



MANPOWER AND  
RESERVE AFFAIRS

**ASSISTANT SECRETARY OF DEFENSE**  
1500 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-1500

3/24/2020

**MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
SPECIAL ASSISTANT FOR COMMISSARY OPERATIONS,  
DEFENSE COMMISSARY AGENCY**

**SUBJECT: Temporary Authority for Installation Commanders to Authorize Temporary Access to Commissary, Exchange, and DoD Lodging Facilities During the National Emergency Concerning the COVID-19 Pandemic**

In response to the President's decision to declare a national emergency, documented in Presidential Proclamation 9994 of March 13, 2020, "Declaring a National Emergency Concerning the Novel Coronavirus Disease (COVID-19) Outbreak," published at 85 Fed. Reg. 15337-38, March 18, 2020, and pursuant to my authority under Department of Defense Directive 5124.10, "Assistant Secretary of Defense for Manpower and Reserve Affairs (ASD(M&RA)), " I am granting temporary authority to installation commanders to authorize access to commissary and exchange stores as follows: (1) DoD civilian employees, and employees of DoD contractors designated as mission critical; (2) non-DoD Federal, State, and local government employees providing emergency, medical, and other mission critical services on a DoD installation; and (3) DoD civilian employees, employees of DoD contractors, and other persons who reside on installations in the United States or U.S. territories and possessions, or who are staying in DoD permanent change of station (PCS), temporary duty (TDY), and morale, welfare, and recreation (MWR) lodging, and their authorized family members who reside with them, when it is impractical (to include safety/public health concerns) to procure grocery supplies from civilian sources, and the authorization will not impair the efficient operations of the installation, commissary, or exchange as determined by the installation commander.

Installation commanders may authorize access to DoD PCS, TDY, and MWR lodging for the above-listed categories (1) and (2), as well as other personnel who are determined by the installation commander to be mission critical. Lodging nonappropriated funds will not be used to offset the costs for those who are required to use DoD PCS, TDY, and MWR lodging facilities.

This authority shall remain in effect for the duration of the national emergency and any installation-declared public health emergency related to the COVID-19 outbreak. The purchase of uniform items and State tax-free tobacco and alcoholic beverage products is prohibited for the above-referenced patrons.

Installation commanders who exercise this authority will establish procedures to verify eligibility status and identification for these temporary authorized users. Appropriate credentials and proof of eligibility must be shown to access commissary, exchange, and DoD lodging facilities.

For questions or additional information regarding this authorization, please contact Mr. Berry Patrick by email at [berry.w.patrick.civ@mail.mil](mailto:berry.w.patrick.civ@mail.mil) or by phone at (571) 451-6653.

Virginia S. Penrod  
Acting