

DEPARTMENT OF THE ARMY
HEADQUARTERS, III CORPS AND FORT HOOD
FORT HOOD, TEXAS 76544-5016
29 July 2008

*III CORPS & FH REG 210-1

Installations
Youth Intervention Program (YIP) and Youth Review Board (YRB)

History. This is an administrative revision. Portions affected by this revision are listed in the summary of change.

Summary. This revision revises membership on the board and changes notification requirements for sponsors of youth offenders.

Applicability. This regulation applies to active duty military, Department of Defense (DOD) civilians, and Family members, including youth (term used in lieu of adolescent or juvenile throughout this regulation) who reside on the Fort Hood installation. This also applies to youth and the persons legally responsible for their conduct under Texas law, who reside off the installation, but who engage in misconduct on the

installation. The instructions put forth in this regulation and in associated regulations are administrative. Policies and procedures prescribed herein apply during periods of peacetime and mobilization. This regulation does not apply to other III Corps installations.

Supplementation. Local supplementation of the regulation is prohibited except upon approval of Directorate of Family and Morale, Welfare, and Recreation (DFMWR).

Suggested Improvements. The proponent of this regulation is the DFMWR. Users may send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: IMWE-HOD-MWC, Fort Hood, Texas 76544-5024.

FOR THE COMMANDER:

Ronald Perry
Rear Chief of Staff

Official:



CHARLES E. GREEN, SR.
Director, Human Resources

DISTRIBUTION:
IAW FH Form 1853, S

*Supersedes III Corps and Fort Hood Regulation 210-1 dated 15 June 1998

Contents

Overview, 1, page 4

Purpose, 1a, page 4

References, 1b, page 4

Abbreviations and terms, 1c, page 4

Summary of change, 1d, page 4

Objectives, 1e, page 4

Responsibilities, 2, page 5

Commanding General, 2a, page 5

Garrison Commander, 2b, page 5

Garrison Sergeant Major, 2c, page 6

Staff Judge Advocate (SJA), 2d, page 6

Directorate of Emergency Services (DES), 2e, page 8

Directorate of Family and Morale, Welfare, and Recreation (DFMWR), 2f, page 9

Unit Commanders, 2g, page 10

Procedures, 3, page 10

Reports and investigation of misconduct committed by youth, 3a, page 10

Processing, 3b, page 10

Disposition, 3c, page 12

Youth Review Board, 4, page 13

Authority, 4a, page 13

Composition, 4b, page 13

Intent, 4c, page 14

Hearing proceeding, 4d, page 14

Findings and recommendations, 4e, page 15

Appeals, 4f, page 16

Youth Intervention Program (YIP), 5, page 17

Youth Intervention Program (YIP), 5a, page 17

Youth Community Service Work Program (YCSWP), 6, page 17

Youth Community Service Work Program (YCSWP), 6a, page 17

Oversight and coordination responsibilities, 6b, page 17

Compensation, 6c, page 18

Records, 7, page 18

Disclosure of records within Department of Defense (DOD), 7a, page 18

Disclosure of records to those outside Department of Defense (DOD), 7b, page 18

Appendices

- A. References, *page 19*
- B. Letter of Notification, *page 21*
- C. Memorandum of Agreement for Deferral of Prosecution, *page 22*
- D. Administrative Actions, *page 25*
- E. Memorandum of Findings of the Youth Review Board, *page 27*

Figures

- B-1. Sample Format for Letter of Notification, *page 21*
- C-1. Sample Memorandum of Agreement for Deferral of Prosecution, *page 22*
- E-1. Sample Memorandum of Finding of Youth Review Board, *page 27*

Glossary, *page 29*

OVERVIEW

1

Purpose

This regulation establishes policies, responsibilities, and procedures for the administrative disposition of misconduct committed by youth on Fort Hood through the Youth Review Board (YRB).

It establishes the Fort Hood Youth Intervention Program (YIP) to advise the Commanding General on youth issues.

1a

References

Appendix A lists required and related references.

1b

Abbreviations and terms

The glossary explains abbreviations and terms used in this regulation.

1c

Summary of change

Specifically, this revision dated 29 July 2008 –

- Changes Directorate of Morale, Welfare, and Recreation to Directorate of Family and Morale, Welfare, and Recreation.
- Defines Child and Youth Services.
- Defines Directorate of Family and Morale, Welfare, and Recreation.

