

**BY ORDER OF THE COMMANDER
HQ 71ST FLYING TRAINING WING
(AETC)**

**VANCE AIR FORCE BASE
INSTRUCTION 31-213**

13 FEBRUARY 2024



SECURITY

**VANCEAFB DISCIPLINARY CONTROL
BOARD AND OFF-INSTALLATION
LIAISON OPERATIONS
COMPLIANCE WITH THIS
PUBLICATION IS MANDATORY**

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Certified by: 71 FTW/CC
(Col Jay A. Johnson)

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This instruction implements Air Force Instruction 31-213, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations. This guide prescribes procedures for the establishment, operation and coordination of the Vance Disciplinary Control Board (VDCB) enforcement at Vance Air Force Base as outlined in AFI 31-213. This instruction applies to all active duty personnel assigned to the 71st Flying Training Wing, to include Reservists and Air National Guard personnel in Title 10 status. Military personnel who violate this instruction are subject to disciplinary action under Article 92, Uniform Code of Military Justice (UCMJ).

This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013. 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 (AFRIMS) Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. 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 847 from the field through the Vance AFB Publications and Forms Manager. (AF Form 847 is prescribed in AFI 11-215, USAF Flight Manuals Program [FMP]. Refer to that publication for guidance on filling out the form.)

Chapter 1

PURPOSE AND RESPONSIBILITY

1.1. Applicability. This instruction applies to active duty military members assigned to Vance Air Force Base, to include the Air Force Reserve and Oklahoma Air National Guard of the United States, unless otherwise stated.

1.2. Commander, 71st Flying Training Wing.

1.2.1. The Commander, 71st Flying Training Wing, is the proponent and exception authority of this instruction. The commander has the authority to approve exceptions or waivers to this instruction that are consistent with controlling law and instructions. The 71 FTW/CC is the decision authority for placing establishments and areas off-limits.

1.3. Defense Force Commander.

1.3.1. The Defense Force Commander will develop and have staff supervision over the VDCB as well as off-installation enforcement policies and will appoint a board liaison to coordinate entry for civilian guests and proprietors.

1.4. Duties of the Vance Disciplinary Control Board President.

1.4.1. The 71 MSG/CC will serve as president of the VDCB and will:

1.4.1.1. Schedule and preside at all VDCB meetings.

1.4.1.2. Provide an agenda to each voting member at least 72 hours prior to the meeting prepared by the board recorder.

1.4.1.3. Appoint Security Forces (SF) personnel to act in the capacity of board recorder.

1.4.1.4. Ensure records, minutes and correspondence are prepared, distributed and maintained per this instruction (see [para 2.11](#)).

1.4.1.5. Forward recommendations to place establishments and areas off-limits to the 71 FTW/CC for final decision.

1.5. Commanders.

1.5.1. The installation commander and commanders within VDCB's area of responsibility must be thoroughly acquainted with the mission and services provided by VDCBs. The VDCB members should keep their respective commanders informed of command responsibilities pertaining to VDCB functions and actions and brief all military personnel assigned to their units on off-limits areas and establishments.

1.6. Public Affairs.

1.6.1. Due to the sensitive nature of the subject matter, there will not be a media release in connection with VDCB meetings. Normally proceedings are closed but may be opened to the public when circumstances warrant. Members of the news media may be invited to participate in an advisory status in coordination with 71 FTW/PA. The president of the VDCB (or appointed designee) is the approval authority for any Public Affairs Release in the event it becomes necessary to do so.

1.6.2. News media interviews and releases will be handled through 71 FTW/PA according to applicable Air Force and Vance AFB instructions.

1.7. Board Recorder, Security Forces Representative.

1.7.1. Publish results, maintain records, and coordinate with 71 FTW/PA and voting members to publish interest and educational articles. Draft resolutions, ensure correspondence is prepared and distributed, coordinate delivery of official correspondence to proprietors and maintain all correspondence on file per this instruction. See Attachments 2 through 10 for draft letters and meeting minutes formats.

1.8. 71 FTW/JA.

1.8.1. Advise Disciplinary Control Board President and Board members regarding legal propriety of potential actions; review Board decisions and documentation to include correspondence for legal sufficiency and compliance with this instruction and AFI 31-213.

