



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

REFER

TO

MPS

August 24, 2017

NOTICE TO THE TRADE-DECA NOTICE 17 - 54

SUBJECT: Fort Hunter Liggett, CA Store Reset, September 16-18, 2017

The purpose of this "Notice to the Trade" is to provide the schedule for the Fort Hunter Liggett Commissary dry, chill, freeze, and pre-packaged meat reset with full shelving change out. The schedule is as follows:

- Saturday, September 16, pull ESLs, followed by dry grocery starting at 4 p.m.
- Sunday, September 17, reset the complete dry grocery section and freeze sections starting at 10 a.m. Please note the Sunday, September 17 start time has changed as lodging is not conveniently located near the installation.
- Monday, September 18, reset the complete chill and pre-packaged meat sections at 8 a.m.
- Tuesday, September 19, reopen the store at the regular hours of operation.

In order to complete this aggressive schedule, vendor support, to include DSD, will be extremely important especially for the duration of the store set dates. Please send a list of your team members (names/email/phone number) attending the reset, by day, to michelle.bibbs@deca.mil no later than September 6. This is imperative in those states where travel time to the store is included in the scheduled tour of duty for vendor support. Any additional support that you can provide on September 17 to restock the store will be greatly appreciated given the size and location of the store. Additionally, please note dining facilities are also not conveniently located near the installation.

If you have any questions or concerns, please contact Michelle Bibbs, Sales Directorate, 804-734-8000, extension 86162 or Darnell Hicks, Sales Directorate, 804-734-8000, extension 48293.

Gordon Jones
Deputy Director of Sales

cc:
West Area Public Affairs Officer
Zone Manager, Zone 15
Store Director, Edwards Commissary