

PSM

April 22, 2005

NOTICE TO THE TRADE – DeCA NOTICE 05-91

SUBJECT: Item Requests Through Proper Channels

The purpose of this Notice to the Trade is to re-emphasize the procedures for adding missing items to commissary files. Recently, our file maintenance support personnel have been deluged with requests from brokers to add missing items to stores or regions. These requests have not been directed to the appropriate buyers and have instead been sent directly to the clerk responsible for maintaining file maintenance for a particular category.

All missing items must be submitted on DeCA Form 40-126 and should be submitted to the appropriate buyer. This includes mandated items such as “K,” “M,” and “R” coded items. Buyers must be made aware of any problems associated with the distribution or availability of mandated items and should not be bypassed. Optional “S” coded items must be fully coordinated with store directors and will not be added without their approval.

In summary, please utilize the correct form and procedure when submitting requests for missing mandated items. Your cooperation and attention to this matter will ensure that all requests are properly processed in an efficient manner.

Point of contact regarding this matter is Mr. Delbert Myrick, Deputy Director of Sales, at 804-734-8240.

/s/

Scott E. Simpson
Chief Operating Officer