

**BY ORDER OF THE COMMANDER
628TH AIR BASE WING (AMC)**



**JOINT BASE CHARLESTON
INSTRUCTION**

31-213

17 MARCH 2026

Security

**JOINT BASE CHARLESTON
DISCIPLINARY CONTROL BOARD
AND OFF-INSTALLATION LIAISON
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 628 SFS/J5Z

Certified by: 628 SFS/CC
(Lt Col Taylor E. Reynolds)

Pages: 36

This instruction implements Air Force Joint Instruction (AFJI) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. This guide prescribes procedures for the establishment, operation and coordination of the Joint Base Charleston (JB CHS) Disciplinary Control Board (DCB) enforcement as outlined in AFJI 31-213. This instruction applies to all Department of Defense (DoD) employees to include civilians and active-duty personnel assigned to JB CHS who are in a federal (Title 10) status. Military personnel who violate this instruction are subject to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ). DoD civilians in violation of off-limits orders may be subject to administrative discipline under applicable service regulations. Article 92 of the UCMJ does not apply to the members of the ANG while in Title 32 status, but they may be subject to an equivalent article under a state military justice code. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of the Air Force (DAF) Form 847, *Recommendation for Change of Publication*; route DAF Form 847 from the field through the appropriate functional

chain of command. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

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Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Applicability.

1.1.1. The purpose of this instruction is to institute procedures relating to elimination of conditions, which adversely affect the health, safety, welfare, morale, and discipline of JB CHS personnel, and to place specific places and businesses off limits to JB CHS personnel. This instruction applies to all DoD employees to include civilians and active duty personnel assigned to JB CHS who are in a federal (Title 10) status. DoD civilians in violation of off-limits orders may be subject to administrative discipline under applicable service regulations.

1.2. Commander, 628th Air Base Wing (628 ABW/CC).

1.2.1. The 628 ABW/CC is the proponent and exception authority of this instruction. The 628 ABW/CC has the authority to approve exceptions or waivers to this instruction that are consistent with controlling laws and instructions. The 628 ABW/CC is the decision authority for placing establishments and areas off-limits.

1.3. Commander, 628th Security Forces Squadron (628 SFS/CC).

1.3.1. The 628 SFS/CC or appointed designee will:

- 1.3.1.1. Provide support to the JB CHS DCB, particularly as board recorder.
- 1.3.1.2. Ensure off-installation enforcement policies are consistent with this instruction.
- 1.3.1.3. Appoint a board liaison to coordinate entry for civilian guests and proprietors.

1.4. Duties of the JB CHS Disciplinary Control Board President.

1.4.1. The 628 ABW Deputy Commander (CD) (or appointed designee) will serve as President of the JB CHS DCB and will:

- 1.4.1.1. Determine the necessity of holding quarterly meetings consistent with [paragraph 2.7](#).
- 1.4.1.2. Schedule and preside at all JB CHS DCB meetings.
- 1.4.1.3. Provide an agenda to each voting member at least 72 hours prior to the meeting, prepared by the board recorder (Security Forces Resources Protection Representative).
- 1.4.1.4. Appoint personnel to act in the capacity of the board recorder.
- 1.4.1.5. Ensure records, minutes, and correspondence are prepared, distributed, and maintained per this instruction (see [para 2.12](#)).
- 1.4.1.6. Forward recommendations to place establishments and areas off-limits to 628 ABW/CC for final decision.

1.5. Commanders.

1.5.1. The installation commander, tenant organization heads, and commanders must be thoroughly acquainted with the mission and services provided by the JB CHS DCB, and will brief all DoD employees assigned to their units on off-limits areas and establishments.

1.6. Public Affairs (628 ABW/PA).

1.6.1. Due to the sensitive nature of the subject matter, there will not be a media release in connection with JB CHS DCB meetings. Any JB CHS DCB proceeding open to the public will also be open to representatives of the news media at the discretion of the JB CHS DCB President. Unless identified as a witness, representatives of the news media will be considered observers and will not participate in matters considered by the JB CHS DCB. Members of the news media may also be invited to participate in an advisory status in coordination with 628 ABW/PA. The JB CHS DCB President (or appointed designee) is the approval authority for any PA release in the event it becomes necessary to do so.

1.6.2. News media interviews and releases will be handled through 628 ABW/PA according to applicable Air Force and JB CHS instructions.

1.7. Board Recorder, Security Forces Resources Protection Representative.

1.7.1. Publishes decisions in coordination with 628 ABW/PA, maintains records, drafts resolutions, ensures correspondence is prepared and distributed, coordinates delivery of official correspondence to proprietors and maintains all correspondence on file per this instruction. See attachments for drafting letters and meeting minute templates.

1.8. Legal Office (628 ABW/JA).

1.8.1. Advises the DCB President and board members regarding legal propriety of potential actions; reviews board decisions and documentation to include correspondence for legal sufficiency and compliance with this Instruction and other governing authorities.

