



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD STE 20353
ALBANY GA 31704-0353

MCLBAO 1620.1A
CO1002
11 May 20

MARINE CORPS LOGISTICS BASE ALBANY ORDER 1620.1A

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS LOGISTICS BASE ALBANY ARMED FORCES DISCIPLINARY
CONTROL BOARD (AFDCB)

Ref: (a) MCO 1620.2D
(b) MCIEAST-MCB CAMLEJO 1620.1 w/Ch1
(c) MCO 5210.11F

Encl: (1) Duties of the President/Inspector General
(2) Procedures for AFDCB members
(3) Meeting Minute Format

1. Situation. The Armed Forces Disciplinary Control Board (AFDCB) makes recommendations to the Commanding Officer (CO), Marine Corps Logistics Base Albany (MCLBA) about conditions that may adversely affect the health, safety, welfare, morale, or discipline of service members and their families.

2. Cancellation. BO 1620.1.

3. Mission. To implement the guidelines of the references, and establish procedures for the operation of the AFDCB.

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To protect the force by ensuring that appropriate actions are taken against establishments, companies, and organizations that improperly conduct business in and around MCLBA.

(2) Concept of Operations

(a) MCLBA membership shall consist of representatives from the following organizations and functional areas:

1. Executive Officer, MCLBA (President of the Board)
2. Sergeant Major, MCLBA
3. Staff Judge Advocate, MCLBA (or designee) (non-voting member)
4. Command Inspector General, MCLBA
5. CID, MCLBA
6. PMO, MCLBA

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7. Behavioral Health/SACC, MCCS
8. COMMSTRAT, MCLBA (non-voting member)
9. Recorder, MCLBA Adjutant office (non-voting member)

(b) Requested membership from tenant commands:

1. Sergeant Major, Marine Corps Logistics Command (or designee)
2. Command Inspector General, Marine Corps Logistics Command
3. Officer-in-Charge, Naval Branch Medical Clinic Albany (or designee)

(c) The AFDCB will receive reports; make recommendations on the conditions within the Marine Corps Logistics Base, Albany area relating to any of the following:

1. Unfair commercial or consumer practices;
2. Prostitution and sexually transmitted diseases;
3. Alcohol and drug abuse;
4. Racial and other discriminatory practices;
5. Activities involving cults, gangs, or hate groups;
6. Areas susceptible to terrorist activities;
7. Areas involving human trafficking;
8. Illicit gambling; and,
9. Other undesirable conditions that may adversely affect service members and their families.

(d) The AFDCB shall meet quarterly or as required by the President. Boards will be closed to the public unless circumstances warrant opening to the public.

(e) The President of the AFDCB shall be covered in the performance of his/her duties by the references, which are detailed in enclosures (2) and (3).

b. Tasks

- (1) Executive Officer. Serves as the President of the AFDCB.
- (2) Command Inspector General

(a) Serves as the principle staff officer for all matters pertaining to the AFDCB.

(b) Ensures the Off-Limits Establishment Bulletin is updated as required.

(3) Staff Judge Advocate (SJA). Serve in an advisory capacity to the CO, MCLBA regarding AFDCB issues addressed to the board.

(4) Communication Strategy and Operations (COMSTRAT). Due to the sensitive nature of the subject matter, there will not be a media release in connection with AFDCB meetings. Ensure the Off-Limit Establishment's identification listing is published in the MCLBA .mil site and/or other media outlets to allow tenant command visibility.

5. Administration and Logistics.

a. Administration. Records of AFDCB proceedings will be maintained as prescribed by records management policies and procedures as outlined in reference (c).

b. Logistics. This Order will be published electronically and can be accessed on-line via the MCLBA .mil homepage as well as MCLBA Sharepoint. The original copy of this Order is maintained by the Office of the Adjutant.

6. Command and Signal

a. Signal. This Order is effective the date signed.

b. Command. This Order is applicable to MCLBA and all tenant organizations.


ALPHONSO TRIMBLE

DISTRIBUTION: A

Duties of the President/Inspector General

President

1. Approve special AFDCB members as needed.
2. Present AFDCB minutes and recommendations, if any, to the CO, via SJA, for review, and approval/disapproval
3. Supervise the recorder in the performance of administrative duties as required.

