



DEPARTMENT OF THE NAVY

NAVAL AIR STATION
22268 CEDAR POINT ROAD
PATUXENT RIVER, MARYLAND 20670-1154

NASPAXRIVINST 1750.1A

N1

27 Mar 15

NAS PATUXENT RIVER INSTRUCTION 1750.1A

From: Commanding Officer, Naval Air Station Patuxent River

Subj: DESIGNATION OF AGENT FOR COMMISSARY AND EXCHANGE
PURCHASES

Ref: (a) BUPERSINST 1750.10C
(b) SECNAVINST 5211.5E

1. Purpose. To publish local procedures for authorized commissary and exchange patrons to request the Commanding Officer's authorization for an individual to make purchases on their behalf. Per reference (a), local base commanders have cognizance over issuance of agent letters. When granted, the resulting authorization is a letter, referred to herein as an "agent letter," signed by the Commanding Officer, Naval Air Station (NAS) Patuxent River, or delegated subordinate.

2. Cancellation. NASPAXRIVINST 1750.1

3. Agent Letters

a. Limitations. Agent letters do not have any relevance to, or bearing on, an authorized patron's access to medical facilities or Morale, Welfare, & Recreation facilities onboard NAS Patuxent River.

b. Conditions and Documentation. Reference (a), section 20.3, table 20.1, indicates the conditions prerequisite to issuance of an agent letter. Table 20.1 also indicates minimal documentation prerequisite to issuance of an agent letter. In the interest of preventing abuse and fraudulent use of the privileges of commissary and exchange use, NAS Patuxent River requires additional documentation.

(1) Proof of Agent's Identity. The prospective agent must present valid, photo-bearing identification, a photocopy of which will be made and retained on file. The most common examples of such types of identification are state issued driver's licenses and Department of Defense Common Access Cards. Other forms of identification may be considered on a case-by-case basis.

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(2) Proof of Authority to Act. The prospective agent must present proof of authority to act on behalf of the authorized patron, a photocopy of which will be made and retained on file. Common examples of such types of proof are court orders specifying custody of the authorized patron; powers of attorney signed by the authorized patron's sponsor; and physician letters. Other forms of proof of authority to act may be considered on a case-by-case basis.

c. Period of Validity. Agent letters will be valid for one year from the date of issuance or until the authorized patron's United States Uniformed Services issued identification card expires, whichever comes first.

d. Revocation and Suspension. An agent letter is a privilege, not a right, and may be revoked or suspended by the Commanding Officer at their discretion. The Commanding Officer also reserves the right to withdraw exchange and commissary privileges from anyone who is found to have made purchases for the benefit of another who is not entitled to the privileges.

4. Action

a. Authorized Patron. An authorized patron must request, in person, the Commanding Officer's authorization for an individual to make purchases on their behalf. The Commanding Officer, or delegated subordinate, reserves the right to waive this requirement. Any such waiver will be considered on a case-by-case basis and may be revoked at the discretion of the Commanding Officer or authorized subordinate. The authorized patron must be accompanied by the prospective agent at the time of application. The authorized patron, or the prospective agent when a waiver has been granted, must:

(1) Complete an agent letter application.

(2) Present proof of prospective agent's identity, as described in paragraph 3b(1).

(3) Present proof of prospective agent's authority to act, as described in paragraph 3b(2).

(4) Present the authorized patron's valid United States Uniformed Services issued identification card, a photocopy of which will be made and retained on file.

b. Prospective Agent. The prospective agent must sign and date a statement of acknowledgment in order for the application to be accepted.

c. Command Administration. Process application in a timely manner, which is generally accepted to be within five business days, absent extenuating circumstances.

5. Protected Personal Information (PPI). The installation, as a Department of the Navy activity, is subject to, and fully complies with, current Department of the Navy Privacy Program policy, as set forth in reference (b).

6. Review Authority. N1 shall review this instruction annually, and make recommendation for changes or cancellation to the Commanding Officer.


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