

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

**TRAVIS AIR FORCE BASE
INSTRUCTION 31-106**



26 JANUARY 2023

Security

**TRAVIS DISCIPLINARY
ACTION PROGRAM**

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: 60SFS/S5

Certified by: 60 SFS/CC
(Lt Col Charles P. Tenney)

Supersedes: TRAVISAFB31-106, 1 June 2017

Pages: 24

This instruction implements AFD 31-1, *Integrated Defense*. It establishes procedures, sets forth policies, outlines responsibilities, and prescribes enforcement procedures for the control of family members, juvenile family members, and visitors within the confines of Travis Air Force Base (TAFB). The provisions of this instruction apply to all personnel who visit, live or work on TAFB. For purposes of this instruction, the confines of Travis AFB include the entire geographical area, including all real property and buildings, under the jurisdiction of the installation commander. This publication also applies to Air Force Reserve Command (AFRC) units.

Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Instruction 33-322, *Records Management and Information Governance*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) maintained in the Air Force Records Information Management System (AFRIMS).

Failure to observe the prohibitions and mandatory provisions of this instruction by military personnel is a violation of the Uniform Code of Military Justice (UCMJ), Article 92(3), Dereliction of Duty. Violations by civilian employees may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. Violations by contractor personnel will be handled according to applicable laws and the terms of the contract.

Article 92(3) of the UCMJ does not apply to the Air National Guard (ANG) while in Title 32 status; however, violations by Title 32 ANG military personnel may subject members to prosecution under their respective State Military Code or result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. The terms “must”, “shall”, and “will” denote mandatory actions in this instruction.

This publication requires the collection and/or maintenance of information protected by the Privacy Act (PA) of 1974, in accordance with System of Records Notice (FO3 AF SP B). The PA Systems Notices are available at: <http://www.defenselink.mil/privacy/notices/usaf>. The authorities to collect and/or maintain the records prescribed in this instruction are Title 10 U.S.C., Section 8013; Department of Defense (DoD) directive (DoDD) 7730.47, Defense Incident-Based Reporting System (DIBRS); and Department of Defense Instruction (DoDI) 5505.17, Collection, Maintenance, Use and Dissemination of Personally Identifiable Information and Law Enforcement Information by DoD Law Enforcement Activities.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed.

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1. Travis Air Force Base Sponsorship.

1.1. Installation perimeter access control procedures include identity proofing, vetting to determine the fitness of an individual requesting and/or requiring access to installations and issuance of credentials.

1.2. Persons who are favorably identity proofed, vetted and meet levels of character and conduct consistent with unescorted authorization to access Travis Air Force Base (hereinafter referred to as Travis) will be issued a Defense Biometric Identification System (DBIDS) pass consistent with the time and location designated by the sponsor. **NOTE:** More specific details regarding installation access authorization and sponsorship may be found in DoDM-5200.08_Volume 3_AFMAN 31-101_Volume 3, *Installation Perimeter Access Control*, and 60th Air Mobility Wing (AMW) Plan 31-1v3, *Installation Access and Firearms Registration*.

1.3. Specific Travis Sponsorship Responsibilities:

1.3.1. Sponsors may bear responsibility for the behavior and actions of their family members and guests.

1.3.2. Always remain with guests while on the installation when vouching for persons within their immediate control who are not in possession of a base pass.

1.3.3. Ensure guest visits in the dormitories are limited to 0600-0000.

1.3.4. Ensure base housing stays are limited to 2 days if the guests(s) reside in the local area; or, 30 days if the guests(s) do not reside in the local area.

1.3.4.1. Guests staying in housing more than 2 days requires a “guest in quarters” request through Balfour Beatty (Travis Family Homes).

1.3.4.1.1. Visitors may stay longer than 30 days, if, approved by 60th Mission Support Group Commander (60 MSG/CC).

1.3.4.1.2. To request an extension, submit a standard memorandum to the military member’s squadron commander requesting a guest be authorized to reside in Travis Family Housing. If approved, submit the signed letter to the Travis Family Homes (Balfour Beatty Communities). The memorandum will be forwarded to the 60th Security Forces Squadron (SFS) for identity proofing and vetting and 60 MSG/CC for consideration, in turn.

1.3.5. Ensure family members and guests are aware of provisions of this instruction.

1.3.6. Accompany family members or guests if it becomes necessary to interview or charge the family members or visitors with the violation of any law.

1.3.7. Observe cautions placed in the base media. Instruct family members and guests so as to avoid hazards located on Travis.

1.3.8. Comply with provisions outlined by the Travis Disciplinary Action Program (TDAP) presiding authority when cases of misconduct are reviewed.

1.4. Commanders will:

1.4.1. Review and act upon complaints and/or incidents involving adults, juvenile family members and guests of those assigned, attached, and/or under their command.

1.4.2. Advise 60 SFS/CC of their corrective action regarding complaints or incidents forwarded to them.

1.4.3. Coordinate actions with the Staff Judge Advocate if the situation indicates action beyond their authority or capability to accomplish or administer.

1.4.4. Refer cases to the 60 MSG/CC for TDAP consideration as appropriate.

1.4.5. Coordinate on all appeals of TDAP hearing results made by members within their organization.

1.5. 60 SFS/CC will:

1.5.1. Exercise supervision over the enforcement of this and related directives.

1.5.2. Document complaints and incidents involving adults, juvenile family members, guests, or trespassers and forward such documentation to the TDAP.

