

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

**SCOTT AIR FORCE BASE
INSTRUCTION 31-105**



27 NOVEMBER 2024

Security

**DEPENDENT MISCONDUCT
REVIEW BOARD (DMRB)**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPD 31-1, *Integrated Defense*, and DAFI 31-101, *Base Defense Operations* establishes disciplinary actions for dependents who commit offenses on Scott Air Force Base (SAFB). This instruction applies to all military personnel and family members, civilians, Department of Defense (DoD) employees and all visitors on Scott AFB. This instruction applies to the 932d Airlift Wing (AW)(AFRES) and the 126th Air Refueling Wing (ARW) (ANG). Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW 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 the DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command. Personnel who fail to adhere to this guidance may be punished under the Uniform Code of Military Justice (UCMJ) Article 92(1) or civil equivalent.

SUMMARY OF CHANGES

This document has been revised and should be completely reviewed. Major changes include publication renumbered from 31-103 to 31-105; program name changed from Juvenile Misconduct Review Board (JMVB) to Dependent Misconduct Review Board (DMRB) to include all dependents on Scott AFB; updated memorandums; and updates to the roles and responsibilities for assigned agencies.

1.	General.....	3
2.	This instruction also applies to the sponsors of dependents who are suspected to have engaged in misconduct on Scott AFB.	3
3.	Scope of the DMRB.....	3
4.	Program Management and Responsibilities.....	3
5.	DMRB Process.	5
6.	Appeals.	8
7.	Completion Letters.	8
	Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	9
	Attachment 2—DMRB INFORMATION LETTER	10
	Attachment 3—DMRB PROGRAM OPTIONS	12
	Attachment 4—DMRB AGREEMENT	14
	Attachment 5—CONGRATULATORY LETTER	17

1. General. This instruction applies to all dependents who are suspected to have engaged in misconduct on Scott AFB, including:

- 1.1. Dependents of personnel stationed at Scott AFB (to include all tenant units).
- 1.2. Dependents of active duty or retired military personnel using Scott AFB facilities.
- 1.3. Dependents of DoD civilians or contractors.

2. This instruction also applies to the sponsors of dependents who are suspected to have engaged in misconduct on Scott AFB.

3. Scope of the DMRB.

3.1. The DMRB will adjudicate cases involving non-traffic offenses, including, but not limited to, simple/non-aggravated assault, battery, vandalism, trespassing, or other types of cases at the discretion of the 375 MSG/CC.

3.2. Certain rehabilitative measures, such as referral to counseling, performance of community service, or participation in a work program by the dependent may only be imposed by the DMRB if the dependent (or juvenile's sponsors) agrees to submit to the DMRB's jurisdiction. Participation by the dependent in the DMRB program is **voluntary**; however, certain administrative sanctions may be taken immediately upon commission of an offense against a dependent, even if the dependent refuses to submit to the jurisdiction of the DMRB. For example, the 375 AMW/CC retains the authority under DAFI 31-101, *Base Defense Operations*, to bar the dependent from base or terminate base housing privileges for the dependent's family. Rescission of administrative sanctions (e.g., reinstatement of privileges) may be contingent upon the dependent's consent to the jurisdiction of the DMRB and satisfactory completion by the dependent and/or their sponsor of rehabilitative measures recommended by the DMRB and directed by the 375 MSG/CC.

3.3. If a dependent refuses to submit to the jurisdiction of the DMRB, the dependent's case will be referred to the Staff Judge Advocate (375 AMW/JA) to determine whether to forward the case through appropriate state or federal channels for disposition.

4. Program Management and Responsibilities.

4.1. The 375 MSG/CC directs activities of the DMRB and is the final authority for referring offenders to state or federal authorities.

4.2. Deputy Commander, 375th Mission Support Group (375 MSG/CD).

4.2.1. Chairs the DMRB, reviews recommendations, and determines the final outcome.

4.2.2. Signs correspondence directing disciplinary or administrative action.

4.2.3. Presents congratulatory letter of completion once a dependent has successfully completed the Dependent Misconduct Program. (Reference: [Attachment 5](#)).

4.3. The 375th Air Mobility Wing, Staff Judge Advocate (375 AMW/JA).

4.3.1. Reviews all dependent cases and makes recommendations of disposition to the 375 MSG/CD.

4.3.2. Provides required documentation to sponsor and dependent regarding the Dependent Misconduct Program ([Attachment 3](#), [Attachment 4](#), and [Attachment 5](#)).

