



DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
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SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

16 April 2020

MEMORANDUM FOR RECORD

SUBJECT: US Army Garrison Hawaii (USAG-HI) Temporary Policy Letter #05 –
Temporary Commissary, Exchange, and Department of Defense (DoD) Lodging for
DoD/Non-DoD Personnel (Revised)

1. References:

a. Presidential Proclamation 9994, Declaration of National Emergency Concerning the
Novel Coronavirus Disease (COVID-19) Outbreak, 13 MAR 2020.

b. Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA))
Memorandum for Secretaries of the Military Departments, Special Assistant for
Commissary Operations, Defense Commissary Agency; Subject: Temporary Authority
for Installation Commanders to Authorize Temporary Access to Commissary, Exchange,
and DoD Lodging Facilities during the National Emergency Concerning the COVID-19
Pandemic; 24 MAR 2020.

2. Applicability: In response to the President's decision to declare a national
emergency, ASD(M&RA) temporarily grants authority to the USAG-HI Garrison
Commander (GC) to authorize access to Commissary, Exchange, and DoD Lodging on
Army installations in Hawaii as follows:

a. Category 1: DoD Civilian employees and employees of DoD contractors
designated as mission critical (emergency essential, mission essential, and key).

b. Category 2: Non-DoD Federal, State, and local government employees providing
emergency, medical, and other mission critical services on a DoD installations.

c. Category 3: DoD Civilian employees, employees of DoD contractors, and other
persons who reside on USAG-HI installations, or who are staying in DoD permanent
change of station (PCS), temporary duty (TDY), or morale, welfare, and recreation
(MWR) lodging, and their authorized family members who reside with them.

3. Conditions. Upon declaration of an installation-wide Public Health Emergency (PHE),
USAG-HI GC authorizes access to individuals in a DoD PCS status, TDY status, and /
or those who are staying in installation lodging facilities for the above-listed categories
as well as other personnel who are determined by the GC to be mission critical.
Authorization is given when it is impractical (to include safety/public health concerns) to

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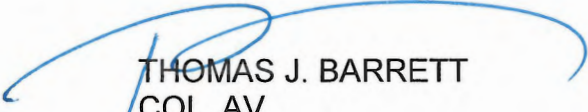
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procure grocery supplies from off-installation sources, and the authorization will not impair the efficient operations of the installation, Commissary, or Exchange. Lodging nonappropriated funds will not be used to offset the costs for those who are required to use DoD PCS, TDY, and MWR lodging facilities. Appropriate credentials and proof of eligibility must be shown to access commissary, exchange, and DoD lodging. The purchase of uniform items and State tax-free tobacco and alcoholic beverage products is prohibited.

4. Procedures. Personnel in the above-listed categories must submit a memorandum for record with official letterhead signed by the first O-6/Colonel or equivalent in their respective chain of command requesting approval by the GC. This memorandum along with a valid Federal or State issued photo identification card (example: Common Access Card, Personal Identification Verification Card, State of Hawaii or City Identification Card, Drivers License, State Identification Card, Passport, etc.) will be used to verify eligibility status and identification of these temporary authorized users.

5. Authority. This authority shall remain in effect at the publication of this temporary policy for the duration of an installation-declared Public Health Emergency (PHE) related to the COVID-19 outbreak. This Temporary Policy Letter #05 supercedes previous version dated 7 APR 2020.

6. For questions or additional information regarding this authorization, please contact Mr. E.J. Kim by email at elijah.e.kim.civ@mail.mil or by phone at (808) 656-1153.



THOMAS J. BARRETT
COL, AV
Commanding