1.5.3. Maintain sufficient and appropriate files in accordance with applicable issuances and law relative to this instruction, its administration, and enforcement.

2. Base Curfew.

2.1. During curfew hours, parents or sponsors will ensure their children or guests do not loiter, wander, stroll, or be upon in or about any street, alleyway, public area, or a carport or driveway other than the member's residence. Parks in the affected area listed are considered public areas.

2.2. For the purpose of this instruction, minors, juveniles and children are synonymous and are defined as unmarried military affiliated family members, visitors or guests under 18 years old. In no instance will a juvenile family member be considered a valid sponsor for a visitor.

2.3. The following curfew hours are established for children on Travis AFB:

2.3.1. Sunday through Thursday nights, between 2200 and 0600.

2.3.2. Friday and Saturday nights and evenings preceding an official school holiday, between 2300 and 0600, except as noted in [paragraph 2.4](#) below.

2.4. Exceptions to the above policy are:

2.4.1. When a minor is accompanied by his or her parent, guardian, or other adult person having the care and custody of the minor, or when such minor is on an emergency errand directed by his or her parent, guardian, or other adult person having the care and custody of such minor.

2.4.2. When a minor is attending an approved function (i.e., function officially recognized by the installation commander or school officials) under adult supervision. The curfew will not be enforced until the event concludes.

2.4.3. Minors with jobs that extend past curfew hours will proceed by the most direct route between their place of employment and their sponsor's residence after they leave to or from work.

2.4.4. Minors who reside on Travis AFB and who enter the base after curfew hours will be allowed to proceed directly to their sponsor's residence.

3. Child Supervision. The minimum age for a child to be left alone is 10, provided child has appropriate level of self-care skills and maturity. Refer to [Table A2.1](#); for more guidance.

3.1. Lack of supervision is a form of child neglect. Lack of supervision means there is a risk of injury or harm to the child because the parent(s) or caregiver are intentionally absent, are not paying close enough attention, or fail to arrange for sufficient supervision. Violation of these guidelines may constitute child neglect. Allegations of child neglect may be reported and result in Child Protective Services and Family Advocacy intervention.

3.2. Parents are ultimately responsible for the care and safety of their children. Since each child has different emotional, behavioral, mental and physical capabilities, every parent must exercise responsible judgment in supervising their children. Given these factors, a child should not be left without appropriate supervision, regardless of age, if the child is unable to demonstrate the maturity and self-management skills necessary to be unsupervised.

3.3. When considering whether to leave children at home alone, it should be considered how well the child:

3.3.1. Completes tasks.

3.3.2. Follows instructions.

3.3.3. Communicates problems to parents.

3.3.4. Uses good judgment.

3.3.5. Is not fearful of being home alone.

3.3.6. Knows how to report and respond to specific emergency situations, to include but not limited to: fire, poison, and injuries.

3.3.7. Understands personal safety including how to react to strangers.

3.4. Parents who feel their children are not ready to be left unsupervised must ensure they are left under the supervision of another responsible person and must fully examine the availability of appropriate adult help in the event of an emergency. Appropriate adult help is defined as an individual at least 18 years of age or a mature adolescent who has passed the required Red Cross babysitting training and who is capable of self-care and the care and supervision of children. A caregiver must be identified as the individual responsible for the child's well-being, guidance, and supervision during the period the child is in the person's care.

3.5. In all cases, children must have emergency telephone numbers to locate a parent or designated caregiver, and fully understand how to use emergency numbers such as 911. If leaving a child alone with an appropriate caregiver overnight, parents should provide a medical power of attorney to the caregiver to ensure that their child will have access to medical care if necessary.

3.6. Parents who feel their children are capable of being left unsupervised may petition 60 MSG/CC for a waiver given certain necessities (i.e. both parents working, family hardship, etc.).

4. Off-limit areas. The following areas are off-limits to juveniles:

4.1. Dormitory areas unless accompanied by the juvenile's parent or legal guardian. The dormitory area is defined as any immediate areas or structure where unmarried male or female personnel reside

4.2. The base gym, unless age 16 -17 or age 13 – 15 and accompanied by a qualified adult. A "qualified adult" is a parent, legal guardian, qualified family member program (FMP) staff member, qualified child and youth program personnel Fitness and Sports Center personnel conducting a program, or coach.

4.2.1. Guests are only allowed at the fitness center during manned hours of operation. Guests are not permitted during after-hours access at any time.

5. Other General Prohibitive Behaviors.

5.1. No person will carry or discharge firearms of any kind except in approved, authorized, safe locations enumerated in Travis issuances; explode any combustible device; use a slingshot, air gun, paint gun, or bow and arrow, except in places and at times authorized by the installation commander or the California Penal Code. Further, recreational operation of unmanned aircraft systems (drones, aerial toys, and remotely controlled aircraft vehicles) on Travis AFB is prohibited.

5.1.1. Generally prohibitive behaviors listed in [paragraph 5.1](#) are not exhaustive. Prohibited behaviors are those behaviors which are contrary to good order, discipline, safety, and security and may or may not be memorialized in writing herein or other federal, state, or local issuances.

