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

IMBV-MW

25 November 2015

MEMORANDUM FOR U.S. 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 40-6.1 (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 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 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.

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 U.S. 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 issues 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 (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 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/Agreement (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, DeCAM 40-6.1, 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 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.

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

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

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 DES LEI.

(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 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 background checks and completed Bagger License Application/Agreement with the designated license number to the applicant with a cover letter informing the applicant to contact the head bagger for further instructions.

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.

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, to include obtaining required notary stamps 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" and then review it for accuracy and completeness.

(a) Inform the applicant to have the Form SP-167 (Encl 3) signed and notarized at the applicant's expense.

(b) Inform the applicant to make 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.

(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 they are 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. The Directorate of Emergency Services (DES) will:

(1) Complete a DES Record Check Form.

(2) If there is no derogatory information on the applicant, approve the 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 background checks and completed Bagger License Application/Agreement with the designated license number to the applicant with a cover letter informing the applicant to contact the head bagger for further instructions and go to Tulley Gate Visitor Center to obtain a one-year installation access 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 or DSN 655-2532

Encls

MICHELLE D. MITCHELL
Colonel, AG
Commanding

License Application/Agreement for Bagging Groceries at Fort Belvoir, Virginia

PRIVACY ACT STATEMENT:
AUTHORITY: 10 U.S.C. 3012 and E.O 9397 (SSN)
PRINCIPAL PURPOSE(s): Used to process your License Application/Agreement for Bagging Groceries at Fort Belvoir, Virginia
ROUTINE USE(s): None. We will use this information to process your License Application/Agreement.
DISCLOSURE: Voluntary. Disclosure of your Social Security Number is voluntary; however, failure to provide information may result in denial of bagger license.

IDENTIFICATION:

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME OR OTHER NAMES USED

SSN: **SEX:** ___Male ___Female

DATE OF BIRTH: **PLACE OF BIRTH:**

IF BORN OUTSIDE THE UNITED STATES, PROVIDE IMMIGRATION IDENTIFICATION:

ID: **RACE:**

ADDRESS:

STREET	CITY	STATE	ZIP

PHONE:
HOME **CELL**

EMAIL ADDRESS: _____

GENERAL INFORMATION:

MILITARY ID CARD HOLDER: YES_____ NO_____ EXPIRATION DATE_____

(please circle one) ACTIVE DUTY RETIRED DEPENDENT

Have you ever been arrested or convicted for any offense other than a traffic violation? YES_____ NO_____ If yes, please explain on a separate sheet of paper.

STATEMENT OF APPLICATION:

a. I understand that I am applying for a license to bag groceries at the Fort Belvoir Commissary. I understand that a license grants permission to enter Fort Belvoir and does not guarantee that I will bag groceries.
b. I have received a copy of the Defense Commissary Agency, Bagger Understanding for Commissary Baggers, have read it and understand it. I understand that any violation of or non-compliance with the SOP, or any Bagger agreement issued by the Fort Belvoir commissary may result in the immediate revocation of my Bagger License.
c. I understand that I am not an employee of any federal agency or activity and that my sole source of income will be from tips received from customers for bagging groceries. I am aware that customers are not required to tip.
d. The above information is true and complete to the best of my knowledge. I understand that refusal to answer a question, or the submission of incorrect or misleading information may be the basis of denying, suspending or revoking any bagging privilege or license.
e. **I understand that this license is valid for a two year period from the date of DES clearance.** _____

DATE:	SIGNATURE:

LICENSE GRANTER: _____ **LICENSE NUMBER:** _____

EXPIRATION DATE: _____

Encl 1

~~DeCAD 40-6, June 5, 2007~~
Note change in DeCAM reference and date

Bagger Understanding

I understand that if the commissary in which I wish to bag groceries is located on a military installation, I must **first** obtain the permission of installation authorities to enter the post in order to solicit commissary customers to bag and carry out their groceries in the commissary.

Second, I must also obtain permission of the Fort Belvoir Commissary Store Director to carry on my private business for profit as a bagger/carry out person in his or her store. I understand that if I lose the permission of the Store Director, I can no longer enter the store to be a bagger/carry out person in the Fort Belvoir Commissary, even though installation authorities have taken no action regarding my overall permission to carry on commercial solicitation on base. I know and accept that the Store Director may take away my permission to be in the store as a bagger/carry out person when it is no longer in the commissary store's best interests.

Third, I understand that the Store Director's permission to enter the store gives me no specific rights other than to carry on my private business as a bagger/carry out person. Finally, I clearly understand that I work for myself and I am not an employee of the installation, the commissary, or the Federal Government. The commissary allows my presence in the store and my interaction with store customers, solely because of the service I provide to customers by soliciting them to carry out their groceries.

