



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON BAUMHOLDER  
UNIT 23746  
APO AE 09034-0003

REPLY TO  
ATTENTION OF

18. OKT. 2012

IMBM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 5-7, Registration of Sex Offenders

1. Reference.

- a. Army in Europe Regulation (AER) 190-45, Law Enforcement Reporting, 07 July 2010.
- b. Adam Walsh Child Protection and Safety Act, 42 U.S.C. 16901 et seq. (P.L. 109-248).

2. Purpose. To establish installation procedures to ensure compliance with sexual offender registration requirements under federal law and Army regulations.

3. Applicability. This policy letter applies to all U.S. military, appropriated and nonappropriated fund DOD Civilian employees, and Family Members of both.

4. Policy. Convicted sex offenders will report, within three (3) business days of arrival, to the Military Police station (Bldg 8720) to register. Convicted sex offenders will report, when he or she receives reassignment orders, to the Military Police station IOT allow notification of gaining installation DES or municipality law enforcement agency.

5. Procedures. IAW AER 190-45, Section II, Paragraph 11:

a. Convicted sex offenders are required by law to report to the nearest police station to register and be placed in a sex offender database. Outside the continental United States (OCONUS), military and civilian personnel (prior military, DA Civilian, Family Members) will report to the MP station to register. The Directorate of Emergency Services (DES) will—

- (1) Complete DA Form 3975, with all information on the individual.
- (2) Report the registration as an “information blotter entry.”
- (3) Inform the State where the offender is registered and the State where the offender is convicted of the offender’s new location.
- (4) Require the offender to report to the MP station when he or she receives reassignment orders.

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(5) Notify the gaining US Army Garrison DES, including all DESs at other OCONUS and continental United States locations of the offender's reassignment.

(6) Enter the information from DA Form 3975 into COPS.

b. Blotter entries for sex offenders must include the following:

(1) Offender's information: name, grade, sex, age, social security number, unit of assignment, and assignment address.

(2) Current and prior criminal history of sexual offenses.

(3) Sentencing date by court martial or criminal court proceedings.

6. Proponent for this policy is the Directorate of Emergency Services at DSN 485-1580.

A handwritten signature in blue ink that reads "Michael D Sullivan". The signature is fluid and cursive, with a long horizontal line extending to the right.

MICHAEL D. SULLIVAN  
LTC, AR  
Commanding

DISTRIBUTION: A