

**BY ORDER OF THE COMMANDER
SHAW AIR FORCE BASE**

**SHAW AIR FORCE BASE
INSTRUCTION 90-104**

31 MAY 2018

Special Management

BAGGER CARRYOUT SERVICE



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 90-1, *Policy, Publications, and DoD Issuance Management*. It sets policy for the provision of bagger and carryout services on Shaw AFB, SC. It is designed to safeguard and promote the welfare and interests of authorized personnel as consumers. This policy applies to all personnel seeking permission to perform bagger and carryout services at the Shaw AFB Commissary. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to DECA/SO/SHA, 531 Shaw Drive, Building 1420, Shaw AFB, SC 29152-5033.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. It identifies students are required to work three (3) days per week and at least 4 hours per day.

1. General . Baggers and carryout services are provided to the commissary patron through a Licensee AGREEMENT. These persons are not employees of the commissary. No person has the authority to enter an Air Force installation and transact bagger/carryout services as a matter of right. Bagger and carryout services will be permitted only if the following conditions are met:

1.1. The individual has been selected by the Head Bagger and issued a Licensee AGREEMENT (**Attachment 2**) through the Installation Commander. Selections will be made through a list maintained by the Head Bagger. The list will be maintained as follows:

1.1.1. Priority 1. Active duty personnel, E4 and below, with a financial hardship. Hardship must be coordinated through the individual's first sergeant.

1.1.2. Priority 2. All other personnel available for fulltime work, who possess a valid DD Form 2AF, Armed Forces Identification Card (Active); DD Form 1173, Uniform Services Identification and Privilege Card (Dependent); DD Form 2, (Retired); or DD Form 2AFRES (Reservist).

1.2. Individuals must be 15 years of age or older to perform bagger/carryout services.

1.3. Individuals must provide bagger/carryout services IAW the Bagger Licensee AGREEMENT and the bagger rules listed at **Attachment 3** between themselves and the Installation Commander.

2. Termination of Bagger's License Agreement . Any rude, loud, or obnoxious behavior by any bagger in the bagging area, or in the presence of a customer, will result in the immediate termination of their Licensee AGREEMENT between themselves and the Installation Commander. Loud behavior includes shouting to individuals several lanes away to indicate they want to bag, have moved, or similar messages. This shouting is distracting to customers and cashiers and is not considered proper action in a place of business.

3. Termination and suspension Authority.

3.1. The Installation Commander or Commissary Officer has the authority to issue and revoke any Licensee AGREEMENT for serious violations of the bagger rules listed in **Attachment 3**.

3.2. The Head Bagger has the authority to invoke suspensions from one day to two weeks for other violations.

4. Head Bagger Duties and Responsibilities. The Head Bagger will perform duties as outlined in **Attachment 4**.

5. Election of Head Bagger. The Head Bagger will be elected by a vote of all authorized baggers in February of each year. *Those baggers who place their name in for nomination must ensure that they can comply with all the requirements and duties outlined in this directive.* Each candidate for election as Head Bagger will indicate the fee that they will charge each bagger on a daily basis during the coming year. This fee will be indicated on the ballot next to the candidates name at the time of election. The fee indicated by the elected individual will remain in effect for the entire year unless changed at a special meeting of all the baggers and agreed upon by a majority vote. *The Head Bagger cannot arbitrarily change the bagger fee without approval of a majority of the baggers.* The Installation Commander or Commissary Officer may call a special election at his/her discretion if circumstances warrant. If a special election is directed due to mismanagement by a Head Bagger, his/her Licensee AGREEMENT will be revoked, and he/she

must go back on the bagger waiting list for reinstatement. If a Head Bagger resigns his/her position, for other than medical reasons, he/she is ineligible to be a candidate at the next regularly scheduled election. If a Head Bagger is not elected, the Installation Commander or Commissary Officer will appoint a Head Bagger. Should a Head Bagger be relieved of duty because of personal misconduct, the Installation Commander or Commissary Officer, at their discretion, can appoint a Head Bagger and assistants to complete the term of the relieved Head Bagger. A Head Bagger relieved due to personal misconduct will have their Licensee AGREEMENT permanently revoked.