1d

Objectives

Objectives of the YIP and YRB are:

- Educate youth, military, and Department of Defense (DOD) sponsors on the consequences of misconduct and crime on the youth offender, youth offender’s Family or parents, the victim(s), and the community.
- Focus on preventing crimes committed by youths.
- Rehabilitate youth through counseling, education, community service, restitution, and other corrective actions.

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**Objectives
(continued)**

- Protect the best interests of the youth involved in misconduct.
- Serve as the Commanding General’s advisor on youth trends and issues to ensure security, good order, discipline, and quality of life on Fort Hood.

1e

RESPONSIBILITIES

2

**Commanding
General**

The Commanding General:

- Maintains law and order on the installation.
- Delegates authority to the Garrison Commander to approve the intervention actions of the General YIP and corrective or rehabilitative actions and recommendations of the YRB as indicated in paragraph 4b below.
- May issue a memorandum of reprimand (MOR) to the sponsor when:
 - The sponsor repeatedly and negligently fails to exercise parental control over the youth offender.
 - The sponsor refuses to cooperate with the YRB.

2a

**Garrison
Commander**

The Garrison Commander:

- Appoints a chairperson as leader and voting member of the YRB in coordination with the Staff Judge Advocate (SJA).
- Appoints in writing primary representatives and designated alternates to serve on the YRB, to include:
 - Garrison Sergeant Major to serve as a voting member of the YRB.

(continued on next page)

**Garrison
Commander
(continued)**

- Headquarters Command Sergeant Major to serve as alternate.
- Exercises approval authority over all actions, recommendations, and decisions of the YRB.
- Reviews all cases in which the YRB recommends termination of the sponsor's government quarters or a bar from the installation.
- Hears appeals from the YRB.
- Employs YIP and YRB responsibility as delegated authority by the Commanding General.

2b

**Garrison
Sergeant
Major**

The Garrison Sergeant Major is a voting member on the YRB.

2c

**Staff Judge
Advocate
(SJA)**

The SJA:

- Provides a legal advisor (primary and alternate designees) to:
 - Serve as chairperson and voting member of the YRB.
 - Provide guidance to military police investigators (MPIs) in incidences involving youth.
 - Review cases referred to the YRB for appropriateness and legal sufficiency.
 - Recommend referral of youth cases to civil authorities as appropriate.
- Appoints an SJA arbitrator, a non-lawyer member, to:
 - Serve as a non-voting member of the YRB.

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**Staff Judge
Advocate
(SJA)
(continued)**

- Recommend administrative actions.
- Send a letter to the sponsor notifying them and the youth Family member to appear before the YRB. Send a copy to the Commander.
 - The notification letter has a 30-day suspense for the Soldier to reply.
 - Civilian sponsors receive a letter notifying them of crimes committed by youth Family members.
 - The letter informs sponsor(s) that they must appear.
 - The only exceptions are:
 - Temporary duty away from the installation or temporary duties the sponsor's Commander determines preclude returning to work at Fort Hood for attendance before the board.
 - A medical incapacity by the youth or parents.
 - Figure A-I provides a sample notification letter.
 - Prepare a memorandum of agreement (MOA) for deferral of prosecution for signature by youth offender and the offender's parent(s) or guardian.
 - Figure B-1 provides a sample MOA.
 - Get military police (MP) reports on cases referred to the YRB for voting members of the board.
 - Schedule board meetings.
 - Meetings are on the 2d Tuesday of each month, following school hours.

(continued on next page)

Staff Judge Advocate (SJA) (continued)

- Maintain files on actions taken by the YRB and warnings sent to military or civilian sponsors of youth offenders.
- Send warning letters for minor first offenses committed by youth on Fort Hood.
- Maintain monthly statistics and provide quarterly reports to the SJA and YRB.
- Maintain youth offender case files and actions taken by the YRB.
- Appoint the SJA Special Assistant, United States Attorney (SAUSA) to:
 - Review cases involving youths reported in the MP blotter or presented in an MP report for proper disposition.
 - Select those cases for referral to the YRB. Recommend that the Garrison Commander send a warning letter to military dependent youths or send a warning letter to civilian parents when appropriate.
 - Refer cases to state authorities for prosecution when appropriate.
 - Prosecute youths in Federal District Court when appropriate.