Chapter 2

JB CHS DISCIPLINARY CONTROL BOARD COMPOSITION, DUTIES AND OPERATION

2.1. Establishment of JB CHS Disciplinary Control Board.

2.1.1. The JB CHS DCB will be established by the Installation Commander to advise, review, and recommend certain actions on matters relating to conditions adversely affecting the health, safety, welfare, morale, or discipline of personnel assigned to JB CHS.

2.2. Composition of the Board.

2.2.1. Membership of the board is the head (or appointed designee) of the following organizations:

2.2.1.1. Voting Members (or their appointed designee)

2.2.1.1.1. 628 ABW/CD

2.2.1.1.2. 315th Airlift Wing

2.2.1.1.3. 437th Airlift Wing

2.2.1.1.4. 841st Transportation Battalion

2.2.1.1.5. Army Field Support Battalion - Charleston

2.2.1.1.6. Naval Warfare Information Warfare Center

2.2.1.1.7. Naval Consolidated Brig – Charleston

2.2.1.1.8. Naval Health Clinic – Charleston

2.2.1.1.9. Navy Munitions Command – Charleston

2.2.1.1.10. Navy Nuclear Power Training Command

2.2.1.1.11. Nuclear Power Training Unit

2.2.2. Other agencies may be invited as non-voting members by the JB CHS DCB President depending on the topic to be discussed.

2.2.3. JB CHS DCB Advisors

2.2.3.1. Law Enforcement - 628 SFS and Air Force Office Special Investigations (AFOSI) Detachment 310

2.2.3.2. Legal - 628 ABW/JA

2.2.3.3. Bioenvironmental - 628 MDG/BIO

2.2.3.4. Environmental Protection - 628 CES/CEI

2.2.3.5. Public Affairs - 628 ABW/PA

2.2.3.6. Equal Opportunity - 628 ABW/EO

2.2.3.7. Fire and Safety - 628 CES/CEF and 628 ABW/SE

2.2.3.8. Chaplains' Service - 628 ABW/HC

- 2.2.3.9. Alcohol and Drug Abuse - 628 MDG/SGOW
- 2.2.3.10. Personnel and Community Activities - 628 FSS/SVF
- 2.2.3.11. Community Support Coordinator - 628 ABW/CVB
- 2.2.3.12. Sexual Assault/Victim Assistance - 628 ABW/CVS
- 2.2.3.13. Naval Criminal Investigative Service (NCIS) Carolinas Field Office

2.3. Participation by Civil Agencies.

2.3.1. Civil agencies or individuals may be invited to board meetings as observers, witnesses, or to provide assistance where they possess knowledge or information pertaining to problem areas within the board's jurisdiction.

2.3.2. Announcements and summaries of board results may be provided to appropriate civil agencies.

2.4. Duties and Functions of the Board.

2.4.1. The JB CHS DCB will:

2.4.1.1. Meet as prescribed in [paragraph 2.7](#).

2.4.1.2. Receive reports and take appropriate action on conditions near JB CHS relating to any of the following:

2.4.1.2.1. Disorderly conduct;

2.4.1.2.2. Prostitution;

2.4.1.2.3. Sexually transmitted diseases;

2.4.1.2.4. Alcohol violations, including underage drinking incidents and sales of alcoholic beverages to underage DoD personnel;

2.4.1.2.5. Racial and other discriminatory practices;

2.4.1.2.6. Presence of illegal drugs and paraphernalia;

2.4.1.2.7. Criminal or illegal activities involving cults, hate groups, human trafficking, or gang activity;

2.4.1.2.8. Illicit gambling;

2.4.1.2.9. Areas susceptible to terrorist activity;

2.4.1.2.10. Unfair commercial or consumer practices; and

2.4.1.2.11. Other undesirable conditions deemed unsafe, which may adversely affect the health and well-being of DoD personnel.

2.4.1.3. Report conditions cited in [para 2.4.1.2](#) to all commanders and recommend action as approved by the board's sponsoring commander.

2.4.1.4. Coordinate with appropriate civil authorities on adverse conditions affecting DoD personnel.

2.4.1.5. Make recommendations to commanders concerning off–installation procedures to prevent or control undesirable conditions.

2.5. Administration.

2.5.1. Commanders are authorized to acquire, report, process, and store information concerning persons and organizations, whether or not affiliated with DoD, according to the applicable Air Force Instructions of the sponsoring commander, which:

2.5.1.1. Adversely affect the health, safety, morale, welfare or discipline of personnel.

2.5.1.2. Describe crime–conducive conditions where there is a direct interest.

2.5.2. The Board will function under the supervision of the JB CHS DCB President (see para 1.4..).

2.5.3. Records of board proceedings will be maintained by the board recorder as prescribed by records management policies.

2.6. Off–Limits Establishments and Areas.

2.6.1. The establishment of off–limits areas is a function of command. It may be used by the 628 ABW/CC to help maintain good order and discipline, health, morale, safety, and welfare of DoD employees assigned to JB CHS. Off–limits action is also intended to prevent DoD employees from being exposed to or victimized by crime–conducive conditions. Where sufficient cause exists, the 628 ABW/CC retains substantial discretion to declare establishments or areas temporarily off–limits to DoD employees assigned to JB CHS. Temporary off–limits restrictions issued by the 628 ABW/CC in an emergency will be acted upon by the JB CHS DCB as a first priority. As a matter of policy, a change in ownership, management, or name of any off–limits establishment does not, in and of itself, revoke the off–limits restriction.

