



PERSONNEL AND
READINESS

UNDER SECRETARY OF DEFENSE
4000 DEFENSE PENTAGON
WASHINGTON, D.C. 20301-4000

SEP 19 2025

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

SUBJECT: Exception to Policy Permitting Commissary and Exchange Shopping Privileges for Department of Homeland Security and Department of Defense Civilian Employees Assigned to the United States Territories and Possessions

I approve an exception to Paragraph 4 in Attachment 2 of Directive-type Memorandum (DTM) 21-003, "Access to Morale, Welfare, and Recreation Category C Online Activities, DoD Commissaries, and Military Service Exchanges," authorizing in-store commissary and exchange shopping privileges for Department of Homeland Security (DHS) employees stationed in the U.S. territories and possessions. DHS employees may shop at DoD commissaries and exchanges located in the territory or possession where the DHS employee is assigned. These in-store commissary and exchange privileges exclude the purchase of military uniform items and do not extend to family members, unless they are otherwise authorized to shop at DoD commissaries and exchanges.

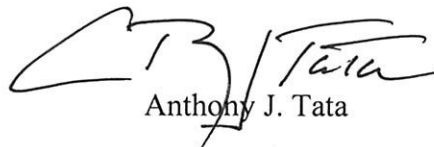
To ensure equity between civilian DoD and DHS employees, I approve exceptions to:

- 1) Paragraph 5.a. in Enclosure 2 of Department of Defense Instruction 1330.17, "DoD Commissary Program," that permits DoD civilian employees assigned to the U.S. territories and possessions without a valid transportation agreement in-store shopping privileges at DoD commissaries and exchanges within the U.S. territory or possession where the DoD civilian employee is assigned; and
- 2) Paragraph 2.d. in Attachment 2 of DTM 21-003 permitting in-store commissary and exchange privileges for the eligible family members of DoD civilian employees authorized in-store commissary and exchange access solely under DTM 21-003. These exceptions do not extend to the purchase of military uniform items.

DHS Federal employees will use their Personal Identity Verification card to gain access to DoD installations and as proof of eligibility when shopping at a DoD commissary and military exchange in the U.S. territory or possession where the DHS Federal employee is assigned. To ensure smooth entry, DHS employees are encouraged to contact the local DoD installation's Visitor Control Center for guidance on access procedures.

DoD civilian employees must work with their respective Components to obtain the necessary credentials for their eligible family members, defined under "dependent" in the Glossary of Department of Defense Manual 1000.13, Volume 2, "DoD Identification (ID) Cards: Benefits for Members of the Uniform Services, Their Dependents, and Other Eligible Individuals."

These exceptions to policy will remain in effect for 2 years unless cancelled or incorporated sooner into an appropriate DoD issuance. My point of contact is Pyper Brenner at (703) 475-0727 or pyper.j.brenner.civ@mail.mil.


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