2d

Directorate of Emergency Services (DES)

The Directorate of Emergency Services (DES):

- Investigates and monitors all reported youth crime or misconduct committed on Fort Hood.
- Coordinates investigations with the SJA SAUSA and Criminal Investigation Division (CID).

(continued on next page)

**Directorate of
Emergency
Services
(continued)**

- Coordinates investigations and reports of youth crime and misconduct cases with federal, state, or local law enforcement authorities.
- Refers crimes listed in Army Regulation (AR) 195-2 (Criminal Investigation Activities), Appendix B, and all felony violations in the United States (US) Code to the US Army Criminal Investigation Command (USACIDC) for investigation.
 - USACIDC investigates felony crimes within its normal investigative purview, according to AR 195-2 and AR 190-30 (Military Police Investigations).
- Presents the facts and witnesses in each case to the YRB.

2e

**Directorate of
Family and
Morale,
Welfare, and
Recreation
(DFMWR)**

The Directorate of Family and Morale, Welfare, and Recreation (DFMWR):

- Appoints the Chief, Child and Youth Services (CYS) Division and a designated alternate to serve as a voting member of the YRB.
- Appoints the Chief, CYS Division to conduct the Youth Community Service Work Program (YCSWP).
 - Follows-up with sponsors and youth offenders to determine if participation in the YCSWP is progressing or is complete and reports findings to the YRB.
 - Provides administrative support for board proceedings of the YRB.
 - Maintains youth offender records for a period of 1 year following the close of the case.

(continued on next page)

Directorate of Family and Morale, Welfare, and Recreation (DFMWR) (continued)

- Appoints two representatives from CYS to serve as voting members on the YRB.
- Coordinates with the Youth Administrator and School Liaison Officer to serve on the YRB and identify alternates and/or secondary representatives.

2f

Unit Commanders

Unit Commanders:

- Ensures sponsor’s attendance at the YRB.
- Attends the YRB, as required. If unable to attend due to mission constraints, designate the First Sergeant as an alternate attendee.
- Assists in ensuring the youth’s sponsor complies with the decision of the YRB.

2g

PROCEDURES

3

Reports and investigation of misconduct committed by youth

Significant offenses or misconduct committed on Fort Hood by youth are referred to the DES MPI.

- An MPI or CID special agent interviews the youth in the presence of the parents to determine the extent of the youth’s involvement in the incident.

3a

Processing

In cases involving youth, the following procedures are adhered to:

- Youths suspected of an offense are read their rights against self-incrimination by MPs or CID agent.
- A full explanation of their rights are made so that they understand.

(continued on next page)

**Processing
(continued)**

- Youth suspects are not questioned regarding offenses unless in the presence of at least one parent or guardian or with the expressed consent of the parent or guardian.

When a youth is taken into custody for an alleged violation, SJA SAUSA is not notified:

- In cases handled administratively.
- In cases where youth are simply questioned and then released.

SJA SAUSA is contacted:

- When youths are suspected of committing a felony.
- When a youth is detained beyond the time needed to process or question regarding offenses.

MPs or CID must follow-up on youth released when MPs cannot detain the youth overnight.

Youth will not be detained or confined in a facility where they would have contact with detained adults.

The MPI immediately notifies the youth's parents, guardians, or custodians of the apprehension, the rights of the youth, and the nature of the offense.

MPI personnel do not routinely photograph or fingerprint youth subjects.

Fingerprints or photographs are obtained.

- When necessary to show that the youth is suspected of being involved in a particular crime or incident in which fingerprints or photographs are necessary to eliminate or identify the subject.
- When SJA SAUSA indicated prosecution as an adult.

(continued on next page)

**Processing
(continued)**

- If fingerprints or photographs are obtained from a youth and it becomes apparent that the documents are not necessary for the investigation, effect coordination with the SJA SAUSA, and unless referred to civil authorities, destroy the documents.
- If the youth has committed an act that warrants prosecution as an adult, effect immediate coordination with the SJA SAUSA.

3b**Disposition**

The SJA SAUSA determines the disposition of the case after conducting an investigation of the incidents involving youth subjects.

