



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

REPLY TO
ATTENTION OF

SEP 11 2012

IMBV-MW

MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #36, Commissary Bagging and Carry-Out Services

1. References.

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.
- b. Defense Commissary Agency Directive 40-6, Customer Service Department, 5 June 2007.
- c. DODI 1344.07, Personal Commercial Solicitation on DoD Installations, 30 March 2006.

2. Purpose. To establish policy regarding bagging and carry-out services at the Fort Belvoir Commissary to ensure uniform standards, safety, security, good order, discipline, and customer service.

3. Applicability. This policy applies to all who wish to provide bagging and carry-out services at the Fort Belvoir Commissary.

4. Policy.

- a. The US Army Garrison Fort Belvoir (USAGFB) will establish and monitor a program through which appropriate persons may provide bagging and carry-out services at the Fort Belvoir Commissary as private commercial solicitation. In accordance with AR 210-7 and USAGFB policy, the program shall include a procedure to issue commercial solicitation licenses to appropriate persons wishing to provide bagging and carry-out services.

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b. The decision of the Garrison Commander or his designee to issue, deny, or revoke a commercial solicitation license for bagging and carry-out services at the Commissary is final, and any recommendation by the Commissary Officer or other person is not binding on the Garrison Commander or his designee.

c. No person may enter Fort Belvoir and conduct personal commercial solicitation as described in AR 210-7 without the permission of the Garrison Commander.

d. Persons providing bagging and carry-out services at the Commissary are conducting personal commercial solicitation and may be permitted on the installation to carry out this private business operation if granted a commercial solicitation license through the procedures outlined in this policy memorandum and the attached memorandum of instruction.

e. Baggers and persons providing carry-out services are not employees of the Commissary or the USAGFB. Baggers are permitted none of the benefits or entitlements of government employees or agents.

f. All personnel will follow the attached memorandum of instruction regarding the procedures required to issue a license to perform bagging and carry-out services at the Fort Belvoir Commissary.

5. Proponent. The proponent for this policy is the Directorate of Family and Morale, Welfare and Recreation at 703-805-2532 or DSN 655-2532.



GREGORY D. GADSON
Colonel, FA
Commanding

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1. as
2. License Application/Agreement
3. Bagger Understanding
4. Revocation Form
5. Criminal History Record Name Search
6. DES Clearance Request Form



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MEMORANDUM FOR US Army Fort Belvoir Personnel

SUBJECT: Memorandum of Instruction (MOI), Commissary Baggers

1. References.

- a. AR 210-7, Personal Commercial Solicitation on Army Installations, 18 October 2007.
- b. Defense Commissary Agency (DeCA) Directive 40-6, Customer Service Department, 5 June 2007.
- c. DoDI 1344.07, Personal Commercial Solicitation on DoD Installations, 30 March 2006.
- d. DoDI 1330.17, Armed Services Commissary Operations, October 8, 2008.
- e. US Army Garrison Fort Belvoir Policy Memorandum #36, Commissary Bagging and Carry-out Services.
- f. Executive Summary, Defense Commissary Agency, November, 2010, subject: The DECA Bagger Program.

2. Purpose. To establish procedures regarding licensing of applicants to offer bagging and carry-out services at the Fort Belvoir Commissary.

3. Definitions.

a. DoD Identification (ID) Card Holder: A person to whom an active duty, retiree, or dependent Uniformed Services identification card or DoD civilian identification card has been lawfully issued.

b. Non-DoD ID Card Holder: Any person not included in paragraph 3.a, above.

4. General.

a. Licensing Requirements:

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(1) DoD ID Card Holders: The US Army Garrison Fort Belvoir (USAGFB) will issue commercial solicitation licenses for bagging and carry-out services at the Commissary to DoD ID card holders.

(2) Non-DoD ID Card Holders with Current DeCA Bagger Licenses - Grandfathered Exception: IAW the initial MOI, dated 4 November 2010, the Garrison Commander authorized current Non-DoD ID Card Holders to continue bagging and carry-out services at the Commissary since it was necessary for the continuous operation of bagging and carry-out services. These licensed baggers can continue to provide bagging and carry-out services at the Commissary as long as they maintain a current license and renew and receive new licenses before the current licenses expire.

(3) The USAGFB will issue licenses only to persons who are at least 16 years of age.

(4) The USAGFB will issue licenses only to persons who have no previous convictions for crimes other than traffic violations.

