

**Western Oklahoma Area  
Joint Service  
Armed Forces Disciplinary Control Board**

**MEMORANDUM OF AGREEMENT**

BETWEEN

THE INSTALLATION COMMANDER, FORT SILL, OKLAHOMA,  
THE INSTALLATION COMMANDER, ALTUS AIR FORCE BASE, OKLAHOMA,  
THE INSTALLATION COMMANDER, TINKER AIR FORCE BASE, OKLAHOMA,  
THE INSTALLATION COMMANDER, VANCE AIR FORCE BASE, OKLAHOMA,  
AND  
THE INSTALLATION COMMANDER, SHEPPARD AIR FORCE BASE, TEXAS

1. Purpose.

a. This memorandum of agreement establishes, and implements the policies and procedures for the Western Oklahoma Area Joint Service Armed Forces Disciplinary Control Board (hereinafter, the "board"). Nothing in this memorandum will be interpreted to confer any additional rights or privileges on any individual or entity.

b. The board will advise and make recommendations to commanders on matters concerning eliminating conditions which adversely affect the health, safety, morals, welfare, morale, and discipline of the Armed Forces.

2. References.

a. Army Regulation (AR) 190-24/OPNAVINST 1620.2A/AFI 31-213/MCO 1620.2C/COMDTINST 1620.1D (Hereinafter, AR 190-24), Armed Forces Disciplinary Control Boards and Off-Installation Liaison and Operations, dated 30 June 1993.

b. AR 5-9, Intraservice Support Installation Area Coordination, dated 24 July 1987.

3. The applicable provisions and requirements of the regulations mentioned in the above paragraph are incorporated by reference. This memorandum supersedes any and all similar prior agreements.

4. **Sponsoring Commander.** The Commanding General, United States Army Field Artillery Center and Fort Sill, Fort Sill, Oklahoma is the sponsoring commander for the board.

a. The sponsoring commander designates the Provost Marshal, Fort Sill, as the board president and delegates all ministerial administrative responsibilities to that individual. The board president will only vote in the event of a tie. In the absence of the Provost Marshal, Fort Sill, the Deputy Provost Marshal, Fort Sill, will serve as the board president during the Provost Marshal's absence.

b. The sponsoring commander retains the authority to sign the following:

(1) off-limits approval letters (Figure B-4, AR 190-24);

(2) declarations of off-limits (Figure B-5, AR 190-24);

(3) continuance of off-limits restrictions after appearance before the board (Figure B-6, AR 190-24); and

(4) removals of off-limits restrictions (Figures B-7 and B-8, AR 190-24).

c. The sponsoring commander delegates to the board president the authority to sign and issue the following:

(1) letters of notification (Figure B-1, AR 190-24);

(2) letters of appreciation (Figure B-2, AR 190-24);  
and,

(3) letters of invitation (Figure B-3, AR 190-24).

This authority is not further delegable. The board president will provide a copy of each letter issued to the sponsoring commander immediately upon posting.

d. The sponsoring commander designates the Chief, Administrative Law Division, Office of the Staff Judge Advocate, Fort Sill, as the non-voting legal advisor to the board. In the absence of this individual, the Deputy Staff Judge Advocate, Fort Sill, will serve as the legal advisor to the board.

5. **Voting Members.** Each installation represented at any board meeting is entitled to one vote. Each installation commander will designate the individual by duty position as a member to the board who will have the authority to vote (and an alternate voting member in the case of this individual's absence). The designated positions are listed in Enclosure 1.

6. **Non-Voting Members.** The sponsoring commander delegates to each installation commander, in their discretion, the authority to select up to four non-voting members to regularly attend board meetings. For this purpose, the board president and legal advisor are not counted as Fort Sill representatives since their services are provided for the benefit of the entire board.

7. **Pre-Board Meetings.** It is within the discretion of each installation commander represented on the board to hold a pre-board meeting at the installation level to determine what matters the installation wants to discuss at the board meeting. This practice is encouraged. Attendance at the pre-board meeting should be structured according to the needs of the command, with consideration given to including representatives from all areas mentioned in AR 190-24, paragraph 2-2 (i.e., law enforcement, legal counsel, medical, health, environmental protection, public affairs, equal opportunity, fire and safety, chaplain, alcohol and drug, personnel and community activities, consumer affairs).

8. **Standing or Ad Hoc Committees.** The sponsoring commander delegates to the board president the authority to create and staff standing or ad hoc committees composed of, or led by, voting or non-voting board participants. The purpose of these committees is to focus on problems or areas within the committees' expertise or ability.