- Youth who commit first-time misdemeanor offenses receive a warning that future misconduct is cause for:
 - Appearance before the YRB.
 - Prosecution by state authorities or the Federal District Court.
 - A bar from entry onto Fort Hood.
- The sponsor receives a warning letter from the Garrison Commander and a copy is sent through the chain of command.
- If both of the youth's parents are civilians, the SJA SAUSA signs the warning letter.
- Second-time misdemeanor offenders and youths who commit a pattern of minor misconduct appear before the YRB.
- The YRB Chairperson sends a notice to appear to the Unit Commander or rear detachment officer. An additional notice will be sent by certified mail directly to the sponsor to inform him or her that failure to appear could result in prosecution or a bar from entry onto Fort Hood. If the sponsor is deployed, the notice will be sent via certified mail to the spouse.

(continued on next page)

**Disposition
(continued)**

The SJA SAUSA reviews cases of serious misconduct, which would be a felony if committed by an adult, to determine:

- Referral to the YRB.
- Referral to state authorities for prosecution.
- Prosecution in Federal District Court.

The SJA SAUSA considers the seriousness of the offense, the youth's past record, and the best interests of both the youth and military community when making the decision as to proper disposition.

3c

YOUTH REVIEW BOARD (YRB)

4

Authority

The YRB is established by the authority of the Installation Commander.

4a

Composition

Seven permanent appointed voting members and their designated alternates compose the YRB.

- Chairperson, usually the Chief, Administrative Law Division.
- Garrison Sergeant Major.
- CYS – School Liaison Officer.
- CYS – Youth Administrator.
- Army Community Service, Family Advocacy Program Manager.
- DES Sergeant Major.
- Garrison Chaplain Sergeant Major.

The SJA arbitrator is a non-voting member of the YRB.

4b

Intent

The YRB:

- Hears and disposes of reported cases of youth misconduct, which affect the safety, discipline, and good order of Fort Hood.
- Hears all cases concerning youth referred by the MPI or by any other permanent member of the board.
- Recommends administrative action it believes appropriate in the best interests of the youth and the military community.
- Makes administrative recommendations by majority of the voting members present; recommendations need not be a unanimous decision.

4c

Hearing proceeding

The YRB chairperson ensures hearing are;

- Dignified.
- Orderly.
- Expeditious.
- Fair and impartial.
- In a closed setting.

Participants receive an explanation of board procedures before the onset of the case review.

The MPI and/or CID present facts, witnesses, and MP reports.

The youth and the sponsor or parent presents the youth's case.

- They may present witnesses and confront those making allegations of youth misconduct.

(continued on next page)

Hearing proceeding (continued)

- Legal representation of the youth is not allowed at the hearing.
- Statements made by the youth in connection with the investigation of the alleged offenses or made at the YRB hearing are not held against the youth should further criminal proceedings become necessary.
- A sponsor's Unit Commander and representatives from other interested agencies (for example, Housing, AAFES, school administrator, etc.) may be asked to participate in a particular hearing.

The YRB may:

- Impose certain administrative sanctions or action on the youth and sponsor who appear before the board.
- Recommend to the Garrison Commander administrative sanctions against an uncooperative military or DOD civilian sponsor.
- Refer the case to the SJA SAUSA when the youth or sponsor refuses to submit to the jurisdiction of the YRB.

Refer to Appendix D for a listing of administrative actions available to the YRB.

4d

Findings and recommendations

Upon conclusion of the youth's case presentation, the YRB chairperson documents the findings and recommendations in the form of a memorandum and announces the recommendations to the sponsor or parent and the youth.

- The sponsor receives a copy of the memorandum of the findings and recommendations.

Figure E-1 shows a sample memorandum of finding.

(continued on next page)

Findings and recommendations (continued)

- If the YRB recommends barring the youth, terminating the sponsor's or parent's assignment of government quarters, requesting the Commanding General send a memorandum of reprimand to the sponsor, or requiring the sponsor to make financial restitution, the Chairperson sends the recommendation to the Garrison Commander for approval.
- The youth and sponsor or parent receives a copy of the memorandum.
- When the Garrison Commander approves expulsion from government quarters, the Chief, Family Housing Division, Directorate of Public Works, receives a copy of the notice.

Adverse actions may be imposed on the youth offender, sponsor or parent, and may include, but are not limited to, those outlined in Appendix D.