- 4.3.3. Provides a representative to the DMRB.
- 4.3.4. Creates the DMRB agenda and maintains all case files.
- 4.3.5. Notifies sponsor's first sergeant and/or commander of the DMRB date.
- 4.3.6. Notifies support agencies as applicable (e.g., Equal Opportunity (375 AMW/EO), 375th Force Support Squadron Military and Family Readiness Center (375 FSS/FSH), 375 SFS Investigation Section (375 SFS/S2I), and the Army Air Force Exchange Services (AAFES) General Manager of offenders, so they can review their records for background information.
- 4.4. Commander, 375th Security Forces Squadron (375 SFS/CC).
 - 4.4.1. Identifies dependent offenders by initiating a police report.
 - 4.4.2. Issues initial information letter to offender's sponsor or parent about the DMRB.
 - 4.4.3. Provides a representative to the DMRB.
 - 4.4.4. Compiles any police history on the offender and their family.
- 4.5. Flight Chief, Military and Family Readiness Center (375 FSS/FSH).
 - 4.5.1. Compiles available background information and requests consent for release as needed.
 - 4.5.2. Provides a representative to the DMRB as needed.
 - 4.5.3. Provides referrals for assessment counseling if necessary.
- 4.6. Chief, Equal Opportunity (375 AMW/EO).
 - 4.6.1. Compiles available background information and requests consent for release.
 - 4.6.2. Provides a representative to the DMRB, as needed, to address EO violations (e.g., racist graffiti, or slurs).
- 4.7. The Army and Air Force Exchange Service (AAFES) General Manager.
 - 4.7.1. Provides a representative to the DMRB when offenders are involved in shoplifting or other offenses which occur at the Base Exchange. For all minors under the age of 18 years old, according to Title 18 United States Code (USC) § 5031 who commit retail theft in accordance with the standards set forth in 720 Illinois Compiled Statutes ILCS 5/16-25 (a)(1-6 and 8) and Title 18 United States Code § 641 under the amount less than stated in **para 4.7.1.1**, the Exchange Loss Prevention will release them to their sponsor, issue the suspension of AAFES privileges letter to the sponsor, and confiscate the offender's Identification (ID) card. The Exchange Loss Prevention can instruct the offender's sponsor on procedures to obtain a new ID card per instructions on the suspension letter.
 - 4.7.1.1. A violation of any of subdivisions (a)(1) through (a)(6) and (a)(8) of this Section, the full retail value of which does not exceed \$300 for property other than motor fuel or \$150 for motor fuel.
 - 4.7.2. The Exchange Loss Prevention will take digital pictures of merchandise which will stay with the incident report.

4.7.3. The military sponsor of the dependent involved in shoplifting is responsible for restitution of all merchandise shoplifted.

4.7.4. On a case-by-case basis, the board may review video of retail thefts or other incidents. The board chairperson, in coordination with the Exchange Loss Prevention and the legal office, will decide if parents will be allowed to review video. In general, review of video may be considered when requested by the parents of the juvenile, the juvenile does not admit to the theft or there is doubt in the board member's opinion to what has occurred. Video review is not necessary if the juvenile is found with stolen merchandise. All video reviews will be done in coordination with the Legal Office and the Exchange Loss Prevention.

4.8. The unit commander/first sergeant.

4.8.1. Ensures sponsor and dependent offender are aware of their appointment with the DMRB.

4.8.2. Attends the DMRB as a member for their particular case.

4.8.3. Ensures the orders issued by the board chairperson are enforced.

4.9. The dependent and their sponsor.

4.9.1. Notify the 375 MSG/CD if they will submit to the jurisdiction of the DMRB.

4.9.2. Appear before the DMRB as directed in the notification memorandum.

4.9.3. Be afforded at the DMRB hearing an opportunity to provide information relevant to the case by means of personal testimony, witnesses, documents, and other evidence, and have these matters heard.

4.9.4. Upon submission to the jurisdiction of the DMRB, comply with all orders of the DMRB and the decision memorandum issued by the 375 MSG/CD. While participation in community service and counseling programs by the dependent and/or the sponsor is voluntary, rescission of administrative sanctions (e.g., reinstatement of privileges) may be contingent upon the satisfactory completion of such programs.