2.6.2. DoD employees assigned to JB CHS are prohibited from entering establishments or areas declared off–limits according to this instruction. Violations may subject the member to disciplinary action per applicable service regulations and the UCMJ. As a general policy, these establishments will not be visited by DoD employees in a law enforcement capacity unless specifically determined by the 628 ABW/CC that visits or surveillance is warranted.

2.6.2.1. DoD employees assigned to JB CHS will be notified of off-limits establishments by letter disseminated throughout JB CHS signed by the 628 ABW/CC. Letters disseminated to the squadrons should be posted on bulletin boards and disseminated to squadron sections to be briefed. Off-limit locations should be briefed at Commander’s Call, First Term Airman Center (FTAC), and newcomer’s briefings held at the Airmen and Family Readiness Center (A&FRC). When an emergency meeting is held to determine placing an establishment off-limits, notifications should be sent through email from 628 ABW/PA or AFOSI until a new letter is signed by 628 ABW/CC or JB CHS DCB President.

2.6.3. Except when emergencies exist, prior to initiating a JB CHS DCB action, the 628 ABW/CC or JB CHS DCB President will attempt to correct adverse conditions or situations through the assistance of civic leaders or officials.

2.6.4. Except when emergency situations exist, prior to recommending off-limits restriction, the JB CHS DCB will send a written notice ([attachment 3](#), certified mail; return receipt requested) to the individual or proprietor responsible for the alleged condition or situation. In the notice, the JB CHS DCB will specify a reasonable time for the condition or situation to be corrected, along with the opportunity to present any relevant information to the board. If subsequent investigation reveals the responsible person has failed to take corrective action, the board will recommend the imposition of the off-limits restriction.

2.6.5. A specified time limit will not be established when an off-limits restriction is invoked. The adequacy of the corrective action taken by the responsible individual will be the determining factor in removing an off-limits restriction.

2.6.6. A person whose establishment or area has been declared off-limits may, at any time, petition the JB CHS DCB President to remove the off-limits restriction. The petition will be in writing and will include a detailed report of action taken to eliminate the condition or situation that caused imposition of the restriction. The JB CHS DCB President may direct an investigation to determine the status of corrective actions noted in the petition. The board will recommend either removal or continuation of the off-limits restriction to the JB CHS DCB President based on the results of the investigation.

2.6.7. Off-limits signs will not be posted on civilian establishments by United States military authorities.

2.7. Meetings.

2.7.1. The board will meet quarterly (when there are new or continuing issues that require a full board meeting) or as needed in emergency situations. To the extent necessary, attendance at such meetings need not be in person—voting members may attend such meetings via video teleconference, teleconference, or other means, which allow full participation from the remote attendee. The JB CHS DCB President may specify whether the meetings will be open or closed. Normally proceedings are closed, but may be opened to the public when circumstances warrant at the discretion of the JB CHS DCB President.

2.7.2. The JB CHS DCB President, or designee, shall poll the voting members of the board on a quarterly basis by any means deemed sufficient by the JB CHS DCB President, to determine whether there are any new or continuing issues that require a full board meeting. If there are no such issues, the JB CHS DCB President shall so annotate the same by memorandum. If there are such issues, the JB CHS DCB President or designee shall schedule a meeting of the board consistent with [paragraph 2.7.1](#).

2.7.3. Emergency meetings may be called by the JB CHS DCB President. Except by unanimous consent of members present, final action will be taken only on the emergency for which the meeting was called.

2.7.4. A majority of voting members constitutes a quorum for board proceedings.

2.8. Attendance of Observers or Witnesses.

2.8.1. The board may invite individual persons or organization representatives as witnesses or observers if they are necessary or appropriate for the conduct of board proceedings. The below listed authorities may assist in addressing installation concerns or issues:

2.8.1.1. Federal, state, and local judicial, legislative and law enforcement officials;

- 2.8.1.2. Housing regulation and enforcement authorities;
- 2.8.1.3. Health and social service authorities;
- 2.8.1.4. Environmental protection authorities;
- 2.8.1.5. Alcoholic beverage control authorities;
- 2.8.1.6. Equal employment opportunity authorities;
- 2.8.1.7. Consumer affairs advocates;
- 2.8.1.8. Chamber of Commerce representatives;
- 2.8.1.9. Public works or utility authorities;
- 2.8.1.10. Local fire marshal and public safety authorities;
- 2.8.1.11. State and local school board or education officials; and
- 2.8.1.12. Any other representation deemed appropriate by the sponsoring commander such as news media, union representatives and so forth.

2.8.2. Invited witnesses and observers will be listed in the minutes of the meeting.

2.9. Appropriate Areas for Board Consideration.

2.9.1. The board will study and take appropriate action on all reports of conditions considered detrimental to the good order and discipline, health, morale, welfare, and safety of installation personnel. These conditions include, but are not limited to, those identified in [paragraph 2.4.1.2](#) and its sub-paragraphs.

