

**16 November  
2022**

**Security**

**JUVENILE CORRECTION BOARD (JCB)**

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Certified by: 66 ABG/JA (Colonel Patricia Wiegman-Lenz)

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This instruction implements Air Force Policy Directive (AFPD) 31-101, *Integrated Defense*. The Air Force is required to provide safe and secure living and working conditions for its members and their families. The Juvenile Correction Board (JCB) provides standardized disciplinary services and procedures for dealing with juvenile misconduct on Hanscom Air Force Base (HAFB). This instruction applies to all juveniles and their sponsors assigned to, attached to, or living on HAFB by consent of the Installation Commander (IC). Failure to observe prohibitions and mandatory provisions by military personnel is a violation of Article 92, *Uniform Code of Military Justice* (UCMJ). Violations may result in administrative disciplinary action without regard to otherwise applicable criminal or civil sanctions for violations of related laws. 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*; and route AF Form 847 from the field through appropriate functional chain of command. Requests for waivers must be submitted through the chain of command to the OPR listed above for consideration and approval. All persons shall maintain and dispose of records created as a result of the procedures in accordance with (IAW) Air Force Instruction (AFI) 33-332, *Air Force Privacy and Civil Liberties Program*, as applicable. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management Systems (AFRIMS) Records Disposition Schedule (RDS).

**SUMMARY OF CHANGES**

Administrative changes throughout.

3.3.1. Addition of “21 United States Code (USC) 844”

5.2. Provided that SJA may designate a legal advisor.

5.6. “66 FSS/CL” changed to “66 FSS/CC”

6.1.4.1 -6.1.4.4 Added additional information in this section.

6.2.2 Quorum requirements changed from “Chairperson, CCM or rep, Unit Leader, Legal Advisor, and Case Manager” to “Chairperson, Legal Advisor, and Case Manager.”

6.2.5 Changed paragraph 6.6. to paragraph 6.2.5.

6.3. – 6.3.2.2. Added new 6.3. Section and moved previous 6.3 to 6.4

6.4.1 “Direct Actions” changed to “Corrective Actions”

6.4.1 Removal of “Suspension of driving privileges,” which is reflected in 6.4.2

Attachment 5 SUBJECT: “Punishment” changed to “Suspension of Privileges”

Acronyms CCIM – Case Manager

Acronyms SJA – Staff Judge Advocate

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## **1. Overview:**

1.1. Purpose: The JCB reviews incidents of misconduct by juveniles occurring on HAFB and decides on a course of action, the juvenile holds the right to appeal the decision with the 66th Air Base Group Commander (66 ABG/CC). Participation by juveniles in the JCB process is voluntary. By working together, the JCB and the sponsors/juveniles craft workable solutions to difficult problems. If the JCB process is incapable of resolving a problem, either because the misconduct is too severe or the sponsor/juvenile elects not to participate, the juvenile may still be prosecuted through the Federal Magistrate Court process. Also, the installation commander retains the authority to either debar the juvenile (and potentially the sponsor) from base or impose restrictions on the juvenile's and sponsor's privileges.

1.2. Scope: On-base incidents of misconduct by juveniles are reviewed by the 66 ABG/CC, who may refer the incidents to the JCB. The JCB elects appropriate action consistent with the goal of rehabilitating juveniles and correcting inappropriate behavior. As the appellate authority, the 66 ABG/CC is not limited to the JCB's recommendations and may exercise authority in the absence of any JCB recommendation.

1.3. Objectives: JCB objectives include the following:

1.3.1. Maintain good order and discipline on HAFB.

1.3.2. Help protect the well-being of all personnel residing on HAFB.

1.3.3. Standardize management of juvenile misconduct cases on HAFB.

1.3.4. Prevent further misconduct.

## **2. Authority:**

2.1. The 66 ABG/CC shall execute this program. To maintain good order and discipline, the 66 ABG/CC may suspend or revoke any of the base privileges of a juvenile whose behavior is deemed inappropriate or detrimental to good order and discipline, as well as base privileges of the juvenile's sponsor. Among these privileges are Exchange privileges IAW AFI 34-211(I), *Army and Air Force Exchange Service General Policies*, and the privilege of entering any part of HAFB IAW DoDI 5200.08.