6. Bagger Meetings. From time-to-time baggers will be required to attend meetings when information must be disseminated. Baggers who fail to attend scheduled meetings without prior approval of the Head Bagger or Commissary Officer are subject to having their Licensee AGREEMENT revoked.

DANIEL T. LASICA, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 90-1, *Policy, Publications, and DoD Issuance Management*, 7 March 2018

Prescribed Forms

SHAWAFB Form 22, *Application for Employment as Bagger in the Shaw AFB Commissary*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFPD—Air Force Policy Directive

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

CC—Commander

IAW—In Accordance With

MSG—Mission Support Group

RDS—Records Disposition Schedule

6. Because the Bagger is engaged in his/her own independent bagging and carryout service business, the bagger is not eligible for, and shall not participate in, any employer pension, health, or other fringe benefit plan of the Commissary. No workers' compensation shall be obtained by the commissary concerning Baggers. The Bagger shall comply with the workers' compensation law concerning the Bagger to the extent such law is applicable.

7. Neither federal, nor state, nor local income tax nor payroll tax of any kind shall be withheld or paid by the Commissary on behalf of the Bagger. The Bagger shall not be treated as an employee with respect to the services performed hereunder for federal or state tax purposes. The Bagger understands and agrees that he/she is responsible for paying, according to law, his/her income taxes. The Bagger further understands that he/she may be liable for Self-Employment Contributions Act and hospital insurance taxes.

8. The Bagger hereby assumes the entire responsibility and liability for any and all damage or injury of any kind or nature to all persons, whether employees of the Commissary, patrons of the Commissary, or otherwise. The Bagger also hereby assumes the entire responsibility and liability for any and all damage to all property as a result of the execution of work provided for in this AGREEMENT, including that resulting from the use of government furnished equipment. The Bagger agrees to indemnify and hold harmless the Commissary, its agents, servants and employees from and against any and all loss or expense, including attorneys' fees, damage or injury as a result of or occurring in connection with the execution of the work herein provided for the Commissary and the Commissary patrons.

9. The Bagger agrees to make proper payment for groceries, which have been damaged or lost through his/her fault, as determined by the Head Bagger. Experience has shown that the following minimize the chance of damage to breakable, delicate, or perishable items:

- a. Dry goods should be bagged together, placing heavier items, such as sugar and flour, on the bottom, and lighter items on the top.
- b. Insulated bags should be used for ice cream and frozen food products.
- c. Refrigerated bags should be bagged together.
- d. Fresh produce items should be bagged together, with heavier items on the bottom and lighter/softer items on the top.
- e. Only pastries or bread should be placed on top of eggs.
- f. Pies should be placed on the top portion of the bag, on a flat surface and right side up
- g. Unless the customer requests otherwise, single plastic or paper bags are of sufficient quality to avoid the need for double bagging.

NOTE: These examples are not all inclusive and the Bagger expressly acknowledges, however, that the actual method used to avoid damaging the Commissary customer's purchases will be determined by himself/herself or the Head Bagger.

10. The Bagger understands that the Head Bagger is another Independent Contractor who is elected by all of the Baggers performing similar bagging and carryout services as those performed by the Bagger under this AGREEMENT. The Bagger also understands that elections for the Head Bagger position are conducted at least annually in February, or more frequently if required. The Bagger further understands that compensation for the Head Bagger will be agreed upon by all of the Baggers at the time of the election.

11. The Bagger agrees to follow work schedules established by the Head Bagger. In the event the Bagger cannot work as scheduled, he/she agrees to notify the Head Bagger of this beforehand.

