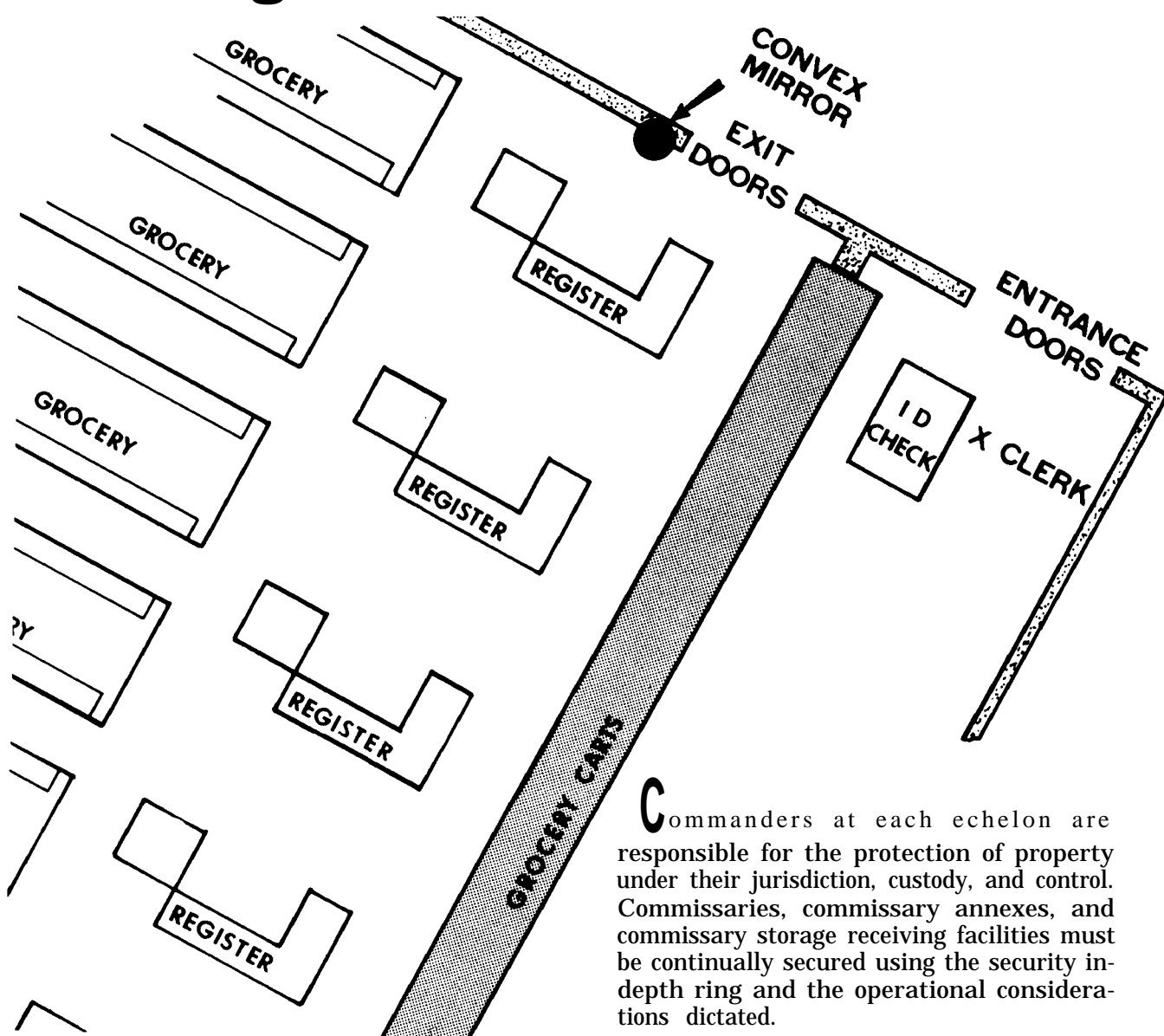


# Commissary Outlets and Storage



Commanders at each echelon are responsible for the protection of property under their jurisdiction, custody, and control. Commissaries, commissary annexes, and commissary storage receiving facilities must be continually secured using the security in-depth ring and the operational considerations dictated.

Physical protection of commissary and commissary related facilities encompasses measures designed to develop habits and attitudes in commissary employees and supervisors that will emphasize security through:

- Foodstuff protection.
- Providing a secure environment.
- Eliminating potential security weaknesses.

## **J-1      Controlled Areas**

**a.** Establishing controlled areas for the security of food items will improve the total security posture of the commissary and related facilities by providing security in-depth and insuring that all personnel are security conscious.

**b.** Although an increase in security measures may cause some slowdown in operation and may inconvenience some personnel, the use of controlled areas assists in identifying security requirements with needs as they develop.

**c.** Controlled areas are those involving:

- Parking area(s) for incoming shipments of food items (rail, motor transport, air).
- On/off loading area to include the direction of travel area to specific points within a warehouse or to sales outlet.
- Surveillance by physical or electronic methods.
- Control of visiting personnel.

