History. This revision is an administrative revision. This regulation supersedes III Corps and Fort Hood Regulation 210-4 dated 15 April 2001.

Summary. This regulation establishes policy for the administrative disposition of individuals apprehended for shoplifting on Fort Hood.

Applicability. This regulation applies to all personnel using the Army and Air Force Exchange Services (AAFES) facilities on Fort Hood.

Supplementation. Local supplementation of this regulation is prohibited except upon approval of IMWE-HOD-MW.


FOR THE COMMANDER:
JOSEPH L. ANDERSON
BG, GS
Chief of Staff

Official:
CHARLES E. GREEN, SR
Director, Human Resources

DISTRIBUTION:
IAW FH FORM 1853, S

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Chapter 1
Overview

1-1. Purpose
This regulation establishes policy for the administrative disposition of individuals apprehended for shoplifting on Fort Hood.

1-2. References
Appendix A lists required and related references.

1-3. Abbreviations and terms
The glossary explains abbreviations and terms used in this regulation.

1-4. Summary of change
Specifically, this revision dated 7 June 2007 –
   a. Changes Directorate of Community Activities (DCA) to Directorate of Morale, Welfare, and Recreation (DMWR).
   b. Omits the reference to Post Exchange (PX) Guest Pass FH FL 142-E.
   c. Updates the proponent agency’s office symbol from AFZF-CA-ASSD to IMWE-HOD-MW
   d. Changes Provost Marshall’s Office (PMO) to Directorate of Emergency Services (DES).
   e. Defines process for reinstatement of PX privileges (Chapter 3, section 3-4)

Chapter 2
Shoplifting

2-1. Shoplifting by Soldiers
Process cases involving Soldiers through normal military procedures. Upon receipt of Department of the Army (DA) Form 3975, Military Police Report (MPR), (see Appendix C) or other notification of an alleged shoplifting offense committed by a Soldier at an Army Air Force Service (AAFES) facility, the Commander:
   a. Conducts a preliminary inquiry and, if appropriate, initiates administrative or Uniform Code of Military Justice (UCMJ) action.
   b. Forwards a copy of the DA Form 4833, Commander’s Report of Disciplinary or Administrative Action (see Appendix D) to Headquarters III Corps and Fort Hood, ATTN: Department of Emergency Services, Fort Hood, Texas 76544.

2-2. Shoplifting by military Family members and other individuals
The following procedures pertain to the disposition of all military Family members and all other individuals not subject to UCMJ action.
   a. Adults:
      (1) At the time of apprehension, the investigating military police (MP) releases the suspected offender after confirmation of the offender’s complete mailing address.
      (2) The offense is reported on an MPR, which is forwarded to the United States Magistrate Court prosecutor.
(3) The United States Magistrate Court forwards the DA Form 4833 listing the outcome of all shoplifting cases to the DES.

b. Juveniles:
   (1) At the time of apprehension, the investigating MP releases the suspect after confirmation of the sponsor’s complete unit or mailing address.
   (2) Violations by juveniles are reported on an MPR, which is forwarded to the United States Magistrate Court prosecutor.
   (3) The United States Magistrate Court prosecutor sends a warning through the chain of command to the sponsor.

c. Guests of military members and other authorized AAFES patrons:
   (1) Guests of military members and other authorized AAFES patrons are subject to prosecution and bar from post.
   (2) The United States Magistrate Court prosecutor sends a warning or summons to the offender.

d. Civilians entering AAFES facilities illegally are subject to bar from post.

Chapter 3
Suspension

3-1. Suspension of post exchange (PX) privileges
Suspension of PX privileges is directed by the Garrison Commander.
   a. The DMWR shoplifting liaison will prepare memorandums and letters of notification of suspension of PX privileges for the Garrison Commander’s signature.
   b. If the offender is an active duty Soldier, memorandums are forwarded through the offender’s chain of command to the unit commander.
   c. For cases involving Family members of active duty Soldiers, the memorandum will be addressed to the sponsor and will be forwarded through the sponsor’s chain of command.
   d. For cases involving retirees and Family members of retirees, letters will be mailed to the off-post residence. Letters for Family members of retirees will be addressed to the retiree sponsor.
   e. If a unit address is not identified for an active duty offender or active duty sponsor in the MPR, a letter will be mailed to the offender’s civilian address. In the case of Family members, the letter will be addressed to the sponsor.
   f. Memorandums and letters will state the date of the incident, duration of suspension, amount of loss/recovery, restrictions, and offenders’ right to appeal.
   g. Copies of memorandums and letters of suspension will be forwarded to the Fort Hood identification (ID) card section and AAFES. Copies of the memorandums, letters, and MPRs will be retained on file for a period specified in Chapter 3, section 3-3c of this regulation.
3-2. Confiscation and issuance of new identification (ID) card
   a. Active duty Soldiers, retirees, and Family members will have their ID cards confiscated.
   b. Fort Hood (FH) Form 640-X3, Confiscation of ID Card, (see Appendix B) will be issued to offender upon confiscation of ID card and is valid as a temporary form of identification for a period of 15 days.
   c. A new ID card can be obtained from the ID card section indicating only those privileges allowed during the suspension period.
   d. Suspension period begins on the date of the offense.

