DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON FORT HAMILTON
113 SCHUM AVE
BROOKLYN, NEW YORK 11252

REPLY TO ATTENTION OF:

Command Policy Letter # 2

IMHA-ZA

1 August 2012

MEMORANDUM FOR All Members of the USAG Fort Hamilton Community

SUBJECT: Commander's Commissary Access Policy

1. REFERENCES:

a. Department of Defense Instruction 1330. 17, Armed Services Commissary Operations, October 8, 2008

b. Air Force Instruction 36-3026_IP Volume I, Identification Cards for Members of the Uniform Services, Their Family Members, and Other Eligible Personnel, 17 June 2009

2. Purpose: To provide guidance to all authorized Commissary Patrons

3. APPLICABILITY: This policy applies to all authorized patrons seeking entrance to the Commissary on Fort Hamilton.

4. POLICY: Only personnel with a valid military identification card will have access to the commissary. In order to gain enterance into the commissary, each individual must present a valid (not expired) military identification card at the commissary entrance. Only the Garrison Commander, Garrison Deputy Commander and Garrison Command Sergeant Major are authorized to grant an exception to policy in accordance with Department of Defense Instruction 1330. Those approved as exception to policy, must bring a "Letter of Authorization" with a valid picture identification card (driver License) to gain entrance into the commissary.

Personal Agents: Personal Agents who have a letter of authorization from the installation commander or designated representative authorizing them to shop for that person may be admitted by showing the letter of authorization and a valid picture identification card at the commissary entrance. Personal Agent letter may be used if the following conditions are met.

a. Conditions:

1. A military member is assigned overseas, deployed, or otherwise unable to stop for their dependent child.

2. The authorized patron is unable to shop due to a medically documented disability

3. The spouse of an authorized patron is unable to shop due to illness.

4. The child (16 years of age or younger) of an authorized patron is in the household of an ineligible parent or guardian.

b. Required Documentation:

1. A valid picture identification card for the authorized patron/designated agent.

2. Copy of the authorized patron's Assignments/Deployments Orders (if applicable)

3. A letter from the authorized patron's physician that includes diagnosis and duration of a disability.

5. An exception to policy must be submitted five (5) days in advance.

6. Individuals that meet on of the conditions in paragraph 4a, may report to the installation Identification Card Section in Building 114N with the required documentation to request a Personal Agent letter.

7. Point of contact concerning this policy is the Chief, Military Personnel Division, (718) 630-4557/4552.

ELUYN GINES
COL, AG
Commanding