

**1 AUGUST 2003**



**Security**

**JUVENILE MISCONDUCT REVIEW BOARD  
(JMRB)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Supersedes SAFBI 31-201, 1 August 1998.

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This instruction establishes procedures for disciplinary actions of offenders between 13 and 17 years of age. Dependent children younger than 13 years old, who are involved in a serious or repeated incident of misconduct, can meet the Juvenile Misconduct Review Board (JMRB) on a case-by-case basis as determined by the program chairperson; applies to all juveniles who commit offenses on Scott AFB. Individuals with no military affiliation may be offered an opportunity to meet the JMRB; otherwise, they will be referred to civilian authorities. **NOTE:** Military affiliation means any individual who is a dependent of an active duty or retired military member.

**SUMMARY OF REVISIONS**

This instruction has been revised to incorporate group and organizational name changes in the 375 AW due to the reorganization outlined in a directive from the 375 AW/CC. All requests for changes to this publication must be directed to 375 SFS/SFOXP. **A bar ( | ) identifies the new policy changes since the last revision.**

**1. General.** The 375th Mission Support Group (MSG) Commander is directly responsible for the JMRB. In accordance with this instruction, military active duty or retired sponsors and DOD civilians and spouses are directly responsible for controlling their dependents and/or guests while on Scott AFB.

**2. Program Management and Responsibilities.**

- 2.1. Commander, 375 MSG/CC, directs activities of the JMRB and is the final authority for referring offenders to local civilian authorities.
- 2.2. Deputy Commander (375 MSG/CD).
  - 2.2.1. Chairs the JMRB, reviews their recommendations, and determines the final outcome.
  - 2.2.2. Signs correspondence directing disciplinary or administrative action.

- 2.2.3. Presents congratulatory letter and certificate of completion once a juvenile has successfully completed the Juvenile Program. (See examples at [Attachment 4](#) of this instruction.)
- 2.3. Staff Judge Advocate (375 AW/JA).
  - 2.3.1. Reviews all juvenile cases and makes recommendations of disposition to the 375 MSG/CD.
  - 2.3.2. Provides a representative to the JMRB.
- 2.4. Commander, 375th Security Forces Squadron (375 SFS/CC):
  - 2.4.1. Identifies juvenile offenders by initiating a police report.
  - 2.4.2. Issues initial information letter to offender's sponsor or parent on the JMRB.
  - 2.4.3. Notifies sponsor's first sergeant and/or commander of the JMRB date.
  - 2.4.4. Provides a representative to the JMRB.
  - 2.4.5. Notifies support agencies (i.e., Military Equal Opportunity, Family Support, Life Skills, Security Forces Investigation Section, and AAFES General Manager) of offenders so they can review their records for background information.
  - 2.4.6. Compiles police history on the offender and their family.
  - 2.4.7. Creates the JMRB agenda and maintains all case files.
  - 2.4.8. Provides JMRB contract agreement updates to all members.
  - 2.4.9. Coordinates jail tours with local police authorities.
- 2.5. Director, Family Support Center (375 MSS/DPF):
  - 2.5.1. Compiles available background information and requests consent for release as needed.
  - 2.5.2. Provides a representative to the JMRB as needed.
  - 2.5.3. Provides assessment counseling if necessary.
- 2.6. Chief, Military Equal Opportunity (375 AW/MEO):
  - 2.6.1. Compiles available background information and requests consent for release.
  - 2.6.2. Provides a representative to the JMRB, as needed to address MEO violations (i.e. racist graffiti and slurs).
- 2.7. Army & Air Force Exchange Service (AAFES) General Manager.
  - 2.7.1. Provides a representative to the JMRB as needed.
  - 2.7.2. Provides an individual to act as a caseworker for juveniles who are assigned by the JMRB.
  - 2.7.3. AAFES security can release all shoplifters under age 13 to their sponsor, issue the suspension of AAFES privileges letter to the sponsor, and confiscate the offender's ID card. AAFES security can instruct the offender's sponsor on procedures to obtain a new ID card per instructions on the suspension letter.
  - 2.7.4. AAFES can maintain all property shoplifted as evidence until the 375 AW/JA directs release.

