



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/EASTERN RECRUITING REGION
PO BOX 19001
PARRIS ISLAND, SC 29905-9001

IN REPLY REFER TO:
DepO 1620.1C
CIG
14 MAR 2013

DEPOT ORDER 1620.1C

From: Commanding General
To: Distribution List

Subj: CAROLINA LOWCOUNTRY ARMED FORCES DISCIPLINARY CONTROL BOARD

Ref: (a) MCO 1620.2D (Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations)
(b) Depot Order 5512.4K Solicitation and Conduct of Personal Commercial Affairs by Dealers, Agents, Vendors, and Tradeperson Procedural Guidelines

Encl: (1) List of Voting Members
(2) Duties of the President
(3) Procedures for Meetings

1. Situation. To implement the guidelines of reference (a) for the establishment and operation of the Carolina Lowcountry Armed Forces Disciplinary Control Board (AFDCB).

2. Cancellation. DepO 1620.1B

3. Mission. The board's mission is to advise the Commanding General (CG), Marine Corps Recruit Depot, Parris Island (MCRD/PISC) regarding conditions which may adversely affect the health, safety, welfare, or discipline of military personnel, and to recommend changes to address these conditions. The board's operation is governed by the references and this order.

4. Execution

a. Commander's Intent. The CG, MCRD/PISC seeks to have the establishment and operation of the Carolina Lowcountry AFDCB carried out in accordance with the references and this order.

b. Concept of Operations

(1) The Board shall be composed of members listed in enclosure (1).

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(2) The CG, MCRD/PISC shall be the sponsoring commander for the Board and shall appoint in writing the President of the Board.

(3) The President of the Board shall be governed in the performance of his duties by the references and enclosure (2) to the Order.

(4) All meetings of the Board will be scheduled by the President and will be held once per quarter unless the President determines that a meeting is not required due to a lack of conditions detrimental to military personnel.

(5) The local Tri-Command area is defined as: Marine Corps Recruit Depot, Parris Island, Marine Corps Air Station, Beaufort, Naval Hospital Beaufort, and the local communities of the Lowcountry.

5. Duties and Functions

a. The Board shall conduct meetings as designated by the President. The decision to hold meetings that are opened or closed to the public is at the discretion of the President.

b. The Board will review reports from the Tri-Command area and take appropriate action in connection with all conditions detrimental to the health, safety, welfare, or discipline of military personnel. This will include, but not be limited to, conditions involving the following areas:

(1) Criminal activities or misconduct.

(2) Narcotics, barbituates, marijuana, spice, dangerous drugs, and drug paraphernalia.

(3) Gambling or liquor violations.

(4) Military and civilian relationships that may be detrimental to military personnel.

(5) Unsanitary or other adverse conditions in establishments frequented by military personnel.

(6) Unfair and deceptive business practices.

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(7) Prostitution and venereal disease.

(8) Discriminatory practices, to include the facilities of and places in which meetings are held in conjunction with rallies and events of organizations which espouse or attempt to create discrimination, including but not limited to discrimination based on age, race, color, gender, national origin, and religion.

(9) Fire, safety, or health hazards.

(10) Other undesirable conditions that may adversely affect members of the military or their families.

c. The Board shall conduct active liaison with appropriate civil authorities concerning problems or adverse conditions existing in the local Tri-Command area.

d. The Board shall make appropriate recommendations to the CG, MCRD/PISC concerning establishments and/or areas to be placed "off-limits" and the removal of "off-limits" restrictions.

e. The Board shall function under the supervision of the President of the Board. The procedures to be followed for the conduct of the meeting's and the processing and investigation of complaints are contained in enclosure (3).

f. The Board shall function as the voting body to approve/disapprove applications for Depot access concerning solicitation and conduct of personal commercial affairs by dealers, agents, vendors, and tradepersons (DepO 5512.4K).

g. Civil agencies or individuals may be invited to Board meetings as observers or witnesses if they have knowledge of adverse conditions or elect to appeal an "off-limits" restriction. Announcements or summaries of Board results may be provided to appropriate civil agencies.


6. Administration and Logistics. Recommendations concerning the content of this order may be forwarded to the Assistant Chief of Staff Quality Management office via the appropriate chain of command.

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7. Command and Signal

a. Command. This order was coordinated with the Commanding Officers of Marine Corps Air Station Beaufort, and Naval Hospital Beaufort, and this order is applicable to those commands.

b. Signal. This order is effective the date signed.


R. L. GRABOWSKI
Chief of Staff

DISTRIBUTION: A

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LIST OF VOTING MEMBERS

1. Membership will include representation from the following commands:

- a. Depot Sergeant Major, Parris Island, SC.
- b. Executive Officer, Headquarters and Service Battalion.
- c. Sergeant Major, Headquarters and Service Battalion.
- d. Executive Officer, Recruit Training Regiment.
- e. Sergeant Major, Recruit Training Regiment.
- f. Executive Officer, Weapons Field Training Battalion.
- g. Sergeant Major, Weapons Field Training Battalion.
- h. Equal Opportunity Advisor, Parris Island, SC.
- i. Depot Chaplain, Parris Island, SC.
- j. Staff Judge Advocate, Parris Island, SC.
- k. Public Affairs Office, Parris Island, SC
- l. Inspector, Marine Corps Air Station Beaufort, SC.
- m. Executive Officer, Marine Corps Air Station Beaufort, SC.
- n. Sergeant Major, Marine Corps Air Station Beaufort, SC.
- o. Executive Officer, Marine Aircraft Group-31, Marine Corps Air Station, Beaufort, SC.
- p. Sergeant Major, Marine Aircraft Group-31, Marine Corps Air Station, Beaufort, SC.
- q. Executive Officer, Marine Aviation Logistics Squadron-31.
- r. Sergeant Major, Marine Aviation Logistics Squadron-31
- s. Provost Marshal, Marine Corps Air Station Beaufort, SC.

