

## AFI 31-113

### **16. Agent Card Procedures:**

21.22 Agent cards are credentials issued by 673 FSS Customer Service, Building 8517 Rm. 111A, 552-8080 Opt.3, for the purpose of non-DoD personnel authorized to access the installation for services on behalf of a military dependent in their custody. Agent cards must be accompanied by a photo ID card.

21.23 Agent card holders may access the installation to transport minors or other designated personnel to Army and Air Force Exchange Service (AAFES), Commissary and various Morale, Welfare, and Recreation (MWR) functions throughout the installation. Personnel in possession of an agent card will be issued a JBER DBIDS card to coincide with the expiration date on the agent card, not to exceed 1 year. Agent card holders will accomplish a long-term agent card request form and be vetted via APSIN prior to issuance of DBIDS card.

21.24 Individuals requesting access to the installation for an agent card must provide the following documentation prior to issuance of a 1-day JBER DBIDS pass. These forms are required by the issuing agency for agent cards:

21.24.2. Medical/Disability. If a DoD ID card holder is unable to do shopping for him/herself they may designate someone to assist them. **Documents needed:** (1) Military ID from member; (2) Photo ID from Agent Card holder; and (3) Doctor's note stating nature of injury. If the injury is permanent, reissuing an agent card is permitted.

21.24.3. Temporary Duty (TDY). If a member is leaving the area, they may designate another person to shop for their children for the duration of the TDY.

#### **Documents**

(1) Military ID from sponsor; (2) Photo ID from Agent Card holder; (3) TDY orders; and (4) Power of Attorney designating that person as the provider for the children. Agent card may only be issued for the duration of the TDY.

16.3.3. Divorce. If children reside with the non-military parent (with at least 50% physical custody), and are under the age of 18, the parent is eligible for an agent card. **Documents needed:** (1) Military ID from children; (2) Photo ID from agent card holder; (3) Divorce decree; (4) Child custody paperwork; and (5) Paternity papers if never married to sponsor.

## AFI 36-3026

**21.22. Agent Letter for Authorized Patrons.** Refer to Attachment 10. Individuals authorized to purchase items on behalf of an eligible ID card beneficiary:

21.22.1. Are required to provide satisfactory identification whenever presenting authorization letter to military commissary store, exchange, and Morale, Welfare, & Recreation (MWR) facilities.

21.24.4. The officer in charge or manager of these facilities will brief individual on procedures when making purchases at the facility.

21.24.5. The office in charge or manager of these facilities 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.

21.24.6. Authorization will remain in effect for 1 year from the date of agent letter, or earlier if revoked or suspended. In the event of hardship, the sponsor may apply for an extension of this privilege. **Note:** Whenever multiple Commissary, Exchange, and MWR facilities exist in the local area, the agent letter authorizing patronage may be recognized by those facilities.