

February 26, 1993

Acquisition Management

**NOTICES TO THE TRADE**



---

BY ORDER OF THE DIRECTOR

MICHAEL E. KOCH  
Colonel, USA  
Chief of Staff

ROSITA O. PARKES  
Director, Information Resources Management

---

**AUTHORITY:** Procedure for processing Notices To The Trade is established in compliance with Defense Commissary Agency (DeCA) Missions and Functions Manual.

**MANAGEMENT CONTROL SYSTEM:** This directive does not contain Management Control provisions that are subject to evaluations, testing and other requirements of DeCAD 70-2 and as specified by the Federal Manager's Financial Integrity Act.

**APPLICABILITY:** This directive applies to all Directorates/Staff Offices of Headquarters (HQ) Defense Commissary Agency (DeCA).

**HOW TO SUPPLEMENT:** This directive will not be supplemented without prior authorization from HQ DeCA/AM.

**HOW TO ORDER COPIES:** If additional copies are needed, they can be obtained as follows: Commissaries will order from Regions on DeCA Form 30-21; Regions will consolidate Commissary and Region requirements and send to HQ DeCA/IMSP, Fort Lee VA 23801-6300.

**SUMMARY:** This directive establishes standard procedures for use by HQ DeCA Directorates/Staff Offices for processing Notices To The Trade.

---

OFFICE OF PRIMARY RESPONSIBILITY (OPR): HQ DeCA/AM  
COORDINATORS: HQ DeCA/DF/IM/DO/DP/RM/GC/PM/PL/PA/IG/IR/Dir-ESC  
DISTRIBUTION: G  
Director, East Service Center  
DoD/IG

**TABLE OF CONTENTS**

	Para	Page
Purpose .....	1	1
References .....	2	1
Policy .....	3	1
Responsibilities .....	4	1
Procedures .....	5	1
Definitions .....	6	2
Figures		
1. Notice To The Trade .....		3

1. **PURPOSE:** This directive establishes policy and standard procedures for processing Notices To The Trade to DeCA's resale suppliers. It ensures consistency in communicating changes and updates to the resale system, as well as establishing a numbered control system for ease of reference and filing. Collectively, the process is designed to ensure DeCA presents a single face to our valued suppliers. These procedures do not preclude the Regions from issuing Notices To The Trade in accordance with their local procedures.

2. **APPLICABLE REFERENCES:** Defense Commissary Agency (DeCA) Missions and Functions Manual, March 1, 1991.

3. **POLICY:** HQ DeCA will take positive action to follow guidelines set forth in this directive to issue Notices To The Trade. This directive establishes a defined line of responsibility, authority, and accountability.

4. **RESPONSIBILITIES:**

a. The responsibility for the preparation and distribution of Notices To The Trade is with each Directorate of HQ DeCA. Signature authority will remain with the issuing Directorate, or the Director/Deputy Director of DeCA, when appropriate.

b. It is the responsibility of HQ DeCA, Acquisition Management Directorate, Resale Management Branch, (DeCA/AMMR) to assign control numbers to all Notices To The Trade issued by HQ DeCA.

c. It is the responsibility of each Directorate of HQ DeCA to request the required field printing support. DeCA/IMS will provide instructions on the preparation of DD Form 843, Request for Printing and Binding Service, and ensure Notices To The Trade package is forwarded to the local Defense Printing Service (DPS) for reproduction. DeCA/IMSP will insure that all copies of the Notices To The Trade are produced by the Field Printing Office. DeCA/IMSP will notify each Directorate when their projects are ready for pickup in the mailroom.

d. Information Resources Management Division, East Service Center (DeCA/ES-IM), will provide printed address labels for each Directorate of HQ DeCA.