12. The Bagger declares that while performing all services provided under this AGREEMENT, he/she will conduct himself/herself in an appropriate fashion with respect to the Commissary, the Commissary's employees, and the patrons of the Commissary. The Bagger will treat patrons with respect at all times; will not interfere with the Commissary's cashiers; will not engage in "horseplay" or disruptive conduct; will not use profane, abusive, or offensive language; will not destroy, damage, or abuse government property, and will not consume alcoholic beverages or use or possess illegal or unauthorized drugs, including marijuana, while performing service under this AGREEMENT. The Bagger understands that the Head Bagger may impose minor discipline for infractions of the Bagger's Standing Operating Procedures which includes a system of discipline adopted by a majority vote of the baggers and approved by the Commissary.

13. The Bagger agrees to maintain a neat, clean appearance and follow generally accepted standards of personal hygiene.

14. The Bagger declares that he/she has complied with all federal, state, and local laws and all installation rules and regulations regarding business permits and licenses that may be required to perform the bagging and carryout services to be performed under this AGREEMENT.

15. The Bagger expressly acknowledges that he/she has obtained permission to lawfully enter the installation to perform bagging and carryout services. This permission is commonly referred to as a license. The Bagger will notify the Commissary if this license expires or is revoked by the installation commander or his designee.

16. For reasonable cause and upon receipt by the Bagger of notice of termination for cause, the AGREEMENT may be terminated immediately. Reasonable cause shall include, but not be limited to, the following:

- a. Material violation of this AGREEMENT.

b. Any willful or negligent act which exposes another person to injury or harm or results in property damage to any person, the Commissary or the installation, or expose the Commissary to liability.

c. Revocation or expiration of the license granted by the installation commander to enter the installation for the purpose of performing bagging and carryout services.

d. A pattern of customer complaints regarding the Bagger, such as deficiencies relating to the Bagger’s bagging and carryout services, demeanor or behavior, language, etc.

e. Any act which violates a federal, state, local or municipal law, and/or rules and regulations of the Commissary and/or the installation.

17. This AGREEMENT constitutes the entire understanding of the parties. The failure of either party to exercise any of its rights under this AGREEMENT for a breach thereof shall not be deemed to be a waiver of such rights or a waiver of any subsequent breach. If any part of this AGREEMENT shall be held unenforceable, the rest of this AGREEMENT will nevertheless remain in full force and effect. This AGREEMENT may not be assigned.

18. This AGREEMENT shall remain in effect until revoked, terminated for cause, or terminated by mutual consent of the parties.

IN WITNESS WHERE OF, we have set our hands and seals on the date indicated.

Bagger Signature

Date

Parent/Guardian Signature if the Bagger is Under 18

Date

I certify that a bagger is required and that the person whose name appears on this agreement is acceptable.

Head Bagger Signature

Date

Accepted:

Commissary Officer Signature

Date

Attachment 3

POLICIES AND RULES FOR BAGGERS

Figure A3.1. Policies and Rules For Baggers.

BAGGER POLICIES AND RULES**SHAW AIR FORCE BASE****SOUTH CAROLINA 29152-5028**

The rules and policies listed below are applicable to all baggers of the Shaw Air Force Base Commissary. They clearly list the standards and what penalties will result from violations of the standards.

1. **Dress Code**: All items listed below will be maintained clean and in good repair.

a. Baggers will wear a white or red shirt at all times, with their bagger number affixed to the shirt. This shirt serves as a means of identification of baggers while they are performing bagger and carryout services at the Shaw Air Force Base Commissary. The shirt will be purchased at the bagger's own expense.

b. All baggers will wear a shirt with a collar and sleeves. Shirts will be no longer than eight inches above the knee. As a minimum, the bottom two buttons will be fastened at all times. Sweatshirts or jackets may be worn as outer garments due to inclement weather. Length will be no longer than eight inches above the knee. Baggers will not wear "short shirts" which expose the midriff while performing bagger and carryout services at the Shaw AFB Commissary.

c. Pants will be plain blue or black. Jeans are permissible; however, jogging suits and "body suits" are not permissible.

d. In warm/hot weather, Bermuda-style shorts are acceptable; length will be no shorter than four (4) inches above the knee. Shorts will be dark blue or black. Cut-offs are not permissible at any time.

e. Due to the congested nature of the bagging area and the number of bagger carts moving in that congested area, it is directed that all baggers will wear "closed toe" type shoes for safety purposes.