Open cases:

- If the YRB imposes rehabilitative or adverse action without formally closing the case, the YRB will review the case every 30 days.
- The board determines if further action is warranted or recommends closure of the case.

4e

Appeals

The Garrison Commander is the appellate authority for the YRB.

- The sponsor or parent and the youth may appeal the decision of the Board within 7 days of receiving written notice of the findings or recommendations.
- Appeal in writing.
- Address appeals to IMWE-HOD-ZA, Fort Hood, Texas 76544-5016.

4f

YOUTH INTERVENTION PROGRAM (YIP)

5

**Youth
Intervention
Program (YIP)**

The YRB reviews and analyzes case statistics and trends each quarter.

- The impact of the YCSWP is discussed with activities and agencies receiving the services of youth to determine the effectiveness, values of services, and recommended changes.
- The YRB recommends prevention and intervention strategies to address issues related to youth misconduct and quality of life on Fort Hood.

5a

YOUTH COMMUNITY SERVICE WORK PROGRAM (YCSWP)

6

**Youth
Community
Service Work
Program
(YCSWP)**

A youth may be placed on supervised probation in the YCSWP for a specified period of time with the recommendation of the YRB.

This program requires that the youth perform community service work on post under the supervision of their sponsor, parent, and/or Youth Community Service Representative.

This program:

- Allows youth an opportunity to “pay back” the Fort Hood community for their offense.
- Provides the youth the benefits of supervised probation.

6a

**Oversight and
coordination
responsibi-
lities**

The DFMWR coordinates the YCSWP.

The Chief, CYS establishes policies and procedure to:

- Identify and coordinate with on-post agencies in need of support services that can be fulfilled by youth referred by the YRB.

(continued on next page)

Oversight and coordination responsibilities (continued)

- Refer, orient, train, and track community service hours provided by participating youth.
- Provide feedback to the YRB on the progress of the youth.
- Notify the YRB when the community service responsibility is fulfilled.

6b

Compensation

Youth offenders participating in the YCSWP do not receive compensation.

6c

RECORDS

7

Disclosure of records within Department of Defense (DOD)

The YRB method of handling youth misconduct cases requires information sharing among various agencies with investigative and adjudicative responsibility.

Social workers and law enforcement personnel may share investigative leads, information, and records to ensure that the facts of each case are fully developed.

- Ensure that such information is only shared with people who have a need to know the information to fulfill their duties, according to Title 18 United States Code, Section 5038 (Youthful Offenders) and AR 340-21 (The Army Privacy Program), chapters 3 and 6-6.

7a

Disclosure of records to those outside Department of Defense (DOD)

Under AR 340-21, paragraph 3-2, relevant records may be referred to an appropriate Federal, state, local, or foreign law enforcement agency without the consent of the subject, if the record indicated a violation of of the law.

7b

**Appendix A
References**

**Section I
Required Publications**

AR 190-30
Military Police Investigations (Cited in para 2e)

AR 195-2
Criminal Investigations Activities (Cited in para 2e)

AR 340-21
The Army Privacy Program (Cited in paras 7a and 7b)

Title 18 US Code, Section 5038
Youth Offenders (Cited in para 7a)

**Section II
Related Publications**

FH Reg 210-4
Administrative Disposition of Shoplifters

FH Reg 210-48
Installation Housing Community Standards

FH Reg 600-20
Community Life Program

Public Law 93-415
Juvenile Justice and Delinquency Prevention Act of 1974

**Section III
Prescribed Forms**

This section not used.

**Section IV
Referenced Forms**

FH Form 1853
Distribution Scheme

**Appendix B
Letter of Notification**

IMSW-HOD-ZA

MEMORANDUM FOR Commander, (Unit, Command, Fort Hood, Texas 76544)

(Rank, Name, Unit, Command, Fort Hood, Texas 76544)

SUBJECT: Notification of Appearance at Youth Review Board, RE: _____ (Youth Family Member)

1. Reference. III Corps and Fort Hood Regulation 210-1, Fort Hood Youth Intervention Program and Youth Review Board.

2. By authority of the Installation Commander, you are ordered to appear before the Fort Hood Youth Review Board at an administrative meeting to be held on _____ at building 209, room _____, Fort Hood, Texas. The meeting concerns allegations that your son/daughter committed the offense(s) _____ at the following location _____. Documents concerning these allegations are attached.