## **3. Definitions:**

3.1. Sponsor: A person who is either on active duty with the United States Armed Forces, retired from such active duty, a civilian employed on HAFB, or any resident of HAFB (regardless of their duty status), and who is the parent, stepparent, or guardian of a juvenile.

3.2. Juvenile: Any unmarried person between the ages of 6 and 17 years.

3.3. Misconduct: Refers to any of the following:

3.3.1. Violations of federal law or statute, to include 21 United States Code (USC) § 844.

3.3.2. Violations of Massachusetts law or statute.

3.3.3. Violations of local statutes or ordinances (applicable to this area).

3.3.4. Violations of Air Force Policies, Instructions, or Rules.

3.3.5. Violations of Air Force Materiel Command (AFMC) Policies, Instructions or Rules.

3.3.6. Violations of 66 ABG Policies, Instructions or Rules

3.3.7. Violations of DoD Instruction 6400.10, Coordinated Community Response to Problematic Sexual Behavior in Children and Youth. The JCB will neither address nor interfere with the procedures outlined in this DoDI.

3.3.8. Any other conduct determined by the installation commander to adversely impact the maintenance of good order and discipline on HAFB.

#### **4. Responsibilities:**

4.1. 66 ABG/CC: Determines which matters shall be submitted to the JCB. In the absence of the 66 ABG/CC, the 66th Air Base Group Deputy Commander, (66 ABG/CD) shall exercise the referral authority.

4.2. 66 ABG/CD: Acts as Chairperson and presiding authority of the JCB. Calls and conducts JCB meetings, determines whether alleged misconduct occurred, and imposes corrective action (if necessary). Appoints the Case Manager via appointment memorandum.

4.3. 66th Air Base Group Command Chief Master Sergeant (66 ABG/CCC): Acts as Principal advisor to the Chairperson and presiding authority of the JCB. Reviews all aspects of the cases presented and provides perspective regarding disposition options.

4.4. 66th Air Base Group Case Manager (66 ABG/CCIM): Administers the JCB program. The Case Manager's duties include scheduling meetings, notifying attendees, preparing all correspondence, monitoring/managing post-JCB juvenile progress, and maintaining records.

4.5. Members: Attend JCB meetings and provide advice to the Chairperson.

4.6. Sponsors: Each sponsor at HAFB must ensure that his/her dependents and guests behave properly at all times and comply with all applicable laws, instructions, and policies while on HAFB. Sponsors are accountable to the installation commander for the conduct of their dependents and guests, particularly for the conduct of juveniles under their guardianship.

#### **5. Membership:** The following personnel compose the JCB:

5.1. 66 ABG/CD (Chairperson).

5.2. 66 ABG/SJA or designee (as Legal Advisor).

5.3. 66 ABG/CCC.

5.4. 66 ABG/CCIM (Case Manager).

5.5. Commander, 66th Security Forces Squadron (66 SFS/CC) or an officer or NCO designated by 66 SFS/CC (Advisor).

5.6. Commander, 66th Force Support Squadron (66 FSS/CC) or a representative from Youth Programs (Advisor)

5.7. Other personnel invited on a case-by-case basis by the Chairperson:

5.7.1. 66th Medical Squadron Family Advocacy Officer (66 MDS/SGOW).

5.7.2. Commander and/or first sergeant of the juvenile's sponsor.

5.7.3. Any other personnel deemed necessary or appropriate by the Chairperson.

## **6. Procedures:**

6.1. Referring matters to the JCB:

6.1.1. The 66 ABG/CC receives information regarding alleged misconduct committed by a juvenile and, with the advice of 66 ABG/JA, determines whether the JCB should consider the case. Information may come from any reliable source (e.g., 66 SFS blotters, incident reports, witness statements). Although the 66 ABG/CC may receive verbal information of alleged misconduct, he/she should obtain written confirmation before referring the matter to the JCB. In the absence of the 66 ABG/CC, the 66 ABG/CD shall determine if a case shall be referred to the JCB.