VIOLATIONS: **First Violation**: Baggers will not be allowed to perform carryout services for violations of the above and will be sent home to obtain the proper attire. **Second Violation**: One (1) day suspension. **Third Violation**: Termination of Licensee AGREEMENT.

2. All baggers will sign in the Head Bagger's log book immediately upon arrival. They will pay the Head Bagger or Assistant Head Bagger the fee agreed upon at the annual election or during scheduled meetings. A sign in/out sheet will be made available so that all baggers are shown on a daily basis. Each bagger will be provided an area to sign and to indicate the time they arrived for bagging duties and the time they depart for the day. This sheet will then be located with the funds collection sheet, which will be displayed the following day. This will allow baggers to validate that funds were collected from each individual. The hiring of baggers must be monitored to ensure that there are enough baggers to meet the "demand" of the commissary;

however, care must be taken to ensure that an “excessive” number of baggers are not employed, which would take away from the earning power of those baggers who already have Licensee AGREEMENTS.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

3. Cart pushers will be responsible for returning all shopping carts to the designated holding area. They will be selected by the Head Bagger. They will only perform carryout services when no other bagger is available. They are exempt from paying the bagger fee while performing these services.

4. Loud, vulgar language or gestures or arguing between baggers will not be tolerated at any time.

VIOLATIONS: Any occurrence of this kind in front of or within hearing distance of a customer will result in immediate termination of their Licensee AGREEMENT. This includes all parties involved. The matter should be brought to the immediate attention of the Head Bagger outside the commissary facility.

5. Horseplay of any kind will not be tolerated. This includes riding carryout carts, shadowboxing, or sitting on checkout stands or bagger carts.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

6. Depending on the category under which a bagger was hired, the following minimum work schedule applies:

- a. **Full-time:** Baggers are required to work five (5) days per week, six (6) hours per day.
- b. **Part-time:** Baggers are required to work three (3) days per week, four (4) hours per day.
- c. **Students:** Students are required to work three (3) days per week and at least 4 hours per day. Students are restricted to the following work hours during the school year: 1400 to closing, except on weekends -- they may work from opening of the commissary until closing. During school breaks and summer vacation, students are restricted to working from 1400 until closing. On weekends during school breaks and summer vacation, they may work from opening of the commissary until closing.

d. **Hardship Military:** Hardship military are exempt from the minimum requirements if military duty dictates their presence. However, those hardship military who do not work over long periods of time will be revalidated with their First Sergeant.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

7. Baggers are not authorized to use the commissary phones. Incoming calls may be taken, but only on an emergency basis. Emergency calls are those calls which generally result in the bagger receiving the call to depart the commissary to take care of the emergency reported by the phone call. Baggers will use the pay phone located in front of the commissary facility for routine calls and will keep their calls limited to five (5) minutes. The use of cell phones is prohibited while bagging groceries. Baggers who receive cell phone calls while at the bagging lane will immediately vacate the bagging lane until the call is completed or terminated. If the call is not

immediately terminated, the bagger will relinquish his/her position at the bagging lane to the next bagger in line to bag. Bagging while trying to talk on a cell phone gives the customer the impression that you are not giving full attention to bagging their groceries, and this cannot be tolerated.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

8. All baggers must use the bagger's break room. They must ensure this area is kept in a high state of sanitation at all times. Any item(s) stored in the refrigerator must have a receipt attached if it's kept in the original container. Items must be removed at the close of the commissary each day. The refrigerator **is not** a storage area for items. Items left over a period of time will spoil which leads to possible germs. This is a "community" refrigerator; therefore, the highest health precautions must be taken. Food items left at the close of the Commissary will be disposed of by the Head Bagger or Assistant Head Bagger. The door to the break room must remain closed at all times. All food and drinks must be consumed in the break room or outside the facility in the designated break area. Management will immediately dispose of any items found in the break room in their original container without a receipt. The Head Bagger or Assistant Head Bagger will monitor this area daily to ensure compliance. This break room is for baggers only; due to the small size, no guests will be permitted.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