Chapter 2

VANCE DISCIPLINARY CONTROL BOARD COMPOSITION, DUTIES AND OPERATION

2.1. Establishment of Vance Disciplinary Control Board.

2.1.1. The VDCB will be established by the installation commander to advise and make recommendations on matters concerning eliminating conditions which adversely affect the health, safety, welfare, morale and discipline of Vance AFB.

2.2. Composition of the Board.

2.2.1. The board should be structured according to the needs of the community, with consideration given to included representatives from the following functional areas:

2.2.1.1. Voting Members

2.2.1.1.1. Board President (71 MSG/CC or appointed designee)

2.2.1.1.2. 71 FTW Group Commanders (or appointed designees)

2.2.1.1.3. 71 FTW/CCC (or appointed designee).

2.2.2. Other agencies may be invited as non-voting members by the board president depending on the topic to be discussed.

2.2.3. Board Advisors

2.2.3.1. 71 SFS

2.2.3.2. 71 FTW/JA

2.2.3.3. Det 438, AFOSI

2.2.3.4. 71 FTW/PA

2.2.3.5. 71 FTW/EO

2.2.3.6. 71 MDG/HCOS

2.3. Participation by Civil Agencies.

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

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

2.4. Duties and Functions of the Board.

2.4.1. The VDCB will:

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

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

2.4.1.2.1. Disorder and lack of discipline.

- 2.4.1.2.2. Prostitution.
 - 2.4.1.2.3. Sexually transmitted diseases.
 - 2.4.1.2.4. Liquor violations.
 - 2.4.1.2.5. Racial and other discriminatory practices.
 - 2.4.1.2.6. Alcohol and drug abuse.
 - 2.4.1.2.7. Drug abuse paraphernalia.
 - 2.4.1.2.8. Criminal or illegal activities involving cults, hate groups, human trafficking or gang activity.
 - 2.4.1.2.9. Illicit gambling.
 - 2.4.1.2.10. Areas susceptible to terrorist activity.
 - 2.4.1.2.11. Unfair commercial or consumer practices.
 - 2.4.1.2.12. Other undesirable conditions deemed unsafe, which may adversely affect the health and well-being of military personnel or their families.
- 2.4.1.3. Provide a copy of the board meeting minutes to the voting members of the board.
- 2.4.1.4. Coordinate with appropriate civil authorities on problems or adverse conditions existing near Vance AFB.
- 2.4.1.5. Make recommendations to commanders concerning off-installation procedures to prevent or control undesirable conditions.

2.5. Administration.

- 2.5.1. Commanders are authorized to acquire, report, process and store information concerning persons and organizations, whether or not affiliated with DoD, according to the applicable Air Force instructions of the sponsoring commander, which:
- 2.5.1.1. Adversely affect the health, safety, morale, welfare or discipline of personnel, regardless of status.
 - 2.5.1.2. Describe crime-conducive conditions where there is a direct interest.
- 2.5.2. The board will function under the supervision of the board president (see [para 1.4.](#)).
- 2.5.3. Certain expenses incurred by base personnel in the course of an official board investigation or inspection may be reimbursable per appropriate base finance instructions. Only the board president has the authority to commit the 71 FTW to provide funding for services provided.
- 2.5.4. Records of board proceedings will be maintained by the board recorder as prescribed by records management policies.

2.6. Off-Limits Establishments and Areas.

- 2.6.1. The establishment of off-limits areas is a function of command. It may be used by the 71 FTW/CC to help maintain good order and discipline, health, morale, safety and welfare of personnel assigned to the 71 FTW. Off-limits action is also intended to prevent personnel from being exposed to or victimized by crime-conducive conditions. Where sufficient cause exists,

the 71 FTW/CC retains substantial discretion to declare establishments or areas temporarily off-limits to personnel assigned to the 71 FTW. Temporary off-limits restrictions issued by the 71 FTW/CC in an emergency situation will be acted upon by the VDCB as a first priority. As a matter of policy, a change in ownership, management or name of any off-limits establishment does not, in and of itself, revoke the off-limits restriction.