3. The only exception to the appearance before the board will be if you are on Temporary Duty away from the installation or on temporary duties that your commander determines preclude return to work at Fort Hood for attendance before the board or if you or your youth is medically incapacitated.

4. At the YRB, you and the named youth will have the opportunity to present any evidence in the youth's defense or to present matters of extenuation or mitigation concerning the alleged incident. You and your child have the right to: request and examine investigative reports; confront and question the accuser(s); and present witnesses or sworn written statement's to support your evidence. Legal representation of the youth at this hearing is not allowed.

5. If you have any questions about the Board, please contact Youth Review Board Chairperson, at 287-2358.

Encl

Name
Rank, Branch
Chairperson, Youth Review Board

Figure B-1. Sample Format for Letter of Notification

**Appendix C
Memorandum of Agreement for Deferral of Prosecution**

OFFICE OF THE UNITED STATES
ATTORNEY FOR WESTERN DISTRICT OF TEXAS

UNITED STATES OF AMERICA)	FORT HOOD YOUTH JUSTICE
)	SYSTEM
vs.)	
)	MEMORANDUM OF AGREEMENT
)	FOR DEFERRAL OF
_____)	PROSECUTION

On or about _____, you allegedly committed the offense(s)
of _____

on Fort Hood, an area within the special maritime and territorial jurisdiction of the United States and within the state of Texas. This conduct is a violation of _____

If prosecuted and convicted for this offense you could receive up to _____ months/years in jail. You may avoid prosecution for this offense if you agree to enter into the Fort Hood Youth Intervention Program (YIP) and abide by the decision of the Youth Review Board (YRB).

Deferral of prosecution and referral of a case to the YRB is made only in cases when it suits the interests of the United States, your interests, and the interests of justice. After review of your case, it appears that you are eligible for referral to the YRB.

Based upon the authority of the Attorney General of the United States through _____ United States Attorney for the State of Texas, prosecution in Texas for this offense will be deferred for twelve (12) months, provided that you fulfill and abide by the conditions set out in this agreement.

If you violate any condition of the Agreement, the United States Attorney may revoke this Agreement. The U.S. Attorney may also prosecute you for the underlying misconduct if you violate the Agreement. If the U.S. Attorney decides to prosecute you for violating this Agreement, you will be notified of the conditions of the Agreement you have violated.

Figure C-1. Sample Memorandum of Agreement for Deferral of Prosecution

If you successfully meet the terms of this Agreement and complete the program prescribed for you by the YRB, you will not be prosecuted for the underlying misconduct in Federal District Court, or by the State of Texas.

If you violate this Agreement and are prosecuted for the underlying conduct, neither this Agreement nor any other document filed with the United States Attorney or prepared by the YRB will be used against you, except for impeachment purposes.

GENERAL CONDITIONS

I, _____ (Youth's Name) _____, agree to the following General Conditions associated with participation in the Fort Hood YIP:

a. I will not violate any III Corps and Fort Hood regulation or Federal, state, or local law. I will immediately notify _____ if I am arrested or questioned by any military policeman or other law enforcement officer.

b. I will attend school regularly or work regularly at a lawful occupation. If I become unable to do so, I will immediately contact _____

c. I will continue to live in this judicial district. If I desire to move out of this district, I will immediately contact _____

d. I will report to _____ with my sponsor as requested.

e. I will follow and successfully complete the program, including any community service, created for me by the YRB.

I understand that if I fail to follow the conditions listed above, I may be removed from the YIP and prosecuted in Federal Court for my offense(s).

SPECIAL CONDITIONS.

I will make restitution up to \$500 for any loss to an individual or the United States government, as determined by the YRB, due to my misconduct.

RIGHTS ADVISEMENT.

I am aware of and understand the rights listed below.

I have a right to speedy and public trial under the Sixth Amendment to the Constitution of the United States. The Federal Rules of Criminal Procedure permits the court to dismiss a criminal complaint or information for unnecessary delay in filing an information or in bringing a defendant to trial.

a. I knowingly and voluntarily request that the United States Attorney for the Western District of Texas defer my prosecution.

