

**BY ORDER OF THE COMMANDER
MCCONNELL AIR FORCE BASE (AMC)**

**MCCONNELL AIR FORCE BASE
INSTRUCTION**



31-213

7 APRIL 2021

**Certified Current 1 September 2021
Security**

**MCCONNELL AIR FORCE BASE
DISCIPLINARY CONTROL BOARD
AND OFF-INSTALLATION LIAISON
OPERATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Robert H. Kelly, Colonel, USAF)

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This publication implements Armed Forces Joint Instruction (AFJI) 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*. It provides guidance for the establishment, operation, and coordination of the McConnell Air Force Base Disciplinary Control Board. It applies to all active duty personnel assigned to the 22d Air Refueling Wing (22 ARW) and to Air Force Reserve and Air National Guard members on Title 10 status, except where otherwise notified. Refer recommended changes and questions about this publication to the Office of Primary Responsibility listed above using AF Form 847, *Recommendation for Change of Publication*. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System at <https://afrims.amc.af.mil/>. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. 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 publication has been revised. References to AFI 31-213 were changed to AFJI 31-213. The duty title Chief, Security Forces changed to Defense Force Commander. The McConnell Disciplinary Control Board decision tree changed responsibilities from 22 SFS/S-5 to 22 SFS/S-2I, Security Forces Investigations who are tasked as the board recorder and off-installation liaison. McConnell Disciplinary Control Board advisor responsibilities, **Paragraph 1.8**, and Off-Installation Establishments, **Chapter 3**, were added.

Chapter 1

ROLES AND RESPONSIBILITIES

1.1. Commander, 22d Air Refueling Wing (22 ARW/CC). The 22 ARW/CC, as the installation commander, establishes the Disciplinary Control Board to advise and make recommendations for eliminating conditions adversely affecting the health, safety, morale, and discipline of personnel assigned to McConnell Air Force Base. The 22 ARW/CC is the decision authority for placing establishments and areas off-limits and the proponent and exception or waiver authority for this instruction consistent with controlling law and instructions.

1.2. Board President. The Vice Commander, 22d Air Refueling Wing (22 ARW/CV) serves as the Board President and will:

1.2.1. Schedule and preside at all meetings conducted at least quarterly.

1.2.2. Provide an agenda to each voting member at least 72 hours prior to the meeting.

1.2.3. Ensure records, minutes, and correspondence are prepared, distributed, and maintained per [paragraph 2.8](#), this instruction, AFJI 31-213, and the Air Force Records Information Management System.

1.2.4. Forward recommendations to place establishments and areas off-limits to 22 ARW/CC for final decision.

1.3. Defense Force Commander . The Defense Force Commander will develop off-installation enforcement policies, provide administrative support to the Disciplinary Control Board, and appoint 22 SFS/S-2I as the Board liaison to coordinate entry for civilian guests and proprietors.

1.4. Commanders . All commanders should be aware of the mission and services provided by the Disciplinary Control Board. They should ensure all personnel assigned to their units are briefed on off-limits areas and establishments. Board members should keep their commanders informed of their responsibilities pertaining to the Board's functions and actions.

1.5. Public Affairs/Media . There will not be a media release in connection with Disciplinary Control Board meetings due to the sensitive nature of the subject matter. Proceedings can be opened to the public and representatives of the news media at the Board President's discretion. The Board President (or appointed designee) is the approval authority for any Public Affairs release in the event it becomes necessary to do so. 22 ARW Public Affairs will handle news media interviews and releases according to Department of Defense, Air Force, and McConnell Air Force Base instructions. News media representatives will be considered observers and will not participate in meetings unless identified as a witness. Members of the news media may be invited to participate in an advisory status in coordination with 22 ARW Public Affairs.

1.6. Board Recorder . 22 SFS/S-2I personnel will publish results and maintain records. It will coordinate with 22 ARW Public Affairs and voting members to publish public interest and education articles, draft resolutions, prepare and distribute correspondence, coordinate delivery of official correspondence to proprietors, and maintain all correspondence per this instruction. 22 SFS/S-2I will provide a copy of the meeting minutes to voting members of the Board. See [paragraph 2.8](#), and attachments for meeting minutes, formats, and drafting letters.