6.1.2. Non-referral: The 66 ABG/CC may determine that the case is not serious enough to warrant referral to the JCB. The 66 ABG/CC may or may not consult with JCB members before making a decision on referral. In lieu of referral, the 66 ABG/CC may issue a memorandum of warning to a juvenile and his/her sponsor.

6.1.3. Referral: If the 66 ABG/CC refers the matter to the JCB, he/she notifies the Chairperson, who in turn notifies the Case Manager and provides case information. The Chairperson indicates whether additional personnel should participate in a JCB meeting.

6.1.4. The Case Manager sends the sponsor an invitation (Attachment 1) to attend the Open Session of the JCB meeting, a fact sheet describing the JCB program (Attachment 2), and a copy of the information that serves as the basis for the referral.

6.1.4.1. The sponsor and juvenile must respond to the invitation within five (5) duty days of receipt stating whether they choose to participate in the JCB meeting.

6.1.4.2. If the sponsor and juvenile choose not to participate, then the matter will be referred to 66 ABG/JA to determine if the case should be brought to Federal Magistrate Court. Additionally, the 66 ABG/CD will provide a recommendation to the 66 ABG/CC whether the juvenile/sponsor should be debarred from the installation.

6.1.4.3. The Case Manager notifies the regular JCB members of the meeting and also contacts any additional members invited by the Chairperson. The Case Manager provides a copy of the case information to all members who will be attending the JCB meeting.

6.1.4.4. The juvenile should be accompanied by his/her sponsor at JCB meetings. If either is absent at the time of the meeting, the Case Manager will note their absence, and the Chairperson will decide whether the JCB will proceed with the case in their absence. In the event that the juvenile's sponsor is deployed or otherwise unavailable, the juvenile may be accompanied by another authorized guardian of the juvenile.

## 6.2. Conducting a JCB Meeting:

6.2.1. Meeting time and place. The JCB will meet on a monthly basis, or less frequently if there are no juvenile cases to consider. The Chairperson may call an additional session during any month if necessary. The Chairperson will determine the time and place of each session. The meeting shall be preceded by an administrative meeting during which the Case Manager shall provide the progress of juveniles from previous JCB meetings.

6.2.2. Quorum requirements. A quorum is established with the attendance of the Chairperson, Legal Advisor, and Case Manager.

6.2.3. Purpose. The purpose of a JCB meeting is to assess juvenile misconduct, consider all available options, and take corrective action. The JCB's goal is to rehabilitate the juvenile while persuading him/her to conform to standards of acceptable behavior.

6.2.4. Nature of the Proceedings. The proceedings are non-adversarial. All Open Session discussions with the sponsor and juvenile shall, to the extent possible, remain informal. No transcript of JCB meetings shall be kept.

6.2.5. Right to counsel. The process of adjudicating juvenile misconduct issues is an administrative process. Thus, alleged juvenile offenders are not entitled to the presence of legal counsel during the JCB. Additionally, the Government will not provide the juvenile an attorney, but the juvenile or their sponsor may hire civilian counsel to assist in preparing for the JCB or for an appeal.

6.3. JCB Sessions: A JCB meeting is not open to the public and consists of two parts: the Open Session and the Closed Session.

6.3.1. Open Session: The Open Session is attended by the JCB members, the juvenile, and the juvenile's sponsor. Any additional guardians the juvenile has may attend the JCB. If the juvenile and/or sponsor do not appear for the Open Session, the JCB will proceed to the Closed Session. During the Open Session, the Chairperson will accomplish the following:



6.3.1.1. Explain to the sponsor that the JCB takes actions in response to alleged juvenile misconduct.

6.3.1.2. Present allegations of misconduct as outlined in appropriate reports or other documentation.

6.3.1.3. Invite the juvenile or sponsor to make a brief presentation, either to refute the allegation or to explain the alleged misconduct.

