

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

**CANNON AIR FORCE BASE  
INSTRUCTION 31-213**



**20 FEBRUARY 2026**

**Security**

**ARMED FORCES DISCIPLINARY  
CONTROLLED BOARD**

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(Maj Brigitte L. Palacios)

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This instruction implements Air Force Joint Instruction (AFJI) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. This instruction prescribes procedures for the establishment, operation, coordination, and enforcement of the Cannon Air Force Base Disciplinary Control Board as outlined in AFJI 31-213. The provisions of this instruction apply to all Armed Forces personnel who visit, live, or work on Cannon Air Force Base (CAFB). This publication does not apply to Air Force Reserve Command units or the Air National Guard. 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. 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 located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the Air Force Form 847, Recommendation for Change of Publication; route AF Form 847 through local publications/forms managers. This publication may not be supplemented at any level.

### ***SUMMARY OF CHANGES***

This instruction has been updated and must be reviewed in its entirety. The following changes have been made to paragraphs and references: paragraphs: 2., 4., and 4.3. All references to family members have been removed due to change in law within the state of New Mexico concerning sale and manufacture of recreational marijuana.

**1. Authority.** The 27th Special Operations Wing Commander (27 SOW/CC) Cannon Air Force Base (CAFB), is responsible for maintaining the health, safety, morale, welfare, and discipline of military personnel on CAFB and Melrose Air Force Range. To carry out this responsibility, the 27 SOW/CC is authorized under AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations* to declare establishments, businesses, and areas “off-limits” to members of the Armed Forces where there exists sufficient cause to believe that service members may be exposed to or victimized by crime, conducive conditions, or forms of discrimination.

**2. Purpose.** The Armed Forces Disciplinary Control Board (AFDCB) is an organization whose purpose is to assist the 27 SOW/CC in eliminating undesirable conditions and situations that may adversely affect the health, safety, morale, and discipline of members of the Armed Forces. The goal of the AFDCB is the correction of the deficiency by the off-base establishment, business, or area. However, when the deficiency is not or cannot be corrected, the AFDCB may recommend to the 27 SOW/CC to place the establishment, business, or area “off-limits.”

**3. Board Composition.** The presidency of the AFDCB will be delegated to the Commander, 27th Special Operation Mission Support Group (27 SOMSG). Furthermore, the AFDCB will also be liable for all the responsibilities of the AFDCB as outlined in AFJI 31- 213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*.

3.1. Duties of the president include scheduling and presiding at all AFDCB meetings.

3.2. The following are designated as members of the board:

**Table 1. Designated Board Members.**

<b>Voting Members:</b>
27 SOMSG/CC (Board President)
27 SODCS/CC
27 SOSFS/CC
AFOSI, Det 120/CC
27 SOW/CCC
<b>Non-Voting Permanent Members:</b>
Board Secretary (27 SOSFS/S2)
Law Enforcement (AFOSI, CID, Local Agencies)
Board Legal Advisors (27 SOW/JA)
Wing Safety (27 SOW/SEG)
One representative from 27 SOSFS (Operational Flight Investigation Section may serve as voting member if the 27 SOSFS/CC is not present)
<b>Non-Voting Advisors (as required):</b>
Health, Alcohol and Drug Abuse (27 SOMDG/SGOMH)

Environmental Protection (27 SOCES/CEV)
Public and Consumer Affairs (27 SOW/PA)
Equal Opportunity (27 SOW/EO)
Fire (27 SOCES/FD)
Chaplains; Service (27 SOW/HC)
Personnel and Community Activities (27 SOFSS/FSC)
AT/FP (27 SOSFS/ATPM)
27 SOW/IG
Board visitors or guests not listed above.

**4. Responsibilities of the Board.** The AFDCB functions under the supervision of a president and serves all members of the Armed Forces at or near Cannon AFB.

4.1. The board meets as often as determined by the AFDCB president. The board will convene at least quarterly or as directed.

4.2. If a situation dictates the board convene immediately, the commander 27th Special Operations Security Forces Squadron (27 SOSFS) and their respective legal office representatives will convene in person or via teleconference to discuss the situation and make recommendations. The board's recommended course of action will be forwarded to each wing commander via a single e-mail from the board president.

4.3. The AFDCB studies and recommends appropriate action on all reports of conditions considered detrimental to the health, safety, welfare, morale, and discipline of members of the Armed Forces. These activities include, but are not limited to, prostitution, sexually transmitted disease, liquor violations, racial, and other discriminatory practices, alcohol and drug abuse, drug abuse paraphernalia, criminal or illegal activities involving cults, hate groups or other groups that conduct or associate with criminal activity, illicit gambling, and areas susceptible to terrorist activity.

**5. Procedures.** Prior to recommending off-limits restriction, the sponsoring AFDCB will send a written notice (certified mail–return receipt requested) to the individual, group or firm responsible for the alleged condition or situation. The AFDCB will specify, in the notice, a reasonable time for the condition or situation to be corrected, along with the opportunity to present any relevant information to the board.

5.1. If the individual, group or firm responsible for the alleged conditions or situation takes remedial action to correct undesirable conditions previously noted, then the AFDCB may send a letter of appreciation to recognize this cooperation.

5.2. If subsequent investigation reveals that the responsible person has failed to take corrective action, the board will begin off-limit proceedings.

5.3. When conditions have not been corrected the proprietor or a (representative) will be invited to appear before the AFDCB and be granted the opportunity to explain why the establishment should not be placed off-limits.