Inspector General

1. Promulgate an Off-Limit Establishment Bulletin within the installation, to ensure that local service members leaving your locale for leave, liberty, and training are aware of the off-limits areas throughout Albany, and surrounding areas.
2. Coordinate with the President to prepare an agenda for each AFDCB session.
3. Notify appropriate civil officials of off-limit areas of establishments, as necessary.
4. Coordinate with the President to schedule the time, date, and location for the AFDCB meetings.
5. Coordinate with other Inspector General offices at other local geographical installations, to obtain Off-Limit Establishments for those areas.
6. Publish information received via COMSTRAT.
7. Manage all AFDCB records and files.
8. Provide a list of Off-Limit Establishments to the MCIEAST, Command Inspector General's office within 30 days of the AFDCB.

Procedures for AFDCB Meetings

1. General Considerations

2. Initiating Action

a. The AFDCB may take action based upon information originating from any source, including, but not limited to: individuals, commands, local or state agencies, or the SJA.

b. Information received will be examined through the SJA, who then will prepare and provide a report of findings and recommendations to the President for the next AFDCB meeting.

c. When the AFDCB concludes that conditions adverse to military personnel do exist, the owner or manager of the subject organization/establishment will be sent a letter of notification by certified mail, advising the activity to raise standards and that if such conditions or practices continue, AFDCB proceeding will be initiated. Letters will be formatted as per reference (a), Fig B-1.

d. If the undesirable conditions are not corrected within a reasonable time period, the owner/manager will be invited, via certified mail, to appear before the AFDCB to explain why the establishment should not be placed off-limits. The proprietor may designate an individual to represent the establishment at the AFDCB meetings.

e. In cases where proprietors have been invited to appear, the President will perform the following actions:

- (1) Review findings and decisions of previous meetings;
- (2) Call for inspection reports and witness testimony;
- (3) Afford an opportunity for the AFDCB members to ask questions;
- (4) Present the proprietor with a brief summary of the complaint concerning the establishment; and,

(5) Afford the proprietor an opportunity to present matters in defense of the allegation.

f. After excusing the proprietor from the meeting, the AFDCB shall deliberate and formulate appropriate recommendations for submission to the CO, MCLBA.

g. Unless emergency conditions exist which are extremely harmful to military personnel, the establishment will not be recommended for off-limit actions until the proprietor has been:

(1) Notified in writing by the President of the AFDCB of the adverse conditions and circumstances; and,

(2) Given an opportunity to be heard and a reasonable time in which to correct the deficiencies.

h. 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.

i. The board will immediately forward to the Commanding officer, MCLBA reported circumstances involving discrimination based on race, color, sex, religion, age, or national origin.

j. If a proprietor takes remedial action to correct undesirable conditions previously noted the board should send a letter (see ref a, fig B-2) of appreciation recognizing this cooperation.



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MEMORANDUM

From: President Armed Forces Disciplinary Control Board
To: Commanding Officer, Marine Corps Logistics Base Albany

Subj: ARMED FORCES DISCIPLINARY CONTROL BOARD MEETING MINUTES

1. Pursuant to authority contained in MCO 1620.D, Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations, the MCLB Albany Armed Forces Disciplinary Control Board convened **(place)**, **(date)**.

2. The following voting members were present: (list names and title)

3. The following military members were present: (list names and ranks)

4. The following civilian advisory members were present: (list names and titles).

5. Order of business:

a. Call to order

b. Welcome

c. Introduction of members and guests

d. Explanation of purpose of the board to new attendees

e. Reading of last board minutes

f. Unfinished or continued business

g. New Business

h. Recommendations:

(1) List of areas and establishments being placed in an off-limits restriction. **(Include complete name and address)**

(2) List of areas and establishments being removed from off-limits restriction. **(Include complete name and address)**

(Board Recorder's Name)

USMC

Recorder, Armed Forces
Disciplinary Control Board

Approved:

(President Name)

(Rank), USMC

President, MCLBA Armed Forces Disciplinary Control Board

Enclosure (3)