5. DMRB Process. When a juvenile offender, who has not attained their 18th birthday as defined in Title 18 United States Code (USC) § 5031, is identified by Security Forces, they will be turned over to their sponsor or a responsible adult and issued information letters. (Reference: [Attachment 2](#) and [Attachment 3](#) outlining the DMRB procedures)

5.1. The DMRB will meet as determined by caseload and type of offense. One program meeting will review cases involving retail theft, and the second meeting will review all other types of dependent misconduct. These meetings can be scheduled back-to-back depending on caseload.

5.2. The Retail Theft Program Board will include, but is not limited to, the chairperson and representatives from the 375 SFS/S3O, the 375 AMW/JA, and the Exchange Loss Prevention. As directed by the chairperson, representatives from base agencies are invited to attend any board session and make recommendations to the chairperson.

5.3. Required membership of all other dependent misconduct reviews will consist of the chairperson and representatives from the 375 SFS/S3O, and the 375 AMW/JA. These are the voting members of the DMRB. As directed by the chairperson, representatives from base agencies are invited to attend any board sessions and make recommendations to the chairperson.

5.4. The 375 AMW/JA and the 375 MSG/CD will review the cases; cases may be transferred to civil authorities at any time. If not transferred, the sponsor will be made aware of the board date through command channels.

5.5. Attendance at the DMRB is mandatory for the military sponsor of offending dependents and the sponsor's commander or first sergeant unless an exception is granted from the board chairperson via 375 AMW/JA. The DMRB is voluntary for civilian sponsors of offending dependents. Military members will attend in uniform (uniform of the day). In circumstances where the military member is unable to attend due to mission requirements (e.g., deployed or extended TDY) a non-military caregiver may attend on behalf of the member. The sponsoring member is required to attend for families with dual military members. In circumstances as stated above, when the sponsor is not able to attend, the commander and first sergeant of the sponsoring member will be required to attend. For retirees, the program is an option in lieu of direct consideration for appropriate actions from the 375 AMW/CC to include base barment. The sponsor and dependent will have the opportunity to make statements if they desire at the board proceedings, and they may review the consequences the board is authorized to assess. (Reference: [Attachment 3](#))

5.6. DMRB meetings shall be closed to the public, as the information discussed is protected from public disclosure by the Privacy Act, 5 U.S.C. § 552a.

5.7. At a minimum, the DMRB proceeding will:

5.7.1. Inform the dependent of the allegation in person.

5.7.2. Review the evidence supporting the allegation with the dependent.

5.7.3. Permit the dependent to address each allegation and the evidence directly with the DMRB.

5.7.4. Make relevant inquiries of the dependent, their sponsor, or any witness(es).

5.8. After a review of the evidence and any statements provided by the dependent, the Voting Members of the DMRB shall enter into a closed session and make a finding as to whether the alleged misconduct was committed by the dependent. Such a finding shall be determined by a majority vote of the Voting Members after applying a preponderance of the evidence standard. This is the standard of proof necessary to find that the dependent committed the misconduct in question. This standard is met when the credible evidence as a whole shows it is more probable than not that the dependent engaged in misconduct.

5.9. Upon a finding that the alleged misconduct was committed by the dependent, the DMRB shall recommend to the 375 MSG/CD an appropriate response to the misconduct, including, but not limited to, the following or any combination thereof:

5.9.1. No action.

5.9.2. Oral counseling, admonition, or reprimand of the dependent and/or their sponsor.

5.9.3. Written counseling, admonition, or reprimand of the dependent and/or their sponsor, signed by the 375 MSG/CD.

5.9.4. Referral of the dependent and/or sponsor to Family Advocacy, Mental Health, or other agency for counseling.

5.9.5. Requirement that the dependent complete a specified number of hours of community service on or off Scott AFB.

5.9.6. In the instance where offenses affect base privileges, the DMRB shall recommend to the 375 MSG/CD to route the case to the 375 AMW/CC for action. The following response to the misconduct or combination of responses as discussed in [paragraph 5.9](#) may be determined:

5.9.6.1. Placement of certain base areas and/or facilities off-limits to the dependent.

5.9.6.2. Imposition of a curfew other than the normal base curfew.

5.9.6.3. Restriction of access to base functions.

5.9.6.4. Suspension or revocation of any or all base privileges.

5.9.6.5. Barment from Scott AFB.

5.9.6.6. Termination of on-base family housing.

5.9.6.7. Recommendation of corrective action to other base agencies.

5.9.6.8. Any other action deemed appropriate for the preservation of good order, morale, and discipline on Scott AFB after consultation with a Judge Advocate from 375 AMW/JA.