1.7. 22 ARW Judge Advocate . The 22 ARW Judge Advocate advises the Disciplinary Control Board President and Board members regarding legal propriety of potential actions. The Judge Advocate reviews Board decisions, documentation, and correspondence for legal sufficiency and compliance with this instruction and AFJI 31-213.

1.8. Board Advisors . Advisors are responsible for receiving reports based on conditions negatively affecting good order and discipline, health, morale, safety and welfare of personnel assigned to or performing temporary duty at McConnell AFB and presenting them to the Board.

Chapter 2

COMPOSITION, DUTIES, AND OPERATION

2.1. Composition . Construct the Board according to the needs of the McConnell Air Force Base community with consideration for representation from the following functional areas:

2.1.1. Voting Members.

2.1.1.1. 22 ARW/CV (Board President).

2.1.1.2. Commander, 22d Operations Group.

2.1.1.3. Commander, 22d Maintenance Group.

2.1.1.4. Commander, 22d Mission Support Group.

2.1.1.5. Commander, 22d Medical Group.

2.1.1.6. 22d Air Refueling Wing Director of Staff or Commander, 22d Comptroller Squadron.

2.1.1.7. Commander/Director, 931st Mission Support Group (Air Force Reserve Command) or appointed designee.

2.1.1.8. Commander, 931st Operations Group.

2.1.1.9. Commander, 931st Maintenance Group.

2.1.1.10. Commander, 184th Wing (Kansas Air National Guard) or appointed designee.

2.1.1.11. Command Chief, 22d Air Refueling Wing, or appointed designee.

2.1.2. Board Advisors.

2.1.2.1. Commander, 22d Security Forces Squadron or appointed designee.

2.1.2.2. Two 22 ARW First Sergeants appointed by the 22 ARW Command Chief.

2.1.2.3. 22 ARW Judge Advocate.

2.1.2.4. 22 ARW Equal Opportunity.

2.1.2.5. 22 ARW Sexual Assault Response Coordinator.

2.1.2.6. 22 ARW Public Affairs.

2.1.2.7. Air Force Office of Special Investigations, Detachment 321.

2.1.2.8. 22d Civil Engineering Squadron Housing Management.

2.1.3. The Board President may invite other agencies as non-voting members depending on topics to be discussed.

2.2. Civic Agency Participation . The Board President may invite agencies or individuals to Board meetings as observers, witnesses, or to provide assistance. Assistance shall be limited to knowledge or information pertaining to problem areas within the Board's jurisdiction. Board announcements and summaries of results may be provided to appropriate agencies.

2.3. Duties and Functions . The Disciplinary Control Board will coordinate with civic authorities on problems or adverse conditions existing in the local surrounding communities. The Board will make recommendations to commanders concerning procedures to prevent or control undesirable conditions off-installation within the Wichita metropolitan area and surrounding communities near McConnell Air Force Base relating to any criminal activity or suspected criminal activity or any other undesirable conditions deemed unsafe that may adversely affect the health and wellbeing of military personnel or their families.

2.4. Administration . Commanders are authorized to acquire, store, process, and report information concerning persons and organizations, whether or not affiliated with the Department of Defense, according to applicable Air Force Instructions of the sponsoring commander.

2.4.1. Collect information for persons and organizations which adversely affect the health, safety, morale, welfare, or discipline of personnel, regardless of status.

2.4.2. Identify crime-conducive conditions where there is a direct interest.

2.4.3. 22 SFS/S-2I will conduct investigations as directed. Expenses incurred in the course of an official Disciplinary Control Board investigation or inspection may be reimbursable per finance instructions. The Board President has the authority to commit the 22 ARW to provide funding for services.

2.4.4. 22 SFS/S-2I will maintain Board records as prescribed by Air Force Records Information Management System policies.

2.5. Meetings . The McConnell Disciplinary Control Board will meet quarterly. Proceedings are closed unless otherwise specified. The Board President may specify that a meeting be open.