2.9.2. The board will immediately forward to the local commander reported circumstances involving discrimination based on race, color, national origin, sex, religion, age, or disability.

2.10. Off-Limits Procedures.

2.10.1. The decision tree ([attachment 2](#)) is an example of how the off-limits decision-making process should occur. Off-limits restrictions should be invoked only when there is substantive information indicating an establishment or area frequented by JB CHS personnel presents conditions that adversely affect their health, safety, welfare, morale, or discipline. It is essential that the board does not act arbitrarily, and actions must not be of a punitive nature. The board should work in close cooperation with local officials and proprietors of business establishments in seeking to accomplish their mission through mutually cooperative efforts. The board should encourage personal visits by local military and civilian enforcement or health officials to establishments considered below standard. The JB CHS DCB should point out unhealthy conditions or undesirable practices to establishment owners or operators to produce the desired corrective action.

2.10.2. In cases involving discrimination, the board should not rely solely on letters written by the Equal Opportunity Office or Military Affairs Committee, or on investigations of alleged racial discrimination. The board must consider the totality of the evidence.

2.10.3. If the board decides to attempt to investigate or inspect an establishment, it will be the responsibility of the organization bringing the issue to the JB CHS DCB to conduct the investigation or inspection. That organization will prepare and submit a report of findings and recommendations at the next meeting of the board. This procedure will ensure complete and

documented information concerning questionable adverse conditions. If the organization bringing the issue to the JB CHS DCB is unable to conduct the investigation or inspection, the JB CHS DCB President will appoint an individual to do so and that individual will prepare and submit a report of findings and recommendations at the next meeting of the board.

2.10.4. When the board concludes that conditions are adverse to military members, the owner or manager will be sent a letter of notification (**attachment 3**). This letter will advise the owner or manager to raise standards by a specified date and if such conditions or practices continue, off-limits proceedings will be initiated. Any correspondence with the individuals responsible for adverse conditions, which may lead to off-limits action, will be by certified mail.

2.10.5. If a proprietor takes remedial action to correct undesirable conditions previously noted, the board should send a letter of appreciation (**attachment 4**) recognizing this cooperation.

2.10.6. If undesirable conditions are not corrected, the proprietor will be invited to appear before the JB CHS DCB to explain why the establishment should not be placed off-limits (**attachment 5**). Any proprietor may designate, in writing, a representative to appear before the board on his or her behalf.

2.10.7. In cases where proprietors have been invited to appear before the board, the JB CHS DCB President will perform the following:

2.10.7.1. Prior to calling the proprietor:

2.10.7.1.1. Review the findings and decision of the previous meeting.

2.10.7.1.2. Call for inspection reports.

2.10.7.1.3. Allow those present to ask questions and discuss the case.

2.10.7.2. When the proprietor or its representative is called before the board:

2.10.7.2.1. Present the proprietor with a brief summary of the complaint concerning the establishment.

2.10.7.2.2. Afford the proprietor an opportunity to present matters in defense.

2.10.7.2.3. Invite those present to question the proprietor. After the questioning period, provide the proprietor an opportunity to make a final statement prior to starting deliberations.

2.10.8. Deliberations on recommended actions will be in closed session, attended only by board members and 628 ABW/JA.

2.10.9. The board should recommend off-limits restriction only after the following:

2.10.9.1. The letter of notification (**attachment 3**) has been sent.

2.10.9.2. An opportunity for the proprietor to appear before the board has been extended.

2.10.9.3. Further investigation indicates that improvements have not been made.

2.10.10. The minutes will indicate the JB CHS DCB's action in each case. When a recommendation is made to place an establishment off-limits, the minutes will show the procedural steps followed in reaching the decision.

2.10.11. Recommendations of the JB CHS DCB will be submitted to the 628 ABW/CC for approval.

2.10.12. Upon approval of the JB CHS DCB's recommendations, the JB CHS DCB President will write the proprietor that the off-limits restriction has been imposed ([attachment 6](#)).

2.10.13. A time limit should not be specified when an off-limits restriction is imposed. The adequacy of the corrective action taken by the proprietor of the establishment must be the determining factor in removing the off-limits restriction.

2.10.14. In emergencies, the 628 ABW/CC may temporarily declare establishments or areas off-limits to DoD employees assigned to JB CHS ([attachment 7](#)). The circumstances for the action will be reported as soon as possible to the JB CHS DCB. Detailed justification for this emergency action will be provided to the board for its deliberations.

2.10.15. The JB CHS DCB will publish a list of off-limits establishments and areas using 628 ABW/PA media channels or other available means to insure the widest possible dissemination.

2.11. Removal of Off-Limits Restrictions.

2.11.1. Removal of an off-limits restriction requires JB CHS DCB action and approval by the 628 ABW/CC. Proprietors of establishments declared off-limits should be advised that they may petition the appropriate JB CHS DCB at any time. In their petition, they should submit the reason why the restriction should be removed. A letter of notification for continuance of the off-limits restriction should be sent to the proprietor, if the sponsoring commander does not remove the off-limits restriction ([attachment 8](#)). The proprietor may appeal to the next higher commander after exhausting all appeals at the local sponsoring commander level. The JB CHS DCB shall appoint a designee who should make at least quarterly inspections of off-limits establishments. A statement that an inspection has been completed should be included in JB CHS DCB minutes.

