



DEPARTMENT OF THE ARMY  
U.S. ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT BUCHANAN  
390 DOUBLE EAGLE AVENUE, SUITE 300  
FORT BUCHANAN, PUERTO RICO 00934-4616

IMBC-ZA

JUL 13 2018

MEMORANDUM FOR ALL PERSONNEL ASSIGNED TO OR UNDER THE  
OPERATIONAL CONTROL OF THE UNITED STATES ARMY GARRISON (USAG)  
FORT BUCHANAN

SUBJECT: Policy Memorandum No. 05, Fort Buchanan Commissary Access

1. References.

a. 10 U.S.C. §2481, Defense Commissary and Exchange Systems: Existence and Purpose.

b. DoDI 1330.17-R, "DoD Commissary Program" USD (P & R), 18 June 2014.

c. DoD Instruction 1000.13, "Identification (ID) Cards for Members of the Uniformed Services, Their Dependents, and Other Eligible Individuals," 23 January 2014, change 1 incorporated 14 December 2017.

2. Purpose. This policy provides guidance on the category of individuals who are authorized access to the Fort Buchanan Defense Commissary Agency store at Fort Buchanan, Puerto Rico. This is a new policy and remains in effect until rescinded or superseded.

3. Applicability. This policy applies to all commissary authorized patrons.

4. Policy. The Defense Commissary Store Director, with the assistance of pertinent authorities, will apply the provisions of this policy as stated.

5. Procedures.

a. Identification of Patrons.

(1) Any individual who seeks to enter the Fort Buchanan commissary, to include service members in uniform, shall be positively identified as an authorized patron before entry into the commissary facility and at the register or check-out counter.

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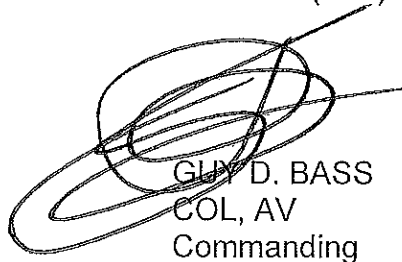
(2) Reference 1c outlines the authorized forms of identification issued to military members, their dependents and other eligible individuals. ID Checkers will ensure the identification presented is not expired, and for civilians presenting a Common Access card, the card is annotated "Authorized Patronage Commissary."

b. Access Policy. Only authorized patron will have access to the Commissary. Visitors will not be allowed to enter the Commissary.

c. Agents. An authorized patron who requires assistance while shopping due to age, disability, illness, or infirmity may request the designation of a person as an authorized agent. To authorize an agent, the authorized patron must submit a written request justifying the need. Approval of authorized agents is granted at the Welcome Center, Building 152, ID Card Section.

d. Restriction on Purchases. Authorized patrons shall not sell or give away commissary purchases to individuals or groups not entitled to commissary privileges. Personnel are prohibited from using commissary purchases to support a private business. These prohibitions do not apply to food served guests in the homes of authorized personnel, or to support acceptable charitable organization such as Better Opportunities for Single Soldiers (BOSS) through the vendors' representative(s). Violations of these restrictions shall provide a basis for suspension of commissary privileges or permanent revocation of commissary privileges. In addition, disciplinary action under the Uniform Code of Military Justice, Civil Service, or other pertinent regulations or agreements, may be taken against the individual if the violation(s) warrant such action.

6. Proponent. The proponent for this policy memorandum is the U.S. Army Garrison Command Group. The DHR ID card section is responsible for validation of authorized patrons and issuance of appropriate identification. The point of contact for this policy is the DECA Store Director at (787) 707-2245.



GARY D. BASS  
COL, AV  
Commanding