supervision available to make periodic checks. Refer to [Attachment 2](#) for additional guidance.

6.3. Child at Playgrounds. There are many playgrounds in the housing area for children to play. Children are to play in a neighbors' yard by invitation only but are not allowed to play on the street.

6.3.1. Children, ages five and six can be left unattended at playground areas or in their yard provided they have immediate access (visual sight/hearing distance) to adult supervision.

6.3.2. Children, age seven to nine, can be left unattended at playground areas or in their yard provided they have access to adult supervision. Access is defined as having ability to quickly contact someone in case of emergency and the sponsor knowing the child's location.

6.3.3. Children, age 10 and up, can be outside without direct adult supervision.

6.4. Child in Vehicle. Children, under 10 years of age, shall not be left unattended in a motor vehicle. The vehicle may not be left running unless a licensed driver is in the vehicle.

6.5. Child Sitting. Children, age 12 and older, may child sit for their immediate family members only. Children, ages 12 and younger, cannot child sit for children between the ages 0-2 years of age. Minors, age 13 and older, may child sit for other family's children.

Chapter 7

OFF-LIMIT AREAS AND PROHIBITED ITEMS

7.1. Off-limit Areas. The following areas are off-limits to juveniles:

7.1.1. Dormitory areas unless accompanied by the juvenile's parent or legal guardian. The dormitory area is defined as any immediate areas or structure where unmarried male or female Airmen reside.

7.1.2. Base Gym. Juveniles are authorized to utilize all services in the base gym unaccompanied by a sponsor at age 16. Juveniles, ages 12 to 15 are authorized in the base gym unaccompanied by a sponsor but are only authorized to utilize the basketball court area. Juveniles, under 12 are not authorized to utilize the base gym unless accompanied by the sponsor or responsible adult.

7.2. Prohibited Items.

7.2.1. No person will carry or discharge firearms of any kind; explode any combustible device; use a slingshot, air gun, paint gun, or bow and arrow, except in places and at times authorized by the installation commander or by New Mexico Statutes.

JEREMY S. BERGIN, Colonel,
USAF Commander

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

AFI 31-101_AFSOCSUP, *Integrated Defense*, 13 March 2016

AFI 33-322, *Records Management and Information Governance Program*, 27 July 2021

AFPD 31-1, *Integrated Defense*, 21 June 2018

DAFI 31-101, *Integrated Defense*, 10 April 2023

DODI 5200.48, *Controlled Unclassified Information*, 04 October 2021

Prescribed Forms

CANNONAFB Form 6, *Community Service Program Contract*

CANNONAFB Form 7, *Community Service Attendance Sheet*

Adopted Forms

AF Form 3545A, *Incident Report(s)*, 02 Nov 2020

DAF Form 847, *Recommendation for Change of Publication*, 14 Apr 2022

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Services

ADC—Area Defense Counsel

AFB—Air Force Base

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRDS—Air Force Records Disposition Schedule

BDOC—Base Defense Operations Center

CAFB—Cannon Air Force Base

FOIA—Freedom of Information Act

JCO—Juvenile Corrections Officer

JMDB—Juvenile Misconduct and Disciplinary Board

MWR—Morale, Welfare, and Recreation

NM—New Mexico

OPR—Office of Primary Responsibility

OSI—Office of Special Investigations

RDS—Records Disposition Schedule

TDY—Temporary Duty

Office Symbols

27 SOW/CC—27th Special Operations Wing Commander

27 SOW/SJA—27th Special Operations Wing, Staff Judge Advocate

27 SOMSG/CC—27th Special Operations Mission Support Group Commander

27 SOMSG/CD—27th Special Operations Mission Support Group Deputy Commander

27 SOSFS/CC—27th Special Operations Security Forces Commander

27 SOSFS/S5R—27th Special Operations Security Forces Squadron, Reports and Analysis

27 SOFSS—27th Special Operations Force Support Squadron

Terms

Adult—Any person 18 years of age or older.

Sponsor—A person 18 years of age or older who is military affiliated and possesses a DoD or military identification card or is a designated in writing at the Pass and Registration Office as having sponsorship privileges.

Juveniles—Unmarried military affiliated dependents (natural, step, adopted, ward, or foster child), who is under 18 years of age, under 21 years of age if attending college and being supported by the sponsor, or is incapable of self-support due to mental or physical handicap, illness, or disability. This includes visitors, or guests who are under 18 years of age.