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

2.7.6. On a case-by-case basis, the board may review videotapes of retail thefts or other incidents. In general, videotapes will be reviewed when the juvenile does not admit to the theft or there is doubt in the board member's opinion to what has occurred. Videotape review is not necessary if the juvenile is found with stolen merchandise. AAFES security or the board chairman will decide when it is necessary for parents to review videotapes. All tape reviews will be done at the convenience of AAFES security.

2.8. Director, Life Skills (375 MDG/SGOH):

2.8.1. Compiles available background information and requests consent for release as needed.

2.8.2. Provides a representative to the JMRB as needed.

2.8.3. Provides video reviews and consultation as necessary.

2.9. Unit Commander/First Sergeant.

2.9.1. Ensures sponsor and juvenile offender is aware of their appointment with the JMRB.

2.9.2. Attends the JMRB as a member for their particular case.

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

**3. Juvenile Misconduct Review Board.** When a juvenile offender is identified by Security Forces, he/she will be turned over to their sponsor or a responsible adult and issued information letters. ([Attachment 1](#) and [Attachment 2](#) of this instruction outline JMRB procedures.)

3.1. The JMRB will meet as determined by caseload and type of offense. One program meeting will review cases involving retail theft, and the second meeting will review all other types of juvenile misconduct.

3.1.1. The Retail Theft Program Board will include, but is not limited to, the chairman and representatives from 375 SFS, 375 AW/JA, and AAFES. As directed by the chairperson, representatives from base agencies are invited to attend any board session and make recommendations to the chairman.

3.1.2. Required membership of all other juvenile misconduct reviews will consist of the chairman, 375 SFS, and 375 AW/JA. As directed by the chairperson, representatives from base agencies are invited to attend any board sessions and make recommendations to the chairman.

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

3.3. Attendance at the JMRB is mandatory for the sponsor/parent (preferably the military member), juvenile in question, and the sponsor's commander or first sergeant, unless an exception is granted from the board chairperson via 375 SFS/SFAR. The sponsor and the juvenile will have the opportunity to make statements if they desire at the board proceedings, and they may review the consequences the board can assess. (See [Attachment 2](#) of this instruction.)

3.4. The board will recommend to the chairperson actions to be taken and propose possible community service.

3.4.1. Adult supervision for all activities directed by the board would be the responsibility of the sponsor/parent.

3.4.2. Caseworkers and sponsors/parents will ensure youths are not exposed to hazardous environments, adult offenders (suspected or adjudicated), areas where alcoholic beverages or controlled substances are available, and areas that may adversely affect the morale of the youth.

3.5. The board chairperson will make the final determination on actions taken.

3.5.1. If the action of the board includes community service or other conditions as the consequences of juvenile actions, the juvenile and sponsor/parent will sign the contract format. (See **Attachment 3** of this instruction.) Failure to accept the terms of the contract or violating the contract will result in further administrative action by the 375 MSG/CD and possible referral to civilian authorities.

3.5.2. Action, other than entrance into the program, will be handled through the 375 SFS and 375 AW/JA channels.

3.5.3. If community service is assigned on base, a caseworker from a base organization may be assigned to track the juvenile's progress in the program. A sponsor can be assigned the responsibility to find the appropriate community service to be completed. Sponsor will have the nonprofit organization forward a letter on organizational letterhead to 375 SFS/SFAR indicating the type of work and number of hours completed.

3.6. Any open case that is not successfully completed will be formally reviewed for further action by the board.

3.7. The board will review open cases with broken contracts and make recommendations for further administrative action to the board chairperson.

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

4.1. Submit all appeals, in writing, to 375 SFS/SFAR and 375 MSG/CD, IN TURN, within 10 calendar days of receipt of the action to the board. Your unit commander must approve active duty military dependent's appeals. Do not forward appeals if not approved by the unit commander.

4.2. The juvenile's parent or sponsor must originate and sign all appeals. They can include supporting letters and other documentation.

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

4.4. With the written approval of the 375 MSG/CC, the imposition of sanctions can be delayed pending resolution of the appeal. Automatic or minimum sanctions covered in other instructions, such as

loss of driving privileges for DUI or revocation of exchange privileges for shoplifting may not be appealed with JMRB sanctions.