6. Travis Disciplinary Action Program. The TDAP is the direct responsibility of the 60 MSG/CC.

6.1. The TDAP objectives are to:

6.1.1. Maintain good order and discipline on Travis.

6.1.2. Protect well-being of all personnel residing on Travis.

6.1.3. Screen all acts of misconduct and facilitate standardized management of all cases when involvement by TDAP staff is deemed appropriate.

6.1.4. Prevent further misconduct through an aggressive program of standard disciplinary action.

6.1.5. Whenever possible, effectively use base resources to provide individuals and families with the best possible referral and assistance services.

6.2. Misconduct refers to any violation of federal, state or local statute; Air Force regulation or instruction; base regulation or instruction; or any other activity prejudicial to good order and discipline on Travis AFB.

6.3. TDAP Program Management and Responsibilities.

6.3.1. Installation Commanders have specific legal authorities IAW Section 21, Internal Security Act of 1950 (50 U.S.C. 797), and DoDI 5200.08, Security of DoD Installations and Resources and the DoD Physical Security Review Board to maintain good order, discipline, safety, and security. The 60 MSG/CC is delegated the authority to assemble a TDAP to implement these authorities.

6.3.1.1. The 60 AMW/CC retains the authority to debar an individual from Travis AFB; this authority may not be delegated.

6.3.2. The 60 MSG/CC directs activities of the TDAP to achieve the objectives stated above and serves as the appeal authority on an action taken under authority of the TDAP with the exception of an action taken by the 60 AMW/CC.

6.3.2.1. Serves as approving official for debarment of dangerous or nuisance animals.

6.3.3. The 60th Mission Support Group Deputy Commander (60 MSG/CD) serves as the presiding authority during TDAP hearings, makes all findings of fact, and directs all punishment actions. The 60 MSG/CD is authorized to suspend, revoke, or terminate privileges granted to a military member, dependent, civilian, contractor, or juvenile by virtue of employment, contract, or military service subject to applicable laws and instructions. Sponsors may be financially liable for family member actions and/or could lose base housing privileges. Additional responsibilities include:

6.3.3.1. Screen all acts of misconduct by a military member, dependent, civilian, contractor, or juvenile and determine if a case should be brought before the TDAP committee. This will be accomplished through a daily review of security forces blotters, from pending investigations, or commander referrals to determine whether a case should be referred for a TDAP hearing or other agency for disposition.

6.3.3.2. Obtain appropriate police and investigative agency reports or other related documents.

6.3.3.3. Establish a case file on individuals involved in misconduct which will include all pertinent identification data, correspondence, and police reports. All original information entered into the case file will remain a permanent part of the case file. The 60 MSG/CD will review cases considered for TDAP to include previous events.

6.3.4. The 60th Security Forces Squadron Reports and Analysis section (60 SFS/S5R) will:

6.3.4.1. Provide investigative reports to the TDAP Presiding Officer upon receipt of a legal review document from 60 AMW/JA (Staff Judge Advocate) SJA recommending a case be considered for TDAP.

6.3.4.2. Prepare applicable memorandums for TDAP presiding authority for signature and coordinate issuance to alleged offender and sponsor (when applicable). S5R will issue the letters to the alleged offender and/or sponsor via email if the sponsor has a military email account. In all other circumstances, the letters will be issued by having personnel involved come to Reports and Analysis office, or S5R will send letters via certified mail.

6.3.4.2.1. Notification of TDAP hearing letters may also be served by Security Forces patrolman if personnel involved reside on-base.

- 6.3.4.3. Maintain and dispose of case files established by the TDAP presiding authority per Air Force Records Disposition Schedule (AFRDS) website at <https://webrims.amc.af.mil>. Prior to disposing of files, approval must be obtained from the presiding authority.
- 6.3.4.4. Assist alleged offenders with processing Freedom of Information Act (FOIA) requests when necessary.
- 6.3.4.5. Track, provide updates, and initiate closing documentation when disciplinary actions mandated by the presiding authority are complete.
- 6.3.5. The TDAP committee will:
- 6.3.5.1. Be comprised of a legal advisor appointed by the Staff Judge Advocate, a security forces representative appointed by the 60 SFS/CC, and a Family Advocacy representative appointed by the 60 MDG/CC.
- 6.3.5.2. The TDAP committee is the office of primary responsibility for the management of a military member, dependent, civilian, contractor, or juvenile's misconduct on Travis AFB. Individuals assigned to the program serve as the primary advisor, point of contact, and operational and administrative managers for this program. Prior to hearing dates, the TDAP committee may coordinate with the following organizations as needed:
- 6.3.5.2.1. Unit of assignment (commander, first sergeant, and/or supervisor) for military personnel or in the case of a military dependent the sponsor's unit of assignment.
- 6.3.5.2.2. Travis Unified School District (TUSD) when incident involves school-age dependent attending or scheduled to attend TUSD.
- 6.3.5.3. Summon any witnesses the committee deems necessary for case resolution.
- 6.3.5.4. After initial coordination has been conducted and all related documents reviewed, establish a hearing date.
- 6.3.5.5. Refer all requests from the alleged offender for documents established within the case file to the Reports and Analysis office. In turn, Reports and Analysis will ensure the individual is provided guidance on submitting a FOIA request.
- 6.4. TDAP hearings.
- 6.4.1. Adjudicating misconduct issues during TDAP hearings is an administrative process. Alleged offenders are not entitled to have legal counsel present during the hearing, during appeals, or to cross-examine witnesses. Legal assistance from 60 AMW/JA and Travis Area Defense Counsel is not available for alleged offenders. This instruction does not prohibit civilian counsel to assist in preparing for TDAP hearings or TDAP appeals.
- 6.4.1.1. The TDAP hearings will be held as directed by the presiding authority to determine appropriate administrative adjudication for cases of misconduct by a military member, dependent, civilian, contractor, or juvenile.
- 6.4.2. Attendance at TDAP hearings will be mandatory for the following individuals:
- 6.4.2.1. Alleged offender.