9. **Special Orders:** Patrons may make a special request for a bagger by number/name if the following conditions are met: Patron must request the "special" prior to the cashier ringing up the order. Bagger must be in the store at the time request is made. Lanes will not be held up awaiting a "requested" bagger to arrive. **Baggers will never request specials from customers, wave at customers, or attempt to get their attention in any manner.** Because "special requests" generally displace a bagger from his/her regular turn at bagging, a \$1.00 fee is imposed upon the "requested" bagger to be paid to the "displaced" bagger who would have bagged the "special" order. The "displaced" bagger has three options available:

(a) Remain at the lane, receive the \$1.00 fee and help bag the "special" order. The "displaced" bagger would then receive the next order to come to the lane after the "special" order has been bagged.

(b) If the "requested" bagger is coming from a lane where they were in the "first" position and would be taking out the next order, the "displaced" bagger can switch lanes with the "requested" bagger. If the "requested" and "displaced" baggers switch lanes, the \$1.00 fee is not paid. If the two baggers switch lanes, the "displaced" bagger does not suffer a loss and therefore is not entitled to the \$1.00 fee.

(c) The "displaced" bagger can take the \$1.00 payment and seek a new bagging position at a different lane.

VIOLATIONS: **First Violation:** One (1) week suspension. **Second Violation:** Termination of Licensee AGREEMENT.

10. When returning from a carryout all baggers will proceed to the shortest lane and assist the bagger with completion of his/her order. Baggers will not stand in the back waiting for the bagger to finish his/her order before proceeding to the bagging stand.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

11. Baggers must never walk away from an order for any reason, i.e., a small order and especially a “double” order.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

12. All baggers will park in the employee parking lot located between Killian and Lance Avenue. If this lot is full, baggers will park in the last row of parking on the southeast side of the Commissary parking lot.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

13. Baggers will be responsible for anything lost, missing or broken. If a bagger refuses to pay for any type of property they have damaged or is reported as missing, their Licensee AGREEMENT will be terminated.

14. While performing bagger services, family members are not permitted to come into the Commissary just for visitation purposes. If baggers need to visit with family members, they must take a break or lunch and exit the facility.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

15. Baggers are reminded to use the chain-of-command for any and all problems. Your chain-of-command is the Head Bagger, Store Manager, Commissary Officer and Installation Commander, in that order.

16. Smoking: No smoking is allowed within the commissary facility at any time. All baggers will use the designated smoking area outside the facility.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

17. Shopping Privileges: Bagger personnel authorized to shop within the commissary will exit the building, return through the customer entrance and show proper identification. Bagger hats will be removed during this time. No merchandise will be stored within the facility at any time.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** Termination of Licensee AGREEMENT.

18. Baggers will not consume food or beverages in the bagging area. This includes coming from the break room with a mouth full of food to bag groceries. Any food or beverage must be consumed in the break room or outside the building. Further, baggers are not to eat while they are transporting groceries for the customer.

VIOLATIONS: **First Violation:** One (1) week suspension. **Second Violation:** Termination of Licensee AGREEMENT.

19. Baggers will treat customers with respect at all times, whether or not they tip. Baggers will not make any comments to the customer, or in hearing distance of the customer, which insults the tip received from customer. Comments such as: "That was a lot of work for \$1.00, \$2.00, etc.", or words to that effect, will not be tolerated and will result in the immediate termination of his/her Licensee AGREEMENT.

