

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

**HILL AIR FORCE BASE INSTRUCTION
31-118**



5 SEPTEMBER 2023

Security

**JUVENILE
REHABILITATIVE PROGRAM (JRP)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Capt Tyler E. Moore)

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This instruction implements Department of the Air Force (DAF) Instruction (DAFI) 31-118, *Security Forces Standards and Procedures*. This instruction outlines the Juvenile Rehabilitative Program (JRP) and provides program guidance. It sets forth requirements for youth (defined as anyone under the age of eighteen years) misconduct prevention programs and outlines standard procedures for dealing with youth misconduct. It applies to all active duty and retired US military family members whose sponsors are assigned or attached, either as permanent party or on temporary duty at Hill Air Force Base (AFB), whose family members reside on or use facilities on Hill AFB. 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 Forms 847 from the field through the appropriate functional chain of command. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, Records Management and Information Governance Program, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction has been revised to update office symbol for 75th Security Forces Squadron Police Services throughout, references, terminology, and other minor administrative updates and/or corrections.

1. General. The 75th Mission Support Group Commander (75 MSG/CC) is directly responsible for the JRP. The military sponsor is directly responsible for controlling their family members while on Hill AFB.

1.1. The Juvenile Misconduct Review Board's (JMRB) purview includes any act of misconduct that can be defined as a felony, misdemeanor, or infraction under installation, local, state, or federal statute. The JMRB consists of the 75 MSG/CC, 75 MSG Deputy Commander (75 MSG/CD), 75th Air Base Wing Judge Advocate (75 ABW/JA), 75th Force Support Squadron Youth Programs Director (75 FSS/FSFY), 75th Healthcare Operations Squadron Family Advocacy Treatment Manager (75 HCOS/SGOW), and 75th Security Forces Squadron Police Services Noncommissioned Officer (NCO) (75 SFS/S3L).

1.2. The JRP is a fully voluntary rehabilitative program and may include education, restitution, community service, counseling or loss of privileges for the youth, and it requires the full support of parents to be effective. The JRP is designed to encourage juveniles to be more responsible for their actions, and offer parents a more formal approach to discipline. This board itself is not a criminal proceeding. Although voluntary, failure to participate may possibly result in loss of privileges or access to the installation, not only for the family member, but for the sponsor as well.

2. Program Management and Responsibilities.

2.1. The 75 MSG/CC:

2.1.1. Manages activities of the JRP.

2.1.2. Is the final authority for referring offenders to local civilian authorities or the JMRB.

2.2. The 75 MSG/CD:

2.2.1. Chairs the JMRB and reviews its recommendations.

2.2.2. Signs correspondence directing administrative action.

2.3. The 75 ABW/JA:

2.3.1. Reviews all juvenile cases and makes recommendations of disposition to 75 MSG/CD.

2.3.2. Provides a representative to the JMRB.

2.4. The 75 SFS/S3L:

2.4.1. Identifies juvenile offenders and collects Air Force Justice Information System (AFJIS) case file and any police reports.

2.4.1.1. Forwards a copy of the case file and police reports to 75 ABW/JA and requests a review.

2.4.2. Issues initial information letter on the JMRB to the offender's sponsor or parent for retired personnel.

2.4.3. Issues initial information letter on the JMRB to the sponsor's first sergeant for active duty personnel. Notifies sponsor's first sergeant or commander of JMRB date.

2.4.4. Notifies the Family Advocacy Treatment Manager (75 HCOS/SGOW) and the Youth Programs Director (75 FSS/FSYY) about the offender so they can review their records for background information.

2.4.5. Compiles any police history on the offender and his family.

2.4.6. Creates the JMRB's agenda and maintains all case files.

2.4.7. Provides a representative to the JMRB, and informs the 75th Security Forces Squadron Commander (75 SFS/CC) of JMRB date and time.

2.4.8. Provides an individual to act as a caseworker for juveniles when assigned by the JMRB to perform community service at a 75 SFS location.

2.4.9. Schedules quarterly JMRB meetings through 75 MSG and sends notifications, updates and cancellations to all board members.

2.4.10. Requests an out-of-cycle JMRB meeting if exigent circumstances exist necessitating an immediate review of a case after coordination with 75 SFS/CC and 75 ABW/JA.

