



DEFENSE COMMISSARY AGENCY
HEADQUARTERS
1300 E AVENUE
FORT LEE, VIRGINIA 23801-1800

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Capital Investment

TO DEFENSE COMMISSARY AGENCY (DeCA) CONTRACTORS AND VENDORS

SUBJECT: Secure Working Environment in DeCA Commissaries

Recent events have required DeCA to intensify our efforts to assure the safety and security of our workforce as well as our patrons. We appreciate any efforts you have already taken to ensure your employees performing work in support of our military have the same safety concerns.

Our Military Services continue to play a vital role in the support of our active duty military members and their families. We remain potential targets for those individuals or groups who would do harm to the United States of America and its citizens. It is crucial that we continue to guarantee the safety and security of our workplace, employees, and patrons.

DeCA has implemented additional procedures to ensure background investigations are conducted on all of its employees and new hires prior to entry on duty. Background checks are performed to verify the individual's true identity, obtain information on the person's background, and identify criminal records or past actions that may bring in to question the individual's suitability to work at or on a government facility.

We recognize that a significant number of personnel who work in our commissaries are contractor employees. For this reason, I am soliciting your assistance in maintaining a safe and secure workplace. I encourage you to perform background checks on all of your employees -- especially those working on military installations and in commissaries. Promptly take all precautions deemed appropriate to ensure that no individual or group in your employ poses a threat to employees and/or the customers they serve.

As an important part of the commissary system, you are an integral component in providing a secure work environment. With constant awareness and proactive measures such as background checks we can reduce our vulnerability and ensure a safer workplace. Thank you for your attention and efforts in this important matter.

A handwritten signature in cursive script, reading "Crosby H. Johnson", is positioned above the printed name.

Crosby H. Johnson
Executive Director for Capital Investment