



DEPARTMENT OF THE ARMY
DIRECTORATE OF PLANS, TRAINING, MOBILIZATION AND SECURITY
TRAINING DIVISION
8452 ZIMBORSKI AVENUE, MCGILL TRAINING CENTER
FORT GEORGE G. MEADE, MARYLAND 20755-5000

IMND-MEA-PLT

5 October 2015

MEMORANDUM FOR Fort Meade Directorate of Plans, Training, Mobilization and Security (DPTMS) Training Division Customers

SUBJECT: CHANGE 1 TO DPTMS Training Division NO SHOW Policy

1. **PURPOSE:** This memorandum establishes policy, standards, and provides procedures for cancelations and no show's for DPTMS training facilities, equipment, and training areas. This includes, but is not limited to, the McGill Training Center, Smallwood Hall, the Post Theater, "Team Meade" canopies, the Parade Field, Constitution Park, the EST -2000, and all training areas controlled by DPTMS.
2. **GENERAL:** From 1 June 2015 to 31 August 2015, the DPTMS Training Division began recording no-shows for units using any of the above facilities. In just those three months, there were 112 no-shows for a total of 843 total training hours lost. Given that most facilities book more than three months in advance, it is critical that units use the space that they request.
3. **CANCELLATIONS AND NO-SHOWS.**
 - a. Cancellations must be reported as soon as the unit is aware that reserved venue is no longer needed, but no later than two business days prior to the beginning of the training. Cancellations can be reported telephonically at (301) 677-6506/2624/4719 or by email: usarmy.meade.usag.mbx.dptms-training-division@mail.mil.
 - b. If a reservation is a no show, a justification letter, signed by an O-5/GS13 or above, with justification as to why the venue was a no-show and how the unit will prevent future no-shows must be submitted to the DPTMS Training Division Chief, Ms. Linda Winkels, at linda.m.winkels.civ@mail.mil. The USER account associated with the no-show will be temporarily suspended from reserving any venues until the memo is submitted to the Training Division Chief.
 - c. Three or more no shows from any unit in any three month time period will result in the disabling of the UNIT account until a similar memo is provided by an O-6/GS-14 or higher is provided. The Garrison Commander or Command Sergeant Major must approve all UNIT account re-activation.

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d. If a reservation is more than three days, and the first two days are no-show, the remainder of the reservation will automatically be cancelled.

4. This policy is effective immediately.

5. The point of contact for this Policy is the undersigned at (301) 677- 4719, or linda.m.winkels.civ@mail.mil.

LINDA M. WINKELS
Acting Chief, Training Division