5. **PROCEDURES:**

a. DeCA/AMMR will control and maintain a single log of control numbers for all Directorates.

b. Each Directorate will obtain an identification control number to be used on Notices To The Trade by contacting DeCA/AMMR.

c. Each Directorate will forward a memorandum to DeCA/ES-IM requesting administrative support in producing printed labels. The memorandum must identify the specific category of distribution desired (e.g. small business, large business, both), so that the required mailing labels may be produced.

d. The preparation (See **Figure 1**, Notices To The Trade) and distribution of Notices To The Trade will be performed by each Directorate of HQ DeCA. Distribution of Notices To The Trade shall include the following: Editor/Executive Briefing/American Logistics Association, Editor/Exchange and Commissary News, Editor/Family, Editor/Military Grocer, Editor/Military Lifestyle, Editor/Military Market, Editor/Off Duty/The Rios Group, Inc., and the Office of Public Affairs/HQ DeCA. Addresses for the above listed organizations may be obtained from HQ DeCA, Public Affairs. In addition, distribution shall include all Conus Regions and the Armed Forces Marketing Council. Manual

labels must be prepared by each Directorate for these organizations.

e. Each Directorate will sign Notices To The Trade generated by their Directorate, unless the message communicated by the Notice lends itself to the DeCA Director's/Deputy Director's signature. Prior to publication, each Notice To The Trade will be coordinated and staffed within appropriate Directorates of Headquarters, Regions, Districts, Service Centers, central distribution centers or commissaries.

f. Each Directorate will request the required field printing support by preparing DD Form 843, Request for Printing and Binding Service. DeCA/IMSP will process the request for field printing and notify each Directorate that their projects are ready for pickup in the mailroom.<sup>2</sup>

g. Each Directorate must notify DeCA/IMSP at least one day in advance when bulk mailing is expected to insure that the installation mail manager will be prepared to process the Notice To The Trade. DeCA/IMSP will provide special instructions to each Directorate for assembling final products for the installation post office.

6. **DEFINITION:** Notices To The Trade are announcements containing official or critical information directed to firms and other interested parties engaged in doing business with DeCA.



**DEFENSE COMMISSARY AGENCY**  
-HEADQUARTERS  
FORT LEE, VIRGINIA 23801-6300

REPLY TO  
ATTENTION OF  
**Office of Small Business**

August 10, 1992

**NOTICE TO THE TRADE - DeCA NOTICE NO. 92-03**

**SUBJECT: Small Business Bill Paying Assistance**

**Reference: Notice to the Trade - DeCA Notice No. 92-02, subject: Small Business Bill Paying Assistance Plan, Jul 15, 92**

This Notice to the Trade is the second in a series of notices being mailed directly to small businesses with contracts to provide resale items to commissaries. These notices are intended to assist small businesses in the elimination of any problems being experienced in the area of bill paying.

It has become evident that many small business concerns still do not fully understand the invoicing and payment procedures for commissary resale items. Therefore, it is imperative that each business thoroughly review the terms and conditions for ordering, invoicing, and payment contained in their contracts issued by the Defense Commissary Agency (DeCA). The provisions contained in the contract provide sufficient information to ensure timely payment and should be the basis for which invoicing is developed for products delivered to the commissary. Companies who need an additional copy of a specific contract should contact the Contracting Officer at the following location: Defense Commissary Agency, West Service Center, ATTN: DeCA/WS-AM, Kelly Air Force Base, Texas 78241-6290, telephone (512) 925-6933.

The ordering activity under the DeCA contracts is the individual commissary to which deliveries are made, therefore the commissary should be considered the initial source for clarification of invoicing procedures and resolution of specific bill paying issues. Clarification of the contract and call order numbers should be made at the time of each delivery to the extent feasible. Commissary personnel are available to act as liaison with the DeCA Service Center to assist small businesses in the resolution of any payment problems.

Questions concerning this notice should be addressed to DeCA Office of Small Business, 38th Street and E Avenue, Fort Lee, Virginia 23801-6300, telephones (804) 734-8738/8827/8820.

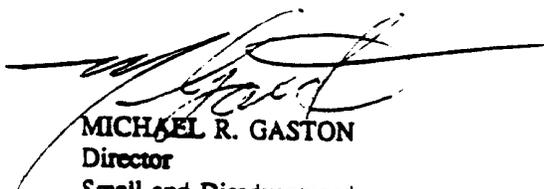
  
**MICHAEL R. GASTON**  
Director  
Small and Disadvantaged  
Business Utilization

Figure 1. Notice To The Trade