Juvenile Correction Authorities—defined as the 27th Special Operations Mission Support Group Commander or 27th Special Operations Mission Support Deputy Group Commander.

Misconduct—A violation of federal or state statute/regulation, including USAF, AFSOC, and CAFB instructions/directives.

Victim—A person who suffers from a destructive or injurious action, or is deceived or cheated, as by his or her own emotions, or ignorance by the dishonesty of others.

Attachment 2

CANNON AIR FORCE BASE CHILD SUPERVISION GUIDELINES

Table A2.1. CAFB Child Supervision Guidelines.

Age of Child	Left Without Sitter in Quarters for Two Hours or Less	Left Without Sitter in Quarters More than Two Hours	Left Alone Overnight	Outside Unattended (Includes Playing)	Left in Car Unattended
Newborn through Age 4	No	No	No	No	No
Age 5 through 6	No; except at age 6 may walk to and from bus stop	No; except at age 6 may walk to and from bus stop	No	Yes; playground or yard with immediate access (visual sight or hearing distance) to adult supervision**	No
Age 7 through 9	Not Recommended; except may walk to and from bus stop	No; except may walk to and from bus stop	No	Yes; with access to adult supervision**	No
Age 10 through 11	Yes; with ready access (phone number to an adult supervisor)**	Yes; with access to adult supervision and for no more than 2 hours**	No	Yes	Yes
Age 12 through 14	Yes-**	Yes-**	Children 12-14 years may be left overnight alone provided sponsor is in local area and access to adult supervision is available	Yes	Yes
Age 15 through High School Graduation	Yes-**	Yes-**	Yes; for short TDYs or leave not to exceed 5 days and adult supervision with periodic checks is available**	Yes	Yes

* Red Cross baby-sitting or equivalent is strongly recommended

** Adult supervision is defined as someone who has or assumes responsibility for the child, e.g. parent, guardian, care provider, friend.

Note: The ages specified are the recommended ages based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrate age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances below where a "yes" is indicated, the parent is responsible for using reasonable judgment and is responsible for any and all incidents or mishaps which occur, whether accidental or not.

Attachment 3

MISCONDUCT MATRIX

This matrix is a guide for hearing officers and an example to personnel on how the JMDB deals with offenders. Actual punishment or corrective action is the decision of the hearing officer and can be a combination of any of the items listed.

Table A3.1. Misconduct Matrix.

	Letter of Notification	Verbal Counseling	Letter of Warning	Essay	Letter of Apology to Victim(s)	Restricted Curfew	24-hr Parental Eyes-on Supervision	Community Service	Substance Abuse Eval/Education	Suspension of Driving Privileges	Suspension of AAFES/Commissary Privileges	Suspension of MWR/Club Privileges	Financial Restitution	Referral to Other Base Agency	Suspended Debarment	Debarment
Assault	X	1	X		X	X								X	5	6
Communicating a Threat	X	1	X		X	X								X	5	6
Curfew Violation	X	1		X			X									
Driving Under the Influence/ Reckless Driving	X	1		X					X	3				X		
Gang Affiliation	X	1	X	X			X								5	6
Illegal Dumping	X	1		X		X		2								
Illegal use of BB/Pellet/Paint Ball Guns	X	1		X												
Mutual Affray	X	1			X	X								X		
Shoplifting/Larceny	X	1			X			2			X	X	4			
Substance Abuse	X	1	X	X			X		X	3				X	5	6
Underage Drinking	X	1		X			X		X	3				X		
Vandalism	X	1	X				X	2			X	X	4		5	6

NOTES:

1. Verbal counseling is normally given at a hearing (can be given in non-hearing cases at the hearing authority's office.).
2. Community service hours are normally between 10-80 hours (given at minimum five hours per week). Sponsor supervision may be required (to demonstrate seriousness of situation due to age of subject or lack of supervision).
3. Suspension of driving privileges on non-alcohol related incidents, not involving a vehicle, may result in a three to six months suspension. Revocation of driving privileges for a

minimum of six months for driving while impaired, 12 months for driving while intoxicated, and an additional 12 months for implied consent refusals.

4. Financial restitution could be required for damage to personal property or larceny.
5. Suspended debarment normally used if financial restitution is imposed or with continued acts of misconduct (last chance).
6. Imposed on the most serious misconduct or continued acts of misconduct.