Figure C-1. Sample Memorandum of Agreement for Deferral of Prosecution (continued)

b. I agree and consent that all delays that result due to this agreement shall be deemed necessary and requested by me. Such necessary delay shall begin upon the date of my signing this Agreement.

c. I knowingly and voluntarily waive my right to a speedy trial under the Federal Rules of Criminal Procedure and the Sixth Amendment to the Constitution of the United States, and after consultation with my sponsor whose name appears below.

d. I further waive any defense to my prosecution on the grounds that such delay operated to deny my rights to a speedy trial under the Sixth Amendment to the Constitution of the United States, 18 U.S.C. Section 3162, or Federal Rule of Criminal Procedure 48(b).

e. I further agree to waive any claim that my prosecution is barred by the running of the statute of limitations for a period of months equal to the period of this Agreement.

AGREEMENT.

a. I have read the above Agreement and it has been explained to me.

b. I understand that I am waiving my right to a speedy trial and I understand the conditions of my deferred prosecution as well as my participation in the YIP at Fort 1-lood.

c. I agree to comply with all of the conditions contained in this agreement as well as those conditions imposed upon me by the YRB.

Printed Name of Youth

Date

Printed Name of Sponsor / Parent

Date

Printed Name
Special Assistant United States Attorney

Date

**Figure C-1. Sample Memorandum of Agreement for Deferral of Prosecution
(continued)**

Appendix D Administrative Actions

The Fort Hood YRB may recommend any of the following actions, or combination of actions, to the Garrison Commander to address a youth offender's misconduct. The YRB considers the youth's prior conduct and potential for rehabilitation. Action by the YRB is not a precondition for Fort Hood officials to take these actions.

- No action.
- Warning letter to the sponsor of the youth offender.
- An official MOR to the sponsor.
 - This is only considered where there is a repeated failure to control the youth or the sponsor promotes misconduct.
- Requirement for youth to submit a written report.
 - The YRB determines the subject and length.
- The youth offender must prepare a letter of apology and give it to the victim(s).
- Bar letter for youth offender residing off post, barring access to Fort Hood facilities.
 - Minor Family members are not denied medical care entitlements; they are admitted to the installation for this limited purpose.

Termination of government quarters.

Suspension or revocations of privileges.

- Suspend or revoke installation driving privileges.
- Suspend use of Army and Air Force Exchange Service facilities.
- Issue a letter denying the youth the use of any or all recreation activities on Fort Hood (for example, Youth Centers, swimming pools, theaters, Belton Lake Outdoor Recreation Area, gyms, etc.).

- Issue a letter of restriction limiting the youth's travel or presence on the installation, when not accompanied by a parent or guardian.
- Community Service Work Program. Supervised or unsupervised probation in a work program for a specified period of time.

Curfew.

- A more stringent curfew on the youth offender than the curfew listed in the housing regulation.

Counseling.

- Referral of youth and/or sponsor or parents to an appropriate social service, psychiatric clinic, counseling service (Family counseling, group, or individual therapy) unit Chaplain, or Family Life Chaplain.

Probation.

- Placement of youth offender on supervised or unsupervised probation for a period of time.

Restitution.

- Requirement for youth offender and the sponsor to make restitution to the victim(s) for damage caused by the youth to persons or property up to 500 dollars, as determined by the YRB; damage to government property by youth offender will be reported to the SJA Claims Office.

Referral of youth offender to civil authorities.

**Appendix E
Memorandum of Findings of the Youth Review Board**

AFZF-JA (xxx)

MEMORANDUM FOR _____

SUBJECT: Administrative Actions from Youth Review Board

1. On _____, your child, _____, committed the following offense(s):

- a.
- b.
- c.

2. This is their _____ offense.

3. Summary of facts presented:

Sample

4. On _____, the Youth Review Board considered this case and directed the following administrative actions, identified in enclosure, as a means of corrective and rehabilitative action (enclosure 1).

5. A copy of your agreement with the Federal Court is attached (enclosure 2). Violating the trust of this agreement, by either you or your child, will result in a reappearance before the YRB. Withdrawal of housing privileges on Fort Hood, if you reside on the installation, may also occur.

6. You have the right to submit a written appeal within 7 days to the Garrison Commander: m Corps and Fort Hood, ATTN: AFZF-GC, Fort Hood, TX 76544

- Encl
- 1. List of Administrative Actions
 - 2. Memorandum of Agreement

MICHELE M. MILLER
LTC, JA
Chairperson, Youth Review Board

I, _____ have read and understand the terms set forth above. I do/do not wish to appeal to the Garrison Commander.