2.6.2. Military members assigned to Vance AFB are prohibited from entering establishments or areas declared off-limits according to this instruction. Violations may subject the member to disciplinary action per applicable Air Force instructions and the Uniform Code of Military Justice. Family members of military personnel and others associated with the installation should be made aware of off-limits restrictions. As a general policy, these establishments will not be visited by personnel in a law enforcement capacity unless specifically determined by the 71 FTW/CC or the board president that a visit or surveillance is warranted.

2.6.3. Except when emergency situations exist, prior to initiating a VDCB action, the 71 FTW/CC or board president will attempt to correct adverse conditions or situations through the assistance of civic leaders or officials.

2.6.4. Except when emergency situations exist, prior to recommending off-limits restriction, the VDCB will send a written notice (certified mail; return receipt requested) to the individual or firm responsible for the alleged condition or situation. In the notice, the VDCB will specify a reasonable time for the condition or situation to be corrected, along with the opportunity to present any relevant information to the board. If subsequent investigation reveals the responsible person has failed to take corrective action, the board will recommend the imposition of the off-limits restriction (see [para 2.6.1](#)).

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

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

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

2.7. Meetings.

2.7.1. The board will meet quarterly. The president of the board may specify whether the meetings will be open or closed. Normally proceedings are closed, but may be opened to the public when circumstances warrant.

2.7.2. Special meetings may be called by the president of the board. Except by unanimous consent of members present, final action will be taken only on the business for which the meeting was called.

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

2.8. VDCB.

2.8.1. Voting members will be selected per [paragraph 2.2.1.1](#).

2.9. Attendance of Observers or Witnesses.

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

2.9.1.1. Federal, State, local judicial, legislative and law enforcement officials.

2.9.1.2. Housing regulation and enforcement authorities.

2.9.1.3. Health and social service authorities.

2.9.1.4. Environmental protection authorities.

2.9.1.5. Alcoholic beverage control authorities.

2.9.1.6. Equal employment opportunity authorities.

2.9.1.7. Consumer affairs advocates.

2.9.1.8. Chamber of Commerce representatives.

2.9.1.9. Public works or utility authorities.

2.9.1.10. Local fire marshal and public safety authorities.

2.9.1.11. State and local school board or education officials.

2.9.1.12. Any other representation deemed appropriate by the sponsoring commander such as news media, union representatives and so forth.

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

2.10. Appropriate Areas for Board Consideration.

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

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

2.11. Off-Limits Procedures.

2.11.1. Off-limits restrictions should be invoked only when there is substantive information indicating an establishment or area frequented by 71 FTW personnel presents conditions which adversely affect their health, safety, welfare, morale or morals. It is essential the board does not act arbitrarily and actions must not be of a punitive nature. The board should work in close cooperation with local officials and proprietors of business establishments and seek 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 VDCB should point out unhealthy conditions or undesirable practices to establishment owners or operators to produce the desired corrective action.

2.11.2. In cases involving discrimination, the board should not rely solely on letters written by the Equal Opportunity Office and Military Affairs Committee or investigations of alleged racial discrimination.

2.11.3. If the board decides to attempt to investigate or inspect an establishment, the president or a designee will prepare and submit a report of findings and recommendations at the next meeting. This procedure will ensure complete and documented information concerning questionable adverse conditions.

2.11.4. When the board concludes that conditions are adverse to military members, the owner or manager will be sent a letter of notification (see [Attachment 2](#)). This letter will advise him or her to raise standards by a specified date and if such conditions or practices continue, off-limits proceedings will be initiated. Any correspondence with the individuals responsible for adverse conditions which may lead to off-limits action will be delivered by certified mail.

2.11.5. If a proprietor takes remedial action to correct undesirable conditions previously noted, the board should send a letter of appreciation (see [Attachment 3](#)) recognizing this cooperation.

2.11.6. If undesirable conditions are not corrected, the proprietor will be invited to appear before the VDCB to explain why the establishment should not be placed off-limits (see [Attachment 4](#)). Any proprietor may designate, in writing, a representative to appear before the board on his or her behalf.

2.11.7. In cases where proprietors have been invited to appear before the board, the president of the board will perform the following:

2.11.7.1. Prior to calling the proprietor:

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

2.11.7.1.2. Call for inspection reports.

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

2.11.7.2. When the proprietor or his or her representative is called before the board:

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

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

2.11.7.2.3. Invite those present to question the proprietor. After the questioning period, provide the proprietor an opportunity to make a final statement before being dismissed.