2.5. The 75 FSS/FSYY:

2.5.1. Compiles any background information available.

2.5.2. Provides a representative to the JMRB.

2.5.3. Provides an individual to act as a caseworker for juveniles assigned by the JMRB to perform community service at a 75 FSS/FSYY location.

2.6. The 75 HCOS/SGOW:

2.6.1. Compiles background information available relevant to accomplishing a comprehensive rehabilitation of juveniles enrolled in the JRP only with Release of Information (ROI) from sponsor and/or parent/legal guardian.

2.6.2. Provides a representative to the JMRB.

2.6.3. Provides recommendations for on and off base referral programs.

2.7. Unit Commander/First Sergeant:

2.7.1. Ensures sponsor and juvenile offender are aware of JRP program by reviewing the initial information letter. Ensures initial information letter is endorsed by the sponsor and returned to 75 SFS/S3L.

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

2.7.3. Ensures the orders issued by the JMRB chairperson are carried out.

2.7.4. Provides an individual to act as a caseworker for juveniles assigned by the JMRB to perform community service at the unit level.

2.8. Board Advisors. The following agencies will advise the board on the indicated areas as needed:

2.8.1. The 75 FSS School Liaison (75 FSS/FSY) will provide pertinent information and advise the board regarding incidents occurring during transportation to and from school.

2.8.2. The 75th Civil Engineer Group, Chief, Housing Branch (75 CEG/CEIHH) will advise the board on installation housing rules and leases.

3. Juvenile Misconduct Review Board (JMRB). When a juvenile offender is identified by 75th Security Forces Squadron Operations Flight (75 SFS/S3O), the juvenile will be turned over to his or her sponsor, or a responsible adult, and issued an information letter (**Attachment 2**) outlining the JMRB process. The 75 SFS/S3O personnel will assign a date to the information letter and advise the sponsor they have seven duty days from date of issue to return the information letter with concurrence/non-concurrence to 75 SFS/S3L.

3.1. **JMRB Meetings.** The JMRB will meet on a quarterly basis or as needed.

3.2. **Review Cases.** The cases will be reviewed by 75 ABW/JA and 75 MSG/CD and may be transferred to civil authorities at any time when approved by the 75 MSG/CC.

3.2.1. If not transferred, a military sponsor will be made aware of the board date through command channels.

3.2.2. The JMRB is voluntary for both sponsor/parent and the juvenile. However, failure to attend will force the 75 MSG/CD to make a decision without input from the family.

3.3. **Review Options.** The sponsor and the juvenile will have the opportunity to make statements if they desire at the board proceedings and to review JRP options (**Attachment 3**).

3.4. **Recommended Actions.** The board will recommend actions to be taken by the chairperson and propose a caseworker to track the juvenile's progress in the program.

3.4.1. Adult supervision for all activities directed by the board will be the responsibility of the sponsor/parent.

3.4.2. Caseworkers and sponsors/parents will ensure the youth is not exposed to hazardous environments, adult offenders (suspected or adjudicated), areas where alcoholic beverages or controlled substances are available, and areas that may adversely affect the morals of the youth.

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

3.5.1. If the action includes the JRP, it will be outlined in a contract (**Attachment 4**) signed by the sponsor/parent. Failure to accept the terms of the contract or violating the contract may result in further administrative action by the 75 MSG/CD.

3.5.2. Action other than entrance into the JRP will be handled through normal command channels.

3.6. **Completed Cases.** Any case, which has been successfully completed, will be reviewed for closure.

3.7. **Open Cases.** The board will review open cases with broken contracts and forward recommendations for further administrative action to the board chairperson.

4. Appeals. All persons subject to actions under the provisions of this instruction may appeal such actions.

4.1. **Submission of Appeals:** Submit all appeals, in writing, to the 75 MSG/CD within five duty days of receipt of the action of the board. The 75 MSG/CD will notify 75 SFS/S3L when an appeal is received. **NOTE:** The juvenile's parent or sponsor must originate and sign all appeals. They can include supporting letters and other documentation.

4.2. **Reviews.** Appeals are reviewed by the 75 MSG/CD who makes recommendations to the 75 MSG/CC for a final decision.

4.3. **Sanctions.** With the written approval of the 75 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 driving under the influence (DUI), or revocation of exchange privileges for shoplifting may not be appealed from JMRB sanctions.