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t. Equal Opportunity Advisor, Marine Corps Air Station
Beaufort, SC.

u. Executive Officer, 6th Marine Corps District.

v. Sergeant Major, 6th Marine Corps District.

w. Command Master Chief, Naval Hospital, Beaufort.

2. Other Non-voting personnel with significant expertise or interest may be designated to attend by the president as needed. CIG/Recorder, a civilian or military member assigned to the office of AC/S, Quality Management, PISC. (Non-voting)

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DUTIES OF THE PRESIDENT

1. Schedule the time, date, and place for the Board meetings and preside at those meetings.
2. Prepare an agenda prior to each meeting and ensure its distribution to each voting member at least seven days prior to the meeting.
3. Submit the Board minutes with recommendations, if any, to the voting board members, for review and approval/disapproval within five working days of the board meeting.
4. Inform board members of any special meeting and its purpose as far in advance as possible.
5. Obtain two thirds consent from all voting members present before taking final action on any case.
6. Publish "off-limits" areas and establishments and distribute as appropriate.
7. Notify appropriate civil officials of "off-limits" areas or establishments.
8. Maintain appropriate records and files pertaining to Armed Forces Disciplinary Control Board activities.
9. Coordinate with appropriate agencies for timely inspections of businesses as required.
10. The President of the Board is not a voting a member.

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PROCEDURES FOR MEETINGS1. General Considerations

a. The purpose of the meetings is to gather information and to formulate appropriate recommendations for the Commanding General concerning matters which may adversely affect the health, safety, welfare, or discipline of military personnel. "Off-limits" restrictions should be invoked only when there is substantive information indicating that an establishment or area frequented by military personnel or their families presents a significant risk to good order and discipline.

b. No vote may be conducted unless a quorum of the voting members are present. A quorum is defined as two-thirds of the voting members.

2. Initiating an Action

a. The Board may take action based upon complaints originating from any source, including, but not limited to: individuals, the Tri-Commands, local or state agencies, or members of the Board.

b. After the Board receives a complaint, the President or a designee will prepare and submit a report of finding and recommendations at the next meeting.

c. Prior to initiating routine "off-limits" action, the Command, through the President of the Board, will attempt to correct any situations which adversely affect the welfare of military personnel through contact with community leaders and business owners.

d. Unless emergency conditions exist which are extremely harmful to military personnel, an establishment will not be recommended for "off-limits" action until the proprietor has been:

(1) Notified in writing by the President of the Board of the adverse conditions/circumstances.

(2) Given an opportunity to respond in writing or appear before the board.

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(3) Given reasonable time in which to correct deficiencies.

e. If the undesirable conditions are not corrected within a reasonable time, the board will vote on the imposition of the "off-limits" restriction.

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

(1) Prior to calling the proprietor:

(a) Review the findings and decisions of previous meetings.

(b) Call for inspection reports and testimony of witnesses.

(2) When the proprietor and/or his or her counsel or representative is called before the Board:

(a) The President will present the proprietor with a brief summary of the complaint concerning the establishment or area.

(b) Afford the proprietor an opportunity to present matters in defense against the allegation.

(c) Afford Board members an opportunity to ask questions.

(3) After excusing the proprietor or counsel from the meeting, the Board shall deliberate and formulate appropriate recommendations.

(a) Recommendations will be formulated and voted upon by the Board in closed session. Only members and designated personnel shall be present during deliberations.

(b) Recommendations for any action shall be made by a two-thirds vote of the voting members present.

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3. Emergency "Off-Limits" Action

a. When emergency conditions exist which are extremely harmful to military personnel, commanders may temporarily declare establishments or areas "off-limits" to military personnel subject to their jurisdiction.

b. They must then report the circumstances immediately to the Commanding General via the Board President. Detailed justification for the emergency action shall be provided to the Board which will immediately vote on the situation.

4. Removal of "Off-Limits" Restrictions

a. Removal of an "off-limits" restriction requires Board action. Proprietors of establishments declared "off-limits" should be advised of the following appellate rights:

(1) That the proprietor may petition the President of the Board for removal of the "off-limits" restriction at any time.

(2) That the petition must be in writing and include a detailed description of corrective action taken.

b. When it has been determined that the adequate corrective measures have been taken by the proprietor, the Board will take the following actions:

(1) Discuss the matter at the next meeting and make appropriate recommendations.

(2) Vote on the removal of "off-limits" restriction by a two-thirds vote of the voting members present in closed session.