3-3. Suspension periods
   a. PX privileges will be suspended for a period of one year for first time offense.
   b. PX privileges will be suspended indefinitely for second offense. Offender is subject to possible bar from post and eviction from post housing or quarters.
   c. A copy of each MPR and memorandum or letter will be kept on file by the DMWR shoplifting liaison for a period of two years for first offense and indefinitely for second offense. Upon expiration of file retention, files will be destroyed.

3-4. Reinstatement of privileges
Individuals whose privileges have been suspended may appeal the suspension to the Garrison Commander. Appeals may be made through appropriate command channels to Garrison Commander, Installation Management Command, Headquarters, US Army Garrison within ten working days after receipt of letter or memorandum.
   a. Appeals will be made in written or typed form addressed to the Garrison Commander and will be processed through the DMWR shoplifting liaison.
   b. If the request for reinstatement is approved, the offender will receive a new ID card with restored PX privileges.
   c. If the request for reinstatement is denied, suspension will remain in affect for the period indicated.
Appendix A
References

Section I. Required Publications
This section **not** used.

Section II. Related Publications
This section **not** used.

Section III. Prescribed Forms
This section **not** used.

Section IV. Referenced Forms

**DA Form 3975**
Military Police Report

**DA Form 4833**
Commanders Report of Disciplinary or Administrative Action

**Fort Hood Form 640-X3**
Confiscation of ID Card

**Fort Hood Form 1853**
Distribution Scheme
Appendix B
Fort Hood Form 640-X3 (Confiscation of ID Card)

<table>
<thead>
<tr>
<th>CONFISCATION OF IDENTIFICATION (ID) CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(AR 600-8-14)</td>
</tr>
</tbody>
</table>

1. _____________________________________________.
   (Full Name)
   ____________________________  ____________________________
   (SSN)                        (SPONSORS’ SSN)
   had his / her ID card confiscated on ____________________________
   IAW AR 600-8-14 / FH REG 210-4 (Date)
   by ____________________________________________ due to:
   (Confiscating Agency)
   a. [  ] Expiration (Date expired ____________________________ )
   b. [  ] Mutilation (Photo is accessible)
   c. [  ] Obviously Modified
   d. [  ] Fraudulent use (Explain) ____________________________

2. You must present this form and another type of picture identification when applying for a new ID card. All personnel and their eligible family members should report to the Installation ID Card Section located in the Copeland Soldiers Service Center, building 18010, room B115 to obtain a replacement ID card. Sponsors **MUST** accompany all family members to receive a new ID card or the family member **MUST** have a valid Power of Attorney to be issued an ID card. This form cannot be used to obtain a new ID card.

3. Any questions / problems should be directed to the Installation ID Card Section, located in the Copeland Soldiers Service Center, building 18010, room B115, phone 287-2518 or 287-5670.

SIGNATURE BLOCK  SIGNATURE

FHT Form 640-X3, January 2007 (DES)
## Appendix C
### DA Form 3975 (Military Police Report)

### MILITARY POLICE REPORT

#### PRIVACY ACT STATEMENT

**AUTHORITY:**
Title 10 USC Section 331; Title 5 USC Section 552a; 5 U.S.C. 552a which was enacted November 22, 1963 (SSM).

**PRINCIPAL PURPOSE:**
To provide commanders and law enforcement officials with means by which information may be accurately identified.

**ROUTINE USES:**
Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval.

**DISCLOSURE:**
Disclosure of your social security number is voluntary.

### MILITARY POLICE REPORT NUMBER
**THRU**

<table>
<thead>
<tr>
<th>THRU</th>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### SECTION I - ADMINISTRATION

#### 1. REPORT TYPE

- Information
- Traffic
- Military
- Criminal
- Complaint

#### 2. STATUS

- Initial
- Supplemental
- Car's Action
- Referral

#### 3. EVALUATION

- Founded
- Unfounded

#### 4. COMPLAINT RECEIVED BY

- In Person
- CB
- Telephone
- Mail
- Radio
- Crime Stoppers
- Other (Specify)

#### 5. CLEARANCE REASON

- A) Death of Offender
- B) Prosecution Declined
- C) End of Extradition Declined
- D) Victim Refused to Cooperate
- E) Juvenile, No Custody
- F) Unfounded
- G) Involuntary