2.11.8. Deliberations on recommended actions will be in closed session, attended only by board members and board advisors.

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

2.11.9.1. The letter of notification (see [Attachment 2](#)) has been sent.

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

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

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

2.11.11. Recommendations of the VDCB will be submitted to the 71 FTW/CC for approval.

2.11.12. Upon approval of the VDCB's recommendations, the president will inform the proprietor in writing, that the off-limits restriction has been imposed (see [Attachment 5](#)).

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

2.11.14. In emergencies, the 71 FTW/CC may temporarily declare establishments or areas off-limits to personnel assigned to the 71 FTW (see [Attachment 6](#)). The circumstances for the action will be reported as soon as possible to the VDCB. Detailed justification for this emergency action will be provided to the board for its deliberations.

2.11.15. The VDCB will publish a list of off-limits establishments and areas using 71 FTW/PA media channels or other available means to promote widest possible dissemination.

2.12. Removal of Off-Limits Restrictions.

2.12.1. Removal of an off-limits restriction requires VDCB action and approval by the 71 FTW/CC. Proprietors of establishments declared off-limits should be advised they may petition the appropriate VDCB at any time. In their petition, they should submit the reason why the restriction should be removed. A letter of notification for continuance of the off-limits restriction should be sent to the proprietor, if the sponsoring commander does not remove the off-limits restriction (see [Attachment 7](#)). The proprietor may appeal to the next higher commander after exhausting all appeals at the local sponsoring commander level. The VDCB shall appoint a designee who should make at least quarterly inspections of off-limits establishments. A statement that an inspection has been completed should be included in VDCB minutes.

2.12.2. When the board learns the proprietor has taken adequate corrective measures, the VDCB will take the following actions:

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

2.12.2.2. Forward a recommendation for removal of the off-limits restriction to 71 FTW/CC. If approved, a letter removing the restriction (see [Attachment 8](#) or [Attachment 9](#)) will be sent to the proprietor.

2.12.2.3. Reflect action taken in the minutes.

2.13. Minutes.

2.13.1. Minutes will be prepared by the board recorder in accordance with administrative formats for minutes of meetings prescribed by the sponsoring commander (see [Attachment 10](#)). The written minutes of VDCB meetings will constitute the official record of the VDCB proceedings. Verbatim transcripts of board meetings are not required. The reasons for approving or removing an off-limits restriction, including a complete address of the establishment or area involved, should be indicated in the order of business. In addition, the

VDCB's action will be shown in the order or sequence of actions taken. A change in the name of an establishment or areas in an off-limits restriction will also be included.

2.13.2. Distribution of the minutes of VDCB meetings will be limited to the following:

2.13.2.1. Each voting member.

2.13.2.2. Civilian and governmental agencies within the State of Oklahoma in which member installations are located having an official interest in the functions of the board, if appropriate, in accordance with the Freedom of Information Act and the Privacy Act.

2.13.3. The VDCB minutes are subject to release and disclosure in accordance with applicable Federal laws, Air Force instructions and Department of Defense directives.

2.13.4. Minutes and recommendations of the board will be forwarded to the board president for approval.

JAY A. JOHNSON, Colonel, USAF
Commander, 71st Flying Training Wing

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

AFMAN 33-322, *Records Management and Information Governance Program*

AFI 31-213, *Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations*

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*

Prescribed Forms:

None

Abbreviations and Acronyms

AFOSI—Air Force Office of Special Investigation

AFB—Air Force Base

CC—Commander

CCC—Command Chief Master Sergeant

EO—Equal Opportunity **FTW**—Flying Training Wing **IMT**—Information Management Tool

JA—Judge Advocate **MDOS**—Medical Operations Squadron **MSG**—Mission Support Group

OPR—Office of Primary Responsibility

PA—Public Affairs

SFS—Security Forces Squadron

UCMJ—Uniform Code of Military Justice **VDCB**—Vance Disciplinary Control Board

Attachment 2**VANCE DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION**

(Use blue 71 FTW Letterhead)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Letter of Notification