6.4.2.2. Sponsor.

6.4.2.3. Commander, first sergeant, or designated unit representative or senior civilian representative, as appropriate.

6.5. The TDAP hearings will proceed as follows:

6.5.1. The TDAP staff will present allegations of misconduct as outlined in appropriate reports.

6.5.2. The alleged offender will have an opportunity to make a brief presentation followed by the sponsor (if applicable). This presentation will not be under oath. Any additional information provided must be in writing.

6.5.3. The presiding authority will then determine if the alleged offender committed the offense. This decision may be derived by witness testimony or solely on hearsay evidence which are deemed to be reliable by the presiding authority. If the allegations are not substantiated, a verbal notification to the alleged offender will be made immediately and a decision letter will be filed in the TDAP case file. If the offender is not guilty, a verbal notification to the alleged offender will be made immediately and a decision letter will be filed in the TDAP case file.

6.5.4. The presiding authority will then impose appropriate punishment; or, if debarment is recommended, will advise the offender that a recommendation to the 60 AMW/CC to bar the offender from Travis AFB will be made.

6.5.5. The sponsor and dependent, supervisor of a civilian, or sponsor of a contractor will be presented with a notification of hearing results letter. The letter will be signed by the sponsor and alleged offender. Both will be provided with a copy.

6.6. Punishment options available to the TDAP include, but are not limited to, the following:

6.6.1. Verbal counseling, admonition, or reprimand.

6.6.2. Written counseling, admonition, or reprimand.

6.6.3. Letter of warning.

6.6.4. Essay.

6.6.5. Letter of apology to victim(s) as appropriate.

6.6.6. Restricted curfew.

6.6.7. Community service.

6.6.8. Suspension or revocation of base privileges (e.g., driving, Army Air Force Exchange Services (AAFES), Morale Welfare, and Recreation (MWR), commissary).

6.6.9. Financial restitution.

6.6.10. Place certain base areas and facilities off limits.

6.6.11. Referral to other / additional support agency.

6.6.12. Recommend base debarment to 60 AMW/CC.

6.6.13. The presiding authority may elect to take disciplinary action without a TDAP hearing in cases where all pertinent information is available.

6.7. Community service:

6.7.1. The sponsor's organization will be responsible for designating appropriate tasks and work sites.

6.7.2. The sponsor's organization will monitor and ensure individual compliance with community service requirements, will encourage sponsors to be present during the performance of community service, and will report progress of assigned community service to the TDAP staff.

6.7.3. Upon completion of service, the sponsor's organization will send completion letter to 60 SFS/S5R.

6.7.4. Upon completion of all disciplinary action imposed, 60 SFS/S5R will send all completed documents to 60 MSG/CD or residing hearing officer for signature. In turn, the signed letter will be sent to the offender and sponsor advising that all imposed disciplinary action is complete.

6.8. Processing Debarment Actions. Cases referred by the TDAP for debarment will be coordinated in the same manner as normal debarment actions.

6.8.1. Upon imposition by 60 AMW/CC, debarment actions will be processed as follows:

6.8.1.1. Juvenile military dependents residing on-base.

6.8.1.1.1. 60 SFS/S5R will contact sponsor of juvenile military dependent. Both the sponsor and dependent will be required to sign the debarment order. If the sponsor is deployed, the parent or legal guardian will sign in lieu of the sponsor. The debarment order will be effective 30 days after signature.

6.8.1.2. Adult military dependents residing on-base.

6.8.1.2.1. 60 SFS/S5R will contact the sponsor of the adult military dependent. Both the sponsor and dependent will be required to sign the debarment order. If the sponsor is deployed, the unit first sergeant will sign the debarment order in lieu of the sponsor. The debarment order will be effective 14 days after signature.

6.8.1.3. Persons residing off-base.

6.8.1.3.1. The 60 SFS/S5R will contact the sponsor and dependent or the individual as applicable. The sponsor/dependent or individual will be required to sign the debarment order. The debarment order will be effective immediately upon signature. If the person refuses to come to the Reports and Analysis Office or cannot be contacted, the debarment order will be sent certified mail. The debarment action will be effective on the date signed by the 60 AMW/CC.

6.9. TDAP Appeal Procedures.

6.9.1. All persons may appeal disciplinary actions imposed by the TDAP presiding authority.

6.9.2. The 60 MSG/CC is the appellate authority for all actions imposed by the TDAP.

6.9.2.1. Submit appeals within seven days of receipt of the Notification of Travis Disciplinary Action Program Hearing Result (APHR) memorandum to the 60 MSG/CC through the Chief of Security Forces Attn: Travis Disciplinary Action Program, 540 Airlift Drive, Suite C-101, Travis AFB CA 94535-2857.