6.3.2. List the actions that the JCB may take or recommend (see para 6.4). JCB actions may be contingent upon the juvenile and sponsor agreeing to certain conditions. Closed Session: The Closed Session is attended by only the JCB members. The Closed Session may be held immediately following the Open Session or at a time to be determined by the Chairperson. During the Closed Session the Chairperson will, after considering the advice of the other JCB members, accomplish the following:

6.3.2.1. Determine whether the juvenile committed the misconduct alleged.

6.3.2.2. Determine what action should be taken, if any. If the juvenile is found not to have committed the alleged misconduct, the Chairperson will notify 66 ABG/CC.

6.4. JCB Actions: The Chairperson may take one or more corrective actions or make recommendations to 66 ABG/CC in response to juvenile misconduct.

6.4.1. Corrective Actions:

6.4.1.1. Verbal counseling or admonishment.

6.4.1.2. Memorandum of warning.

6.4.1.3. Placement of certain HAFB areas or functions off-limits to the juvenile. This may also take the form of a curfew.

6.4.1.4. Referral of the matter to the Massachusetts Department of Social Services for action or disposition.

6.4.1.5. Direct participation by the juvenile in a designated rehabilitation or counseling program. The juvenile must provide proof to the JCB of successful completion.

6.4.1.6. Within a certain time limit, direct restitution by the juvenile and/or sponsor for damage to government or personal property. The juvenile must provide proof to the JCB of payment within the established time limit.

6.4.1.7. Direct performance by the juvenile of a designated amount and type of volunteer (unpaid) community service. The juvenile must provide proof to the JCB that the juvenile performed the volunteer community service.

6.4.1.7.1. The community service must provide benefit to a group of people, an organization, or the general installation, as defined by the Chairperson with the advice of the Legal Advisor. The JCB may provide a list of suitable community service beneficiaries to the juvenile and sponsor. The juvenile may provide the service to more than one approved beneficiary. The satisfactory completion of all portions of community service must be recorded on an appropriate document by a representative of the beneficiary organization. The juvenile's sponsor shall maintain administrative control of the document, report progress to the Case Manager when queried, and submit the completed document to the Case Manager upon completion.

6.4.1.7.2. The juvenile's sponsor is responsible for providing direct safety supervision of the juvenile when the juvenile is providing community service. The sponsor may delegate direct supervision to an adult family member if the sponsor's duty requirements prevent the sponsor from providing direct supervision. There are situations in which the beneficiary organization may have in-house supervision available. With the consent of the organization, the organization may provide the required supervision of the juvenile.

6.4.1.8. Direct other appropriate action.

6.4.2. Recommendations to 66 ABG/CC (see Attachments 4, 5, and 6):

6.4.2.1. Recommendation to 66 ABG/CC of suspension or revocation of the juvenile's/sponsor's Main Exchange, shopette, gas station, commissary or other base privileges.

6.4.2.2. Recommendation to 66 ABG/CC of termination of the juvenile's/sponsor's base housing.

6.4.2.3. Recommendation to 66 ABG/CC of debarment of the juvenile and/or sponsor from HAFB.

6.4.3. Notification of Corrective Actions:

6.4.3.1. The Case Manager, with the assistance of the Legal Advisor, prepares a memorandum to the sponsor, detailing the JCB actions and any conditions upon which the action relies (Attachment 3). The Chairperson then signs the memo. If the action is contingent upon the sponsor and juvenile agreeing to certain conditions, the notice shall include an indorsement signed by both the juvenile and sponsor. The conditions may not be negotiated.

6.4.3.2. The sponsor and juvenile must return the indorsement to the JCB within five (5) duty days of the date of the notice.