Fourth, I understand that the baggers, including me, periodically elect a head bagger. Through that election, the baggers give him/her the authority to schedule me and other baggers to work and to maintain order in the store among the baggers. I understand that I must follow the directions of the head bagger. I also understand that if a majority of the baggers in the store so desire, with the concurrence of the Store Director, an election can be held to select a new head bagger. Otherwise, elections occur annually, at the option of the Store Director.

Finally, I understand that ordinarily commissary employees cannot tell me what to do. Nonetheless, commissary managers, having the inherent responsibility to maintain safety, security, good order, discipline, and customer service in the store, can exercise authority over my presence and actions in the store when it is likely that those actions may be or become inconsistent with the above inherent management responsibilities. A commissary manager's authority includes revoking my permission to enter the store for the purpose of bagging.

More specific details of what I can expect as a self-employed bagger carrying on my business of soliciting commissary customers in the commissary can be found in local installation guidance, Defense Commissary Agency memoranda, regulations, and other guidance, such as head bagger issuances, addressing my presence on the installation and in the store. The head bagger may also have a Standard Operating Procedure that I agree to follow for the common benefit of all baggers in this store.

_____

Name:
Date:

Bagger Understanding

Please print your name, date, sign on line, and fax to 703-805-4103

Encl 2

SP-167 (Revised 12-01-2012)

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

PURPOSE OF THIS REQUEST (Check only one):

☐ DOMESTIC ADOPTION ☐ INTERNATIONAL ADOPTION _____ COUNTRY

☐ VISA (INTERNATIONAL TRAVEL) ☐ OTHER (please specify) _____

NAME INFORMATION TO BE SEARCHED:

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME

RACE	SEX	DATE OF BIRTH	SOCIAL SECURITY NUMBER
		/ / (MM/DD/YYYY)	

AFFIDAVIT FOR RELEASE OF INFORMATION:

I hereby give consent and authorize the Virginia State Police to search the files of the Central Criminal Records Exchange for a criminal history record and report the results of such search to the agent or individual authorized in this document to receive same.

_____ Signature

State of _____ ☐ County ☐ City of _____ ; to wit: Subscribed and sworn to before me on: _____ (MM/DD/YYYY)

_____ Signature of Notary Public My commission expires: _____ My registration # is: _____

SIGNATURE OF PERSON MAKING REQUEST:

As provided in Section 19.2-389, Code of Virginia, I hereby request the criminal history record of the individual named above and swear or affirm I have the consent of the individual to obtain their record and will not further disseminate the information received, except as provided by law.

_____ Signature of Individual Making Request

State of _____ ☐ County ☐ City of _____ ; to wit: Subscribed and sworn to before me on: _____ (MM/DD/YYYY)

_____ Signature of Notary Public My commission expires: _____ My registration # is: _____

NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AUTHORIZED AGENT MAKING REQUEST:

Mail Reply To:

NAME Directorate of Emergency Services	
ATTENTION Law Enforcement Investigations	
ADDRESS 6080 Abbott Road	
CITY Fort Belvoir	STATE VA ZIP CODE 22060-5937

FEES FOR SERVICE:

☐ $15.00 CRIMINAL HISTORY SEARCH
☐ $20.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH

* FEES For Volunteers with Non-Profit Organizations:
☐ $8.00 CRIMINAL HISTORY SEARCH
☐ $16.00 COMBINATION CRIMINAL HISTORY & SEX OFFENDER SEARCH

* To be entitled to reduced price, services must be on volunteer basis for a non-profit organization with a tax exempt number. Attach documentation to form which supports volunteer status and include organization's name, address, and the tax exempt identification number.

METHOD OF PAYMENT: (Note: Personal Checks Not Accepted)

☐ Business or Certified check or Money order (payable to Virginia State Police)

CHARGE CARD: ☐ MasterCard OR ☐ Visa VISA

Account Number: - - - Expiration: /

Signature of Cardholder: _____

☐ Virginia State Police Charge Account Number: _____

Mail Request To:

Virginia State Police
Central Criminal Records Exchange – NF
P. O. Box 85076
Richmond, Virginia 23261-5076

ATTN: NEW FORM

FOR STATE POLICE USE ONLY – DO NOT WRITE BELOW THIS LINE

Response based on comparison of name information submitted in request against a master name index maintained in the Central Criminal Records Exchange only.

☐ No Conviction Data – Does Not Preclude the Existence of an Arrest Record
☐ No Criminal Record – Name Search Only ☐ No Criminal Record – Fingerprint Search
☐ No Sex Offender Registration Record ☐ Criminal Record Attached

Purpose code: ☐ C ☐ N ☐ O

Date: _____ By CCRE/ _____

Encl 3

CRIMINAL HISTORY RECORD NAME SEARCH REQUEST

INSTRUCTIONS FOR COMPLETING THE CRIMINAL HISTORY REQUEST FORM

Pay By: Certified Check/Money Order or Business check made payable to "Virginia State Police"
OR we accept VISA and MasterCard
Personal Checks Not Accepted

Effective November 1, 2010, the public is hereby placed upon notice that returned checks or dishonored money orders and/or credit card payment denials will incur a handling fee of $50 in addition to the amount of the original payment. Requesting goods or services will be deemed to be acceptance of these terms. Code of Virginia §2.2-4805.