JEFFREY G. HOLLAND, Colonel, USAF
Commander

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

DAFI 31-118, *Security Forces Standards and Procedures*, 17 August 2020

DAFI 36-3026 Volume 1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 1 June 2023

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFI 33-332, *Air Force Privacy and Civil Liberties Program*, 9 March 2020

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

AFB—Air Force Base

AFJIS—Air Force Justice Information System

AFMAN—Air Force Manual

DAF—Department of the Air Force

DAFI—Department of the Air Force Instruction

DUI—Driving Under the Influence

IAW—In Accordance With

JMRB—Juvenile Misconduct Review Board

JRP—Juvenile Rehabilitative Program

OPR—Office of Primary Responsibility

ROI—Release of Information

Office Symbols

75 ABW/CC—75th Air Base Wing Commander

75 ABW/JA—75th Air Base Wing Staff Judge Advocate

75 CEG/CEIHH—75th Civil Engineer Group Chief, Housing Branch

75 FSS/FSY—75th Force Support Squadron School Liaison

75 FSS/FSYY—75th Force Support Squadron Youth Programs Director

75 HCOS/SGOW—Family Advocacy

75 MSG/CC—75th Mission Support Group Commander

75 MSG/CD—75th Mission Support Group Deputy Commander

75 SFS/CC—75th Security Forces Squadron Commander

75 SFS/S3O—75th Security Forces Squadron Operations Flight

75 SFS/S3L—75th Security Forces Squadron Police Services

Attachment 2**SAMPLE JUVENILE MISCONDUCT REVIEW BOARD INFORMATION LETTER****Figure A2.1. Sample Juvenile Misconduct Review Board Information Letter.**

MEMORANDUM FOR SSGT JOHN E. DOE (SPONSOR OF BILLIE DOE)

FROM: 75 MSG/CD

7285 4th Street, Suite 100
Hill Air Force Base, Utah 84056-5206

SUBJECT: Juvenile Rehabilitation Program

1. As the Deputy Commander, 75th Mission Support Group, I invite you and your family member to participate in the Juvenile Rehabilitation Program (JRP). It is my responsibility to determine the appropriate way to address juveniles involved in misconduct occurring on Hill AFB. Department of the Air Force Instruction 36-3026 Volume 1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, dictates that juveniles who commit acts of misconduct may have their base privileges suspended, curtailed, or revoked. In extreme or repeat cases, the installation commander may bar juveniles from base, thereby preventing a family from residing in base housing. Our goal is to work with the juvenile involved to prevent the situation from getting to a more serious level.

2. The JRP is one method we use at Hill AFB to work with juveniles involved in misconduct. The JRP is a fully voluntary rehabilitative program and may include education, restitution, community service, counseling or loss of privileges for the youth, and it requires the full support of parents to be effective. The JRP is designed to encourage juveniles to be more responsible for their actions and offer parents a more formal approach to discipline. This board itself is not a criminal proceeding. Although voluntary, failure to participate may possibly result in loss of privileges or access to the installation, not only for the family member, but for the sponsor as well.

3. As chairman of the JRP, I have the option to recommend referral of your family member's case directly to off-base civilian juvenile authorities, or the matter may be referred to the JRP. Normally, a juvenile accused of misconduct and who is offered the option to participate in the JRP will be provided an opportunity to meet the Juvenile Misconduct Review Board. The board will evaluate the case along with a voluntary input from the juvenile and the juvenile's parents or sponsors. The board provides an opportunity to present information that could lead to a rehabilitative program of community service, counseling, class attendance, or other appropriate activity. The board will present their recommendation to me. As chairman of the JMARB, I have the discretion to recommend suspension, curtailment, or revocation of base privileges regardless of the board's recommendations. Each sanction is based upon the circumstances of the misconduct.

4. While the Hill JRP is not meant to take the place of or do away with your part in disciplining your family member, it does provide a more formal rehabilitative tool to help you and your family member. Your active involvement in this program can weigh heavily in your favor if further actions are considered.

5. If you elect to have your family member participate in the JRP, sign this memorandum and return it to the 75 SFS Police Services NCO (75 SFS/S3L). Your reply is requested by _____. Your unit first sergeant or commander will notify you of the date and time of the board. You will be required to attend with your family member. If you want your family member to participate in the JRP but do not wish to meet the full board, you may request a waiver from me through 75 SFS/S3L. If you have any questions or comments concerning the JRP, please contact 75 SFS/S3L at (801) 777-3056.