Dear Sir or Ma'am,

1. This letter is to inform you that it has come to the attention of the Vance Disciplinary Control Board (VDCB) that certain conditions reported at your establishment may adversely affect the health, safety or welfare of military members of Vance Air Force Base.
2. The VDCB is initiating action to determine whether your establishment (area) should be placed off-limits to members of Vance Air Force Base if (cite conditions) are not corrected by (date).
3. A representative of the VDCB will visit your establishment to determine if steps have been taken to correct the conditions outlined above.
4. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X XXX, Colonel, USAF
President, Vance Disciplinary Control Board

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

Attachment 3

VANCE DISCIPLINARY CONTROL BOARD LETTER OF APPRECIATION

(Use blue 71 FTW Letterhead)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Letter of Appreciation Dear Sir or Ma'am,

1. 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 Vance Air Force Base.
2. The Vance Disciplinary Control Board appreciates your action to correct the condition previously noted and does not contemplate further action with respect to this specific matter.
3. Your continued cooperation is appreciated.
4. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X XXX, Colonel, USAF
President, Vance Disciplinary Control Board

Attachment 4**VANCE DISCIPLINARY CONTROL BOARD LETTER OF INVITATION**

(Use blue 71 FTW Letterhead) (Date)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Letter of Invitation

Dear Sir or Ma'am,

1. This is in reference to my letter of (date) concerning the condition reported at your establishment which adversely affects the health, safety or welfare of military members of Vance Air Force Base. Information has been received by the Vance Disciplinary Control Board (VDCB) which indicates you have not taken adequate corrective action to eliminate the reported condition.
2. Reports presented to the VDCB indicate (list and describe conditions).
3. You are advised that the VDCB will initiate action to determine whether your establishment should be declared off-limits to members of Vance Air Force Base.
4. You may appear in person, with or without counsel, before the VDCB 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 VDCB if you plan to attend via phone call to 213-7360 or letter to the address listed above.
5. Any questions regarding this matter may be addressed to the President, Vance Disciplinary Control Board, at the address listed above.
6. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X XXX, Colonel, USAF
President, Vance Disciplinary Control Board

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

Attachment 5

VANCE DISCIPLINARY CONTROL BOARD LETTER OF DECLARATION OF OFF-LIMITS

(Use blue 71 FTW Letterhead)

(Date)

Rank Firstname Mi. Last name
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Air Force Base, Oklahoma, Disciplinary Control Board Declaration of Off- Limits Establishment

Dear Sir or Ma'am,

1. This letter is to inform you your establishment has been declared off-limits. Military members of Vance AFB, OK, are prohibited from entering your establishment, (business name), as long as this order is in effect. This action was taken because of (reason) which is detrimental to the (health and/or welfare) of military members from Vance AFB, OK.

2. This restriction will remain in effect indefinitely, in accordance with established VAFBI 31- 213, Vance AFB Disciplinary Control Board (DCB) and Off-Installation Liaison Operations. The Vance AFB, OK, DCB and the Ft. Sill, OK Regional DCB will consider removal of the restriction upon notification that satisfactory corrective actions have been accomplished.

3. Correspondence appealing this action may be submitted to the President, Vance AFB, OK, DCB, at the address listed above.

4. Refer questions to the 71st Security Forces Squadron's Reports and Analysis section at 213- 5522.

XX X XX, Colonel, USAF
Commander, 71st Mission Support Group

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

Attachment 6**FORMAT FOR VANCE DISCIPLINARY CONTROL BOARD EMERGENCY OFF-LIMITS LETTER**

(Use blue 71 FTW Letterhead)

(DATE)

MEMORANDUM FOR 71 FTW/CC

FROM: President, Vance Disciplinary Control Board (VDCB)

SUBJECT: Recommendation for Emergency Off-Limits Area

Dear Sir or Ma'am,

1. On (date), the VDCB convened an emergency meeting 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 VDCB of numerous incidents that included (incidents at establishment).
3. Based on the information provided, the VDCB recommended the (establishment and address) be temporarily placed off-limits to military personnel in accordance with Air Force Instruction 31-213. Further investigation will be conducted to determine if permanent banning from this establishment is warranted.
4. My point of contact is (Rank Lastname) at 213-XXXX.