6.4.3.3. The Case Manager then forwards JCB actions to the 66 ABG/CC.

6.4.4. Reopening JCB cases: If the Case Manager provides information that any juvenile has failed to fulfill JCB-directed corrective action, the Chairperson shall determine whether to reopen any JCB case. The purpose of reopening a JCB case is to determine whether the JCB should revise its response to the juvenile's misconduct in light of a failure to comply with JCB-directed action. There is no limit to the number of times a JCB case may be reopened.

6.4.4.1. Date and time: If the Chairperson decides to reopen a JCB case, the Chairperson will determine the date and time to reopen the case. This may be at the next regularly scheduled JCB meeting or at a special meeting. The Chairperson will notify the Case Manager of the date and time of the meeting during which the case will reopen. The Case Manager then notifies the JCB members, and provides each JCB member a copy of the information that serves as the basis for reopening the case. The Case Manager prepares a notice to the sponsor that the case will reopen; provides the date, time and location of the meeting; and invites the sponsor and juvenile to appear and provide comment.

6.4.4.1.1. Conducting the meeting: The Chairperson will conduct the meeting in the same manner as the initial meeting as described in para. 6.2.

6.4.4.1.2. Notification: Following the reopened case, the JCB shall forward any revised actions or recommendations in the manner prescribed for normal JCB sessions. (See para. 6.4.)

6.4.5. New misconduct: Additional misconduct committed by the juvenile after the JCB directs or recommends corrective action for a prior incident will be addressed at a new JCB.

6.4.6. Appeal: The 66 ABG/CC is the appellate and final authority for all Corrective Actions directed by the JCB. Appeals to the 66 ABG/CC should be made within five (5) duty days of receipt of the notification to the sponsor. The appeal must be made in writing through the Chairperson, who will forward the appeal with an accompanying justification of the JCB's action to the 66 ABG/CC within five (5) duty days of receipt of the appeal.

## **7. Administration:**

7.1. Recordkeeping: The Case Manager maintains the record of the JCB's actions in response to a particular instance of juvenile misconduct. The record consists of the following:

7.1.1. A copy of all notices provided to the sponsor and juvenile, including all attachments.

7.1.2. A copy of all Staff Summary Sheet packages to 66 ABG/CC, including all attachments.

7.2. Post-JCB juvenile management/monitoring:

7.2.1. The Case Manager shall maintain a database which accurately tracks the progress each juvenile has made toward completion of JCB-directed corrective action.

7.2.2. If applicable, the Case Manager shall provide a conduit for all financial restitution, in terms of routing payment from the juvenile to the aggrieved party.

7.2.3. The Case Manager shall verbally contact the sponsor of each juvenile who has not completed all JCB-directed corrective action to determine progress. The Case Manager shall notify the

Chairperson if any juvenile fails to accomplish all JCB-directed actions by the deadline set or if any juvenile fails to progress appropriately.

OFFICIAL

TAONA A. ENRIQUEZ, Colonel, USAF  
Commander

ATTACHMENT 1  
JUVENILE CORRECTION BOARD (JCB) REFERRAL MEMORANDUM



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date

MEMORANDUM FOR Major John Doe  
123 Butterfly Road  
Hanscom AFB MA 01731

FROM: 66 ABG/CC  
20 Schilling Circle  
Hanscom AFB MA 01731-2800

SUBJECT: Juvenile Correction Board (JCB) Referral

1. I have received the attached information that your dependent, Jane Doe, at or near Hanscom AFB, MA, on or about Date, unlawfully (insert violation). In accordance with Hanscom Air Force Base Instruction 31-801, *Juvenile Correction Board (JCB)*, I have referred this allegation to the installation JCB. The JCB is not a formal hearing, but exists to review juvenile misconduct on HAFB and provides an appropriate base response.
2. The next meeting of the JCB is scheduled for Date at Time, in the HAFB Courtroom, Second Floor, Bldg 1305. I invite you and Jane Doe to attend the JCB meeting and present any information or comments that you desire. Your spouse or other authorized guardian for your dependent may attend as well. If you choose not to participate in the JCB, this matter may be considered for referral to Federal Magistrate Court, and you and your dependent may be subject to debarment from HAFB. Please note, if you wish to present information from third parties, it should be submitted in writing at the meeting.
3. Please return the attached receipt, signed by you and Jane Doe, within five (5) duty days to 66 ABG/JA, 20 Schilling Circle, Hanscom AFB MA 01731. If you have any questions, please call the Base Legal Office at (781)225-1410.