5.10. The DMRB may require the dependent and sponsor to attend a future DMRB meeting to determine whether the action taken was correct and sufficient and whether the dependent is complying with the terms and conditions.

5.11. DMRB meetings are neither recorded nor transcribed. The subjects will be provided a copy of the 375 MSG/CD's decision. No notes relating to the DMRB's recommendations will be provided to the subjects.

5.12. DMRB meetings are not adversarial proceedings. Neither the dependent nor their sponsor has the right to free assistance of legal counsel during the meeting. Nothing in this instruction shall be construed to grant any additional legal rights to the dependent or their sponsor.

5.13. The board chairperson will make the final determination on actions to be taken.

5.13.1. If the action of the board includes community service or other conditions as the consequences of dependent's actions, the dependent and sponsor/parent will sign the contract format. (Reference: [Attachment 4](#)) Failure to accept the terms of the contract or violating the contract will result in recommendation for further administrative action by the 375 MSG/CD to the 375 AMW/CC and possible referral to civilian authorities.

5.13.2. Adult supervision for all activities directed by the board is the responsibility of the sponsor/parent.

5.13.3. Caseworkers and sponsors/parents will ensure youths are 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.

5.13.4. Action other than entrance into the program will be handled through Security Forces and Staff Judge Advocate channels.

6. Appeals. All persons subject to actions under the provision of this instruction may appeal such actions.

6.1. Submit all appeals, in writing, to the 375 AMW/JA and then to the 375 MSG/CD, IN TURN, within 10 calendar days of receipt of the action to the board. The responsible unit commander must approve active-duty military dependents' appeals. Do not forward appeals if not approved by the unit commander.

6.2. The dependent's sponsor must originate and sign all appeals. They may include supporting letters and other documentation.

6.3. Appeals are reviewed by the 375 MSG/CD, who makes the recommendation to the 375 MSG/CC for a final decision. After the 375 MSG/CC makes their decision, there is no further right of appeal. Additionally, since the 375 MSG/CD initially hears the case, including all mitigating and extenuating circumstances, they determine the appropriate consequences, along with the other board members, and signs all correspondence directing disciplinary or administrative action. They may also consider having a disinterested party make the recommendation to the 375 MSG/CC for their final decision.

6.4. With the written approval of the 375 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 with DMRB sanctions.

7. Completion Letters. It is the intent of the program to provide offenders direction and make amends for offenses. To reiterate that purpose, the 375 MSG/CD will ensure a letter of congratulation is mailed to dependents once they complete their assigned tasks. (Reference: [Attachment 5](#))

JOHN D. POOLE, Colonel, USAF
Commander

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

720 Illinois *Compiled Statutes (ILCS) 5/ Criminal Code* of 2012

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

DAFI 31-101, *Base Defense Operations*, 10 September 2024

DAFI 36-3026V1, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, 1 June 2023

Title 18 *United States Code Section 5031, Definitions*

Adopted Form

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAFES—Army Air Force Exchange Service

AMW—Air Mobility Wing

CC—Commander

CD—Deputy Commander

DUI—Driving Under the Influence

EO—Equal Opportunity

FSS—Force Support Squadron

DMRB—Dependent Misconduct Review Board

MDG—Medical Group


MSG—Mission Support Group

SFS—Security Forces Squadron

Attachment 2

DMRB INFORMATION LETTER

Figure A2.1. Sample letter.