Attachment 4**NOTIFICATION OF JUVENILE MISCONDUCT AND DISCIPLINARY BOARD HEARING TO SPONSOR**

MEMORANDUM FOR RANK/SPONSOR'S NAME

FROM: 27 SOMSG/CD

SUBJECT: Notification of Juvenile Misconduct and Disciplinary Board Hearing

1. Security Forces records indicate that on (date), (Juvenile's name) was involved in (offense/incident) on Cannon Air Force Base (CAFB). Misconduct of this nature is prejudicial to good order and discipline on CAFB. As a sponsor, you are responsible for the actions of your dependents.
2. Under CANNONAFBI 31-100, *Juvenile Misconduct and Disciplinary Board*, and as a result of your dependent's/visitor's actions, you are directed to appear at a Cannon Juvenile Misconduct and Disciplinary (JMDB) hearing. (Juvenile's name) will accompany you. The presiding authority hears all cases referred to him/her in which a military dependent is alleged to have engaged in misconduct on CAFB. The presiding authority, after hearing all the evidence, will take appropriate command action. The hearing will provide you and your dependent/visitor the opportunity to explain why base privileges should not be limited and/or revoked and why disciplinary action, to include debarment, should not be taken. The presiding authority may also recommend other action, to include community service, restitution, referrals to base agencies, or referral to local or federal authorities.
3. You have been scheduled to appear before the JMDB committee with your dependent/visitor, (Juvenile's name), on (date), at (time) hours in the 27 SOW JA Court Room, Building 60. You and/or your dependent/visitor may make an oral statement to the JMDB committee. You and/or your dependent/visitor may provide any other information you wish considered, in written form only. This is a closed hearing not open to the public. Per CANNONAFBI 31-100, this is not intended to be an adversarial proceeding. There is no right to be represented by legal counsel at the hearing nor is there any right to call or cross examine witnesses. If you and your dependent/visitor are unable to attend because of scheduling conflicts or other unavoidable commitments, you may request a delay by contacting the 27th Special Operations Security Forces Squadron Reports and Analysis Section at (575) 784-4685. If access to the installation is required, you may request access by contacting Security Forces Plans and Programs at (575) 784-4838.
4. Failure to appear before a JMDB hearing or comply with the decision of the presiding authority may also result in your dependent/visitor's case being forwarded to the local or federal authorities for disposition. Failure to appear before the JMDB committee may result in the recommendation to 27 SOW/CC that your dependent/visitor be barred from base for his/her misconduct.
5. A copy of CANNONAFBI 31-100, which explains the JMDB, can be provided upon request.

SIGNATURE BLOCK, Rank, USAF
Deputy Commander, 27 SOMSG

1st Ind, _____

Date: _____

MEMORANDUM FOR 27 SOMSG/CD

I hereby acknowledge receipt of the Notification of JMDB hearing and understand I am required to attend with my dependent/visitor.

SIGNATURE BLOCK, Rank, USAF
Sponsor

Note: Include the following privacy act statement in the footer.

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Attachment 5

JUVENILE MISCONDUCT AND DISCIPLINARY BOARD PROCEEDINGS

1. INTRODUCTION

Thank you for appearing before this Board today. I am _____, the Deputy Commander of the 27th Special Operations Mission Support Group (27 SOMSG) and the President of the Juvenile Misconduct and Disciplinary Board, also known as the JMDB. The Board is made up of a Security Forces representative, _____, and a representative from the base Legal Office, _____. Together we comprise the voting members of the JMDB.

Also present today are:

Juvenile Corrections Officer (JCO) _____

Security Forces and/or OSI investigators _____

Medical advisors _____

Note: Spectators are not allowed in the hearing without authorization from the juvenile's Parent, legal guardian, or sponsor.

The Commander, 27th Special Operations Mission Support Group is responsible for maintaining good order and discipline on CAFB. (Juvenile's name), it has been brought to our attention that you may have been involved in some misconduct here at CAFB, which jeopardizes his/her ability to carry out that responsibility. The JMDB does not review every case of juvenile misconduct that occurs on CAFB. Only in certain cases, generally those involving specific types of crime or a history of misconduct on the part of the offender, result in a request to appear before the JMDB. Your case meets those criteria and that is why you are here. Before we start discussing your case, I would like to explain to you what will happen at this hearing.