6.9.2.1.1. Military members must have applicable unit commander's endorsement on letter.

6.9.2.1.2. Military dependents or visitors must have sponsor endorse appeal letter.

6.9.2.1.3. If the appeal involves a quarantined pet, the appeal must be submitted before the pet is released from quarantine. At the 60 MSG/CC's discretion, the pet may be allowed to remain on base during the appeal process. Failure to submit a written appeal within such time period shall constitute a waiver by the owner of the right to appeal the hearing officer's decision.

6.9.3. The 60 AMW/CC is the approval authority for debarment actions of persons referred by the TDAP presiding authority. Appeals may be requested by submitting written justification to the 60 AMW/CC through the Chief of Security Forces (60SPS/CC) Attn: Travis Disciplinary Action Program, 540 Airlift Drive, Suite C-101, Travis AFB CA 94535-2857.

DEREK M. SALMI, Colonel, USAF
Commander

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

DODM 5200.08v3_AFMAN 31-101v3, *Installation Perimeter Access Control* (26 August 2020)

AFPD 31-1, *Integrated Defense*, 20 June 2018

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545, *Incident Report*

Abbreviations and Acronyms

60 AMW/CC—60th Air Mobility Wing Commander

60 AMW/JA—60th Air Mobility Wing, Staff Judge Advocate

60 CES/CEH—60th Civil Engineering Squadron, Housing Office

60 MSG/CC—60th Mission Support Group Commander

60 MSG/CD—60th Mission Support Group Deputy Commander

60 SFS/CC—60th Chief of Security Forces

60 SFS/S5R—60th Security Forces Squadron, Reports and Analysis Section

AAFES—Army Air Force Exchange Service

AFB—Air Force Base

AFI—Air Force Instruction

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRC—Air Force Reserve Command

AFRDS—Air Force Records Disposition Schedule

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

APHR—Action Program Hearing Result

CA—California

CC—Commander

DIBRS—Incident-Based Reporting System

DoD—Department of Defense

DoDI—Department of Defense Instruction

DIBRS—Incident-Based Reporting System

FOIA—Freedom of Information Act

HAS—Human Animal Service

MAJCOM—Major Command

MWR—Morale, Welfare and Recreation

OPR—Office of Primary Responsibility

PA—Privacy Act

RDS—Records Disposition Schedule

TDAP—Travis Disciplinary Action Program

TUSD—Travis Unified School District

UCMJ—Uniform Code of Military Justice

Terms

Adult—any person 18 years of age or older.

Sponsor—a person 18 years of age or older who is military affiliated and possesses a DoD or military identification card or is a designated in writing at the Pass and Registration Office as having sponsorship privileges.

Juveniles—unmarried military affiliated family members, visitors or guests who are not 18 years of age.

Victim—a person who suffers from a destructive or injurious action or is deceived or cheated, as by his or her own emotions or ignorance, by the dishonesty of others.

Babysitter—Person 12 and 17 years of age (paid or unpaid).

Physical Access—Child has ability to make immediate face to face contact with a responsible person.

Checking Periodically—Designated adult and child have physical or telephone contact with one another. Caregiver will check in 1-2 times within a three hour period.

Left Alone Overnight—Without parent or designated adult physically present.

Attachment 2

TRAVIS AFB YOUTH SUPERVISION GUIDELINES

Table A2.1. TRAVISAFB Youth Supervision Guidelines.

Age of Child	Left Alone Two Hours or Less	Left Alone for More than Two Hours	Outside Unattended	Left In Car Alone	Care for others
Newborn – 4	No	No	No	No	No
5-9 years	No	No – 6 years of age may walk to school.	Yes – with immediate access (visual sight or hearing distance) to adult supervision.	No	No
10-11 years	Yes – with ready access (phone number to adult).	Yes – may be left home 3 hours (daytime only; adult checking periodically).	Yes	Yes – except hot weather, keys removed and brakes applied.	No
12 – 15 years	Yes	Yes – up to 12 hours, adult checking, not to exceed base curfew and not overnight.	Yes	Yes	Yes* - 12 years of age or 7 th grade – Child must be at least 4 year of age.
16-17 years	Yes	Yes – may not exceed 48 hours. Child must have local access to adult.	Yes	Yes	Yes*

Note: The ages specified are the maximum ages and are based on the child's ability to demonstrate age-appropriate behavior. Children who do not consistently demonstrated age-appropriate behavior should not be given the same degree of self-management responsibilities. In all instances where a "Yes" is indicated, the parent is responsible for using reasonable judgement and for any incident or mishap not considered preventable.

* American Red Cross Baby Sitters Training or equivalent ages 12-17 years of age

1. Children of age that are left alone should be able to demonstrate:

- a. Knowledge of where their parents or other responsible adults are and how to reach them.
- b. Knowledge of emergency procedures.