JANE C. HANSCOM, Colonel, USAF  
Commander

- Attachments:
1. Fact Sheet
  2. Blotter/Statement

1st Ind, Major John Doe

MEMORANDUM FOR 66 ABG/CC

Receipt acknowledged, \_\_\_\_\_ (date). I do/do not consent to participation in the JCB.

---

JOHN DOE, Major, USAF

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JANE DOE

**ATTACHMENT 2**  
**JCB FACT SHEET**

**Juvenile Correction Board (JCB)**  
**Hanscom Air Force Base, Massachusetts**

**AUTHORITY:** Hanscom Air Force Base Instruction 31-801

**PURPOSE:** The JCB's purpose is to rehabilitate juveniles and correct inappropriate behavior. It provides standardized disciplinary services and procedures for dealing with juvenile misconduct, reviews incidents involving misconduct committed by juveniles, and determines appropriate actions.

**MEMBERSHIP:** The JCB is chaired by the 66 ABG/CD. Other members include the 66 ABG/CCC, Case Manager, 66 ABG/JA and representatives from SFS, FSS, Family Advocacy Services and the sponsor's unit.

**PROCEDURES:** The JCB meets monthly. Participation in the JCB is voluntary; however, failure to participate may result in referral of the case to Federal Magistrate Court or debarment from HAFB. The meeting is administrative and non-adversarial. There is neither formal witness testimony nor a written transcript of a JCB meeting, and participants are not entitled to the presence of an attorney. The JCB may direct actions contingent upon the juvenile and sponsor agreeing to certain conditions, such as participating in a designated rehabilitation or counseling program. The 66 ABG/CC is the appellate authority and is not limited by the JCB's actions or recommendations.

**JCB ACTIONS:** The JCB may take the following actions in response to juvenile misconduct:

- Verbal counseling/admonishment or a Memorandum of warning.
- Placing certain HAFB areas or functions off-limits to the juvenile. This may take the form of a curfew.
- Suspension of driving privileges.
- Referral of the matter to the Massachusetts Department of Social Services for action or disposition.
- Direct participation by the juvenile in a designated rehabilitation or counseling program. The juvenile must provide proof to the JCB of successful completion.
- Direct restitution by the juvenile and/or sponsor for damage to government or personal property.
- Direct performance by the juvenile of a designated amount and type of community service as a volunteer.
- Recommendation to 66 ABG/CC of suspension or revocation of juvenile's/sponsor's main exchange, shoppette, gas station, commissary, or other base privileges.
- Recommendation to 66 ABG/CC of termination of the juvenile's/sponsor's base housing.
- Recommendation to 66 ABG/CC of debarment of the juvenile and/or sponsor from HAFB.



ATTACHMENT 3  
JUVENILE CORRECTION BOARD DECISION

**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date

MEMORANDUM FOR Major John Doe  
123 Butterfly Road  
Hanscom AFB MA 01731

FROM: 66 ABG/CC  
20 Schilling Circle  
Hanscom AFB MA 01731-2800

SUBJECT: Juvenile Correction Board (JCB) Decision

1. After careful consideration of all the circumstances, I have determined that your dependent, Jane Doe, [did/did not] misconduct on date. I have determined to take no/take the following action in response to this incident:

a. Community Service:

- (1) Hours:
- (2) Type of service: (to be determined)
- (3) Points of contact:
- (4) Time limit for completion:

b. Suspension of Certain On-Base Privileges:

- (1) Specific privileges suspended until (date).
- (2) Notes: Return of these privileges is contingent on full compliance with the decision of this Board.

c. Other Action:

- (1) One presentation to be delivered to the Youth Center children's group on the consequences of unlawful entry and damage to government property. Contact Point of Contact (POC) for details.



