



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON SCHWEINFURT
UNIT 25850, Box 10
APO AE 09033

15 JUN 2012

IMSW-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Memorandum #01-25, Misplaced Child Procedures

1. References.

- a. Uniform Code of Military Justice (UCMJ)
- b. Army In Europe (AE) Regulation 27-9, Civilian Misconduct, 22 Nov 2011

2. Purpose. To provide policy and guidance when an elementary school child, who rides a school bus, fails to arrive home or to their alternative home care provider within 30 minutes of their expected time.

3. Applicability. This policy applies to all Soldiers, Family Members and civilian employees who reside in USAG Schweinfurt.

4. Policy. Soldiers who knowingly violate the provisions of this memorandum are subject to punitive action under the UCMJ. All other personnel who knowingly violate this policy are subject to adverse administrative action authorized by AE Regulation 27-9.

5. Procedures.

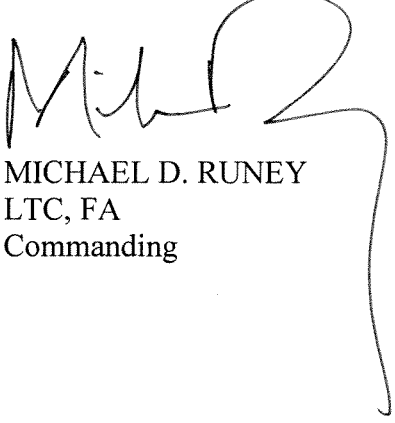
a. Parent/Childcare Provider: Notify the School Bus Office (SBO) at DSN 354-6677/6236, CIV 09721-96-6677/6236 or 09721-81355 during business hours, and provide the child's name, bus route, child's description and attire, usual arrival time and possible playmates. After business hours, contact the local Director Emergency Services (DES), Military Police (MP) DSN 354-6624/CIV 09721-96-6624 or the Installation Operations Center (IOC), DSN 354-6708/CIV 09721-96-6708 with the same information as above.

b. SBO: Per Department of Defense Education Activity procedures, the SBO will follow the instruction for the Lost Student Procedures. This affects any school age child who fails to arrive home or at their expected location. As outlined they will remain on duty and directly participate in the effort to locate the student.

c. DES will:

- (1) Inform patrols to maintain vigilance for the misplaced child.
- (2) Perform a sweep of the neighborhood and question other bus riders if the child is not located within 1 hour.
- (3) When SBO personnel are unavailable, the MP's or IOC will contact the bus contractor and request visual inspection of the bus in an effort to locate the child.

6. Proponent. The functional proponent is the SBO at 354-6277/6236 or 09721-81355.



MICHAEL D. RUNEY
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Commanding

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