2. Children are NOT to be left home alone overnight until age 16 and not to exceed 48 hours.

3. Definitions. See Terms in **Attachment 1**.

Attachment 3**TRAVIS DISCIPLINARY ACTION PROGRAM (TDAP)****Table A3.1. Travis Disciplinary Action Program (TDAP).****A3.1. What is the PURPOSE of TDAP?**

A3.1.1. TDAP is a program designed to reduce and deter future dependent, civilian, contractor and juvenile misconduct by administering constructive corrective action in order to provide safe and security living conditions for our military members and their families. When offenses occur, action is swift. Offenses can include: curfew violations, shoplifting, assault, mutual affray, illegal use/possession of BB guns, vandalism, property damage, substance abuse, underage drinking, drunk driving, reckless driving, domestic abuse, communicating a threat, and failure to control pets. The process generally involves the entire family and community.

A3.2. What is the TDAP PROCESS?

A3.2.1. Misconduct can result in an administrative hearing. This hearing is a formal military appointment held in the 60th Mission Support Group Conference Room. The military sponsor reports in full service dress uniform to the TDAP hearing officer. The Unit Commander or First Sergeant is also present. After the hearing is completed, the hearing officer determines the appropriate corrective action for the offender. The action is formally documented and kept as a permanent record while living or working on Travis AFB. Actions can include: letter of warning, verbal counseling, community service, essay, restricted curfew, suspension of AAFES privileges, suspension of driving privileges, financial restitution, letter of apology, 24-hour parental eyes-on supervision, suspension of club privileges, substance abuse evaluation/education, suspended debarment or debarment from Travis AFB.

A3.3. SUPERVISION is still essential.

A3.3.1. TDAP is no substitute for senior leadership, parental supervision, and community involvement. Prevent hardships for your airman, employees, coworkers, and dependents by educating them on base policy, state, and federal laws.

Attachment 4

MISCONDUCT MATRIX

A4.1. This chart is meant only as a guideline. Nothing on this page is meant to be construed as limiting hearing officers as every case before TDAP should be judged on its merits and individual circumstances.

Table A4.1. Misconduct Matrix.

	Letter of Notification	Verbal Counseling	Letter of Warning	Essay	Letter of Apology to Victim(s)	Restricted Curfew	24-hr Parental Eyes-on Supervision	Community Service	Substance Abuse Eval/Education	Suspension of Driving Privileges	Suspension of AAFES Privileges	Suspension of Club Privileges	Financial Restitution	Referral to Other Base Agency	Suspended Debarment	Debarment
Assault	X	1		X	X			2				X				
Communicating a Threat	X	1	3		X									X	6	7
Curfew Violation	X	1	3	X		X	3	2								
Driving Under the Influence/Reckless Driving	X	1		X					X	4						
Failure to Control Pets	X	1	X	X	X										6	
Gang Affiliation	X	1		X	X			2							6	7
Illegal Dumping	X	1	3	X				2								
Illegal use of BB/Pellet/Paint Ball Guns	X	1			X	X				4					6	
Mutual Affray	X	1		X	X			2		4		X				

Shoplifting/Larceny	X	1		X	X			2		4	X		5		6	
Substance Abuse	X	1		X			X	2	X	4					6	7
Underage Drinking	X	1		X		X	X	2	X	4						
Vandalism	X	1		X	X	X	X	2		4			5		6	

Notes:

1. Verbal counseling is normally given at a hearing (can be given in non-hearing cases at the hearing authority’s office.)
2. Community service hours are normally between 10-80 hours (given at minimum 5 hours per week). Parent supervision will be required (to demonstrate serious of situation, due to age of subject, or lack of supervision).
3. Normally imposed for first time offenders. Request feedback from offender and parent on issue or preventative measures.
4. Suspension of driving privileges on non-alcohol related incidents, not involving a vehicle, may result in a 3-6 month suspension. Revocation of Driving privileges for minimum 6 months for driving while impaired, 12 months for driving while intoxicated, and an additional 12 months for implied consent refusals.
5. Financial restitution could be required for damage to personal property or larceny.
6. Suspended debarment normally used if financial restitution is imposed or with continued acts of misconduct (last chance).
7. Imposed on the most serious misconduct or continued acts of misconduct.

Attachment 5

DO'S AND DON'TS OF CHARACTER

A5.1. The following table serves as a personal guideline for. Making the right choices and having a positive influence within the Travis AFB community.

Table A5.1. Do's And Don'ts of Character.

