



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BELVOIR
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FORT BELVOIR, VIRGINIA 22060-5928

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11 August 2020

MEMORANDUM FOR U.S. Army Garrison Fort Belvoir Personnel

SUBJECT: Fort Belvoir Policy Memorandum #10, Commissary Bagging, and Carry-Out Services

1. References:

- a. Army Regulation 210-7 (Personal Commercial Solicitation on Army Installations), 18 October 2007.
- b. Defense Commissary Agency Directive 40-6.1 (Customer Service Department), 1 July 2015.
- c. DoDI 1344.07 (Personal Commercial Solicitation on DoD Installations), 30 March 2006.
- d. DoDI 1330.17 (DoD Commissary Program), 18 June 2014.
- e. Executive Summary, Defense Commissary Agency, November 2010, subject: The DECA Bagger Program.

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

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. Policy.

- a. The U.S. 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

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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.

b. The decision of the Garrison Commander (GC) 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 GC 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 GC.

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.

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 this memorandum regarding the procedures required to issue a license to perform bagging and carry-out services at the Fort Belvoir Commissary.

5. General.

a. Licensing Requirements:

(1) DoD ID Card Holders: The 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 GC 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 current licenses 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.

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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 (DES).

d. Licenses issued in accordance with this policy 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 policy 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 policy and any authorization required by the Commissary must be carried at all times while the Commissary baggers are on the installation.

f. The GC 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/Agreement form (Encl 1).

(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, DeCAD 40-6, 1 July 2015. (Encl 2). 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 GC 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.

6. Exceptions to this policy can be granted only by the GC or the Deputy to the GC.

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

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8. Responsibilities.

a. In accordance with the referenced Defense Commissary Agency Executive Summary, the Commissary Head Bagger will be responsible for:

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

(2) Conveying completed Bagger License Application/Agreement forms to the Fort Belvoir Visitor Center located at Tulley Gate Bldg. #4892 for processing. Upon processing by the Visitor Center return completed paperwork to the Head Bagger as specified on page 5, under paragraph d., item (4).

(3) Accepting from in-person applicants their license paperwork completed by DES which provides proof of applicant approval and their assigned license numbers.

b. The DES will be responsible for:

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

(2) Approving the Bagger License Application/Agreement form application by signing as the License Grantor and annotating the license number and expiration date. (Licenses are valid two years from date of DES Record Check.)

(3) Providing copies of the completed Bagger License Application/Agreement form with the designated license number to the applicant. Inform applicant to visit the Fort Belvoir Visitor Center located at Tulley Gate Bldg. #4892 to obtain a six month pass.

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. The Store Director may issue a revocation or suspension independent of a recommendation 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. Unless otherwise agreed, elections occur annually.

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d. License applicants will be responsible for:

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

(2) Completing the SP-167, Criminal History Record Name Search Request (Encl 3), to include obtaining required notarizations and mailing it to the Virginia State Police Department.

(3) Paying all expenses incurred to obtain licenses.

(4) Bringing in-person to the head bagger their license paperwork received from DES showing approval and assigned license numbers.

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

9. Bagger Application Process.

a. The Commissary Head Bagger will:

(1) Have the applicant complete the "License Application/Agreement for Bagging Groceries at Fort Belvoir, Virginia" form and then review it for accuracy and completeness.

(a) Inform the applicant to have the Form SP-167 signed and notarized at the applicant's expense.

(b) Inform the applicant to have a money order or cashier's check (payable to Virginia State Police), or provide credit card information on the Form SP-167 in the amount of \$20. Personal checks and cash are not accepted.

(c) Inform the applicant to mail the completed Form SP-167 with payment to the Virginia State Police Department address listed on the form.

(d) Have the applicant complete the "Bagger Understanding" form. This completes the in-person application process with the applicant.

(2) Have those current baggers whose licenses are about to expire complete and send the same paperwork as required by first time applicants.

(3) Accept, from applicants who come in-person, their license paperwork completed and sent by DES to ensure approval and identify their assigned license numbers.

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(4) Train the baggers.

(5) Schedule baggers to work hours consistent with customers' needs.

(6) Require each bagger to have their current identification number visible to the cashier and customer at all times while engaged in bagging and carry-out services and ensure that only currently licensed baggers are permitted to enter the store.

(7) In coordination with the Store Director or his or her designee, establish the minimum and maximum number of active baggers needed for licensing.

(8) Review and maintain an active bagger roster.

b. DES will:

(1) Complete a DES Record Check Form.

(2) If there is no derogatory information on the applicant, approve the Bagger License Application/Agreement form application by signing as the License Granter and assigning the license number and expiration date. Licenses are valid two years from date of DES Record Check.


(3) Provide copies of the completed Bagger License Application/Agreement form with the designated license number to the applicant. Inform applicant to visit the Fort Belvoir Visitor Center located at Tulley Gate Bldg. #4892 to obtain a six month pass.

(4) Enter and maintain applicant's information (license number, name, last four of SSN, application date, DES date, and expiration date) in a file in ACCESS.

(5) File original paperwork in a secured area.

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

Encls


JOSHUA P. SEGRAVES
COL, IN
Commanding