	DEPARTMENT OF THE AIR FORCE 375TH AIR MOBILITY WING (AMC) SCOTT AIR FORCE BASE ILLINOIS	DATE
MEMORANDUM FOR RANK AND NAME OF SPONSOR		
FROM: 375 MSG/CD 206 W. Bucher Street Scott AFB IL 62225-5305		
SUBJECT: Dependent Misconduct Review Board (DMRB)		
<p>1. As Deputy Commander, 375th Mission Support Group, Scott AFB, it is my responsibility to decide on issues of dependent misconduct which occur on base. DAFI 36-3026V1, <i>Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel</i>, and SCOTTAFBI 31-105, <i>Dependent Misconduct Review Board (DMRB)</i>, dictate that dependents who commit acts of misconduct can have their base privileges suspended, curtailed, or revoked. In extreme or repeated cases, the dependent may be barred from Scott AFB by the installation commander, which could prevent the family from residing in base housing.</p> <p>2. The Scott AFB Dependent Misconduct Program is designed to assist in holding dependents responsible for their actions, as well as offer parents/sponsors a more formal approach to discipline for juveniles. The program requires the full support of the sponsor to be effective. Unless diverted, each dependent accused of misconduct will meet the Dependent Misconduct Review Board which will evaluate the case, along with any voluntary input from the dependent and their sponsors. The board is comprised of various base agencies and will recommend action. It is a rehabilitative program and usually includes written essay assignments, community service, counseling, and/or loss of privileges. Each sanction is based upon the circumstances of the misconduct.</p> <p>3. You will have the opportunity to make a presentation to the board. If a board meeting is scheduled to review your dependent's case, you will be notified by mail, if civilian, or by your first sergeant or commander, if active duty military. You will be required to attend with your dependent, and if a board presentation is not possible, you may direct your request for a waiver to the board through 375th Air Mobility Wing Legal Office (375 AMW/JA). Active duty members must be in uniform.</p> <p>4. If involving a juvenile, the Scott AFB Dependent Misconduct Program is not meant to take the place nor do away with your part in disciplining your child. Instead, it provides a more formal rehabilitative tool to help you and your dependent. Your active involvement in this program can weigh heavily in your favor if further disciplinary actions are considered. If you have any questions or comments concerning the Dependent Misconduct Program, feel free to call the 375 AMW/JA at (618) 256-5017 or DSN 576-5017.</p>		
FIRST M. LAST, Rank, USAF Deputy Commander, 375th Mission Support Group		
HELP FROM ABOVE		

1st Ind, Name of Dependent

Date

MEMORANDUM FOR 375 AMW/JA

I acknowledge the receipt of this memorandum and have been briefed on the purpose of the Dependent Misconduct Program.

(Signature of Dependent)

2nd Ind, to Sponsor of Dependent, Date, Dependent Misconduct Program Options

I acknowledge the receipt of this memorandum and will ensure subsequent information will be thoroughly reviewed with the dependent in my care.


(Signature of Sponsor)

(Print Name, Grade/Rank, and Duty Phone)

Attachment 3

DMRB PROGRAM OPTIONS

Figure A3.1. Sample Letter.

	DEPARTMENT OF THE AIR FORCE 375TH AIR MOBILITY WING (AMC) SCOTT AIR FORCE BASE ILLNOIS
	Date
MEMORANDUM FOR RANK AND NAME OF SPONSOR, NAME OF JUVENILE	
FROM: 375 MSG/CD 201 E. Winters Street Scott AFB IL 62225-5305	
SUBJECT: Dependent Misconduct Program Options	
1. The Dependent Misconduct Program offers dependents accused of misconduct the opportunity to give back positively to the Scott AFB community. You may suggest the length and kind of community service you desire to perform. The DMRB will support your request or recommend other options based on the offense and your explanation. I will make the final decision myself or make a recommendation to the installation commander who may choose to revoke or suspend some or all of your privileges. Options available, but are not limited to:	
<ul style="list-style-type: none">a. Community Service.b. Revocation of Privileges. (Examples: 375 FSS, Commissary, Housing, or Base Access privileges)c. Family counseling and/or individual counseling for family members.d. Writing essays and speaking to various groups on lessons learned, identifying values, providing information and suggesting alternatives.	
2. The goal of the board is to assist individuals and families deal positively with situations that are difficult, and in some cases violate laws. We want to help but realize you must decide help is needed. The choice is yours!	
FIRST M. LAST, Rank, USAF Deputy Commander, 375th Mission Support Group	
HELP FROM ABOVE	

1st Ind, Name of Dependent,

Date

MEMORANDUM FOR 375 MSG/CD

I understand the options available within the Dependent Misconduct Program and understand the decision is ultimately up to the discretion of the 375 MSG/CD and/or the 375 AMW/CC.

(Signature of Dependent)

(Print Name and Home Phone Number)

2nd Ind, to Sponsor of Dependent, Date, Dependent Misconduct Program Options

Date


I will ensure the options within the Dependent Misconduct Program have been thoroughly reviewed with the dependent in my care.

(Signature of Sponsor)

(Print Name, Grade/Rank, and Duty Phone)

Attachment 4
DMRB AGREEMENT

Figure A4.1. Sample Letter.