XX X. XXX, Rank, USAF
President, Vance Disciplinary Control Board

1st Ind, 71 FTW/CC

MEMORANDUM FOR President, VDCB

Approved/Disapproved

XX X. XXXX Colonel, USAF
Commander 71st Flying Training Wing

Attachment 7

**VANCE DISCIPLINARY CONTROL BOARD LETTER OF NOTIFICATION OF
CONTINUANCE OF OFF-LIMITS**

(Use blue 71 FTW Letterhead) (DATE)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Letter of Notification of Continuance of Off- Limits

Dear Sir or Ma'am,

1. The Vance Disciplinary Control Board (VDCB) did not favorably consider your request for removal of the off-limits restriction now in effect at your establishment.
2. This decision does not preclude further appeals or appearances before the VDCB at any of its scheduled meetings. Correspondence pertaining to this matter should be addressed to the President, Vance Disciplinary Control Board, at the address listed above.
3. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X. XXX, Colonel, USAF
President, Vance Disciplinary Control Board

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

Attachment 8**VANCE DISCIPLINARY CONTROL BOARD LETTER OF REMOVAL OF OFF-LIMITS RESTRICTION**

(Use blue 71 FTW Letterhead) (DATE)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Letter of Removal of Off-Limits Restriction

Dear Sir or Ma'am,

1. This letter is to inform you that the off-limits restriction against (name of establishment) is removed effective (date). Military members of Vance Air Force Base are permitted to patronize your establishment as of the effective date.
2. The corrective actions taken in response to the concerns of the Vance Disciplinary Control Board are appreciated.
3. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X. XXX, Rank, USAF
President, Vance Disciplinary Control Board

Attachment 9

**VANCE DISCIPLINARY CONTROL BOARD NOTIFICATION OF REMOVAL OF
OFF-LIMITS RESTRICTION**

(Use blue 71 FTW Letterhead) (DATE)

Rank Firstname Mi. Lastname
Commander, 71st Mission Support Group
246 Brown Parkway, Suite 230
Vance AFB OK 73705-5036

Proprietor

SUBJECT: Vance Disciplinary Control Board Notification of Removal of Off-Limits Restriction

Dear Sir or Ma'am,

1. This letter is to inform you that your request for removal of the off-limits restriction now in effect at (name of establishment) was favorably considered by the Vance Disciplinary Control Board (VDCB).
2. This restriction will be removed effective (date). Military members of Vance Air Force Base will be permitted to patronize your establishment as of the effective date.
3. Your corrective actions taken in response to the concerns of the VDCB are appreciated.
4. Refer questions to the Security Forces Reports and Analysis section at 213-5522.

XX X. XXX, Rank, USAF
President, Vance Disciplinary Control Board

Attachment 10

FORMAT FOR VANCE DISCIPLINARY CONTROL BOARD MEETING MINUTES

(Use 71 FTW Letterhead) (DATE)

MEMORANDUM FOR 71 FTW/CC

FROM: VANCE DISCIPLINARY CONTROL BOARD (VDCB)

SUBJECT: VDCB Meeting Minutes

1. Pursuant to authority contained in AFI 31-213, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations and VAFBI 31-213, Vance Disciplinary Control Boards and Off-Installation Liaison and Operations, the Vance Disciplinary Control Board convened.

2. Place: 71 FTW Conference Room

3. Date/Time: DD MMM YYYY/(time)

4. Attendance:

a. Members Present:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
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b. Advisors Attending:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
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c. Members Absent:

RANK	FULL NAME	OFFICE SYMBOL	REPRESENTING
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5. Opening Comments: Rank/Lastname called the meeting to order, indicated there was a quorum present, and the meeting was (open/closed). Members (and/or) guests were introduced and an explanation of the purpose of the board was conducted.

6. Reading of the Minutes: Rank/Lastname 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. The meeting adjourned at XXXX. The next meeting is scheduled for DD MMM YY, time, in the 71 FTW Conference Room.

XX. X. XXX, Rank, USAF
Recorder

Recommend approval/disapproval

XX X. XXX, Rank, USAF
President, Vance Disciplinary Control Board

Approved/Disapproved

XX X. XXXX
Colonel, USAF
Commander 71st Flying Training Wing

Attachments (if any):

DISTRIBUTION:
(add office symbols here)