



DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

APR 27 2012

MEMORANDUM FOR Kadena Commissary

FROM: 18 MSG/CC

SUBJECT: Kadena Air Base Commissary Access Policy

1. This policy letter outlines the requirements for guest access to the Commissary at Kadena Air Base. All authorized patrons, regardless of status, Service or employer, are required to comply with this policy.
2. Pursuant to DoDI 1330.17, *Armed Services Commissary Operations*, only authorized patrons are allowed to make purchases at Commissaries. To ensure the safety of patrons and to verify their authorization to utilize the Defense Commissary Agency (DeCA) facilities, individuals must present a valid identification card upon entering the commissary. Authorized patrons wearing proper military uniform are exempt from this requirement. Installation commanders, and their designated representatives, determine the criteria for guest access to the Commissary on their respective installations.
3. Effective 14 May 2012, only guests with unique and compelling circumstances will be authorized access to the Kadena Commissary. Authorized patrons who wish to have a guest accompany them to the Commissary must first submit a written request to the 18 MSG Deputy Commander or Deputy Director for review and approval. The request shall include a copy of the guest's passport, the duration of the guest's Commissary access request, and a statement that the sponsor understands that the guest is not authorized to make any purchases at the Kadena Commissary. If an authorized patron submits a request for base access for their guest, the authorized patron may include the request for their guest to be granted access to the Kadena Commissary as part of that request. Authorized patrons may escort up to two guests at a time and all guests must present their approved request at the entrance of the Commissary. Authorized patrons of DeCA facilities are not permitted to escort people into the Commissary who do not meet these requirements.
4. Some Status of Forces Agreement (SOFA) personnel who have had their privileges curtailed as part of an administrative action will not be allowed to enter the Kadena Commissary. In those cases, privileges will be limited to those delineated on the valid identification card. DeCA employees who check for authorized entry at the entrance of the commissary must ensure they check to see if the identification card has language that limits the person's privileges; if it does, they must ensure only the privileges authorized are granted.
5. DeCA facility managers will maintain responsibility for the enforcement of this policy. DeCA facility managers will ensure that their employees scrutinize identification cards or letters presented at the entrance of their facility to ensure that each person attempting to purchase goods or enter the Kadena Air Base Commissary is authorized to do so.

A handwritten signature in blue ink, appearing to read "R. Constantine", is located below the text of the fifth list item.

ROFTIEL CONSTANTINE, Colonel, USAF
Commander, 18th Mission Support Group