Discard these Instructions Prior to Submitting to State Police

Refer to Page 2 of these Form Instructions for Pricing Structure and Types of Name Searches Available

If you are interested in obtaining a name search of the "Sex Offender and Crimes Against Minors Registry," refer to the instructions on page 2 of this form.

The Form Must be **TYPED OR NEATLY HAND-PRINTED.**
Complete the Criminal History Record Request by following these instructions:
***

PURPOSE OF THIS REQUEST: Primary reason for request.

NAME INFORMATION TO BE SEARCHED: Name, race, sex, date of birth, and social security number on whom the criminal record name search is to be conducted. Providing the social security number is voluntary; however, it is a screening tool that is used for this request to be processed in a more timely manner. Failure to provide this number may result in an inability to process this request due to multiple records with similar names and demographics. Without this additional identifier, the form may be returned to the requestor unprocessed, and the applicant will be required to submit a set of fingerprints along with this request form to determine if this applicant has a criminal record. Social Security Numbers provided will be used to help identify the proper record and will be used for no other purpose.

AFFIDAVIT FOR RELEASE OF INFORMATION: Individual's signature on which the search is to be conducted. The signature indicating consent must be notarized for the search to be conducted and mailed to the individual or authorized agent (if applicable).

SIGNATURE OF PERSON MAKING REQUEST: Affidavit must be signed by authorized agent and notarized to receive the search results.

NAME AND MAILING ADDRESS OF AGENCY, INDIVIDUAL OR AGENT MAKING REQUEST: Name and complete mailing address of the individual, agency or authorized agent to receive processed criminal record search must be completed.

FEES FOR SERVICE: Indicate fee that is submitted, based upon type of request. Fees for volunteer of non-profit organizations must be accompanied with their tax exempt number.

METHOD OF PAYMENT: Indicate method of payment

Mail the Completed SP-167 "Criminal History Record Request" to:

Virginia State Police
Central Criminal Records Exchange – NF
P.O. Box 85076
Richmond, Virginia 23261-5076

Instructions For Requesting a Search of the "Sex Offender and Crimes Against Minors Registry"

In accordance with Section 9.1-900 – 9.1-918, Code of Virginia, the Central Criminal Records Exchange of the Virginia Department of State Police is responsible for maintaining the above captioned Registry containing name, personal descriptive/conviction information and photographs of individuals convicted of specific sex offenses. The law also provides for the dissemination of sex offender registrations for the following purpose: Child/adult care, child minding, public/child protection, daycare services, volunteering services or employment. To request an inquiry of the Registry, SP-266 "Sex Offender and Crimes Against Minors Registry" name search forms may be obtained by downloading from the Virginia State Police website: http://www.vsp.virginia.gov.

There are two classifications of sex offenders: the sex offender and violent sex offender. A single name search can be conducted to determine if a person is convicted of a violent or sex offense by completing and SP-266 form. Violent sex offenders can be searched on the Virginia State Police website: Virginia State Police Sex Offender and Crimes Against Minors Registry http://sex-offender.vsp.virginia.gov/sor/.

Cost Structure and Types of Records Searches Available

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CRIMINAL HISTORY RECORD	$15.00 per search of Criminal History Name File.
COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	$20.00 for a COMBINATION criminal history record name search conducted and a Sex Offender and Crimes Against Minors name search.
COMPLETE SEX OFFENDER REGISTRY	$15.00 per search of the Sex Offender Registry only through the submission of an SP-266 "Sex Offender and Crimes Against Minors" name search request form.
VIOLENT SEX OFFENDERS	No Charge for searches conducted of violent offender registrations ONLY through the Virginia State Police website: Virginia State Police Sex Offender and Crimes Against Minors Registry http://sex-offender.vsp.virginia.gov/sor/.
NON-PROFIT ORGANIZATION COMBINATION CRIMINAL HISTORY/SEX OFFENDER REGISTRY	$16.00 for a COMBINATION criminal history record name search conducted for a "Criminal History Record Name Search" and "Sex Offender and Crimes Against Minors." The purpose of this search is for volunteering services for a non-profit organization. The SP-167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.
NON-PROFIT ORGANIZATION COMPLETE SEX OFFENDER	$8.00 for each name search of the Sex Offender Registry conducted for individuals volunteering for a non-profit organization. The SP-167 must be submitted attached to documentation explaining the purpose of the search is for volunteering services for a non-profit organization. The documentation must include the name of the organization, address and the tax-exempt identification number of the organization.