5.4. In these cases where proprietors or their representative have been invited to appear before the board, the president of the board will perform the following:

5.4.1. Prior to calling the proprietor:

- 5.4.1.1. Review the findings and decision of the previous meeting.
  - 5.4.1.2. Call for applicable inspection reports.
  - 5.4.1.3. Allow those present to ask questions and discuss the case.
- 5.5. When the proprietor or his or her representative is called before the board, the board should:
- 5.5.1. Present the proprietor with a summary of the complaint concerning the establishment.
    - 5.5.1.1. Afford the proprietor an opportunity to present matters in defense.
    - 5.5.1.2. Invite those present to question the proprietor. After the questioning period, provide the proprietor an opportunity to make a final statement before being dismissed.
- 5.6. Deliberations on recommended actions will be in closed session, attended only by board members (without the presence of the proprietor or representative). The voting members should then vote on whether to place the establishment, business, or area “off-limits.” The board should recommend an off-limit restriction only after the following:
- 5.6.1. The letter of notification has been sent.
  - 5.6.2. An opportunity for the proprietor to appear before the board has been extended.
  - 5.6.3. Further investigation indicates that improvements have not been made.
- 5.7. After deliberation, the minutes will be written by the 27 SOSFS representative and will indicate the AFDCB’s recommended courses of action. When a recommendation is made to place an establishment off-limits, the minutes will show the procedural steps followed in reaching the decision.
- 5.7.1. The written minutes of AFDCB meetings will constitute the official record of the AFDCB proceedings.
  - 5.7.2. Distribution of the minutes of AFDCB meetings should take no longer than 10 business days and will be limited to the following agencies when routing.

**Table 2. AFDCB Routing Agencies.**

27 SOW/CC
27 SOW/CV
27 SOW/JA
27SOMSG/CC
27 SOSFS/CC

- 5.8. Recommendations of the AFDCB will be jointly submitted to the 27 SOW/CC who will coordinate with one another to come to a conclusion based on recommendations and evidence given by the AFDCB. The installation commanders will either approve or disapprove the recommendations and forward their decision to the AFDCB president.
- 5.9. After each commander concurs upon a course of action, the president will inform the proprietor whether the off-limits restriction will or will not be imposed.

5.10. If off-limits restrictions are imposed, then the sponsoring Installation will be responsible for drafting a policy letter for each installation commander to sign and informing the public which local establishments are off-limits.

5.11. A copy of the minutes will be filed with the 27th Special Operations Security Forces Squadron, Plans and Programs Section (27 SOSFS/S5) Section, IAW AFI 33-322, *Records Management and Information Governance Program*.

**6. Removal of Off-Limits Restrictions.** No time should be established for how long an off-limits restriction will remain in effect. The adequacy of the corrective action taken by the proprietor of the establishment must be the determining factor in removing the off-limits restriction. As a matter of policy, a change of ownership, management, or name of any off-limits establishment does not, in and of itself, revoke the off-limits restriction.

6.1. Removal of an off-limits restriction requires AFDCB action. Proprietors of establishments declared off-limits should be advised that they may submit to the president of the AFDCB at any time, a petition to remove off-limits restrictions. The petition must be in writing and include a detailed report of action taken to eliminate the condition or situation that caused imposition of the restriction. The president of the AFDCB may direct an investigation to determine the status of the corrective actions noted in the petition. The board will either recommend the removal or continuation of the off-limits restriction to the board president based on the results of the investigation. A letter of notification for continuance of the off-limits restriction should be sent to the proprietor if the AFDCB does not remove the off-limits restriction. The proprietor may further appeal to the 27 SOW/CC.

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

6.2.1. Discuss the matter at the next meeting and make appropriate recommendations.

6.2.2. Present a recommendation for the removal of the off-limits restriction to the board president. If approved, a letter removing the restriction will be sent to the proprietor.

6.3. The minutes will reflect action taken.

ROBERT L. JOHNSTON, Colonel, USAF  
Commander

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

AFI 33-322, *Records Management and Information Governance Program*, 18 July 2020

AFI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*, 27 July 2006

AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*

***Prescribed Forms***

None

***Adopted Forms***

AF Form 847, Recommendation for Change of Publication

***Abbreviations and Acronyms***

**AFDCB**—Armed Forces Disciplinary Control Board

**CAFB**—Cannon Air Force Base

***Office Symbols***

**27 SOCES**—27th Special Operations Civil Engineering Squadron

**27 SOCES/CEV**—27th Special Operations Civil Engineering Squadron Environmental Protection

**27 SOCES/FD**—27th Special Operations Civil Engineering Squadron Fire

**27 SOFSS/FSC**—27th Special Operations Force Support Squadron Personnel and Community Activities

**27 SOMDG/SGOMH**—27th Special Operations Medical Group Health, Alcohol and Drug Abuse

**27 SOMSG**—27th Mission Support Group

**27 SOSFS**—27th Special Operations Security Forces Squadron

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

**27 SOSFS/S2**—27th Special Operations Security Forces Squadron

**27 SOSFS/S5**—27th Special Operations Security Forces Squadron Plans and Programs Section

**27 SOW/CC**—27th Special Operations Wing Commander

**27 SOW/CV**—27th Special Operations Wing

**27 SOW/EO**—27th Special Operations Wing Equal Opportunity

**27 SOW/HC**—27th Special Operations Wing Chaplain Services

**27 SOW/IG**—27th Special Operations Wing Inspector General

**27 SOW/JA**—27th Special Operations Wing Judge Advocates

**27 SOW/JA**—27th Special Operations Wing Staff Judge Advocate

**27 SOW/PA**—27th Special Operations Wing Public and Consumer Affairs

**27 SOW/SE**—27th Special Operations Wing Safety Office

**27 SOW**—27th Special Operations Wing

**AFOSI Det 120/CC**—Air Force Office of Special Investigations Detachment 120 Commander

**CID**—Criminal Investigations Department