First, let me assure you that this is **NOT A COURT OF LAW**. This is an administrative hearing. These proceedings do not result in a criminal record for individuals appearing before the Board. Results are not reported to civil authorities. In effect, this hearing is a "second chance" for juvenile offenders in cases where their actions could have resulted in criminal proceedings by Federal Court or Curry County authorities.

However, we try to give our children an opportunity to learn from incidents, such as this, and insure they understand the principle of responsibility for their actions—that there are consequences upon the community for inappropriate or criminal behavior. We seek to preserve parental authority but must ensure the parents are aware of their responsibilities to the community and that sponsors are responsible for the behavior of their dependents. The purpose of this board is to review evidence of alleged misconduct of juveniles who live on CAFB. In the process of reviewing the evidence in juvenile misconduct cases, we invite the alleged juvenile offender and his or her parents or legal guardians to appear before this board so that they may have an opportunity to hear the evidence against the juvenile. In reviewing investigation reports and case files, Board members get only one side of the story. This forum

gives you an opportunity to respond to the charges, present additional evidence, or testimony for our consideration.

I would like to emphasize that your presence here is voluntary in that you could have requested not to appear by contacting the 27th Special Operations Mission Support Group Commander.

After reviewing the evidence we then make a **recommendation** on the disposition of the case in the form of a corrective action memorandum.

The Board has a broad range of actions it can recommend. For example, we can recommend no action be taken if we are satisfied the parents, sponsor, or guardian have intervened appropriately to prevent further criminal behavior. We can recommend the individual accomplish community service under the supervision of the sponsor. In cases involving damage to either government or personal property or both, restitution can be requested. For repeat offenders or in cases of significant criminal activity, we can and have recommended debarment from the installation and/or prosecution by state youth authorities. However, we try to review the evidence, and factor in testimony from the juvenile and his or her sponsor (when available), age of the offender, parental actions, and extenuating circumstances, then make our recommendations based on what is in the best interest of the base and the child.

Once the board makes a recommendation you should abide by its decision. If you decide to do otherwise, that action is reported to the 27th Special Operations Mission Support Group Commander and is subject to further review by this Board.

Additionally, you have seven days, after you are notified of our decision following this hearing, to **APPEAL** to the 27th Special Operations Mission Support Group Commander through the JCO. That appeal **MUST BE IN WRITING** and delivered to the JCO who will take it to the Special Operations Mission Support Group Commander. If you have any questions about your appeal rights you may contact the JCO or call me at _____.

In a few minutes the evidence against (Juvenile's name) will be read. Once it is read the Board members will be given an opportunity to question you and your parent/guardian/sponsor. You do not have to answer our questions. However, your cooperation today will assist us in a better understanding of the evidence against you.

Before _____ reads the evidence before the Board today, do either of you have any questions?

2. PRESENTATION OF EVIDENCE

(Juvenile's name), you are here today because you allegedly (short description of misconduct). (Security Forces investigator's name), please read the evidence.

(Questions by the board members, starting with the President).

(Allow the parent/guardian/sponsor and juvenile an opportunity to ask questions and make a response.)

3. CLOSED SESSION

At this time the Board will meet in closed session to review the evidence and to decide upon a recommendation.

(Juvenile's Name), I'd like for you and your parent/guardian/sponsor to step outside and take a break while the board discusses your case. We will call you back in once we reach a decision, or if we need to ask further questions.

4. PRESENTATION OF DECISION

(President presents the recommendations of the Board)

As a Reminder: You have seven days to make your appeal in writing to the 27th Special Operations Mission Support Group Commander.

Do you have any further questions?

The matter before this board is closed and you are excused.

Note: Include the following privacy act statement in the footer.

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Attachment 6

**JUVENILE MISCONDUCT AND DISCIPLINARY BOARD CORRECTIVE ACTION
MEMORANDUM**

MEMORANDUM FOR (JUVENILE'S NAME) OF (RANK/SPONSOR'S NAME)

FROM: [] JUVENILE MISCONDUCT AND DISCIPLINARY BOARD CONSISTING OF

[] 27TH SPECIAL OPERATIONS MISSION SUPPORT GROUP DEPUTY COMMANDER

SUBJECT: CORRECTIVE ACTION FOR JUVENILE MISCONDUCT

1. The above-named juvenile having been referred to the Juvenile Misconduct and Disciplinary Board upon a charge of, on (date), and no interest of appeal has been forwarded in writing to the 27th Special Operations Mission Support Group Commander. The above-named juvenile admits facts of such charge, which brings the case within the jurisdiction of the Juvenile Corrections Program. Since counsel, advice and conditions for the conduct and control of the juvenile without higher appeal would be in the best interest of the public and the juvenile, the juvenile and his or her parent/guardian/sponsor, or other custodian has voluntarily consented to a hearing before the Juvenile Misconduct and Disciplinary Board.