2.5.1. A majority of voting members present constitutes a quorum for Board proceedings.

2.5.2. The Board President may call special meetings. Only the business for which the special meeting was called will be acted upon except by unanimous consent of members present.

2.6. Observers/Witnesses . The Board may invite individuals or organization representatives (to include local authorities) as witnesses or observers if they are necessary or appropriate for Board proceedings. Refer to AFJI 31-213, Para B-4a, for a list of authorities to support the Disciplinary Control Board.

2.7. Disciplinary Control Board Considerations . All active duty, reserve, guard and civilian personnel assigned to McConnell Air Force Base (and their family members) are encouraged to file complaints against off-base establishments, businesses, or areas when such complaints are within the Board's jurisdiction. People with complaints concerning off-base establishments, businesses, or areas should put the complaint in writing and attach any relevant documents. Submit complaints through the individual's chain of command or directly to: McConnell Disciplinary Control Board Recorder, 22 SFS/S-2I, 53403 Kansas Street, Building 1115, Room 150, McConnell AFB, KS 67221-3716. The Board will study and take appropriate action on all reports of conditions considered detrimental to the good order and discipline, health, morale, welfare, safety, and morals of installation personnel. Those conditions are listed, but not limited to those identified in paragraph **2.3.1 – 2.3.12** The Board will immediately report circumstances involving discrimination based on race, color, sex, religion, age, or national origin to the 22 ARW/CC.

2.8. Minutes . 22 SFS/S-2I will prepare meeting minutes in accordance with administrative formats prescribed by the Board President (Refer to **Attachment 2**. Use the most current 22 ARW

letterhead in black font.). Meeting minutes will constitute the official record of the proceedings...verbatim transcripts are not required. Record the Board's action in the order or sequence of actions taken. Include the reasons for approving or removing off-limits restriction. Identify the complete address of an establishment or area involved and include any name change of an establishment or areas with an off-limits restriction. List invited witnesses and observers in the meeting minutes.

2.8.1. Limit distribution of the minutes to voting members and civic or governmental agencies having an official interest in the functions of the Board, if appropriate, in accordance with the Freedom of Information Act and the Privacy Act.

2.8.2. Minutes are subject to release and disclosure in accordance with applicable Federal laws, Air Force instructions, and Department of Defense directives.

2.8.3. Forward minutes and recommendations to the Board President for approval.

Chapter 3

OFF-LIMITS ESTABLISHMENTS

3.1. Off-Limits Establishments and Areas . The 22 ARW/CC may place establishments and areas off-limits to maintain good order and discipline, health, morale, safety, and welfare of personnel assigned to, or performing temporary duty, at McConnell Air Force Base. Off-limits restrictions are intended to prevent personnel from being exposed to, or victimized by, crime-conducive conditions. The 22 ARW/CC has discretion to declare establishments or areas temporarily off-limits to active duty military members and Reserve and National Guard members on Title 10 status where sufficient cause exists. Temporary off-limits restrictions issued in an emergency situation by the 22 ARW/CC will be acted upon by the Board 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. Personnel in a law enforcement capacity will not visit these establishments unless the 22 ARW/CC or Board President specifically determines that visits or surveillance are warranted.

3.1.1. Military members assigned to or performing temporary duty at McConnell Air Force Base are prohibited from entering establishments or areas declared off-limits according to this instruction. Violators may be subject to disciplinary action per Air Force instructions and the Uniform Code of Military Justice. Military family members and others associated with the installation should be made aware of off-limits restrictions. Personnel are informed of off-limits establishments when processing into billeting (which they acknowledge with their signature), at the new comers briefing, First Term Airman Center, and applicable SharePoint sites.

3.1.2. The 22 ARW/CC or Board President will attempt to correct adverse conditions or situations through the assistance of civic leaders or officials prior to initiating any Board action unless an emergency situation exists.

3.1.3. The Disciplinary Control Board will send a notification letter by certified mail with a return receipt requested to the individual or firm responsible for the alleged condition or situation prior to recommending off-limits restriction except when emergency situations exist. (Refer to [Attachment 3](#). Use the most current 22 ARW letterhead in blue font.) The Board will specify a reasonable time for the condition or situation to be corrected and offer the individual or firm an opportunity to present any relevant information to the Board. The Board will recommend the imposition of the off-limits restriction if subsequent investigation reveals the responsible person has failed to take corrective action.