#### 6. EXCEPTIONAL CLEARANCE DATE

- MP Action
- Civil Authorities
- CB
- Other (Specify)

#### 7. INVOLVEMENT

- Hate
- Domestic
- Death
- Gang
- Training
- Extremist

### SECTION II - OFFENSE (For additional offenses, complete DA Form 3975-1)

#### 1. OFFENSE NO.

#### 1b. SUBJECT NO.

#### 1d. NIBRS LOCATION CODE

#### 4. OFFENSE STATUTORY BASIS

- A) UCMJ
- B) New-Criminal Fatality
- C) State
- D) Local
- E) Foreign
- F) Federal, Non-UCMJ

#### 5. OFFENDER USED

- A) Alcohol
- B) Computer Equipment
- C) Drugs/Narcotics
- D) Other (Specify)

### NATIONAL INCIDENT BASED REPORTING SYSTEM (NIBRS) LOCATION CODES (Section G, Block 1d)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Air/Bus/Train Terminal</td>
</tr>
<tr>
<td>02</td>
<td>Bank/Credit Union</td>
</tr>
<tr>
<td>03</td>
<td>Bar/Office/Club</td>
</tr>
<tr>
<td>04</td>
<td>Church/Synagogue</td>
</tr>
<tr>
<td>05</td>
<td>Commercial Building</td>
</tr>
<tr>
<td>06</td>
<td>Construction Site</td>
</tr>
<tr>
<td>07</td>
<td>Convenience Store/Shoppe</td>
</tr>
<tr>
<td>08</td>
<td>Dept/Discount Store/Exchange</td>
</tr>
<tr>
<td>09</td>
<td>Drug Store/Hospital/Clinic</td>
</tr>
<tr>
<td>10</td>
<td>Field/Range/Training Area</td>
</tr>
<tr>
<td>11</td>
<td>Government/Public Building</td>
</tr>
<tr>
<td>12</td>
<td>Grocery Store/Commissary</td>
</tr>
<tr>
<td>13</td>
<td>Highway/Road/Allot/Street</td>
</tr>
<tr>
<td>14</td>
<td>Hotel/Motel/VA/VE/DUT</td>
</tr>
</tbody>
</table>
Appendix D
DA Form 4833 (Commanders Report of Disciplinary or Administrative Action)

<table>
<thead>
<tr>
<th>COMMANDER'S REPORT OF DISCIPLINARY OR ADMINISTRATIVE ACTION</th>
<th>SUSPENSE DATE (YYYYMMDD)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRIVACY ACT STATEMENT:</td>
<td></td>
</tr>
<tr>
<td>AUTHORITY: Title 10 USC Section 301; Title 5 USC Section 2951; E.O. 9397 dated November 22, 1943 (SSN)</td>
<td></td>
</tr>
<tr>
<td>PRINCIPAL PURPOSE: To provide commanders and law enforcement officials with means by which information may be accurately identified.</td>
<td></td>
</tr>
<tr>
<td>ROUTINE USES: Your social security number is used as an additional/alternate means of identification to facilitate filing and retrieval.</td>
<td></td>
</tr>
<tr>
<td>DISCLOSURE: Disclosure of your social security number is voluntary.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1. THRU</th>
<th>2. TO</th>
<th>3. FROM</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>4. USACRC CONTROL NUMBER</th>
<th>5. MP REPORT NUMBER</th>
<th>6. SUB-INSTALLATION IDENTIFIER</th>
</tr>
</thead>
</table>

The first Lieutenant Colonel in the chain of command is responsible and accountable for completing DA Form 4833 with support documentation (copies of Article 15s, court-martial orders, reprimands, etc.) for all USACDC investigations. The unit and brigade commander or their equivalent will also receive a copy of the DA Form 4833 for all USACDC investigations.

Company, troop, and battery level commanders are responsible and accountable for completing DA Form 4833 with supporting documentation in all cases investigated by MPI, civilian detectives employed by the Department of the Army, and the PMO. Accurate and complete DA Form 4833 disposition reports are required to meet installation, command, HQDA, DOD, and federal statutory reporting requirements. The data is used to identify crime trends, establish command programs in law enforcement and other activities, and to ensure that resources are made available to support commanders who must address issues of soldier and family member indiscretion. In court-martial cases, a conviction of an offense at court-martial may be for a different, or lesser included offense. List the offense for which the individual was convicted at court-martial in the remarks section.

Block 5. Provost Marshals must enter the Military Police Report number for all cases referred to commanders.
Block 6. This block is used to enter report number from a civilian law enforcement agency police report. Other information on the civilian law enforcement agency (e.g. civilian law enforcement agency address) may be entered in the remarks section.