2.11.2. When the board learns the proprietor has taken adequate corrective measures, the JB CHS DCB will take the following actions:

2.11.2.1. Discuss the matter at the next meeting and make an appropriate recommendation.

2.11.2.2. Forward a recommendation for removal of the off-limits restriction to the JB CHS DCB President. If approved, a letter removing the restriction ([attachment 9](#) or [10](#)) will be sent to the proprietor.

2.11.2.3. Reflect action taken in the minutes.

2.12. Minutes.

2.12.1. Minutes will be prepared by the board recorder in accordance with administrative formats for minutes of meetings prescribed by the sponsoring commander ([attachment 11](#)). The written minutes of JB CHS DCB meetings will constitute the official record of the JB CHS DCB proceedings. Verbatim transcripts of board meetings are not required. The reasons for approving or removing an off-limits restriction, including a complete address of the establishment or area involved should be indicated in the order of business. In addition, the JB CHS DCB action will be shown in the order or sequence of actions taken. A change in the name of an establishment or areas in an off-limits restriction will also be included.

2.12.2. Distribution of the minutes of JB CHS DCB meetings will be limited to the following:

2.12.2.1. Each voting member.

2.12.2.2. Civilian and governmental agencies within the State of South Carolina where the installation is located having an official interest in the functions of the board, if appropriate, in accordance with the Freedom of Information Act and the Privacy Act.

2.12.3. The JB CHS DCB minutes are subject to release and disclosure in accordance with applicable Federal laws, Department of Defense directives, and Air Force instructions.