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

3.1.5. A person whose establishment or area has been declared off-limits may petition the Board to remove the off-limits restriction. The petition will be in writing and include a detailed report of action taken to eliminate the condition or situation that caused the restriction. The Board President may direct an investigation to determine the status of corrective actions noted in the petition. The Board will recommend removal or continuation of the off-limits restriction to the 22 ARW/CC based on the results of the investigation.

3.2. Off-Limits Procedures . Invoke off-limits restrictions only when substantive information indicates an establishment or area presents conditions adversely affecting the health, safety, welfare, morale, or morals of personnel assigned to or performing temporary duty at McConnell Air Force Base. It is essential the Board does not act arbitrarily or take actions of a punitive nature. The decision tree at **Attachment 4** illustrates how the off-limits decision should occur. The Board should cooperate with local officials and proprietors of business establishments 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 Board should point out unhealthy conditions or undesirable practices to establishment owners or operators to produce the desired corrective action.

3.2.1. The Board should not rely solely on letters written by the Equal Opportunity Office and Military Affairs Committee or investigations of alleged racial discrimination in cases involving discrimination.

3.2.2. The Board President or a designee will prepare and submit a report of findings and recommendations at the next meeting if an investigation or inspection of an establishment is deemed necessary.

3.2.3. The Board will send the establishment owner or manager a notification letter when it concludes conditions are adverse to military members (refer to **Attachment 3**). The proprietor will be advised to raise standards by a specified date or off-limits proceedings may be initiated if such conditions or practices continue. Send any correspondence to people responsible for adverse conditions which may lead to off-limits action using certified mail.

3.2.4. The Board should send a letter of appreciation recognizing a proprietor's cooperation and remedial action(s) to correct undesirable conditions when appropriate. (Refer to **Attachment 5**. Use the most current 22 ARW blue letterhead.)

3.2.5. The proprietor will be sent an invitation to appear before the Board to explain why the establishment should not be placed off-limits if undesirable conditions are not corrected. (Refer to **Attachment 6**. Use the most current 22 ARW blue letterhead.) Any proprietor may designate a representative, in writing, to appear before the Board on their behalf.

3.2.6. The Board President will take the following actions if a proprietor has decided to appear before the Board:

3.2.6.1. Prior to calling the proprietor, review the findings and decision of the previous meeting, and call for completed inspection reports.

3.2.6.2. When the proprietor or their representative is called before the Board:

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

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

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

3.2.6.2.4. Invite those present to question the proprietor. Provide the proprietor an opportunity to make a final statement before being dismissed after the questioning period.

3.2.7. Board members only will deliberate recommended actions in a closed session.

3.2.8. The Board should recommend off-limits restriction only when:

3.2.8.1. The letter of notification has been sent.

3.2.8.2. The proprietor has been given an opportunity to appear before the Board.

3.2.8.3. Further investigation indicates improvements were insufficient or have not been made.

3.2.9. Use the Board's meeting minutes to record the Board's actions for each case. Include the procedural steps taken in reaching a decision to recommend placing an establishment off-limits.

3.2.10. Submit Board recommendations to the 22 ARW/CC for approval.

3.2.11. The Board President will notify the proprietor that the off-limits restriction has been imposed upon approval of the 22 ARW/CC. (Refer to [Attachment 7](#). Use the most current 22 ARW blue letterhead.)

3.2.12. The adequacy of corrective actions taken by the proprietor of an establishment is the determining factor for removing off-limits restrictions, not a specified time limit when the restriction is imposed.

3.2.13. The Board will publish a list of off-limits establishments and areas using 22 ARW Public Affairs media channels or other available means to insure the widest possible dissemination.