TRUSTWORTHINESS	<p style="text-align: right;"><i>Integrity</i></p> <p>DO: Stand up for your beliefs * Follow your conscience * Be honorable and upright * Live by your principles no matter what others say * Have the courage to do what is right and to try new things even when it is hard or costly * Build and guard your reputation.</p> <p>DON'T: Do anything wrong * Lose heart if you fail or don't get what you want</p> <p style="text-align: right;"><i>Honesty</i></p> <p>DO: Tell the truth and nothing but the truth * Be sincere * Be forthright and candid.</p> <p>DON'T: Lie * Cheat * Steal * Be sneaky, tricky, or deceptive</p> <p style="text-align: right;"><i>Reliability</i></p> <p>DO: Keep your promises * Honor your worked and commitments * Be dependable * Do what you are supposed to do * Return what you borrow * Pay your debts * Be on time</p> <p style="text-align: right;"><i>Loyalty</i></p> <p>DO: Stand by and protect your family, friends, school and country * Be a good friend * Look out for those who care about you * Keep secrets of those who trust you</p> <p>DON'T: Betray a trust * Let your friends hurt themselves * Do anything just so others will like you * Ask a friend to do anything wrong or spread gossip that could hurt others.</p>
RESPECT	<p style="text-align: right;"><i>Golden Rule</i></p> <p>DO: Treat others the way you want to be treated * Respect the dignity, privacy and freedom of all individuals * Value and honor all people, no matter what they can do for you or to you * Respect others' property * Take good care of property you are allowed to use and don't take or use property without permission * Respect the autonomy of others * Feel them what the should know to make good choices about their own lives.</p> <p>DON'T: Use or manipulate others * Abuse, demean, or mistreat anyone</p> <p style="text-align: right;"><i>Tolerance and Acceptance</i></p> <p>DO: Judge others on their character, abilities, and conduct without regard to race, religion, gender, where they live, how they dress, or the amount of money they have * Be tolerant, respectful, and accepting of those who are different from you * Listen to others and try to understand their points of view</p> <p style="text-align: right;"><i>Nonviolence</i></p> <p>DO: Resolve disagreements, respond to insults, and deal with anger peacefully and without violence</p> <p>DON'T: Use threats or physical force to get what you want or to express anger</p> <p style="text-align: right;"><i>Courtesy</i></p> <p>DO: Use good manners * Be courteous, polite and civil to everyone</p> <p>DON'T: Use put-downs, insults, yelling, or ridicule to embarrass or hurt another</p>

RESPONSIBILITY	<p style="text-align: right;"><i>Duty</i></p> <p>DO: Know and do your duty * Acknowledge and meet your legal and moral obligations</p> <p style="text-align: right;"><i>Accountability</i></p> <p>DO: Accept responsibility for the consequences of your choices, not only for what you do but what you don't do * Think about consequences on yourself and others before you act * Think long-term * Do what you can do to make things better * Set a good example</p> <p>DON'T: Look the other way when you can make a difference * Make excuses or blame others</p> <p style="text-align: right;"><i>Pursuit of Excellence</i></p> <p>DO: Your best * Persevere * Be prepared * Be diligent * Work hard * Make all you do worthy of pride</p> <p style="text-align: right;"><i>Self – Control</i></p> <p>DO: Take charge of your own life * Set realistic goals * Keep a positive outlook * Be prudent and self-disciplined with your health, emotions, time and money * Be rational – act out of reason not anger, revenge or fear * Know the difference between what you have a right to do and what is right to do * Be self-reliant – manage your life so you are not dependent on others; pay your won way whenever you can</p>
FAIRNESS	<p style="text-align: right;"><i>Justice</i></p> <p>DO: Be fair and just * Treat people equally * Make decisions without favoritism or prejudice * In imposing punishment be sure the consequences for wrong doing are consistent, certain, and proportional (not too harsh or lenient)</p> <p>DON'T: Take more than your fair share * Take advantage of or blame others unfairly</p> <p style="text-align: right;"><i>Openness</i></p> <p>DO: Be open-minded and impartial – consider what people have to say before you decide * Be careful – get the facts, including opposing viewpoints, before making decisions (especially blaming or accusing another)</p>
CARING	<p style="text-align: right;"><i>Concerns for Others</i></p> <p>DO: Be compassionate and empathetic * Be kind, loving, and considerate * Be thankful and express gratitude for what people do for you * Forgive others for their shortcomings</p> <p>DON'T: Be mean, cruel, or insensitive</p> <p style="text-align: right;"><i>Charity</i></p> <p>DO: Be charitable and altruistic – give money, time, support, and comfort for the sake of making someone else's life better, not for praise or gratitude * Help people in need</p>
CITIZENSHIP	<p style="text-align: right;"><i>Do Your Share</i></p> <p>DO: Be a good citizen and a good neighbor * Care about and pursue the common good * Be a volunteer – help your school and community be better, cleaner, and safer * Protect the environment by conserving resources reducing pollution, and cleaning up after yourself * Participate in making things better by voicing your opinion, voting, serving on committees, reporting wrong doing and paying taxes.</p> <p style="text-align: right;"><i>Respect Authority and the Law</i></p> <p>DO: Play by the rules * Obey parents, teachers, coaches, and others who have been given authority * Observe just laws * Honor and respect principles of democracy</p>

Attachment 6

NOTIFICATION OF TRAVIS AFB DISCIPLINARY ACTION PROGRAM HEARING-DEPENDANT

Figure A6.1. Notification of Travis AFB Disciplinary Action Program Hearing-Dependent.

NOTIFICATION OF TRAVIS DISCIPLINARY ACTION PROGRAM HEARING-DEPENDENT



DEPARTMENT OF THE AIR FORCE
60TH MISSION SUPPORT GROUP (AMC)

MEMORANDUM FOR JANE DOE, SSgt, USAF
Sponsor of FM/S John Doe
100 Anywhere Drive
Fairfield CA 94533