20. If the Bagger is authorized commissary shopping privileges, he/she will restrict his/her shopping activities to that time prior to commencing bagging/carryout service, during scheduled lunch breaks, and/or after bagging services are finished for the day. Shopping activities will be consistent with the scheduled operating hours of the commissary. Baggers will not begin shopping after the store is announced as "closed" for the day. Additionally, if authorized to shop in the Shaw AFB Commissary, the bagger will proceed to the Identification Check Stand and present his/her identification (ID) card. The bagger will also remove his/her bagger's hat as soon as the ID card is shown and he/she will not put it back on until after purchases have been paid for.

VIOLATIONS: **First Violation:** One (1) week suspension. **Second Violation:** Termination of Licensee AGREEMENT.

21. Baggers are not allowed to enter the store area to replace damaged items that are discovered at the checkout stand. Damaged items are to be brought to the attention of the cashier or the customer. The cashier or customer will replace damaged items. If items are damaged due to the Bagger's neglect or mishandling, the Bagger will be required to reimburse the customer. If required, the Bagger will have to enter the store as a shopper, pay for the item, and then give it to the customer.

VIOLATIONS: **First Violation:** One (1) week suspension. **Second Violation:** Termination of Licensee AGREEMENT.

22. The Bagger will provide carryout service unless the customer wishes to carry out his/her own purchases. The Bagger will offer carryout services to all customers no matter how small the order. The Bagger will not offer groceries back to the customer in a manner which suggests that he/she does not want to perform carryout service solely because the order is small and he/she will lose his/her place at the checkout lane.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

23. Temporary Absence of Bagger: From time-to-time a bagger may be required to be absent from the bagging lane. This could include, but is not limited to: (1) getting carts, (2) placing items in the "go back cart," or (3) helping another bagger until getting a customer at their lane. When the Bagger is temporarily absent from the bagging lane the following applies:

a. The bagger, who will be absent from the lane, will leave his/her hat at the lane to signify that he/she is occupying the lane. The hat contains the bagger's number and is the only item to be used for identification. Items such as eyeglasses, gloves, and other personal items are not allowed!

b. Baggers who have left their hat on a lane and then are not present when groceries are beginning to be scanned lose their lane if another bagger *is at the lane* and begins to bag as the groceries are scanned. Baggers are encouraged to be present at their lane at all times.

c. Groceries will not be held from scanning awaiting a certain bagger just because they have a hat at the lane. (*This procedure is in line with paragraph 9 [Special Orders] which states that lanes will not be held up waiting for baggers.*)

d. Baggers will not be called because their hat is at the lane if other baggers are available. Under these circumstances, the first bagger at the lane will be allowed to bag the order.

VIOLATIONS: **First Violation:** One (1) day suspension. **Second Violation:** One (1) week suspension. **Third Violation:** Termination of Licensee AGREEMENT.

Bagger Signature

Date

Attachment 4
HEAD BAGGER

Figure A4.1. Head Bagger.

HEAD BAGGER DUTIES AND RESPONSIBILITIES
SHAW AIR FORCE BASE, SOUTH CAROLINA 29152

The Head Bagger for Shaw AFB SC will be responsible for, but not limited to, all duties listed below. Failure to perform these duties will result in another election being held at the Installation Commander's discretion. If a special election is held, the Head Bagger Licensee AGREEMENT will be revoked and he/she must go on the waiting list prior to reinstatement.

1. Enforce all policies and rules concerning bagger operations at the Shaw AFB Commissary. These are already stipulated in writing and will be posted on the bagger's bulletin board at all times. Enforce these rules and policies when necessary by evoking suspension(s) of one (1) day to two (2) weeks.
2. Schedule baggers to ensure an adequate number of bagger personnel are available at all times to meet patron demand.
3. Provide training for all newly hired personnel prior to the beginning of their bagger services.
4. Process applications of prospective baggers (see Attachment 5 for instructions on completing SHAWAFB Form 22). Responsible for initiating requests for background checks on prospective baggers with the 20th Security Forces Squadron, as shown in Attachment 6. Responsible for processing the letter at Attachment 7 to gain approval to be employed on Shaw AFB. Maintain a bagger waiting list in accordance with the Installation Commander's guidelines. Ensure this list is kept current at all times and proper notations have been made for contacting or attempting to contact potential bagger personnel. Personally interview potential personnel prior to issuing them a Bagger Licensee AGREEMENT to ensure their availability to work required schedules, that they can lift a minimum of 25 pounds, and that they represent a reasonable neat appearance.