Figure E-1. Sample Memorandum of Finding of Youth Review Board

ADMINISTRATIVE ACTIONS IMPOSED ON

_____.

- 1. A _____ day curfew at _____ unless accompanied by a parent.
- 2. Letter of apology to _____, delivered in person by _____ within 2 weeks of this memorandum.
- 3. Full restitution of _____ paid to _____.
- 4. _____ hours of work under the Youth Community Service Work Program.
Beginning _____ for _____ consecutive _____. Report to Building _____

Specific assignment/duties will be:

- 5. Submit a _____ word written report on _____
_____ to the YRB, by close of business _____.

6. Letter of warning to sponsor that further misconduct by family members may result in termination of government quarters.

7. Driving privileges of _____, on this installation, are suspended for _____ days, commencing on the date of this memorandum.

8. The use of or participation in _____ is off limits to _____
_____ for a period of _____ days.

9. Recommendation to the Garrison commander to terminate government quarters.

10. Warning that he/she must adhere to _____ curfew.

11. Recommend barring from installation except for medical and dental reasons for a period of _____

12. Other. _____

Figure E-1. Sample Memorandum of Findings of Youth Review Board (continued)

Glossary

**Section I
Abbreviations**

AAFES

Army and Air Force Exchange Service

AR

Army Regulation

ATTN

Attention

CID

Criminal Investigation Division

CYS

Child and Youth Services

DES

Directorate of Emergency Services

DFMWR

Directorate of Family and Morale, Welfare and Recreation

DOD

Department of Defense

ETC

Et Cetera

FH

Fort Hood

IAW

In Accordance With

MOA

Memorandum of Agreement

29 July 2008

FH REG 210-1

MOR

Memorandum of Reprimand

MP

Military Police

MPI

Military Police Investigators

PARA

Paragraph

REG

Regulation

SAUSA

Special Assistant, US Attorney

SJA

Staff Judge Advocate

USACIDC

US Army Criminal Investigation Command

US

United States

YCSWP

Youth Community Service Work Program

YIP

Youth Intervention Program

YRB

Youth Review Board

Section II Terms

Child and Youth Services

Child and Youth Services is a network of systems and programs through which Fort Hood provides quality child and youth development options. These programs reduce the conflict between parental responsibilities and unit mission requirements, support readiness, and contribute to the quality of life of families.

Directorate of Family and Morale, Welfare, and Recreation

A network of family based programs that enhance quality of life, contribute to communities of excellence, enrich living and working environments, and foster a sense of community.

Youth offender

A youth who has been determined by the YRB, in accordance with procedures set forth in this regulation, to have engaged in misconduct or committed a misdemeanor of Fort Hood. The status of "youth offender" is temporary and used until the youth has completed the prescribed corrective action.

Minor misconduct

Violation(s) of federal, state, or local law, installation regulations, or policies promulgated by the Commanding General, III Corps and Fort Hood, committed by a Fort Hood youth. Examples include, but are not limited to, any or all of the following, or any combination thereof;

- a. Pattern of disobedience of the lawful rules set forth by military police or recreation supervisors, etc., disrespect to military or civil servant personnel; or minor physical assault or battery upon any of these persons.
- b. Loitering about the streets, parking lots, and/or buildings of Fort Hood outside of curfew hours.
- c. Vandalism or destructive behavior up to 500 dollars in damages.
- d. Shoplifting at an Army and Air Force Exchange Service (AAFES) or other Fort Hood facility.

Sponsor

A Soldier, DOD civilian, retiree, or other person including DOD affiliated civilians, who are legally responsible for a youth's behavior under Texas law, Department of the Army, or Fort Hood regulations, who is the parent or guardian of a youth alleged to have committed misconduct on Fort Hood.

Supervised probation

Probation which requires schedule appearances by a youth offender and the youth's sponsor or parents before the YRB Coordinator.

Unsupervised probation

A period of evaluation in which the execution of administrative sanction by the youth offender, who has admitted to misconduct, is suspended on the expectation of good behavior.

Youth

Any person who is not emancipated, that is they have not attained their 18th birthday, is not living separate and apart from the military sponsor parent; is not a member of the military service, and is not the spouse of a service member.