2. The Juvenile Misconduct and Disciplinary Board, having heard the case in the presence of the juvenile and his or her parent/guardian/sponsor, imposes or recommends the following conditions for the conduct and control of the juvenile:

[] a. No further action.

[] b. Verbal reprimand of the juvenile and/or military sponsor.

[] c. The juvenile shall conduct himself or herself in a law-abiding manner at all times and obey the reasonable and lawful commands of his or her parent/guardian/sponsor.

[] d. The juvenile shall refrain from purchasing, possessing or consuming alcoholic beverages, controlled substances or tobacco; except, as may be prescribed by a licensed physician.

[] e. The juvenile shall refrain from associating with known users or traffickers of narcotics, marijuana, or other controlled substances.

[] f. The juvenile shall not purchase or possess a firearm, destructive device, or other dangerous weapon(s) unless granted written permission by the Juvenile Corrections Officer.

[] g. The juvenile shall be home by _____ o'clock P.M. on nights preceding school, otherwise by _____ o'clock P.M., and otherwise shall abide by curfew regulations imposed by ordinance, the Juvenile Misconduct and Disciplinary Board, Cannon Air Force Base (CAFB), NM, the Juvenile Corrections Officer or the juvenile's parent/guardian/sponsor.

[] h. The juvenile shall be subject to supervision by the Juvenile Corrections Officer and report to him or her one time per week or as assigned.

[] i. The juvenile’s associates and/or certain base areas and facilities shall be restricted as follows: _____.

[] j. The juvenile shall undergo appropriate psychological evaluation, medical, psychiatric treatment and counseling, as may be required by the Juvenile Correction Authorities, CAFB, NM at _____.

[] k. If restitution has not been made, the juvenile shall make restitution. Amount \$_____ to \$_____.

[] l. Referral of the juvenile to the 27th Special Operations Medical Group Family Health/Pediatrics Clinic or mental health programs available through TRICARE.

- [] (1). Minor in Possession Program
- [] (2). Pre-Treatment
- [] (3). Anger Management
- [] (4). Presbyterian Regional Medical Center
- [] (5). Family Support Center

[] m. Referral to the base chaplain

[] n. Rehabilitation Programs

- [] (1). Tobacco Cessation Class
- [] (2). _____

[] o. Mentoring Programs

- [] (1). _____
- [] (2). _____

[] p. Referral to CAFB community service program, with consent of sponsor.
 Community service hours: _____. Date of sign up: _____.
 Juvenile must complete community service are as follows: _____.
 To be completed by: _____, _____ hours per week/month.
 Additional conditions of _____.

[] q. [] Written **and/or** [] verbal apology to the:

- [] (1). 27th Special Operations Mission Support Group Commander
- [] (2). The victim
- [] (3). The CAFB community

Explaining the following: _____
_____.

r. Recommend to the 27th Special Operations Mission Support Group Deputy Commander to restrict the juvenile’s motor vehicle driving privileges as follows:
_____.

s. Recommend to the 27th Special Operations Mission Support Group Commander to suspend/revoke juvenile’s base privileges for specified period:
_____.

- (1). Base Exchange (AAFES)
- (2). Shoppette
- (3). Commissary
- (4). Base Theater
- (5). Base Gym
- (6). Bowling Alley
- (7). Or any other 27 SOFSS Service Facility

t. Recommend to the 27th Special Operations Wing Commander to:

- (1). Debar the juvenile from CAFB
- (2). Terminate the use of government quarters of the sponsor

u. Refer the case to the Curry County Juvenile Authorities, Clovis, New Mexico for action.

v. Other corrective actions, conditions, or stipulations: _____
_____.

3. The Juvenile Corrections Officer is: _____, 27 SOSFS/S3, Building 575, Room 132, Phone: 723-4685. Please contact this person if you have any questions regarding the foregoing recommendations or the proceedings of the Juvenile Misconduct and Disciplinary Board.

4. By signing this Corrective Action Agreement, the parent/guardian/sponsor, and juvenile agree to the release of information to any and all agencies working with the juvenile and family (i.e., schools, therapists, counselors, or medical personnel).

