



**DEPARTMENT OF THE ARMY**  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR  
9820 FLAGLER ROAD, SUITE 213  
FORT BELVOIR, VIRGINIA 22060-5928

IMBV-ES

12 August 2016

MEMORANDUM FOR US Army Fort Belvoir Garrison Personnel and Mission Partners

SUBJECT: Fort Belvoir Policy Memorandum #63, Suspension of Army and Air Force Exchange Service Privileges

1. REFERENCES.

a. Army Regulation 215-8 (Army and Air Force Exchange Service Operations), 5 October 2012

b. Army Regulation 195-2 (Criminal Investigation Activities), 9 June 2014

c. Army Regulation 600-8-14 (Identification Cards for Members of the Uniformed Services, Their Family Members, and Other Eligible Personnel), 17 June 2009

2. PURPOSE. This memorandum establishes the procedures for revoking Army and Air Force Exchange Service (AAFES) privileges of Soldiers, retirees, dependents, or civilians charged with, titled with, or otherwise cited for shoplifting from an AAFES facility on Fort Belvoir, Virginia.

3. APPLICABILITY. This policy applies to the individuals accessing any AAFES facility on Fort Belvoir, Virginia.

4. DEFINITION. For purposes of this policy memorandum, "abuse of exchange privileges" is defined as the theft or attempted theft of exchange merchandise or other assets by shoplifting.

5. RESPONSIBILITIES. AR 215-8 directs AAFES General Managers to inform Garrison Commanders of any abuse of exchange privileges. It further requires Garrison Commanders or other informed officials to revoke AAFES privileges for a minimum period of six months in the case of shoplifting.

a. AAFES will:

(1). Employ trained Loss Prevention Officers to monitor AAFES facilities for shoplifting incidents.

**"LEADERS IN EXCELLENCE"**

IMBV-ES

SUBJECT: Fort Belvoir Policy Memorandum #63, Suspension of Army and Air Force Exchange Service Privileges

(2) Inform the Directorate of Emergency Services (DES) of any case of suspected shoplifting.

(3) Allow DES personnel to review any security footage or other evidence of suspected shoplifting incidents.

(4) Inform DES when individuals whose AAFES privileges are revoked enter an AAFES facility on post.

(5) Allow controlled access to active duty uniformed personnel who have shoplifted to satisfy personal appearance, health, and sanitary requirements [AR 215-8, paragraph 7-6(e)].

(6) Ensure availability of AAFES personnel at court appearances related to shoplifting incidents.

b. The DES will:

(1) Dispatch law enforcement to AAFES facilities upon receipt of notification of a suspected shoplifting case.

(2) Investigate suspected shoplifting cases.

(3) If appropriate, apprehend, cite, charge, and/or title individuals suspected of shoplifting.

(4) Prepare and issue a memorandum notifying suspected shoplifters of revocation of AAFES privileges. If a suspected shoplifter is a minor, provide a copy of the memorandum to the Sponsor. If the suspected shoplifter is a Soldier, provide a copy of the memorandum to the unit commander.

(5) Confiscate the suspected shoplifter's ID card if the suspected shoplifter is a dependent/retiree and return ID card to nearest ID card facility with reason for confiscation.

(6) Record details pertaining to the incident and maintain a case file.

(7) Report the number of AAFES shoplifting cases to the Garrison Commander on a quarterly basis.

c. The Defense Enrollment Eligibility Reporting System (DEERS) office will:

(1) Update DEERS to reflect the revocation of AAFES privileges for six months from the date of the notification memorandum.

IMBV-ES

SUBJECT: Fort Belvoir Policy Memorandum #63, Suspension of Army and Air Force Exchange Service Privileges

(2) Reissue suspected shoplifter's ID card with appropriate benefits and the removal of AAFES privileges. Ensure issue date and expiration of the card coincide with suspension and reinstatement of AAFES privileges.

d. The unit commander will:

(1) Review the notification letter with the Soldier, ensuring awareness of suspension or limited AAFES privileges.

(2) Counsel Soldiers suspected of shoplifting.

(3) Order Soldiers suspected of shoplifting to refrain from entering any AAFES facility without a unit escort. Service members may only utilize AAFES services to satisfy personal appearance, health, and sanitary requirements in accordance with AR 215-8, Paragraph 7-6(e).

(4) Inform the Soldier of the right to appeal and the right to request controlled access to AAFES to satisfy personal appearance, health, and sanitary requirements.

e. The sponsor will review the notification letter with family member, ensuring awareness of suspension of AAFES privileges.

6. PROPONENT. The proponent of this policy is the Directorate of Emergency Services at (703) 806-4024.



ANGIE K. HOLBROOK  
Colonel, AG  
Commanding