2.12.4. Minutes and recommendations of the board will be forwarded to the JB CHS DCB President for approval.

JASON H. PARKER, Colonel, USAF
Commander, Joint Base Charleston

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

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

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

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AF—Air Force

AFI—Air Force Instruction

AFRIMS—Air Force Records Information Management System

AFOSI—Air Force Office of Special Investigation

A&FRC—Airmen and Family Readiness Center

CES—Civil Engineer Squadron

DCB—Disciplinary Control Board

DoD—Department of Defense

FTAC—First Term Airmen Center

IAW—In Accordance With

JB CHS—Joint Base Charleston

JB CHS DCB—Joint Base Charleston Disciplinary Control Board

MDG—Medical Group

NCIS—Navy Criminal Investigation Service

OPR—Office of Primary Responsibility

PA—Public Affairs

RDS—Records Disposition Schedule

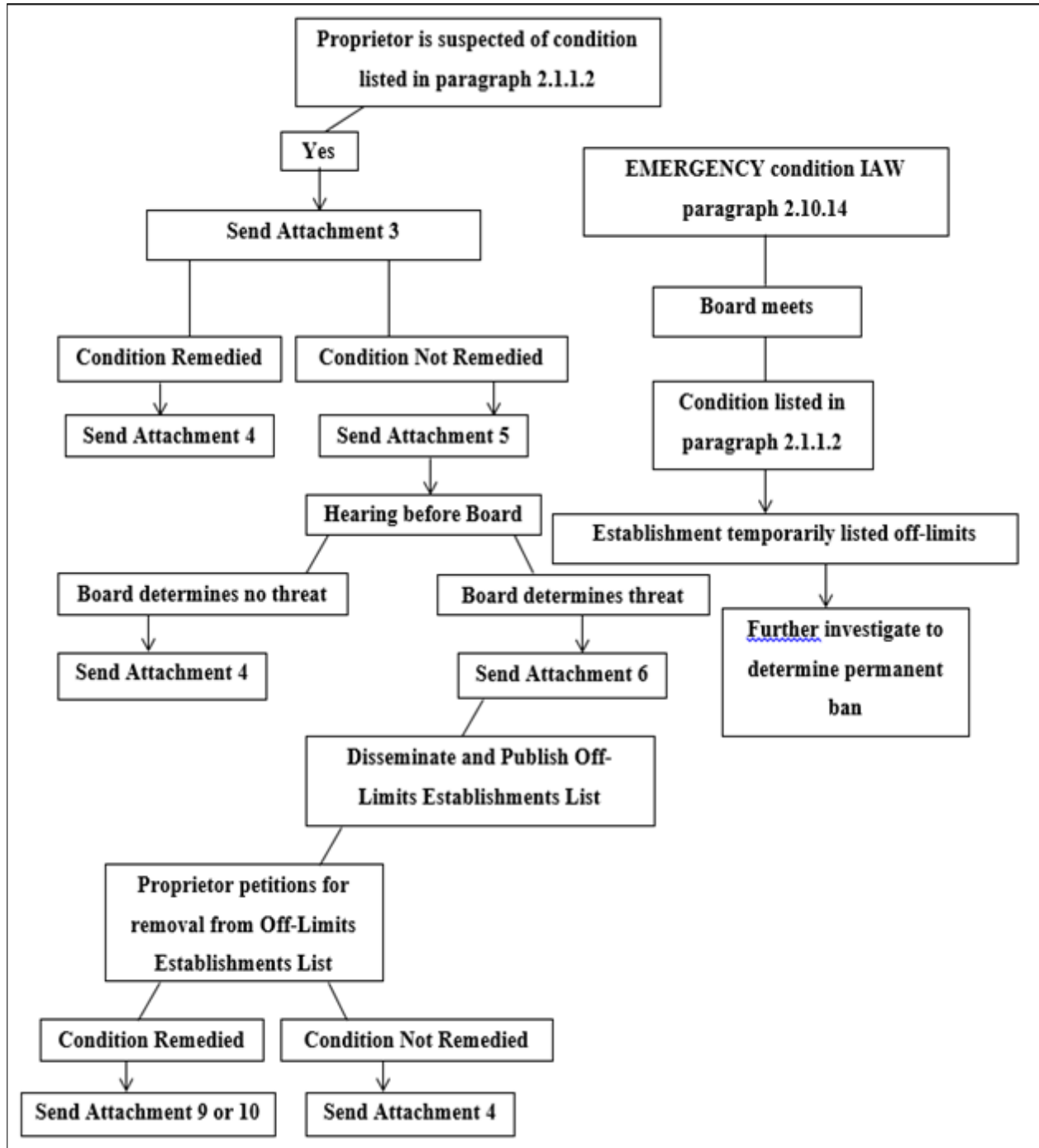
UCMJ—Uniform Code of Military Justice

US—United States

Attachment 2

JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD DECISION TREE


Figure A2.1. Joint Base Charleston Disciplinary Control Board Decision Tree.



Attachment 3

JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION

Figure A3.1. Joint Base Charleston Disciplinary Control Board Letter Of Notification.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 625TH AIR BASE WING (AMC) JOINT BASE CHARLESTON SC</p>	<p>[DATE]</p>
<p>Captain John Q. Deputy President, JB CHS Disciplinary Control Board Organization Street Address City ST 12345-6789</p>		
<p>Jane C. Owner Proprietor Off-Duty Establishment Street Address City ST 12345-6789</p>		
<p>Dear Sir or Ma'am</p>		
<p>This letter is to inform you that it has come to the attention of the Joint Base Charleston Disciplinary Control Board (JB CHS DCB) that certain conditions reported at your establishment may adversely affect the health, safety, welfare, morale, or discipline of DoD personnel assigned to Joint Base Charleston.</p>		
<p>The JB CHS DCB is initiating action to determine whether your establishment (area) should be placed off-limits to personnel of Joint Base Charleston if (cite conditions) are not corrected by (date).</p>		
<p>A representative of the JB CHS DCB will visit your establishment to determine if steps have been taken to correct the conditions outlined above.</p>		
<p>Sincerely</p>		
<p>JOHN Q. DEPUTY, CAPT, USN President, JB CHS Disciplinary Control Board</p>		

A3.1. Note: Use certified mail, return receipt requested, if mailed.

Attachment 4

JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF APPRECIATION

Figure A4.1. Joint Base Charleston Disciplinary Control Board Letter Of Appreciation.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 625TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC

[DATE]

Captain John Q. Deputy
President, JB CHS Disciplinary Control Board
Organization
Street Address
City ST 12345-6789

Jane C. Owner
Proprietor
Off-Duty Establishment
Street Address
City ST 12345-6789

Dear Sir or Ma'am

This is in reference to my letter of (date) concerning the condition(s) reported at your establishment which could have adversely affected the health, safety, welfare, morale, or discipline of DoD personnel assigned to Joint Base Charleston (JB CHS).

The JB CHS Disciplinary Control Board (DCB) appreciates your action to address the condition(s) previously noted and does not contemplate further action with respect to this specific matter.

Your continued cooperation is appreciated.

Sincerely

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control Board

EXHIBIT

Attachment 5

JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF INVITATION


Figure A5.1. Joint Base Charleston Disciplinary Control Board Letter Of Invitation.

A5.1. Note: Use certified mail, return receipt requested if mailed.

Attachment 6

**JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF
DECLARATION OF OFF-LIMITS**

Figure A6.1. Joint Base Charleston Disciplinary Control Board Letter Of Declaration Of Off-Limits.