3.3. Emergency Declarations . The 22 ARW/CC may immediately and temporarily declare establishments or areas off-limits in emergencies when necessary. Detailed justification for this emergency action will be provided to the Board for deliberations. An emergency Board meeting will take place as soon as possible. The circumstances for the action will be reported to the Board and it will be their first priority. Send an emergency off-limits letter via certified mail to the proprietor if the restriction continues. (Refer to [Attachment 8](#). Use the most current 22 ARW letterhead.)

3.4. Removal of Off-Limits Restrictions . Proprietors of establishments or areas declared off-limits may petition the Board for reconsideration at any time. Petitions should include the reason(s) why the restriction should be removed. The Board will consider submitted petitions at their next scheduled meeting and make recommendations to the 22 ARW/CC.

3.4.1. 22 SFS/S-2I will send notify the proprietor if a petition for reconsideration of off-limits restrictions was not approved. (Refer to [Attachment 9](#). Use the most current 22 ARW blue letterhead.)

3.4.2. The proprietor may appeal the decision of the Board to the final appeal authority, the installation commander. The 22 ARW Judge Advocate will review any appeal information and advise the Board and Installation Commander accordingly.

3.4.3. 22 SFS/S-2I, with approval of the proprietor, of will inspect off-limits establishments as needed or when directed by the Board.

3.4.4. The Board will take the following actions when it learns the proprietor has taken adequate corrective measures:

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

3.4.4.2. Forward a recommendation to the 22 ARW/CC to remove the off-limits restriction.

3.4.4.3. Notify the proprietor by letter when the recommendation to remove the restrictions has been approved. (Refer to [Attachment 10](#). Use the most current 22 ARW blue letterhead.)

3.4.4.4. Reflect action taken in the meeting minutes.

3.4.5. Establishments remain on the off-limits list indefinitely until such restrictions are removed pursuant to an appeal or adequate protective measures have been taken.

3.4.6. The Board will review off-limits establishments on an annual basis.

RICHARD C. TANNER, Colonel, USAF
Commander

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

AFJI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*, 2 January 2014

Prescribed Forms

None

Adopted Forms

None

Abbreviations and Acronyms

22 ARW/CC—Commander, 22d Air Refueling Wing

22 ARW/CV—Vice Commander, 22d Air Refueling Wing

AFJI—Armed Forces Joint Instruction

AFMAN—Air Force Manual

22 SFS/S—2I-22d Security Forces Investigations

Attachment 2
MEETING MINUTES FORMAT

Figure A2.1. Meeting Minutes Format

MEMORANDUM FOR 22 ARW/CC			
FROM: MCCONNELL DISCIPLINARY CONTROL BOARD			
SUBJECT: Meeting Minutes			
1. The McConnell Disciplinary Control Board convened pursuant to authority contained in AFJI 31-213, <i>Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations</i> , and MAFBI 31-213, <i>McConnell Air Force Base Disciplinary Control Board</i> .			
2. PLACE: 22 ARW Conference Room			
3. DATE AND TIME OF MEETING: DDMYYYY at (time)			
4. ATTENDANCE:			
Members Present			
RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
Advisors Attending:			
RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
Members Absent:			
RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
Observers and Witnesses Present:			
RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING

5. OPENING: XXXX called the meeting to order, and 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.

9. NEW BUSINESS:

a.

b.

10. QUESTIONS/BOARD DISCUSSION:

a.

b.

11. CLOSING REMARKS:

12. ADJOURNMENT:

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

JOHN J. SMITH, Colonel, USAF

President, McConnell 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 3

LETTER OF NOTIFICATION

Figure A3.1. Letter of Notification

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

This letter is to inform you it has come to the attention of the McConnell Disciplinary Control Board certain conditions reported at your establishment may adversely affect the health, safety, or welfare of military members of McConnell Air Force Base.

The McConnell Disciplinary Control Board is initiating action to determine whether your establishment (area) should be placed off-limits to members of McConnell Air Force Base if (cite conditions) are not corrected by (date).

A representative of the Disciplinary Control Board will visit your establishment to determine if steps have been taken to correct the conditions outlined above.