SHELLEY D. CHRISTIAN, Col, USAF  
Commander, 375th Mission Support Group

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

AFI 36-3026, *Identification Card for Members of the Uniformed Services, Their Eligible Family Members and Other Eligible Personnel*

SAFBI 31-201, *Juvenile Misconduct Review Board (JMRB)*

***Abbreviations and Acronyms***

**AAFES**—Army & Air Force Exchange Service

**JA**—Staff Judge Advocate

**JMRB**—Juvenile Misconduct Review Board

**MSG**—**Mission Support Group (Unit designation)**

**MEO**—Military Equal Opportunity

**SFS**—Security Forces Squadron

**Attachment 2****JMRB INFORMATION LETTER**

MEMORANDUM FOR \_\_\_\_\_ Sponsor of \_\_\_\_\_

FROM: 375 MSG/CD  
101 Heritage Drive, Suite 126  
Scott AFB IL 62225-5305

SUBJECT: Juvenile Misconduct Review Board (JMRB)

1. As the 375 MSG Deputy Commander at Scott AFB, it is my responsibility to decide on issues of misconduct that occur on this base. Air Force Instruction 36-3026, *Identification Cards for Members of the Uniformed Services, Their Eligible Family Members, and Other Eligible Personnel*, and SAFBI 31-201, *Juvenile Misconduct Review Board (JMRB)*, dictate that juveniles who commit acts of misconduct can have their base privileges suspended, curtailed, or revoked. In extreme or repeated cases, the juvenile may be barred from the base, which could prevent the family from residing in base housing. \*This restriction of privileges is one way to deal with juvenile misconduct or this case may be referred directly to the St. Clair County juvenile authorities.

2. The board's actions are designed to make juveniles more responsible for their actions and offer parents a more formal approach to discipline. The program requires the full support of the parents to be effective. \*Unless diverted to the local county authorities, each juvenile accused of misconduct will meet the JMRB, which will evaluate the case, along with any voluntary input from the juvenile and the parents/sponsors. The board can be comprised of representatives from various agencies and will recommend action. \*All board actions are rehabilitative attempts and usually include community service, drug testing, counseling, and/or loss of privileges for the youth. Each sanction is based upon the circumstances of the misconduct. While the board may recommend that the case be turned over to civilian authorities, the board itself does not hold criminal proceedings.

3. You will have the opportunity to make a presentation to the board. If a board meeting is scheduled to review your dependent's case, you will be notified by mail if civilian or by your first sergeant or commander if military. You will be required to attend with your dependent, and if a board presentation is not possible, you may direct your request for a waiver to the board through 375 SFS/SFAA.

4. The Scott JMRB is not meant to take the place nor do away with your part in disciplining your dependent, but provides a more formal rehabilitative tool to assist you and your dependent. Your active involvement in this program can weigh heavily in your favor if further disciplinary actions are considered. If you have any questions or comments concerning the board, please contact the 375 SFS Reports and Analysis Office at (618) 256-5404.

JOHN G. STUTTS, Lt Col, USAF  
Deputy Commander

**Attachment 3****JMRB CONSEQUENCES**

MEMORANDUM FOR \_\_\_\_\_ Dependent of \_\_\_\_\_

FROM: Juvenile Misconduct Review Board  
375 MSG/CD  
101 Heritage Drive, Suite 126  
Scott AFB IL 62225-5305

SUBJECT: Juvenile Misconduct Review Board (JMRB) Consequence

1. The Juvenile Misconduct Program offers you the opportunity to give back positively to the Scott AFB community. You may suggest the length of time and kind of community service you desire to perform. The JMRB will support your request or recommend another option based on the offense and your explanation. I will make the final decision. Options available, but are not limited to:

- a. Community Service. (Examples: 375 SVS, AAFES details, or restitution to victims.)
- b. Revocation of Privileges. (Examples: 375 SVS, Commissary, Housing, or Base Entry privileges.)
- c. Attending classes and seminars individually and as a family.
- d. Family counseling and/or individual counseling for family members.
- e. Writing essays and speaking to various groups on lessons learned, identifying values, providing information, and suggesting alternatives.