	<p>DEPARTMENT OF THE AIR FORCE HEADQUARTERS 628TH AIR BASE WING (AMC) JOINT BASE CHARLESTON SC</p>
	[DATE]
<p>Captain John Q. Deputy President, JB CHS Disciplinary Control Board Organization Street Address City ST 12345-6789</p>	
<p>Jane C. Owner Proprietor Off-Duty Establishment Street Address City ST 12345-6789</p>	
<p>Dear Sir or Ma'am</p>	
<p>This letter is to inform you that your establishment has been declared off-limits. DoD personnel assigned to Joint Base Charleston (JB CHS) are prohibited from entering your establishment (premises) as long as this order is in effect. This action is being taken because of (state the conditions) which are detrimental to the (health, safety, welfare, morale or discipline) of DoD personnel assigned to JB CHS.</p>	
<p>This restriction will remain in effect indefinitely, in accordance with established Armed Forces and JB CHS policy. Removal of the restriction will be considered by the JB CHS Disciplinary Control Board (DCB) upon presentation of information that satisfactory corrective action has been taken.</p>	
<p>Correspondence appealing this action may be submitted to the President, JB CHS DCB, 102 E. Hill Blvd, Joint Base Charleston, SC 29404</p>	
	Sincerely
	<p>JOHN Q. DEPUTY, CAPT, USN President, JB CHS Disciplinary Control Board</p>

A6.1. Note: Use certified mail, return receipt requested if mailed.

Attachment 7

**JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD EMERGENCY
OFF-LIMITS LETTER**

Figure A7.1. Joint Base Charleston Disciplinary Control Board Emergency Off-Limits Letter.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (A-AMC)
JOINT BASE CHARLESTON SC

[DATE]

MEMORANDUM FOR 628 ABW/CC [Office symbol for 1st Indorsement official]
ATTENTION: MAJOR DEAL [1st Indorsement official, if required]

FROM: 628 ABW/CD [Originator]

SUBJECT: Recommendation for Emergency Off-Limits Area

1. On (date) the Joint Base Charleston Disciplinary Control Board (JB CHS DCB) convened an emergency meeting to discuss circumstances that may be unsafe or adversely affect the health, safety, welfare, morale, or discipline of DoD personnel assigned to JB CHS at (establishment and address) off-limits.
2. (Investigator/Detective) briefed the JB CHS DCB of numerous incidents that included (incidents at establishment).
3. Based on the information provided, the JB CHS DCB recommended the (establishment and address) be temporarily placed off-limits to military personnel in accordance with Air Force Joint Instruction 31-213. Further investigation will be conducted to determine if permanent banning from this establishment is warranted.

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

1st Ind, 628 ABW/CC [Office symbol for 1st Indorsement official]

MEMORANDUM FOR 628 ABW/CD


Approved/Disapproved

JANE X. BOSSMAN, Colonel, USAF
Commander, 628th Air Base Wing

Attachment 8

**JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF
NOTIFICATION OF CONTINUANCE OF OFF-LIMITS**

**Figure A8.1. Joint Base Charleston Disciplinary Control Board Letter Of Notification Of
Continuance Of Off-Limits.**



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC**

[DATE]

Captain John Q. Deputy
President, JB CHS Disciplinary Control Board
Organization
Street Address
City ST 12345-6789

Jane C. Owner
Proprietor
Off-Duty Establishment
Street Address
City ST 12345-6789

Dear Sir or Ma'am

The Joint Base Charleston Disciplinary Control Board (JB CHS DCB) did not favorably consider your request for removal of the off-limits restriction now in effect at your establishment.

This decision does not preclude further appeals or appearances before the JB CHS DCB at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, JB CHS DCB, 102 E. Hill Blvd, Joint Base Charleston, SC 29404.

Sincerely

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

EXAMPLE

A8.1. Note: Use certified mail, return receipt requested if mailed.

Attachment 9

**JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD LETTER OF
REMOVAL OF OFF-LIMITS RESTRICTION**

**Figure A9.1. Joint Base Charleston Disciplinary Control Board Letter Of Removal Of
Off-Limits Restriction.**



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINTBASE CHARLESTON SC

[DATE]

Captain John Q. Deputy
President, JB CHS Disciplinary Control Board
Organization
Street Address
City ST 12345-6789

Jane C. Owner
Proprietor
Off-Duty Establishment
Street Address
City ST 12345-6789

Dear Sir or Ma'am

This letter is to inform you that the off-limits restriction against (name of establishment) is removed effective (date). DoD personnel assigned to Joint Base Charleston (JB CHS) are permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the JB CHS Disciplinary Control Board (DCB) are appreciated.

Sincerely

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

Attachment 10

**JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD NOTIFICATION
OF REMOVAL OF OFF-LIMITS RESTRICTION**

Figure A10.1. Joint Base Charleston Disciplinary Control Board Notification Of Removal Of Off-Limits Restriction.



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 625TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC

[DATE]

Captain John Q. Deputy
President, JB CHS Disciplinary Control Board
Organization
Street Address
City ST 12345-6789

Jane C. Owner
Proprietor
Off-Duty Establishment
Street Address
City ST 12345-6789

Dear Sir or Ma'am

This letter is to inform you that your request for removal of the off-limits restriction now in effect at (name of establishment) was favorably considered by the Joint Base Charleston Disciplinary Control Board (JB CHS DCB).

This restriction will be removed effective (date). DoD personnel assigned to Joint Base Charleston will be permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the JB CHS DCB are appreciated.

