



DEPARTMENT OF THE ARMY  
UNITED STATES ARMY GARRISON ITALY  
UNIT 31401, BOX 42  
APO AE 09630

IMIT-HRD

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: U.S. Army Garrison (USAG) Italy, Privileges and Exceptions to Policy for Access to AAFES, Commissary, and Post Office Facilities

1. References:

- a. North Atlantic Treaty Status of Forces Agreement (NATO SOFA), 19 June 1951.
- b. Department of Defense Instruction (DoDI) 1330.17-R, Armed Services Commissary Regulation, 8 October 2008.
- c. Army Regulation (AR) 215-8, Army and Air Force Exchange Service Operation Policies, 30 August 2008.
- d. Army in Europe (AER) Regulation 600-700, Identification Cards and Individual Logistic Support, 4 February 2010.
- e. AR 600-8-3, Unit Postal Operations, 28 December 1989.
- f. USAREUR Supplement 1 to AR 380-67, Personnel Security Program, 20 January 2004.
- g. AER Regulation 190-16, Installation-Access Control, 11 January 2010.
- h. USASETAF Regulation 190-15E, Installation Entry Authorizations, 6 March 1998.
- i. 1954 Bilateral Infrastructure Agreement Between the United States of America and the Republic of Italy.
- j. Technical Agreement (TA) Between the Ministry of Defense of the Italian Republic and the Department of Defense of the United States of America Regarding the Installations/Infrastructure in Use by the US Forces in Vicenza, Italy, 16 April 2008.
- k. AER 550-32, Tri-Component Directive for Italy on Personal Property, Rationed Goods, Motor Vehicles and Drivers' Licenses, Civilian Component and Technical Representative Status, 20 February 2004.

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2. Applicability: This policy memorandum supersedes all previous policy memorandums on this subject.

3. Authorized Patron: Shopping at AAFES and Commissary facilities is a privilege that should not be taken for granted. Pursuant to AER 600-700, Chapter 1-5(b), the Garrison Commander is responsible for ensuring only authorized patrons shop in the Vicenza and Livorno AAFES and Commissary facilities. Only individuals and organizations specifically delineated in the NATO SOFA or subsequent international agreements between the U.S. and Italy are authorized commissary and AAFES privileges. DoDI 1330.17 governs commissary patronage and AR 215-8 addresses AAFES patronage. However, if there is a conflict between DOD policy and the NATO SOFA or other international agreement between the U.S. and Italy, the NATO SOFA/international agreement will prevail. It is important to note that under Enclosure 4 of the DoDI 1330.17, paragraph 1(h), concessionaires are specifically banned from using commissary privileges for resale activities. Use of Army Postal Facilities is limited to personnel assigned or attached to the unit or garrison. According to AR 600-8-3, only Military, DOD Civilians, and their family members with proper identification may receive mail through the Unit Post Office.

4. Policy Exception: It is the command's policy to ensure we have only authorized patrons using these facilities and that those requiring exceptions to policy do so in accordance with all above references. There are four (4) common categories of exceptions to the commissary privilege policy: persons acting as agents for an individual with existing privileges; U.S. non-governmental organizations and their employees; DoD Civilian employees who are assigned to the unit or garrison on a temporary duty status; foreign diplomats and military being hosted by a command within the Vicenza Military Community or Camp Darby. To request an exception to any of the policies set forth above, one (1) of the following criteria should be met:

a. Personal Agent or Personal Representative: This authorization is for a temporary basis and shall be issued in accordance with existing installation access regulations.

(1) You are a Soldier or Civilian assigned here, you have a dependent child (enrolled in DEERS) who is too young (under 16) to use these facilities independently, you will deploy or travel on TDY, and you have an agent caring for your child.

(2) You are a Local National (LN) employee with a Government Purchase Card engaged in purchasing authorized supplies for your agency or office.

b. Non-Governmental Organizations: You are an employee or dependent of a U.S. non-governmental organization or firm under contract to the DoD. All of the following criteria must be met: the agencies and individuals are serving the U.S. Armed Services exclusively; granting the privilege is in the best interest of the U.S. Government; and failure to grant the privilege would impair efficient operation of the DoD.

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c. You are a DoD Civilian on official Travel Orders filling a permanent position here on a temporary basis and your Temporary Duty Assignment (TDY) Orders fail to authorize these privileges.

d. Foreign diplomats and military: You are a diplomat or military member of a foreign nation on official Invitational Travel Orders (ITO) or similar NATO travel orders.

e. Any request not directly aligned with the criteria above can be submitted and will be vetted by the Staff Judge Advocate (SJA) office for legal opine before being routed to the Garrison Commander for consideration.

5. Approval of an exception to policy for AAFES, Commissary, or Post Office access does not convey installation access. Anyone accessing these privileges under one of the above exceptions must request access to the installation through normal requesting procedures established under USASETAF Regulation 190-15E. All requests for installation access must be processed at the Pass and ID Office located adjacent to the MP desk at Bldg. 4B.

6. All requests for exception to policy for access to and use of the AAFES, Commissary, and Post Office facilities must be processed through the Directorate of Human Resources, located at Bldg. 28. Requests will be routed to the Community Affairs Officer, [leslie.j.smith2.civ@mail.mil](mailto:leslie.j.smith2.civ@mail.mil) for submission to the Garrison Commander for consideration.

7. The maximum length of any request will not exceed 90 calendar days per AER 600-700.

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COL, IN  
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