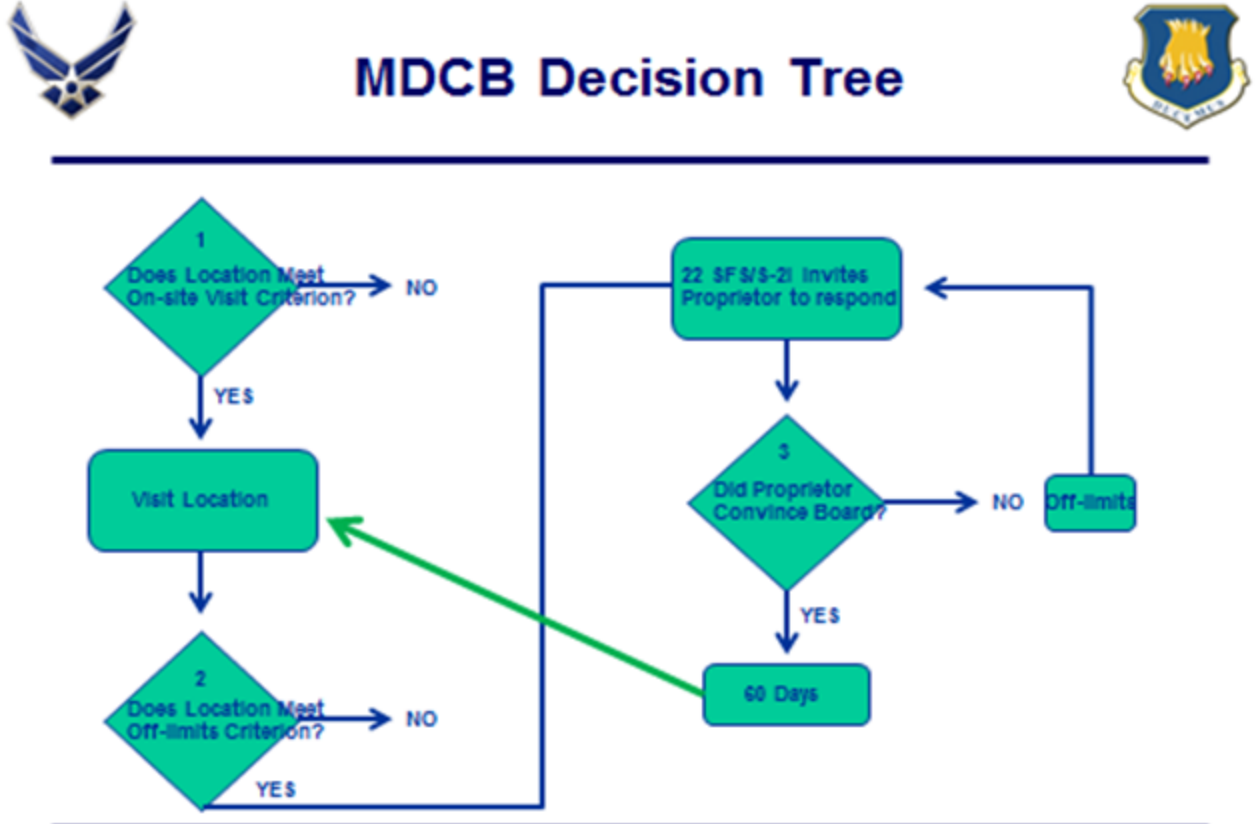
JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board

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

Attachment 4

MCCONNELL DISCIPLINARY CONTROL BOARD DECISION TREE

Figure A4.1. McConnell Disciplinary Control Board Decision Tree



Attachment 5

LETTER OF APPRECIATION

Figure A5.1. Letter of Appreciation

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

This is in reference to my letter of (date) concerning the conditions(s) reported at your establishment which adversely affected the health and welfare of military members of McConnell Air Force Base.

The McConnell Disciplinary Control Board appreciates your action to correct the condition previously noted and does not contemplate further action with respect to this specific matter.

Your continued cooperation is solicited.

JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board

Attachment 6

LETTER OF INVITATION

Figure A6.1. Letter of Invitation

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

This is in reference to my letter of (date) concerning the condition(s) reported at your establishment that adversely affects the health, safety, or welfare of military members of McConnell Air Force Base. The McConnell Disciplinary Control Board received information that indicates you have not taken adequate corrective action to eliminate the reported condition(s).