Sincerely

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

Attachment 11

**FORMAT FOR JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD
MEETING MINUTES**

**Figure A11.1. Format For Joint Base Charleston Disciplinary Control Board Meeting
Minutes, Part 1.**



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 628TH AIR BASE WING (AMC)
JOINT BASE CHARLESTON SC

[DATE]

MEMORANDUM FOR 628 ABW/CC

FROM: JOINT BASE CHARLESTON DISCIPLINARY CONTROL BOARD (JB CHS DCB)

SUBJECT: JB CHS DCB Meeting Minutes

1. Pursuant to authority contained in AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations* and JBCHSI 31-213, *Joint Base Charleston Disciplinary Control Boards and Off-Installation Liaison and Operations*, the Joint Base Charleston Disciplinary Control Board convened.

2. PLACE: 628 ABW Conference Room

3. DATE AND TIME OF MEETING: DDMYYYY at (time)

4. ATTENDANCE:

a. Members Present:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING

b. Advisors Attending:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING

c. Members Absent:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING

5. OPENING: XXXX called the meeting to order, indicated there was a quorum present, and the meeting was (open/closed). Members (and/or) guests were introduced and an explanation of the purpose of the Board was conducted.

6. READING OF THE MINUTES: XXXX reviewed the meeting minutes from (date). The meeting minutes were approved as written (or changes were made as indicated).

7. CURRENT OFF - LIMITS LOCATIONS:

- a.
- b.

8. OLD BUSINESS:

- a.
- b.

Figure A11.2. Format For Joint Base Charleston Disciplinary Control Board Meeting Minutes, Part 2.

9. NEW BUSINESS:

- a.
- b.

10. QUESTIONS/BOARD DISCUSSION:

- a.
- b.

11. CLOSING REMARKS:

12. ADJOURNMENT:

13. NEXT MEETING: (date, time, location)

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

(Note: The minutes of the Board proceedings will be forwarded by official correspondence from the Board President to the sponsoring commander for approval of the Board's recommendations. By return endorsement, the sponsoring commander will either approve or disapprove the Board's recommendations.)

Attachment 12

**FORMAT FOR MEMORANDUM ON OFF-LIMITS ESTABLISHMENTS FOR JOINT
BASE CHARLESTON PERSONNEL**

Figure A12.1. Format For Memorandum On Off Limits Establishments For Joint Base Charleston Personnel. Part 1.


	<p align="center">DEPARTMENT OF THE AIR FORCE HEADQUARTERS 618TH AIR BASE WING (AMC) JOINT BASE CHARLESTON SC</p>	[DATE]
MEMORANDUM FOR ALL JOINT BASE CHARLESTON PERSONNEL		
FROM: 628 ABW/CC		
SUBJECT: JB CHS #1, Off-Limits Areas and Establishments Policy and Order		
Reference: AFI 31-213, <i>Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations</i>		
1. PURPOSE: To establish local policy for Joint Base Charleston on areas declared off-limits through the Joint Base Charleston Disciplinary Control Board (JB CHS DCB) process and to order military personnel and DoD employees assigned to Joint Base Charleston to comply with the policy.		
2. POLICY: The following areas and/or establishments in the Joint Base Charleston area/greater Charleston community are off-limits to Armed Forces personnel as of the effective date shown:		
<u>Establishment/Area</u>	<u>Address</u>	<u>Effective Date</u>
<i>List appropriate information.</i>		
3. These establishments were placed off-limits by the JB CHS DCB to help maintain the health, safety, morals, welfare, morale, and discipline of the Armed Forces personnel, pursuant to the authority contained in AR 190-24/OPNAVIST 1620.2A/AFI 31-213/MCO 1620.2D/COMDTINST 1620.1E, <i>Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations</i> , dated 27 July 2006.		
4. PUNITIVE PROVISIONS: All military personnel subject to the UCMJ, to include Reservists on active duty for training and National Guardsmen in a Title 10 status, are hereby ordered not to visit the listed establishments. This is a lawful general order, violations of which may be punishable under Article 92, UCMJ. This restriction does not apply to law enforcement and other officials acting in their official capacities for a law enforcement or AFDCB purpose. DoD civilians in violation of off-limits orders may be subject to administrative discipline under applicable service regulations.		
5. PUBLICATION: Commanders and tenant organization heads at all levels are responsible for ensuring that this policy is publicized and effectively communicated to all military personnel and DoD employees within their commands. This policy will be conspicuously displayed with other		

Figure A12.2. Format For Memorandum On Off Limits Establishments For Joint Base Charleston Personnel, Part 2.

similar policies. The off-limits listing should be briefed at newcomer's orientation, commander's calls, and posted on unit bulletin boards. Please distribute this information to all subordinate and tenant units. For further guidance or assistance, contact the Joint Base Charleston Commander at DSN 673-3418. This memorandum supersedes all previous memoranda on this matter and remains in effect until rescinded or superseded.

6. REPORTING: This policy does not withdraw UCMJ authority from commanders at any level. However, commanders are directed to copy and furnish the Office of the Staff Judge Advocate, Criminal Law Division with DA Form 4833, Commander's Report of Disciplinary or Administrative Action, when an incident arises under its provisions.

JOHN Q. DEPUTY, CAPT, USN
President, JB CHS Disciplinary Control
Board

EXAMPLE