



## DIRECTOR'S POLICY 500-18

### Maintaining Discipline in the Defense Commissary Agency

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**Originating Component:** Human Resources Directorate

**Effective:** December 16, 2021

**Releasability:** Unlimited. This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at [www.commissaries.com](http://www.commissaries.com).

**Reissues and Cancels:** DP 500-18, "Maintaining Discipline in the Defense Commissary Agency," June 29, 2018

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**1. PURPOSE:** This DP communicates management's philosophy for maintaining discipline within DeCA.

#### **2. POLICY.**

a. Each employee at every level in the Agency is a contributing member of a team that provides the commissary benefit to qualified patrons. As such, each employee is responsible for conducting themselves in a professional manner, with integrity and commitment to doing the right thing, in the right way, every time.

b. All employees are expected to perform their assigned duties conscientiously, conduct themselves properly, respect authority of those in charge, and comply with all applicable standards of conduct.

c. Any employee who fails to meet the stated expectations will be subject to appropriate disciplinary action.

d. Discipline shall be for cause, taken in a timely manner, serve to correct unacceptable behavior, and be based upon legitimate nondiscriminatory business reasons.

e. Discipline may become progressively more severe for recurrence of unacceptable behavior.

f. Supervisors and managers shall administer the Agency's disciplinary program in compliance with this policy and other applicable rules and regulations.

g. In executing this policy, employees will be afforded all appropriate contractual, statutory, and regulatory rights.

### **3. RESPONSIBILITIES.**

a. Employees shall perform their assigned duties conscientiously, conduct themselves properly, treat others with dignity and respect, respect the authority of those in charge, and comply with all applicable standards of conduct.

b. Supervisors/managers shall ensure employees carry out their assigned duties, maintain order in the workplace, and when necessary, take appropriate disciplinary action in a timely and constructive manner.

c. The Human Resources Directorate shall provide assistance to supervisors and managers in carrying out disciplinary actions.

d. The Office of General Counsel shall provide legal advice to supervisors and third party representation, as appropriate.

**4. APPLICIABILITY.** This DP assigns responsibility for accomplishing the requirements of DoD Publications Program, in accordance with DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.



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Director