



DEPARTMENT OF DEFENSE  
Defense Commissary Agency  
Fort Lee, VA 23801-1800

## DIRECTOR'S POLICY

DP 500-25  
June 27, 2018

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Change and Strategic Management Office  
OPR: DeCA/CCC

**SUBJECT:** Agency Governance Program

**1. PURPOSE.** This Director's Policy (DP) establishes the Defense Commissary Agency's (DeCA) governance policy and sets forth the Director's expectations. The policy documents the Agency's commitment to effective governance that optimizes the use of resources to improve capabilities that support achievement of the mission, vision, goals and strategic priorities of the Agency. Effective governance will provide a strong link between planning, budget, investments, performance, and accountability and will ensure achievement of those critical activities to maintain the strength and viability of the commissary benefit. This DP supersedes DP 500-25, dated January 19, 2012.

**2. POLICY.** DeCA is committed to the principles of governance to ensure its resources and activities are aligned to accomplish the Agency's strategic goals and priorities. Governance facilitates structured, deliberate strategic planning, data-driven decision-making, and integrated activities to achieve expected outcomes. Good governance is characterized by fact-based and transparent decision-making and accountability to its stakeholders, customers, and workforce. The following tenets are the framework of DeCA's governance policy and are set forth to define my expectations on how business will be conducted:

- a. The DeCA governance program, and its supporting boards, will serve as the principal method to prioritize and make decisions on resource allocation.
- b. Decisions will be aligned with the Agency's *Strategic Plan* and priorities and associated metrics to ensure progress and results. Submissions through the Governance process will be accomplished using DeCA Form 60-15, Business Needs Statement.
- c. Decisions will be supported with facts, collaborative activities, and will be communicated to ensure appropriate action to achieve results.
- d. Governance will encompass review of investments, performance results, and sustainment activities to ensure progress, needs for adjustments, or changes to resource allocations.

### 3. RESPONSIBILITIES.

a. I expect DeCA executives and senior leaders to:

(1) Use and embrace the Agency's governance program, and ensure decisions are made in consonance with the Agency's strategic plan, mission, vision, goals, and strategic priorities. Ensure business plans support the priorities of the Agency and are managed to produce intended results and outcomes.

(2) Openly and effectively communicate the importance of the governance program and Agency priorities and decisions to their employees.

(3) Lead the resource consumption efforts of the Agency's staff in a manner that demonstrates a focus on the Agency's overall goals.

(4) Commit to achieving results and accepting accountability for the outcomes, ensuring all relevant information is presented in an unbiased manner.

(5) Promote an environment that fosters development of a due-diligence culture.

(6) Ensure collaboration across business groups, directorates, and special staff offices to minimize waste, redundancy, missed opportunities, and maximize our collective successes.

b. I expect DeCA managers and supervisors to:

(1) Be aware of and demonstrate support for the Agency's Governance program and ensure resources are expended only on approved initiatives.

(2) Provide timely and accurate documentation to the Governance Board and panels, as required.

(3) Support and pursue achievement of approved performance targets.

c. I expect all DeCA employees to:

(1) Use resources wisely in performing their work and, as applicable, be aware of the Agency's Governance program tenets.

(2) Manage their work and programs in an effective and efficient way that focuses on results.

(3) Demonstrate, through their workplace behavior, that they believe in the importance of the Agency's mission and our service to our patrons.

**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.

**5. RELEASIABILITY. Cleared for public release.** This DP is available on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**6. EFFECTIVE DATE.** This DP is effective immediately.

A handwritten signature in black ink, appearing to read 'R. Bianchi', with a long, sweeping horizontal stroke extending to the right.

Robert J. Bianchi  
Director