Reports presented to the McConnell Disciplinary Control Board indicate (list and describe conditions).

You are advised the McConnell Disciplinary Control Board will initiate action to determine whether your establishment should be declared off-limits to members of McConnell Air Force Base.

You may appear in person, with or without counsel, before the McConnell Disciplinary Control Board at its next scheduled meeting on (date, time, and place). At that time you will have the opportunity to refute the allegation(s) or to inform the Board of any remedial action(s) you have taken or contemplate taking to correct the condition. It is requested that you inform the president of the McConnell Disciplinary Control Board, if you plan to attend.

Any questions regarding this matter may be addressed to the President, McConnell Disciplinary Control Board, (address). Every effort will be made to clarify the matter for you.

JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board

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

Attachment 7

LETTER OF DECLARATION OF OFF-LIMITS

Figure A7.1. Letter Of Declaration Of Off-Limits

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

This letter is to inform you that your establishment has been declared off-limits. Military members of McConnell Air Force Base 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 or welfare) of military members from McConnell Air Force Base.

This restriction will remain in effect indefinitely, in accordance with established Armed Forces and McConnell Air Force Base policy. Removal of the restriction will be considered by the McConnell Disciplinary Control Board upon presentation of information that satisfactory corrective action has been taken.

Correspondence appealing this action may be submitted to the President, McConnell Disciplinary Control Board (cite address).

JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board

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

Attachment 8

EMERGENCY OFF-LIMITS LETTER

Figure A8.1. Emergency Off-Limits Letter

Colonel John J. Smith, USAF
 President, McConnell Disciplinary Control Board
 22d Air Refueling Wing
 57357 Coffeyville Street, Suite 135
 McConnell AFB KS 67221

First Name/Last Name of Proprietor
 Name of Property/Business/Area
 Street Address
 City, State Zip Code

Dear Sir/Ma'am

1. The McConnell Disciplinary Control Board convened an emergency meeting on (date) to discuss circumstances that may be unsafe or adversely affect the health and well-being of military personnel or their families at (establishment and address) off-limits.
2. (Investigator/Detective) briefed the McConnell Disciplinary Control Board of numerous incidents that included (incidents at establishment).
3. Based on the information provided, the McConnell Disciplinary Control Board recommended the (establishment and address) be placed off-limits temporarily to military personnel in accordance with AFJI 31-213. Further investigation will be conducted to determine if permanent banning from this establishment is warranted.

JOHN J. SMITH, Colonel, USAF
 President, McConnell Disciplinary Control Board

1st Ind, 22 ARW/CV

MEMORANDUM FOR 22
 ARW/CC

Approved /disapproved

JOHN K. JONES, Colonel, USAF
 Commander, 22d Air Refueling Wing

Attachment 9

NOTIFICATION OF CONTINUANCE OF OFF-LIMITS

Figure A9.1. Notification of Continuance Of Off-Limits

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

The McConnell Disciplinary Control Board 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 McConnell Disciplinary Control Board at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, McConnell Disciplinary Control Board, (cite address).

JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board

(Note: Use certified mail, return receipt requested if mailed.)

Attachment 10**LETTER OF REMOVAL OF OFF-LIMITS RESTRICTION****Figure A10.1. Letter Of Removal Of Off-Limits Restriction**

Colonel John J. Smith, USAF
President, McConnell Disciplinary Control Board
22d Air Refueling Wing
57357 Coffeyville Street, Suite 135
McConnell AFB KS 67221

First Name/Last Name of Proprietor
Name of Property/Business/Area
Street Address
City, State Zip Code

Dear Sir or Ma'am

This letter is to inform you that the off-limits restriction against (name of establishment) is removed effective (date). Military members assigned to, or on temporary duty at, McConnell Air Force Base are permitted to patronize your establishment as of that date.

The corrective actions taken in response to the concerns of the McConnell Disciplinary Control Board are appreciated.

JOHN J. SMITH, Colonel, USAF
President, McConnell Disciplinary Control Board