a. The Head Bagger/Assistant Head Bagger will maintain the following files:

(1) Pending Bagger Licensee Applications: This file will be maintained in chronological order by date of application and will be made available for periodic review as required by the Commissary Officer and/or Installation Commander. Applications will be kept on file for no more than one year, and if the applicant has not been offered a position, the application will be considered "dead" and transferred to the "dead file." The purpose of "purging" the file of "old" applications is to minimize the amount of work attempting to contact persons who are no longer interested in becoming a bagger. Applications placed in the "dead file" will be held for an additional ninety (90) days and then destroyed. This file will be made available for review upon request by the Commissary Officer and/or Installation Commander.

(2) Active Baggers Licenses: A list of active baggers, by bagger number, will be made available for periodic review as required by the Commissary Officer and/or the Installation Commander. A file will be maintained on each bagger and will contain the following items:

- (a) Copy of signed Bagger Licensee AGREEMENT.
- (b) Completed copy of derogatory information check made by the 20th Security Forces Squadron.
- (c) Record of bagger training.
- (d) Record of disciplinary actions taken (if any).
- (e) Acknowledgment of bagger rules and punishments for violations.
- (f) Copy of completed application.

(3) Attendance: The Head Bagger will monitor attendance of each bagger on a daily basis to ensure compliance with paragraph 6, Attachment 3, SHAWAFBI 90-104. Since attendance is based on a weekly basis, (as indicated in paragraph 6, Attachment 4), each individual's attendance will be shown so that the individual's week of attendance will be shown at a glance. Baggers not complying with the minimum work requirements according to the category for which they were hired will be notified in writing. Continued noncompliance with work requirements will be reported to the Commissary Officer with a recommendation for termination of the bagger's Licensee AGREEMENT.

5. Monitor the bagger's break room daily to ensure the highest sanitation standards are maintained at all times. Also check the bagger's refrigerator to ensure receipts are attached to any items in their original packaging.

6. Ensure all bagger personnel pay for any and all damages they incur to include damaged merchandise and personal property, i.e., privately owned conveyances damaged in the commissary parking lot.

7. Ensure all new personnel have been issued and have signed a Bagger Licensee AGREEMENT and have read and understand all pertinent rules and policies prior to bagger services beginning.

8. At the close of business each day, the Head Bagger will ensure all bagger equipment and customer shopping carts are properly secured within the facility. Also ensure all bags are replenished at each register for the next day's business.

9. Bagger Fee Funds: On a daily basis, the Head Bagger will publish a listing showing the income and expenses incurred in the bagging and carryout service. The listing will show each individual's payment of the bagger fee, the amount paid, and the total income each day. Each expense will be listed to include payments to cart pushers and for lost groceries, and the monies disbursed on a daily basis for the restocking of paper and plastic bags. A copy of the daily sign in/out sheet will be included with the income and expense listing so that all funds collected can be validated. Any excess funds collected will be returned to the baggers in the form of "free days" or will be disbursed in the manner determined by the majority of the baggers at a scheduled meeting. Funds may be used to purchase items (such as microwaves or refrigerators) that can be used by all the baggers, if so decided by the majority of the baggers at a scheduled meeting. Funds present at the time a new Head Bagger is elected will be turned over to the newly elected Head Bagger and will then continue to be accounted for as indicated above. Fees that baggers pay are not the property of the Head Bagger and are not to be used to pay the Head Bagger for doing those duties that normally come with a management job, such as paperwork. Maintenance of the bagger files is considered part of the management job, and therefore bagger fees are not to be used for this purpose. Any supplies required in the maintenance of files may be purchased with excess bagger fee funds. These expenditures will be shown on the daily listing published to show income and expenses. Receipts are to be attached to the listing. Receipts showing the payment for lost groceries will also be attached to the published listing.