Releaser's Name, Rank, USAF
Deputy Commander, 75th Mission Support
Group

Attachment:
JRP Options

1st Ind, _____

TO: 75 SFS/S3L
75 MSG/CD
IN TURN

I do/do not want my family member to participate in the JRP.

Signature of Parent/Guardian

Attachment 3

SAMPLE JUVENILE REHABILITATION PROGRAM (JRP) OPTIONS

Figure A3.1. Sample Juvenile Rehabilitation Program (JRP) Options.

MEMORANDUM FOR ___Juvenile_____, Family Member of ___Sponsor_____

FROM: Juvenile Misconduct Review Board
Local Base Address

SUBJECT: Juvenile Rehabilitation Program (JRP) Options

1. The JRP offers you the opportunity to give back positively to the Hill AFB community. You may suggest the length of time and kind of community service you desire to perform. The Juvenile Misconduct Review Board will support your request or recommend another option based on the offense and your explanation. I will make the final decision. Options available include, but are not limited to:

a. Community Service. Examples include working with services organizations or with the Army and Air Force Exchange Service (AAFES) or providing restitution to victims.

b. Revocation of Privileges. Examples include Services, AAFES, Commissary, base housing. The 75th Air Base Wing Commander (75 ABW/CC) also may revoke base access privileges.

c. Attending classes and seminars individually and as a family.

d. Family counseling or individual counseling for family members.

e. Writing essays and speaking to various groups on lessons learned, identifying values, providing information and suggesting alternatives.

2. The goal of the JRP is to help individuals and families deal positively with situations that are difficult, and in some cases, illegal. Progress reports will be signed weekly and used to document attendance and performance of community service. We want to help, but you must decide that help is needed. The choice is yours.

Releaser's Name, Rank, USAF
Deputy Commander, 75th Mission Support
Group

Attachment 4

SAMPLE AGREEMENT FOR JUVENILE REHABILITATION

Figure A4.1. Sample Agreement for Juvenile Rehabilitation.

You were reported to have committed the offense of _____ crime _____ on or about _____ date _____ in that you did: _____.

Upon your accepting responsibility for your behavior, and by your signature on this agreement, along with the written consent of your sponsor, it appears after an investigation of the offense and your background that the interests of Hill Air Force Base, your own interests, and the interest of justice will be served by the following procedure; therefore:

On the authority of the installation commander, administrative action for the offense shall be deferred from this date, provided you abide by the following conditions and requirements of this agreement.

Should you violate the conditions of this agreement, the 75th Mission Support Group Deputy Commander (75 MSG/CD) may revoke or modify any conditions of this Juvenile Rehabilitation Program (JRP). The 75 MSG/CD may release you from the program at any time. The 75 MSG/CD may, at any time, within the period of your JRP, initiate administrative action for this offense should you violate the conditions of this agreement. In that case, he or she will furnish you with notice specifying the conditions of the agreement that you have violated.

After successfully completing your JRP and fulfilling all the terms and conditions of the agreement, no administrative action for the offense will be instituted.

CONDITIONS OF JUVENILE REHABILITATION

- 1. You shall not violate any federal, state or local law.
2. You shall attend school or work regularly at a lawful occupation. If you attend school, you must maintain a "C" average. If you lose your job or are unable to attend school, you shall notify the 75th Security Forces Squadron (75 SFS/S3L, (801) 777-3056) immediately.
3. You must inform the 75 SFS/S3L of any change of address or telephone numbers.
4. You shall report to the 75 SFS/S5L as directed.
5. Statement of additional terms

I hereby state that the above has been read and explained to me. I understand the conditions of my Juvenile Rehabilitation Program and agree that I will comply with them.

Signature _____ DATE _____
NAME OF JUVENILE

I have read the terms of my child's Juvenile Rehabilitation Program.

I understand and agree to (his)(her) participation in this program.

I understand that I will be required to be present and participate with my child at all times.

I hereby agree to hold harmless the Air Force, 75 MSG/CD, and Hill Air Force Base for any injuries to myself or my child that might occur as a result of my child's participation in the Juvenile Rehabilitation Program.

Signature

Parent/Sponsor

DATE

Signature

Deputy Commander, 75th Mission Support Group

DATE