



DEPARTMENT OF THE NAVY

U.S. NAVAL SUPPORT ACTIVITY NAPLES ITALY
PSC 817 BOX 1
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NAVSUPPACTNAPLESINST 4065.1A
N00E
27 Jun 23

NAVSUPPACT NAPLES INSTRUCTION 4065.1A

From: Commanding Officer, U.S. Naval Support Activity, Naples, Italy

Subj: NAPLES DEFENSE COMMISSARY AGENCY BAGGERS

Ref: (a) DoD Instruction 1330.17 of 18 June 2014, DoD Commissary Program
(b) DeCAM 40-6.1, Customer Service Department
(c) North Atlantic Treaty Organization (NATO) Status of Forces Agreement

Encl: (1) Bagger Understanding
(2) Revocation of Permission to Serve as a Bagger in the NAVSUPPACT Naples Commissary

1. Purpose. This instruction provides an administrative framework for non-employee individuals to self-organize for purposes of offering grocery bagging and carryout services to private customers at the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, Defense Commissary Agency (Commissary), per references (a) and (b).

2. Cancellation. NAVSUPPACTNAPLESINST 4065.1

3. Bagger Self-Organization. This instruction applies to all persons who bag and carry out groceries (hereinafter referred to as "baggers") upon request of customers at the Naples Commissary. Baggers should familiarize themselves and comply with host nation tax laws, per reference (c), if they accept tips or gratuities from appreciative customers. Upon request from a customer, individuals offering bagger services may do so in the cash register area of the Commissary. Although baggers are self-organized, they may consult the CMC to facilitate the election of a Head Bagger, who will work with the baggers to organize schedules and other procedures to maintain an orderly service in the Commissary. Baggers are not employed by the Commissary, U.S. Navy, Department of Defense, or U.S. Government and, as such, bagging does not bestow any employment rights or benefits ordinarily provided to federal employees. In no instance will Commissary personnel treat baggers as employees or require baggers to perform services or functions that Commissary employees perform.

4. Eligibility Criteria. Eligibility to serve as a bagger is strictly limited to those who meet the following criteria:

a. Proper Installation Access. Individuals who do not currently hold a valid military ID card (even if eligible for one) will not be granted access to the installation solely for bagging.

b. Age Limits. Baggers will be at least 15 years of age and, if less than 18 years of age, will have their parent or guardian sign the agreement contained in enclosure (1). Anyone under the age of 18 is prohibited from bagging more than four hours per day or during school hours.

c. Required Documents. Individuals requesting permission to bag must complete enclosure (1) and attach a copy of an active "missione" visa and an active sojourner's permit "per missione."

4. Action

a. All baggers will complete, sign, and provide a copy of enclosure (1) and the required documents to the NAVSUPPACT Naples Command Master Chief (CMC), who is delegated authority to grant, deny, or revoke permission for an individual to become a bagger, provided they have met the eligibility criteria as listed above. CMC will determine in his sole discretion if it is in the best interests of the installation to approve the eligibility request. The CMC will maintain an active list of approved baggers and their supporting documentation.

b. Baggers must not disrupt the Commissary activity or interfere with safety, security, or good order and discipline on the installation. Revocation of permission to provide bagging services is at the discretion of the Commissary Director, in consultation with the CMC, when it has been determined that the presence of the bagger is no longer in the best interest of the installation or the Commissary. The decision to revoke permission for an individual to serve as a bagger is not appealable. The ability to serve as a bagger is a privilege provided to individuals who meet eligibility criteria and are approved; it is not an ongoing entitlement and may be revoked at any time and for any reason.

5. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records' disposition schedules located on the Department of the Navy Assistant for Administration, Directives and Records Management Division portal page at: <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records' disposition schedules, please contact the local records manager or the OPNAV Records Management Program (DNS-16).

6. Review and Effective Date. Per OPNAVINST 5215.17A, NAVSUPPACT Naples will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, Navy policy, and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years unless revised or cancelled in the interim and will be reissued by the 10-year anniversary date if it still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

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<https://cnreurafcen.navy.afpims.mil/Installations/NSA-Naples/About/Installation-Guide/Department-Directory/N1-Administration-Department/Instructions/>

BAGGER UNDERSTANDING

By my and my parent/guardian's signature below (if applicable), I hereby acknowledge and attest that I have read and understand NAVSUPPACTNAPLESINST 4065.1A. Specifically, I understand:

1. While operating as a bagger I am not an employee of the U.S. government.
2. The Commissary is a tenant onboard U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy and serves the Allied Forces who are stationed here. As such, NAVSUPPACT Naples leadership has a vested interest in ensuring that the bagging program is run per NAVSUPPACTNAPLESINST 4065.1A and other applicable laws.
3. NAVSUPPACT Naples and the commissary allow my presence in the store and my interaction with the store customers solely because I want to provide customers free bagging and carryout services.
4. I have reviewed and meet the eligibility criteria contained in NAVSUPPACTNAPLESINST 4065.1A. Furthermore, I have attached copies of an active "missione" visa and an active sojourner's permit "per missione" as proof of eligibility. I understand that, if those documents become invalid for any reason (including the sponsor's departure from Italy), my eligibility to serve as a bagger ceases and I will communicate my ineligibility to the commissary Director. NAVSUPPACT Naples Command Master Chief (CMDCM) will retain a copy of the valid documentation and this signed understanding to serve as verification of my eligibility.
5. I must maintain my own non-sponsored base access to bag groceries for commissary customers.
6. I understand that I must secure permission from the NAVSUPPACT Naples CMDCM in consultation with the NAVSUPPACT Naples Commissary Director to commence and carry on my private bagging service.
7. The Commissary Director, in consultation with the CMDCM, may revoke my permission to serve as a bagger if it is determined that my presence is no longer in the best interest of the commissary or installation.
8. Permission to serve as a bagger gives me no specific rights or privileges other than to carry on my private duties as a bagger.
9. Baggers may elect a Head Bagger and grant that person authority to create schedules and to maintain order among the baggers. Elections may occur annually at the direction of the Commissary Director or the CMDCM.
10. With the concurrence from the Commissary Director, a majority of the baggers may hold a special election to select a new Head Bagger.
11. More specific details of what I can expect as a bagger can be found in references (a) and (b) of NAVSUPPACTNAPLESINST 4065.1A. The Head Bagger may also have a standard operating procedure that I agree to follow for the common benefit of all baggers in the store. However, NAVSUPPACT Naples guidance concerning the Bagger Program supersedes other guidance.
12. Baggers who may also be authorized commissary patrons may not shop or set aside products to be purchased at a later time while performing bagger services. Any purchases made by a bagger who is also an authorized patron must be removed from the commissary at the time of purchase.

(Signature of bagger or parent/guardian (if applicable))

(Print Name)

(Date)

REVOCATION OF PERMISSION TO SERVE AS A BAGGER IN THE
NAVSUPPACT NAPLES COMMISSARY

Memorandum For Mr./Ms. _____

Subject: REVOCATION OF PERMISSION TO ENTER THE NAVSUPPACT NAPLES
COMMISSARY OR THE PURPOSE OF BAGGING

This memorandum notifies you that effective _____, your permission to enter the U.S. Naval Support Activity (NAVSUPPACT), Naples, Italy, commissary for the purpose of pursuing your personal business of bagging customer groceries has been revoked.

Commissary Director

Date

NAVSUPPACT Naples
Command Master Chief

Date