Head Bagger Signature

Date

Attachment 5**INSTRUCTIONS FOR COMPLETING SHAWAFB FORM 22****Table A5.1. Instructions of completing SHAWAFB Form 22.**

1. Complete SHAWAFB FORM 22, *Application for Employment as Bagger in the Shaw AFB Commissary*, as follows:
 - a. Applicant signs top of form stating they understand that if selected, they will not be an employee of the Shaw AFB Commissary. They will be issued a bagger licensee agreement which only grants them entrance to the Shaw AFB Commissary for the purpose of performing bagger/carryout services.
 - b. TYPE EMPLOYMENT: Check block indicating the type of employment you are applying for.
 - c. STATUS OF APPLICANT: Check the category which applies to you.
 - d. PERSONAL DATA: (Enter all information required)
2. FORM MUST BE SIGNED AND DATED BY APPROPRIATE PARTIES BEFORE SUBMITTING TO THE COMMISSARY HEAD BAGGER.

Attachment 6

REQUEST FOR BACKGROUND/LOCAL FILE CHECK

Figure A6.1. Request for Background/Local File Check.



DEFENSE COMMISSARY AGENCY
Eastern Region – Southern Area Office
Shaw Air Force Base Commissary
531 Shaw Drive, Building 1420
Shaw Air Force Base SC 29152-5033

MEMORANDUM FOR 20 SFS/SFOI

FROM: DECA/EAS/SHA

SUBJECT: Request for Background/Local File Check

Request a background/local files check be conducted on the individual listed below. Please indicate any evidence of derogatory data and indicate if the individual has been barred from Shaw AFB. The individual has applied to bag groceries at the Shaw AFB Commissary and this information is required in order to issue a Bagger License and to permit entrance to the Shaw AFB Commissary.

NAME: _____ SSN: _____ DOB: _____

(Last, First, MI)

ROBERT TEDDER, GS-12, DECA
Base Commissary Officer

Local Background Check: _____ Cleared _____ Derogatory Information Present

Bar to Installation Check: _____ Not Barred _____ Barred

Date Verifying Official (Name, Grade, Title) (Signature)

Attachment 7

REQUEST TO HIRE COMMISSARY BAGGERS/CARRYOUT PERSONNEL

Figure A7.1. Request to Hire Commissary Baggers/Carryout Personnel.



DEFENSE COMMISSARY AGENCY
Eastern Region – Southern Area Office
Shaw Air Force Base Commissary
531 Shaw Drive, Building 1420
Shaw Air Force Base SC 29152-5033

MEMORANDUM FOR 20 MSG/CC

FROM: DECA/EAS/SHA

SUBJECT: Request for Permission to Hire Commissary Baggers/Carryout Personnel

1. Request your permission to hire (INSERT FULL NAME OF APPLICANT HERE) to work at the Shaw AFB Commissary as a bagger/carryout personnel. A background check has been accomplished on (INSERT DATE HERE) (see Attachment), and the applicant is cleared to work on Shaw AFB. (INSERT APPLICANT'S NAME HERE) has a valid military ID card (or State the legitimate affiliation with the military community if individual does not have valid military ID card.)
2. The applicant will be provided a copy of the Shaw AFB Independent Baggers Licensees letter, as well as a copy of the Shaw AFB Instruction 90-104 to ensure that all policies and procedures are followed. The applicant will carry a copy of his/her license at all times while working at the Shaw AFB Commissary.

ROBERT TEDDER, GS-12, DECA
Base Commissary Officer

Attachment:
Background/Local Files Check Verification

1st Ind, 20 MSG/CC

MEMORANDUM FOR DECA/EAS/SHA

Approved/Disapproved.

(Current MSG/CCs Name/Rank), USAF
Commander