



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

MPS

September 13, 2017

NOTICE TO THE TRADE-DECA NOTICE 17-58

SUBJECT: Dahlgren Naval Support Facility (NSF) Reset, September 30 - October 2, 2017

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

- Saturday, September 30, pull ESLs, followed by dry grocery starting at 4 p.m.
- Sunday, October 1, reset the complete dry grocery section and freeze sections starting at 8 a.m.
- Monday, October 2, reset the complete chill and pre-packaged meat sections at 8 a.m.
- Tuesday, October 3, reopen the store at the regular hours of operation.

In order to complete this aggressive schedule, DSD vendor support 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 [Lisa.McWilliams@deca.mil](mailto:Lisa.McWilliams@deca.mil) no later than September 20. Attached please find email guidance for installation access to Dahlgren during the weekend and after hours base access has changed. You will need to provide information to Ms. Garrett, Store Director, as soon as possible to ensure you are able to get on the base during the weekend reset hours by completing the attachment 2. Attachment 3 must be completed for those personnel who have not been vetted by the base. Questions concerning base access or the vetting form can be address by Ms. Garrett at 540-653-7317 or 7318.

If you have any questions or concerns, please contact Lisa McWilliams, Sales Directorate, 804-734-8000, extension 48708 or Darnell Hicks, Sales Directorate, 804-734-8000, extension 48293.

Gordon Jones  
Deputy Director of Sales

Attachments:

As stated

cc:

East Area Public Affairs Officer  
Zone Manager, Zone 24

Store Director, Dahlgren Commissary  
Attention all Vendors

Good Afternoon,

Hope you all doing well- I am emailing regarding Dahlgren Base Access for the Reset especially since it will occur afterhours and on weekends.

The base notified me that they changed the way they handle the weekend and afterhours Base access. In order for me to ensure you can get on the base during the weekend, I need to provide to the base a listing of everyone from each company who will be attending the reset and figure a way to get you all a weekend pass unless you have other means of getting on base.

Please provide the following information to me as soon as possible:

1. Name
2. Company
3. Contact number that I can get in touch with you
4. The ID type you have to access the base. Having a BDIS does not grant you access to the base unless you were given weekend access. Therefore, I need to work this with base security. Most ID's only have a M-F access which is an issue for Dahlgren Base.
5. I need to know if you have been vetted, if not, complete the vetting form so we can get you vetted.

If you have any questions, please call me or Mr. Ford.

Thank you

Romualda G. Garrett (Riza)  
Commissary Officer  
Dahlgren Commissary  
6196 Jenkins Road, Bldg 118, Suite 211  
Dahlgren, VA  
Work: 540-653-7317/7318  
Fax: 540-653-8798