2 The goal of the board is to assist individuals and families to deal positively with situations that are difficult and in some cases illegal. Progress reports will be signed weekly and used to document attendance and performance of community service. We want to help, but realize, you must decide help is needed. The choice is yours!

JOHN G. STUTTS, Lt Col, USAF  
Deputy Commander

**Attachment 4**

**JMRB AGREEMENT**

MEMORANDUM FOR \_\_\_\_\_

FROM: 375 MSG/CD  
101 Heritage Drive, Suite 126  
Scott AFB IL 62225-5305

SUBJECT: Juvenile Misconduct Review Board Agreement (JMRB)

1. In the matter of Scott AFB versus \_\_\_\_\_, you have been placed under the following JMRB agreement and period of supervision, effective this date. You will contact: \_\_\_\_\_ at \_\_\_\_\_ not later than \_\_\_\_\_ to develop a tracking plan to satisfy the mandate of the program. You will complete:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. If you wish to appeal the actions of the board, you must do so within 10 calendar days. All appeals must be submitted to the 375 MSG/CD.

3. If you were involved in a shoplifting incident and payment is required, contact the Security Office at the Main Exchange, (618) 744-0888, Ext. 238

4. You have until \_\_\_\_\_ to fulfill the terms of this agreement.

JOHN G. STUTTS, Lt Col, USAF  
Deputy Commander

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MEMORANDUM FOR 375 MSG/CD

I promise to live up to the program agreement requirements, and I realize that failure to do so may result in the revocation of my base privileges (i.e., driving, Base Exchange, and/or 375 SVS) from Scott AFB or my family being required to vacate on-base housing, and/or the initiation of action through St. Clair County Juvenile Court.

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(Signature of Juvenile)

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(Print Name and Home Phone Number)

I agree to take part in this program and ensure my child and I comply with the terms of this agreement. I will immediately contact my commander or first sergeant (if active duty) or the 375 SFS Administrative office at (618) 256-5403, should I encounter any problems in fulfilling this agreement. I understand that further administrative action may be taken if either my child or I withdraw from or fail to meet the terms of this agreement.

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(Signature of Parent/Guardian)

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

**NOTES:**

1. If you were involved in a shoplifting incident and payment is required, contact the Security Office at the Main Exchange at (618) 744-0888, Ext. 238.
2. If you are performing community service at an organization of choice, the organization will need to send a letter (on company stationery) to 375 SFS/SFAA, 201 West Winters, Scott AFB IL 62225-5361, relating the community service has been completed. The number of hours completed must be included in the letter.
3. Schedule for jail tours by contacting the 375 SFS Crime Prevention NCO at (618) 256-3674.
4. Schedule for essay presentations by contacting 375 SFS/SFAR, (618) 256-5403.

5. Schedule video reviewing and/or consultations by contacting 375 MDG/SGOHS, (618) 256-7534.

6. Schedule or request information on assessment counseling by contacting 375 MSS/DPF, (618) 256-8668.

7. If mailing an essay, send to:

375 SFS/SFAR  
201 West Winters  
Scott AFB IL 62225-5361

cc:

Parent/Sponsor Unit

**Attachment 5****CONGRATULATORY LETTER**

Lieutenant Colonel John G. Stutts  
Deputy Commander, 375th Mission Support Group  
101 Heritage Drive, Suite 126  
Scott AFB IL 62225-5305

Mr. John Doe  
123 Juvenile Street  
Scott AFB IL 62225-5000

Dear Mr. Doe

On behalf of the 375th Airlift Wing Juvenile Misconduct Review Board (JMRB) members, I congratulate you for successfully completing the Scott AFB Juvenile Misconduct Program. Although you made a mistake, it is my sincere hope this program was helpful in showing you that you are responsible for your actions and there are consequences for the decisions that you make. Our goal is for you to remember this lesson in life, so if you are tempted in the future, you will make the right decision. Good luck to you.

JOHN G. STUTTS, Lt Col, USAF  
Chairperson, JMRB