<table>
<thead>
<tr>
<th>7. NAME OF SUBJECT (Last, First, MII)</th>
<th>8. GRADE</th>
<th>9. SSN</th>
<th>10. DATE OF BIRTH (YYYYMMDD)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>11a. OFFENSE(s)</th>
<th>11b. DATE OF OFFENSE(s) (YYYYMMDD)</th>
<th>11c. ACTION TAKEN</th>
<th>11d. IF NO ACTION TAKEN, EXPLAIN:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>12. ACTION TAKEN (Check all that apply)</th>
</tr>
</thead>
</table>
* Subject was advised that although no action was taken, the report would be retained in Army records and that requests for amendment, correction, or expungement may be submitted IAW AR 190-45 (MP Reports) or AR 195-2 (CID Reports).

<table>
<thead>
<tr>
<th>a. NON-ADVERSE PERSONNEL ACTION REFERRAL:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>F = FAMILY ADVOCACY</th>
<th>D = DRUG/ALCOHOL ABUSE</th>
<th>S = SPECIAL REFERRAL</th>
<th>E = EQUAL OPPORTUNITY</th>
<th>L = LEGAL OFFICE</th>
<th>M = MENTAL HEALTH</th>
<th>R = RELIEF AGENCY</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>b. ADVERSE PERSONNEL ACTION:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>REPRIMAND</th>
<th>ORAL</th>
<th>WRITTEN</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>LETTER OF CONCERN/CONSULTING</th>
<th>ADVERSE OFFICER COMMENT</th>
<th>RELIEF FOR CAUSE OFFICER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUSPENDED SECURITY CLEARANCE OR OTHER ADVERSE ACTION REGARDING SECURITY CLEARANCE</th>
<th>DISCHARGE PURSUANT TO AR 655-200 (ENLISTED)/AR 655-24 (OFFICER)</th>
</tr>
</thead>
</table>

Regulation Chapter Discharge Date
Characterization

<table>
<thead>
<tr>
<th>c. NON-JUDICIAL PUNISHMENT (Article 15, UCML) (ATTACH COPY OF ARTICLE 15)</th>
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</thead>
</table>

<table>
<thead>
<tr>
<th>SUMMARY</th>
<th>FIELD GRADE</th>
<th>GCMDA IMPOSED</th>
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</table>

<table>
<thead>
<tr>
<th>COMPANY GRADE</th>
<th>GENERAL OFFICER IMPOSED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>d. JUDICIAL (If subject was tried by court-martial attach a copy of the court-martial order giving findings and sentences.)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>SUMMARY COURT MARTIAL</th>
<th>GENERAL COURT MARTIAL</th>
<th>SPECIAL COURT MARTIAL</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CIVILIAN OR MAGISTRATE CRIMINAL COURT</th>
</tr>
</thead>
</table>

DA FORM 4833, JUN 2004
DA FORM 4833, Dec 1995, IS OBSOLETE
Page 1 of 2

AFD PE V1.00E3
### Appendix D
**DA Form 4833 (Commanders Report of Disciplinary or Administrative Action)**
(continued)

#### 13. JUDICIAL FINDINGS
- [ ] GUILTY
- [ ] DISMISSED
- [ ] NOT GUILTY
- [ ] OTHER (For example, guilty of a lesser included offense. Explain in Remarks.)

#### 14. RESULTANT SENTENCES, PUNISHMENTS, OR ADMINISTRATIVE ACTION
- [ ] a. REPRIMAND
- [ ] b. ADMONITION
- [ ] c. DETENTION
- [ ] d. FORFEITURE
- [ ] e. FINED $ / MONTHS
- [ ] f. REDUCED FROM TO
- [ ] g. EXTRA DUTY FOR DAYS
- [ ] h. RESTRICTED FOR DAYS
- [ ] i. CORRECTIONAL CUSTODY FOR DAYS
- [ ] j. CONFINED YEARS MONTHS

<table>
<thead>
<tr>
<th>Type</th>
<th>Characterization</th>
<th>Effective Date</th>
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<tbody>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

#### 15. REMARKS

#### 18a. TYPED NAME AND GRADE OF COMMANDING OFFICER

#### 18b. SIGNATURE

#### 18c. DATE OF REPORT (YYYYMMDD)

#### 18d. AKO ACCOUNT E-MAIL ADDRESS
Glossary
Section I. Abbreviations

AAFES
Army and Air Force Exchange Service

ATTN
Attention

DA
Department of the Army

DCA
Directorate of Community Activities

DES
Directorate of Emergency Services

DMWR
Directorate of Morale, Welfare, and Recreation

FH
Fort Hood

IAW
In Accordance With

ID
Identification

MP
Military Police

MPR
Military Police Report

PMO
Provost Marshall’s Office

PX
Post Exchange

UCMJ
Uniform Code of Military Justice
Section II. Terms
This section not used.