**DEPARTMENT OF THE AIR FORCE
375TH AIR MOBILITY WING (AMC)
SCOTT AIR FORCE BASE ILLNOIS**

DATE _____

MEMORANDUM FOR NAME AND ADDRESS OF DEPENDENT

FROM: 375 MSG/CD
206 W. Bucher Street
Scott AFB IL 62225-5305

SUBJECT: Dependent Misconduct Review Board Agreement

1. In the matter of Scott AFB versus Name of Dependent, you have been placed under the following Dependent Misconduct Agreement and period of supervision, effective this date. You will complete:

2. This program is voluntary and you may withdraw at any time. However, if this occurs, or if you fail to meet the terms and provisions of this agreement, the original offense may be referred to the Installation Commander for disciplinary consideration, to include base barment.

3. You have until _____ to fulfill the terms of this agreement.

FIRST M. LAST, Rank, USAF
Deputy Commander, 375th Mission Support Group

1st Ind, Name of Dependent _____ Date _____

MEMORANDUM FOR 375 MSG/CD

I promise to live up to the program agreement requirements, and I realize that failure to do so may result in the revocation of my base privileges (i.e., driving, base exchange, and/or 375 FSS), barment from Scott AFB resulting in the possibility that my family may be required to vacate on-base housing.

(Signature of Dependent)

(Print Name and Home Phone Number)

HELP FROM ABOVE

2nd Ind, to Sponsor of Dependent, Date, Dependent Misconduct Review Board Agreement

I agree to take part in this program and ensure my dependent and I comply with the terms of this agreement. I will immediately contact my commander or first sergeant (if active duty), or the 375 AMW Legal Office, (618)256-5017, should I encounter any problems in fulfilling this agreement. I understand that further administrative action may be taken if either my dependent or I withdraw from or fail to meet the terms of this agreement.

(Signature of Sponsor)

(Print Name, Grade/Rank, and Duty Phone)

NOTES:

It is your responsibility to ensure your community service hours are documented and forwarded to 375 AMW/JA prior to the agreement completion date. Failure to do so will result in your offense referred to the Installation Commander for action which may include barment consideration.

You are to perform community service at a not-for-profit, community, or government organization of your choice. The organization will need to send a letter on their letterhead to 375 AMW/JA, 101 Heritage Drive, Scott AFB, IL 62225, indicating community service was completed and the number of hours completed.


The provider of the family counseling and/or individual counseling for family members will need to send a letter on their official letterhead to 375 AMW/JA, 101 Heritage Drive, Scott AFB, IL 62225, indicating attendance to the recommended counseling.

You will need to hand deliver your essay to the Board Administrator at, 618-256-5017, 375 AMW/JA, 101 Heritage Drive, Scott AFB, IL 62225.

Contact the Board Administrator at, 618-256-5017, 375 AMW/JA, 101 Heritage Drive, Scott AFB, IL 62225 for any problems or questions.

Attachment 5
CONGRATULATORY LETTER

Figure A5.1. Sample Letter.

	<p>DEPARTMENT OF THE AIR FORCE 375TH AIR MOBILITY WING (AMC) SCOTT AIR FORCE BASE ILLNOIS</p>
	<p>DATE</p>
<p>Rank and Name of Chairperson Deputy Commander, 375th Mission Support Group 206 W. Bucher Street Scott AFB IL 62225-5305</p>	
<p>Dependent's Name 123 Dependent Street Scott AFB IL 62225-5000</p>	
<p>Dear Dependent's Name,</p>	
<p>On behalf of the 375th Air Mobility Wing Dependent Misconduct Review Board (DMRB) members, I congratulate you for successfully completing the Scott AFB Dependent Misconduct Program. Although you made a mistake, it is my sincere hope this program was helpful in showing you are responsible for your actions and there are consequences for the decisions you make. Our goal is for you to remember this lesson so if you are tempted in the future, you will make the right decision.</p>	
<p>Everyone makes mistakes. What separates those who will be successful in life from those who will not, is admitting a mistake, and taking action to apologize and rectify the situation. By completing the Dependent Misconduct Program, you have shown your desire to move forward in a positive direction. On behalf of all the board members, I wish you all the best.</p>	
<p>Sincerely,</p>	
<p>FIRST M. LAST, Rank, USAF Deputy Commander, 375th Mission Support Group</p>	
<p><i>HELP FROM ABOVE</i></p>	