(2) On-base curfew until (date), except in cases where your employment or community service obligations require you to remain out beyond this time. You will proceed home immediately after completing either obligation under the provision of a direct adult supervisor.

(3) Participation in the Middlesex County Corrections' "Two Strike" program. Contact POC for details.

d. Recommendations to 66 ABG/CC.

(1) I am recommending that your dependent have his/her shopping privileges suspended for a period of \_\_\_\_\_, and that you have your shopping privileges suspended for a period of \_\_\_\_\_.

(2) I am recommending that your/your dependent be removed from base housing.

(3) I am recommending that you/your dependent be debarred from entering HAFB.

2. This JCB decision does not preclude other forms of administrative or judicial proceedings. Appeals may also be considered by the 66 ABG/CC. Please complete the attached agreement and return it, within five (5) duty days of the date of this memo, to 66 ABG/JA, 20 Schilling Circle, Hanscom AFB MA, 01731-2137. Failure to return the agreement within that time may be deemed to indicate that you and/or Jane do not agree to these conditions. Documents will move forward with or without this agreement signed.

3. Please contact me at (781) 225-1305 if you have questions concerning this JCB decision.

JOHN A. JONES, Lt Col, USAF  
Deputy Commander

1st Ind, SSgt Doe

MEMORANDUM FOR 66 ABG/JA  
20 Schilling Circle  
Hanscom AFB MA 01731-2137

Attn: JCB Clerk

1. We hereby acknowledge receipt and understanding of the JCB decisions.

2. We agree/disagree with the conditions placed on the JCB decisions and agree/do not agree to comply with those decisions.

---

JOHN E. DOE, Major, USAF

---

JANE DOE



**ATTACHMENT 4  
JUVENILE CORRECTION BOARD RECOMMENDATION  
FOR DEBARMENT**

**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date

MEMORANDUM FOR 66 ABG/CC

FROM: 66 ABG/CD

SUBJECT: Juvenile Correction Board (JCB) Recommendation for Debarment

1. \_\_\_\_\_, a dependent of \_\_\_\_, has been determined to have \_\_\_\_. As a result, I recommend that:
  - a. 66 ABG/CC debar juvenile from entering HAFB for a period of \_\_\_\_\_.
  - b. 66 ABG/CC debar juvenile's sponsor from entering HAFB for a period of \_\_\_\_\_.
2. The JCB recommendation is compliant with the installation security instruction.

JOHN A. JONES, Lt Col, USAF  
Deputy Commander

Attachment:  
JCB Decision

1st Ind, 66 ABG/CC

MEMORANDUM FOR 66 ABG/CD

Approved/Disapproved.

JOHN A. SMITH, Colonel, USAF  
Commander

**ATTACHMENT 5  
JCB RECOMMENDATION FOR SUSPENSION OF PRIVILEGES**



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

Date

MEMORANDUM FOR 66 ABG/CC

FROM: 66 ABG/CD

SUBJECT: Juvenile Correction Board (JCB) Recommendation for Suspension of Privileges

1. \_\_\_\_\_, a dependent of\_\_\_\_, has been determined to have\_\_\_\_. As a result, I recommend:

a. 66 ABG/CC suspend juvenile's commissary and Army Air Force Exchange Services (AAFES) shopping privileges for a period of \_\_\_\_\_months.

b. 66 ABG/CC suspend juvenile's sponsor's commissary and AAFES shopping privileges for a period of\_\_\_\_ days.

c. 66 ABG/CC revoke juvenile's privileges to reside in base housing. Length of revoked privileges is up to commander's discretion.

d. 66 ABG/CC revoke juvenile's and sponsor's privileges to reside in base housing. Length of revoked privileges is up to commander's discretion.

