



Kadena Disciplinary Action Program Fact Sheet

July 2012

Purpose: to provide standardized disciplinary services, and procedures for dealing with civilian misconduct on Kadena Air Base. Kadena Disciplinary Action Program (KDAP) is governed under 18TH WING INSTRUCTION 31-201, and it applies to all family members and civilians subject to the Status of Forces Agreement (SOFA), regardless of service affiliation while on Kadena AB and all other Air Force installations and facilities on Okinawa, Japan (including Kadena Marina, Okuma Joint Services Recreation Facility, and all government military family housing areas).

Program Objectives: to maintain good order and discipline, to protect the well being of personnel residing on Kadena AB community; to screen acts of civilian misconduct and facilitate standardized discipline through administrative sanctions; to utilize base resources to assist families with counseling and other assistance requirements.

Program Responsibilities:

- 18th Mission Support Group Deputy Commander (or his/her designee) serves as the presiding authority during KDAP hearings (KDAP hearing officer).
- 18th Mission Support Group commander directs activities of the KDAP to achieve the objectives and serves as appeal authority on all action taken under authority of the KDAP with the exception of action taken by the 18 WG/CC.
- 18th Wing Commander is the sole authority for barment of individuals from Kadena AB and all Air Force installations and facilities on Okinawa, Japan.

Program Procedures:

- Receive case referrals by daily security forces blotters (and report of investigations); command directed orders; notification from schools, and notification from other installations.
- Administrative hearing requires the subject, sponsor, and a unit rep to be present. *Hearings are formal appointments. Upon completion of a hearing, the hearing officer will make a determination based on the preponderance of the evidence. If a subject admits to an alleged offense, a “paperwork only” hearing can be accomplished. If necessary, corrective measures are available based on the disciplinary action matrix that is listed on the program instruction (18WGI 31-201, Attachment 2, Table A2.1.Misconduct Matrix).
 - Sanctions examples are verbal counseling, letter of warning, community service, restricted curfew, suspension of driving privilege, financial restitution, 24-hour parental supervision, and substance abuse counseling.
 - Serious offenses and repeated misconduct may result in suspended barment or recommendation for barment from the installation. The barment action is staffed through 18 MSG/CC, 18 WG/JA, and then to the decision authority, 18 WG/CC. *18 WG/CC’s decision for barment is enacted by 18 SFS through notification, serving order and escorts the subject to installation gate.
- Hearing results are briefed to the 18 WG/CC at a monthly Crime Update meeting.
- Any action ordered by the hearing officer is formally documented and kept for 3 years (Barment action is for 10 years.)

Reference: 18WGI 31-201 5 JUNE 2006

<< <http://www.e-publishing.af.mil/shared/media/epubs/18WGI31-201.pdf> >>