Defense Commissary Agency

Charleston AFB Commissary

October 2008

Briefing

SERVICE

Defense Commissary Agency

COMMISSARY STAFF INTRODUCTION

Mr. Alan Jones- Zone Manager, Zone 29

Mr. Eddie Williams - Store Director (Charleston AFB)

Ms. Noreen Oldread - Lead Overseas Support Technician

SERVICE

Defense Commissary Agency

MISSION:

- To improve Quality of Life

  By providing subsistence to the Security Cooperation Office (SCO) in South America, Caribbean and Africa.

TIME LINES OF ORDERS:

- Orders for commissary goods must arrive at the Charleston AFB Commissary via E-mail (FAX if necessary) 45 working days prior to shipment date.
- Late orders present distributor problems when requesting items needed for shipment.
- SITUATION: If orders arrive later than prescribed, your order is picked from store stock on hand.

DISCREPANCIES:

Discrepancies with your account must be consolidated and reported within 5 work days to your Commissary Officer and to the Charleston AFB Commissary Accounting Section.

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CREDIT CARD PROGRAM:

- DeCA Form 70-9, Signature Authorization Card.
  - Used as letter of authorization to charge your credit card.
  - Credit cards must be kept up-to-date. Any changes in card status must be reported immediately to the Charleston AFB Accounting Section and Commissary Officer.
  - Updated Annually. Your personal identification & charge card information is safeguarded in accordance with the Privacy Act.

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CATALOG:

- Published update monthly.
  - Provides the approximate price of items due to price changes which occur 1st and 16th of each month.
  - Update contains current price as of 1st of month.
  - Some prices change daily (Produce).
  - Some prices change weekly (Meat & Eggs).
  - The update must be distributed to all authorized shoppers at the MILGROUPS/Embassies upon arrival by the SCO. (NOTE: SCO receives their information from HQ Eastern Region, Information Systems (Ms. Myriam Anderson).

CATALOG (Continued):

- Seasonal product information can be obtained through the Charleston AFB Commissary.
- Catalog change requests by MILGROUPS/Embassies (Related to weight increase computations) was not funded by SOUTHCOM.

- **Current Line Item Disposition.**
- 18,000 - 19,000, (To include Holiday Merchandise).
- Many new Organic items have been added to our stock selection. These items will be located in the catalogue with their like items, Grocery, Dairy, etc… Please see Monthly Master Listing.

PRODUCT DELETIONS (Master File):

- New items are added monthly.
- Failure to update. Ordering items that are already deleted.

PRICING:

Cost for commissary goods for MILGROUPS are charged the same price that local patrons pay at time of shipment.

HOLIDAY SEASONAL ITEMS:

Shipment Restrictions:

- Mandated by SOUTHCOM
- Weight Limitations
- Produce (soft fruits & vegetables that require ice add weight).

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Perishable/Semi-Perishable Shipments:

Two labels on product.

- 1st date fresh meat is cut for shipment.
- 2nd date extension (30 days)

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Store Main Entrance

N
e
w

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Store Sales Floor

N
e
w

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Store Queuing Line

N
e
w

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Over Seas Warehouse

N
e
W

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Over Seas Packing Material

N

e

w

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Packing Insulation

New

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Packing Box & Insulation

N
e
w

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Ready to be shipped!

N
e
w

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The Over Seas Crew

New

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Weight of Tri-Walls versus Polar Containers

$$$$$$$$ SAVINGS

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INSULATION INSIDE TRI-WALLS