JOHN A. JONES, Lt Col, USAF  
Deputy Commander

Attachment  
JCB Decision

**REVOLUTIONIZING THE WARFIGHTER'S EDGE**

1st Ind, 66 ABG/CC

MEMORANDUM FOR 66 ABG/CD

Approved/Disapproved.

JANE A. SMITH, Colonel, USAF  
Commander

Attachment

Memorandum, Suspension of Commissary and AAFES Shopping Privileges

ATTACHMENT 6  
SUSPENSION OF SPONSOR'S COMMISSARY  
AND AAFES SHOPPING PRIVILEGES



DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS 66TH AIR BASE GROUP  
HANSCOM AIR FORCE BASE MASSACHUSETTS

Date

MEMORANDUM FOR Major John Doe  
123 Butterfly Road  
Hanscom AFB MA 01731

FROM: 66 ABG/CC  
20 Schilling Circle  
Hanscom AFB MA 01731-2800

SUBJECT: Suspension of Sponsor's Commissary and AAFES Shopping Privileges

1. The Hanscom Juvenile Correction Board (JCB) has determined that your dependent, \_\_\_\_\_, shoplifted from \_\_\_\_\_ on \_\_\_\_\_. In addition to other JCB-directed corrective actions, your dependent's shopping privileges have been suspended for \_\_\_\_\_ months. Your dependent may not enter the HAFB Commissary, main exchange, shoppette, or gas station during this period.
2. The JCB has recommended that your shopping privileges be suspended, based on the value of the merchandise your dependent shoplifted. This recommendation is based on the requirement that all sponsors be accountable for the behavior of their dependents and guests on this installation.
3. I am suspending your shopping privileges in the commissary, main exchange, shoppette, and gas station for \_\_\_\_\_ days. You will not enter these areas, except to obtain hair grooming services at the Barber Shop or Beauty Shop. The penalty for failing to obey this order is confinement and a fine not to exceed \$500. Your shopping privileges will be automatically reinstated on \_\_\_\_\_.
4. By suspending your privileges, I want to emphasize to you that you are fully responsible for the actions of your dependents and guests. I expect you to provide them the necessary guidance to prevent recurrence of their misbehavior, and to provide them a solid example of good citizenry.

JOHN A. JONES, Colonel, USAF  
Commander

## ATTACHMENT 7

**GLOSSARY OF REFERENCE AND SUPPORTING  
INFORMATION*****References:***

*AFI 33-332, Air Force Privacy and Civil Liberties Program, 10 March 2020, Corrective Actions applied on 12 May 2020*

*AFI 33-322, Records Management and Information Government Program, 23 March 2020, Incorporating Change 1, 28 July 2021*

*AFI 34-211(I), Army and Air Force Exchange Service Operation, 11 July 2017, certified current 14 July 2021*

*AFPD 31-101, Integrated Defense, 21 June 2018*

*Hanscom Air Force Base Instruction 31-801, Juvenile Correction Board*

***Acronyms***

AAFES	Army Air Force Exchange Services
ABG	Air Base Group
AFI	Air Force Instruction
AFMAN	Air Force Manual
AFMC	Air Force Materiel Command
AFPD	Air Force Policy Directive
AFRIMS	Air Force Record Information Management Systems
CC	Commander
CCC	Command Chief Master Sergeant
CD	Deputy Commander
CCIM	Case Manager
CL	Civilian Leader
DoD	Department of Defense
DoDI	Department of Defense Instruction
FSS	Force Support Squadron
HAFB	Hanscom Air Force Base
IAW	In Accordance With
IC	Installation Commander
JA	Judge Advocate
JCB	Juvenile Correction Board
MDS	Medical Squadron
OPR	Office of Primary Responsibility
POC	Point of Contact
PSRB	Physical Security Review Board

RDS	Record Disposition Schedule
SFS	Security Forces Squadron
SJA	Staff Judge Advocate
USC	United States Code
UCMJ	Uniform Code of Military Justice
USAF	United States Air Force