9. **Procedures.**

a. **Meetings.** The board will meet quarterly, in January, April, July and October of each calendar year. The president will schedule quarterly meetings by setting the time and place of the meeting, subject to objection of a majority of the members present and voting. The president or any voting member, may propose additional meetings for specific purposes. A vote of a majority of voting members present and voting will be sufficient to schedule such a meeting.

b. **Quorum.** A majority of voting members will constitute a quorum for all business of the board. The president of the board will advise the sponsoring commander in the event that fewer than two-thirds of the voting members are present when any vote to place an establishment off-limits occurs.

c. **Amendment.** This memorandum is effective immediately upon signature of each installation commander represented by the board and the sponsoring commander. It will remain in effect indefinitely. This memorandum may be amended by a majority vote of the board; the consent of the sponsoring commander; and, the consent of all represented installation commanders. It will also be amended by any change in the governing regulations.

d. **Procedures Guide.** The board will follow the procedures contained in but not limited to, Appendix B, AR 190-24.

e. **Emergency Procedures.** Nothing contained in this agreement effects any installation commander's authority or discretion to temporarily place establishments off-limits to their personnel in an emergency IAW AR 190-24, paragraph 2-6. When such authority is exercised:

(1) The board shall address the establishment as a first priority at its next regularly scheduled meeting or an emergency meeting, if necessary.

(2) The board will meet all requirements of AR 190-24, Appendix B as quickly as possible to make an informed and appropriate recommendation to the sponsoring commander.

(3) The restriction will remain in place until the sponsoring commander takes action on a recommendation of the board or the installation commander imposing the restriction no longer believes it is justified.

#### 10. **Records.**

a. Records, other than minutes, will be maintained as prescribed by the board president and the majority of the voting members.

b. Minutes will be prepared and maintained IAW AR 190-24, Appendix B, paragraph B-11.

11. **Conflicting Provisions.** If any provision of this memorandum conflicts with any provision of AR 190-24 or AR 5-9, the regulations will control and serve to amend the agreement.

12. Sheppard Air Force Base, Texas, through its designated voting member, will serve as an advisory member of this board until its participation in this board is approved by the appropriate commands. If approval is granted, Sheppard Air Force Base will be a full member of the board with all associated rights, privileges and responsibilities.

13. **Signatures.** The signatories, referred to above as installation commanders, do hereby establish the Western Oklahoma Area Joint Service Armed Forces Disciplinary Control Board.

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LEO J. BAXTER,  
Major General, U.S. Army  
Commander, U.S. Army Field  
Artillery Center and Fort Sill  
Fort Sill, Oklahoma

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CHRISTOPHER A. KELLY  
Colonel, U.S. Air Force  
Commander, 97th Air  
Mobility Wing  
Altus AFB, Oklahoma

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ROBERT L. SMOLEN  
Colonel, U.S. Air Force  
Commander, 72d Air Base Wing  
Tinker AFB, Oklahoma

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DANIEL J. MUMAUGH  
Colonel, U.S. Air Force  
Commander, 71st Flying  
Training Wing  
Vance AFB, Oklahoma

*Scott C. Bergren*

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Brigadier General, U.S. Air Force  
Commander, 82d Training Wing  
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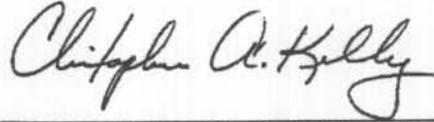
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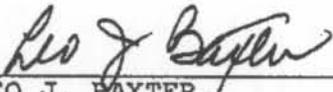
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Enclosure

Voting Members

1. The President of the Board. The president of the board serves as a representative of the sponsoring commander. He is authorized to vote only in the event of a tie among the voting members present. His vote does not represent the vote of any installation.
2. U.S. Army Field Artillery Center, Fort Sill, Oklahoma.
  - a. Primary. Deputy Provost Marshal, Fort Sill.
  - b. Alternate. Deputy Provost Marshal's designated representative.
3. 97th Air Mobility Wing, Altus Air Force Base, Oklahoma.
  - a. Primary. ~~Staff Judge Advocate~~ *Chief of Security forces* <sup>see attach</sup>
  - b. Alternate. Deputy Staff Judge Advocate or designated representative.
4. 72d Air Base Wing, Tinker Air Force Base, Oklahoma.
  - a. Primary. Commander, 72d Security Police Squadron.
  - b. Alternate. Chief, Security Police Operations Flight Support, or Chief, Law Enforcement.
5. 71st Flying Training Wing, Vance Air Force Base, Oklahoma.
  - a. Primary. Staff Judge Advocate.
  - b. Alternate. Chief, Security Forces, or designated representative.
6. 82d Training Wing, Sheppard Air Force Base, Texas.
  - a. Chief, Security Police, 82d Security Police Squadron.
  - b. Operations Officer, Security Police.