## **J-2      Facility Construction**

**a. Doors** to the facility must be adequately constructed from a security standpoint.

**b.** Openings (exhaust outlets, etc.) in excess of 96 square inches must be barred, grided, or covered with chain-link material.

**c.** Crawlways beneath the facility should be inspected and secured to add to the overall security posture.

**d.** The facility must be constructed so that access through unhardened material is impossible.

## **J-3      Service/Facility Entrances**

**a.** The service entrance to the commissary and other related activities must be designed so employee supervisory personnel can observe entry and departure as necessary.

**b.** The entrance should be located far enough from the cash registers to allow for observation in detecting pilferage.

**c.** Guard rails should be established to channel personnel entering to purchase items to insure passage through the entry control point from the facility entrance.

**d.** The service entrance to the commissary sales outlet must be secured to allow opening from the inside only.

**e.** Service doors should remain locked until the precise operating hours and opened only by designated personnel to allow employee entry.

**f.** Service entrance doors to warehouse facilities must remain locked at all times during loading and unloading operations or remain under close observation when not secured.

**g.** Exterior door hinge pins must be of the lock-pin variety or welded to prevent their removal.

**h.** Padlock hasps must be installed to prevent their removal.

## **J-4 Patrons**

**a.** Procedures must be established to insure positive identification prior to making a purchase.

**b.** Admission procedures will be posted in a conspicuous location to inform patrons of store requirements.

**c.** An established policy on verifying checking credibility must be implemented.

**d.** A sign should be posted to inform patrons of the possible penalties for shoplifting.

## **J-5 Store Configuration**

**a.** The store will be arranged to lend itself to maximum observation of attempted employee pilferage or patron shoplifting.

**b.** There should be circular mirrors at strategic points within the shopping area to provide for observation of dead spaces that cannot be viewed by on-duty employees.

**c.** Aisles used for patrons should be specifically designed to provide maximum flow for dispersal and reduction of shoplifting.

**d.** Storage bins will be located and designed to provide adequate security for cardboard boxes which provide monetary input when contracted by weight.

## **J-6 Incoming Items**

**a.** An effective tally-in and tally-out system will be established for checking items and supplies received or shipped against the available shipping documents.

**b.** Incoming shipping documents will be filed and periodically reviewed and checked.

**c.** Incoming items should have continual observation during offloading, delivery, accountability, and storage.

## **J-7 Meat Disposal**

**a.** The property disposal officer or his designated representative will witness the destruction of meat supplies considered unfit for human consumption. The local official veterinarian will inspect and condemn meat supplies that are unfit for human consumption prior to releasing the items to the disposal officer.

**b.** Reports of surveys must be requested and initiated when it has been determined that certain items are unfit for human consumption through fault or neglect of the commissary officer and/or employees.

**c.** Fat trimmings not sold to authorized patrons or issued to organizations subsisted on field rations, must be reported to the installation property disposal officer. A secured and accountable process should be established from departure to delivery of fat trimmings to the installation property disposal officer.

## **J-8 Cash Register Procedures**

**a.** The amount of cash in the change fund for each cash register should not exceed \$150.00 (as established by Troop Support Agency).

**b.** Each cashier should receipt for either the cash register or the change fund.

**c.** Cash register tapes and cash receipts

will be reconciled and verified by an authorized representative of the commissary officer at the end of each business day.

**d.** There will be an established amount that personal checks can be cashed for greater than the total purchase price of the items.

**e.** Government payroll checks will not be cashed at commissary facilities.

**f.** The commissary employee entrusted with the monies will be escorted to the bank deposit vault by on-duty military police personnel (appendix K).

**g.** A periodic records check must be made to verify the transfer of overage funds and receipts to the US Treasury Department.

**h.** Cash register clearing tapes will be properly accounted for, secured, and forwarded to the appropriate troop support agency in DA Form 3292, Summary of Daily Fund Receipts.

**i.** Procedures will be established to secure and account for the detail cash register receipts at the end of the business day.

## **J-9 Locks and Keys**

**a.** The commissary officer will control locks and keys to all buildings and entrances.

**b.** Keys will be issued to only those people

designated in writing by the commissary officer.

**c.** Keys to entrances and exits will be turned in and placed in a key locker or other secured container at the close of each business day.

**d.** Keys will not be removed from the installation by employees under any circumstances.

**e.** Keys, locks, and lock cores will be changed periodically in the event of key duplication.

**f.** Locks will be changed immediately upon loss or theft of keys or commissary sales items.

**g.** If multiple-use keys exist, access to such keys must be restricted to the commissary officer or his assistant and secured when not in use.

**h.** When combination locks are used, the manufacturer's serial number will be obliterated.

**i.** Locks should be rotated and used at another facility after the second rotation.

**j.** There will be a person designated to secure and account for on-shelf locks that are targeted to be used for rotation purposes.

**k.** Safe combinations will be restricted to the minimum number of persons necessary.

**1.** There will be a current list developed that specifies individuals who are knowledgeable of each combination.