



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, FORT GEORGE G. MEADE
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MD 20755-5000

IMNE-MEA-HRM-P

14 OCT 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 44, Procedures for Identification Card Confiscation on the Basis of Shoplifting Violations

1. REFERENCES:

a. Air Force Instruction 36-3026(I)/Army Regulation 600-8-14, Identification Cards for Members of the Uniformed Services, their Family Members, and other Eligible Personnel, 20 Dec 02.

b. Army Regulation 215-8, Army and Air Force Exchange Service Operations, 30 Jul 08.

c. Army Regulation 215-1, Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities, 31 Jul 07.

d. Defense Commissary Agency Directive 40-6, 05 Jun 07.

2. PURPOSE: To outline procedures regarding confiscation of Identification (ID) cards and suspension of installation privileges for individuals apprehended for shoplifting at Fort George G. Meade (FGGM) facilities.

3. APPLICABILITY: These procedures are applicable to all eligible ID card holders as stated by regulation.

4. POLICY: Upon apprehension of a suspected shoplifter, Directorate of Emergency Services (DES)/Criminal Investigation Division (CID) personnel will confiscate the ID cards immediately and instruct the individual to report to the Personnel Processing Branch, ID card issuing facility within 72 hours to have his/her ID Card replaced. Confiscated ID cards must be turned in immediately to the ID cards section located in building 2234. ID cards confiscated during non duty hours must be turned into building 2234 at the opening of business on the next duty day.

5. PROCEDURES: The Installation Adjutant General is responsible to perform the following:

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a. Ensure the DEERS system reflects a suspension, for a minimum of six months, from the date of the offense. An ID card will be issued for 6 months, covering the duration of the suspension. Upon expiration of that ID card, a new card will be reissued with privileges reinstated. Privileges may be suspended for a longer period or indefinitely at the Installation Commander's discretion. The Installation Commander determines whether repeat offender's circumstances warrant a longer suspension.

b. In the case of a U.S. Army Soldier assigned to FGGM, forward a suspension memorandum to the Soldier through command channels.

c. In the case of a military member from another service, forward a suspension memorandum to his or her commanding officer requesting that he or she notify the servicing ID card issuing facility and request that the facility input the information into DEERS to reflect the suspension.

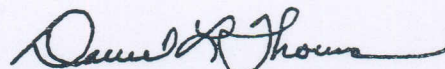
d. In the case of an active duty service member's dependent, forward a suspension memorandum to the sponsor through his or her unit Commander.

e. In the case of a retiree's dependent, forward a suspension letter to the sponsor.

f. In the case of any other eligible ID card holder, forward a suspension letter to the individual.

6. The individual concerned will have 14 days, from the date of the offense, to appeal the suspension to the Installation Commander. If an appeal is received, the Installation Commander determines whether or not the suspension remains in effect.

7. PROPONENT: The Directorate of Human Resources, MPD is the proponent for this FGGM policy. Point of contact is Mr. Anthony Barber, anthony.barber2@conus.army.mil, 301-677-4209, DSN 622-4209.



DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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