FROM: 60 MSG/CD
400 Brennan Circle
Travis AFB CA 94535

SUBJECT: Notification of Travis Disciplinary Action Program Hearing – Dependent

1. Security Forces records indicate that your family member, John Doe, has committed a curfew violation and is suspected of using illegal narcotics. Misconduct of this nature is prejudicial to good order and discipline on Travis Air Force Base. As a sponsor, you are responsible for the actions of your dependents.
2. Under Travis Air Force Base Instruction 31-106, *Travis Disciplinary Action Program*, and as a result of your family member's actions, you are directed to appear at a Travis Disciplinary Action Program (TDAP) hearing. John Doe will accompany you. The presiding authority hears all cases referred to him in which a military dependent is alleged to have engaged in misconduct on Travis AFB. The presiding authority, after hearing all the evidence, will take appropriate command action. The hearing will provide you and your family member the opportunity to explain why base privileges should not be limited and/or revoked and why disciplinary action, to include debarment, should not be taken. The presiding authority may also recommend other action, to include community service, restitution, referrals to base agencies, or referral to local authorities.
3. You have been scheduled to appear before the TDAP committee with your family member, John Doe, on 1 July 2007, at 1400 hours in the 60 MSG Conference Room, Building 381. Spouses of juveniles are strongly encouraged to attend. You and/or your family member may make an oral statement to the TDAP committee. You and/or your family member may provide any other information you wish considered, in written form only. This is a closed hearing not open to the public. Per Travis Air Force Base Instruction 31-106, this is not intended to be an

adversarial proceeding. There is no right to be represented by legal counsel at the hearing nor is there any right to call or cross examine witnesses. If you and your family member are unable to attend because of scheduling conflicts or other unavoidable commitments, you may request a delay by contacting the 60th Security Forces Squadron Reports and Analysis Section at (707) 424-1133. If access to the installation is required, you may request access by contacting Security Forces Plans and Programs at (707) 424-3537.

4. Failure to appear before a TDAP hearing or comply with the decision of the presiding authority may also result in your family member's case being forwarded to the local authorities for disposition. Failure to appear before the TDAP committee may result in the recommendation to 60 AMW/CC that your family member be barred from base for his/her misconduct.

5. A copy of Travis Air Force Base Instruction 31-106, which explains the TDAP, is provided as an attachment for you.

JAMES A. SMITH, Lt Col, USAF
 Deputy Commander, 60th Mission Support Group

1st Ind to 60 MSG/CD, _____, Notification of TDAP Hearing

JONN DOE

Date: _____

MEMORANDUM FOR 60 MSG/CD

I hereby acknowledge receipt of the Notification of TDAP hearing and understand I am invited to attend with my family member.

JANE DOE, SSgt, USAF

Figure A6.2. Notification of Travis AFB Disciplinary Action Program Hearing Result – Dependent.**NOTIFICATION OF TRAVIS DISCIPLINARY ACTION PROGRAM HEARING
RESULT – DEPENDENT****DEPARTMENT OF THE AIR FORCE
60TH MISSION SUPPORT GROUP (AMC)**

MEMORANDUM FOR JANE DOE, SSgt, USAF
Sponsor of FM/S John Doe
100 Anywhere Drive
Fairfield CA 94533

FROM: 60 MSG/CD
400 Brennan Circle
Travis AFB CA 94535

SUBJECT: Notification of Travis Disciplinary Action Program Hearing Result – Dependent

1. You and your child attended a Travis Disciplinary Action Program (TDAP) hearing on 1 July 07. After careful evaluation of the evidence, I find your dependent, John Doe, was involved in an assault with a paint gun and a curfew violation. This conduct will not be tolerated. As a result, I authorize your son to take the following actions in lieu of curtailment of his base access or privileges.

John Doe will be prohibited from driving a motor vehicle on Travis Air Force Base until 1 January 2008. Any further misconduct will result in further restrictions and could result in debarment from the installation for up to 3 years.

2. If you disagree with my finding, you may appeal it in writing to the 60 MSG/CC, through the Reports and Analysis Office, within seven days of receipt of this letter. The 60 MSG/CC will provide a written decision to you. The address is 60 MSG/CC, Attn: Travis Disciplinary Action Program, 540 Airlift Drive, Bldg 381, Rm C101, Travis AFB CA 94535.

3. We wish to commend your cooperation with the TDAP and hope that this proceeding has had a positive effect on your dependent. If you have any questions, please contact the 60th Security Forces Reports and Analysis Office at (707) 424-1132.

JAMES A. SMITH, Lt Col, USAF
Deputy Commander, 60th Mission Support Group

cc:
60 SFS/S5R

1st Ind to 60 MSG/CD Memo, _____, Notification of TDAP Hearing Result

SSGT JANE DOE; JOHN DOE
TRAVIS DISCIPLINARY ACTION PROGRAM

We hereby acknowledge receipt of the Notification of TDAP Hearing Result.

JANE DOE, SSgt, USAF

Date: _____

JOHN DOE

Date: _____

Figure A6.3. Community Service Completion.

NOTIFICATION OF TRAVIS DISCIPLINARY ACTION PROGRAM HEARING –
DEPENDENT



DEPARTMENT OF THE AIR FORCE
SPONSOR ORGANIZATION (AMC)

MEMORANDUM FOR 60 MSG/CD

FROM: SPONSOR ORGANIZATION
510 Airlift Circle
Travis AFB, CA 94535

SUBJECT: Community Service Completion

1. I hereby certify that John Doe has completed _____ hours of community service effective _____. The type of community service performed included:

2. If you have any questions, please contact me at 424-2483.

JAMES A. JOHNSON, MSgt, USAF
First Sergeant