(5) The USAGFB will issue licenses to persons who can speak, write, and understand English.

b. Licenses will be issued in chronological order by the dates the USAGFB receives the completed license applications.

c. Each license shall be valid for a period of two years from the date of clearance by the Directorate of Emergency Services.

d. Licenses issued in accordance with this MOI grant the licensee authority to enter Fort Belvoir and to privately solicit for the business of providing bagging and carry-out services at the Commissary. A license issued in accordance with this MOI does not obligate the Commissary Officer to allow a licensee to perform bagging and carry-out services in the Commissary. Licensees must also comply with any Commissary policies or regulations.

e. Proof of the license issued in accordance with this MOI and any authorization required by the Commissary must be carried at all times while the Commissary baggers are on the installation.

f. The Garrison Commander or his designee may deny or revoke a license if it is in the best interest of the command. The grounds for taking these actions will include but will not be limited to the following:

(1) Making false statements on the Bagger License Application.

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(2) Engaging in any act in violation of the law, any act in violation of Fort Belvoir regulations or policies, or any act that threatens the safety and security of the installation.

(3) Failing to comply with the Bagger Understanding document. It is the licensee's responsibility to ensure he or she understands and complies with the Bagger Understanding document.

(4) For other reasons as determined by the Garrison Commander or his designee.

g. Any person who has been denied a Commissary bagger license or whose license has been revoked may re-apply for a license after one year from the date of denial or revocation.

5. Exceptions to this MOI can be granted only by the Garrison Commander or the deputy to the Garrison Commander.

6. Responsibilities.

a. The Directorate of Family and Morale, Welfare and Recreation (DFMWR) will be responsible for:

(1) Issuing applications for bagger licenses and advising applicants on the licensing process.

(2) Receiving and reviewing license applications from prospective baggers and checking applicants' identification (DoD ID card.)

(3) Issuing and notarizing each signed SP-167, Criminal History Record Name Search Request, and instructing the prospective bagger to mail it with the required fee to the Virginia State Police Department.

(4) Sending the Directorate of Emergency Services (DES) Bagger License Request form with copies of the completed Criminal History Record Name Search Request and license application to DES to execute a local army criminal records check.

(5) Contacting the prospective bagger to come in to read, sign, and date the Bagger Understanding Form, DeCAD 40-6, and take copies of all forms to the Commissary head bagger to in-process.

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(6) Maintaining a file of bagger license applications and licenses to include records of issued, denied, revoked, and terminated licenses.

b. The Directorate of Emergency Services will be responsible for:

(1) Executing a local Army criminal records check of each bagger applicant and advising the DFMWR of the result.

(2) Advising the DFMWR on whether an applicant has been issued a bar to the installation.

c. In accordance with the referenced DeCA executive summary, the Commissary Officer will be responsible for:

(1) Providing quality assurance for the bagger program under the provisions of applicable DeCA directives.

(2) Issuing a bagger license Revocation of Permission to Enter Commissary Instruction or a suspension as recommended by the head bagger.

(3) Providing concurrence if in agreement with the request from the majority of baggers for an election of new head bagger. Elections occur annually at the option of the Commissary Officer.

d. In accordance with the referenced DeCA executive summary, the Head Bagger will be responsible for:

(1) Maintaining a file of baggers approved for licensing by DFMWR.

(2) Notifying DFMWR when temporarily not accepting new applicants.

(3) Establishing the minimum and maximum number of active baggers needed for licensing.

(4) Maintaining a file of current bagger agreements.

(5) Training the baggers.

(6) Scheduling baggers to work hours consistent with customer need in the store.

(7) Requiring each bagger to have their current identification number visible to the cashier and customer at all times while they are engaged in bagging and carry-out

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services and ensuring that only currently licensed baggers are permitted to enter the store.

e. License applicants will be responsible for:

(1) Providing complete application packets to the official designated to receive applications.

(2) Obtaining the SP-167, Criminal History Record Name Search Request, and mailing it to the Virginia State Police Department

(3) Paying all expenses incurred to obtain licenses.

(4) Reading and signing Bagger Understanding Form, DeCAD 40-6.

(5) Taking copies of forms provided by DFMWR to the Commissary's Head Bagger to in-process.

(6) Maintaining their own copies of the completed forms and ensuring they are aware of their license expiration dates.

7. Approved private organizations and Family Readiness Groups conducting "Bagging for Dollars" fundraisers inside the Commissary are excluded from the requirements of this MOI.

8. The proponent for this MOI is the Directorate of Family and Morale, Welfare and Recreation at 703-805-2532 or DSN 655-2532.



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