5. The above-named juvenile and parent/guardian/sponsor, having read the foregoing Corrective Action Agreement, agree that said juvenile is subject to the jurisdiction of the Juvenile Misconduct and Disciplinary Board by reason of their conduct. You agree that the child is in need of treatment, rehabilitation or additional disciplinary measures and consent to corrective action for the period of time prescribed. You further understand that you do not have to consent to the board’s recommendations; however, you must provide a written appeal to the 27th Special Operations Mission Support Group Commander within seven days of acknowledging receipt of this letter. You understand that a violation of the foregoing condition of this agreement may

result in filing of a request for an appearance before the 27th Special Operations Mission Support Group Commander with full knowledge that he/she can **increase, decrease or nullify** the previously prescribed corrective action.

6. Counsel, advise the foregoing conditions for corrective action shall be in force until the _____ day of _____ 20____, unless extended, completed, or modified by the Juvenile Correction Authorities, CAFB, NM.

Dated this _____ day of _____ 20 _____.

(Board President)

1st Ind., _____

Date: _____

MEMORANDUM FOR JUVENILE MISCONDUCT DISCIPLINARY BOARD

1. At this time we [] **ACCEPT** [] **DECLINE** the decisions of the Juvenile Misconduct and Discipline Board, CAFB, NM with full knowledge we have the right to appeal to the next tier in, **in writing**, within **seven days** of receiving the above prescribed corrective action.

2. We understand that if, while following the recommendations of the Juvenile Misconduct and Disciplinary Board, conditions or circumstances change impacting our ability to complete actions as agreed, we may petition the Juvenile Misconduct and Disciplinary Board, **in writing**, to change or modify this agreement.

3. We also understand that, upon accepting the decisions of the Juvenile Misconduct and Disciplinary Board, our failure to abide by this agreement may result in further action by the Juvenile Misconduct and Disciplinary Board, including enforcement of suspended actions or a hearing before the 27th Special Operations Mission Support Group Commander.

Dated this _____ day of _____ 20 _____.

(Juvenile’s Signature and Date)

(Parent/Guardian/Sponsor Signature and Date)

Note: Include the following privacy act statement in the footer.

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Attachment 7**DISCIPLINARY ACTION COMPLETION MEMORANDUM**

MEMORANDUM FOR (JUVENILE'S NAME) OF (RANK/SPONSOR'S NAME)
FROM: 27 SOMSG/CD (or presiding hearing officer)

SUBJECT: Disciplinary Action Completion

1. I hereby certify that (juvenile's name) has completed the required _____ hours of community service with (marginal/satisfactory/or excellent), results effective (date). All other applicable punishments or corrective actions imposed during your Juvenile Misconduct and Disciplinary Board hearing have been adjudicated.
2. If you have any questions or concerns, please refer them to your Juvenile Corrections Officer.

SIGNATURE BLOCK, Rank, USAF
Deputy Commander, 27 SOMSG

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Attachment 8

VIOLATION OF CORRECTIVE ACTION/COMMUNITY SERVICE MEMORANDUM

MEMORANDUM FOR (RANK/SPONSOR’S NAME)

FROM: 27 SOMSG/CC

SUBJECT: Violation of Corrective Action/Community Service

1. On (date), (juvenile’s name) appeared before the Cannon Air Force Base (CAFB) Juvenile Misconduct and Disciplinary Board for the offense of consisting, in part, of

_____.
The board imposed the following corrective action: _____
_____.

2. As of (date), (juvenile’s name), (describe completion failure). This delinquency directly violates the corrective action contract which you and your juvenile dependent/civilian signed and with CANNONAFBI 31-100 concerning the completion of corrective actions/community service.

3. Contact my office within ten (10) duty days of receipt of this letter to schedule a meeting. My office number is 784-XXXX. Please have (dependent’s/juvenile’s name) accompany you. If you so desire, your first sergeant or commander may attend the meeting with you. At this time I will consider all the facts and circumstances surrounding this case and make a decision on further corrective action.

SIGNATURE BLOCK, Rank, USAF
Commander, 27 SOMSG

1st Ind, _____

Date: _____

MEMORANDUM FOR 27 SOMSG/CC

I have been notified of my requirement to appear before you concerning the delinquency of my juvenile dependent’s/civilian’s community service.

SIGNATURE BLOCK, Rank, USAF
Sponsor

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