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Services

COMMISSARY BAGGER PROGRAM

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This instruction establishes procedures for allowing off-duty military, retired military and dependents of authorized patrons the privilege of bagging groceries for tips in the Francis E. Warren AFB commissary system. Baggers must adhere to the below instruction to garner the privilege of working in the commissary.

Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-332, Vol 4). Comply with AFI 33-332, *Privacy Act*, for documents containing Privacy Act Information. For Official Use Only information, comply with DoDR 5400.7, *DoD Freedom of Information Act Program*, Air Force Supplement, Chap 4.

1. Procedures. The following personnel requirements are applicable to all baggers in this program and applicable bagger supervisor positions in the Francis E. Warren Air Force Base Commissary Store.

1.1. Prior to bagger privileges on the commissary premises, all baggers and bagger supervisors will be screened by local law enforcement agencies using a “wants and warrants check.” Baggers will be selected by the head bagger and approved by commissary management. All applicants must complete commissary bagger independent contractor license agreement.

1.2. Personnel eligible to work as a bagger consist of off-duty military, retired military and dependents of authorized patrons in that order. Off-duty military, retired military and married dependents, 18 and over, will be the primary source of baggers. The first detail supervisor will schedule maximum baggers on a first-come, first-served basis. After the first hour, if maximum baggers are not reached, then dependents with proper identification and/or dependents of authorized patrons over 18 years of age may work on a first-come, first-served basis until the maximum limit is reached. Should the occasion rise, this crew may be further supplemented with non-married dependents, ages 15 and older.

1.3. Dependents 15 to 18 will be assigned as baggers from 1600 to closing on Tuesday through Friday, 0800 to closing on Saturday and 1000 to closing on Sunday. Dependent carry outs will be divided into two shifts with one shift working every other day. They will be under the control of the detail supervisor. The head bagger supervisor will maintain a list assigning two shifts of four regular depen-

dent baggers for each register. On busy days, if required, the detail supervisors may schedule extra dependent carry outs from their supplemental list to supplement the normal scheduled carry outs.

1.4. Baggers shall work under the supervision of the on-duty Head Bagger. On-duty bagger supervisors will investigate problems and take action to resolve them. The head bagger or the commissary officer may suspend baggers. The head bagger shall review serious problems referred by cashiers, commissary management, on-duty supervisor or others, and shall suspend or terminate baggers for cause. The head bagger shall keep records of problem incidents and action taken.

1.5. The head bagger supervisor reserves the authority for cause, to disapprove any applications for jobs as bagger at the F. E. Warren Air force Base Commissary Store. The supervisor will state the reason for disapproval on the application. Misconduct violations of the contents of this Space Wing Instruction by baggers will result in suspension or dismissal. The action will be made a matter of record. In case of suspension, the suspended bagger may reapply for bagger privileges after a 3-month period. Permanent dismissal will occur after three suspensions.

1.6. The commissary does not suggest a tipping rate.

1.7. Commissary managers **may not**, in any event, expect, order, ask, direct or allow the baggers, either directly or through the head bagger, to do any of the following:

1.7.1. Clean around the cash register

1.7.2. Move items between storage/warehouse and the store or between the coolers and freezers.

1.7.3. Perform price checks

1.7.4. Exchange items

1.8. Baggers are not responsible for lost or damaged customer items unless absolute proof of damage or theft is verified by videotape. Once merchandise is placed in customer's vehicle, it becomes the customer's responsibility.

1.9. To prevent damage to vehicles, only baggers will take grocery carts from the store to deliver groceries. Customers will not remove carts from the store, as carts are DeCA owned property.

2. Appearance: All bagger personnel will adhere to the following standards of appearance at the F. E. Warren AFB Commissary:

2.1. A high standard of personal hygiene and cleanliness will be maintained.

2.2. Hair will be clean, well groomed and present a neat appearance. Any person with shoulder-length hair or longer must wear it tied back in a ponytail or up. This applies to men and women. Mustaches and sideburns will be neatly trimmed and clean.

3. Dress Code: Long sleeves in winter and short sleeves in summer. No T-shirts or athletic shirts will be worn. Knit shirts must be designed as outer garments. No promotional advertising on the shirts is acceptable.

3.1. Pants. Dress slacks or jeans will be worn by all baggers from 1 Nov through 14 Apr each year. Blue jeans are acceptable as long as they are blue, tan, brown, black or charcoal gray and do not have worn spots. All pants must be in good condition and cannot have ragged edges, holes or patches.

Appropriate undergarments are required. Athletic jogging suits or pants are not authorized (only top portions of jogging suits are acceptable).

3.2. From 15 Apr through 31 Oct each year, dress slacks or jeans, as specified or Bermuda shorts may be worn by all bagger personnel. Shorts will be a solid color, blue, tan, brown, black or charcoal gray and will be no shorter than 3 inches above the knees for men and women. All shorts must be in good condition and cannot have ragged edges, holes or patches. Appropriate undergarments are required.

3.3. Socks and shoes will be worn at all times. No sandals, high heels, clogs, open-toed shoes, etc.

3.4. Hats may be worn and shall be baseball type without product advertising. Hats must be removed while inside the building.

3.5. Bagger Numbers. All baggers will wear highly visible number tags while working. Number tags will be provided by the Commissary IAW Compliance Memorandum #15, dated 26 Oct 1998. Tags will be worn on the front of the shirt between the waist and shoulders. If jackets or sweaters are worn, a nametag will be worn on the outer garment.

3.6. Sweaters and jackets may be worn during inclement weather. Items must be dark in color, have long sleeves and cannot contain advertising material. Over the head, hooded sweatshirts are not authorized unless they have a button-down front or a zipper (i.e., jogging suit). Jackets may only be worn outside. Military parkas may be worn but may not contain any unit insignias.

3.7. Clothing for wear with Bermuda shorts are plain white socks with proper footwear. Sandals, high heels, clogs or open-toed shoes may not be worn. The shirt combination with shorts will be a short-sleeved shirt.

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