



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

## DIRECTOR'S POLICY

DP 500-33  
June 29, 2018

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Sales, Marketing, and Policy Group  
OPR: DeCA/MPS

**SUBJECT:** Defense Commissary Agency Notices to the Trade

**1. PURPOSE.** This Director's Policy (DP) provides guidance concerning the Defense Commissary Agency's (DeCA) procedures for processing Notices to the Trade (NTT) 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. This DP incorporates and cancels DeCAD 10-4, February 1993.

**2. POLICY.** It is DeCA policy that NTTs will be issued to provide official or critical information to firms and other interested parties engaged in doing business with DeCA.

**3. RESPONSIBILITIES.**

a. The Sales Directorate (MPS) will control and maintain a single log of control numbers for all directorates.

b. Each directorate will prepare and sign NTTs generated by their directorate, unless the message communicated by the NTT lends itself to the DeCA Director's/Deputy Director's signature. Prior to publication, each NTT will be coordinated and staffed within the appropriate directorates and General Counsel.

c. After coordination and signature, MPS will disseminate the NTT and post in Public Folders on OneNet.

**4. APPLICABILITY.** 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. RELEASABILITY.** 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 policy is effective immediately.

A handwritten signature in black ink, appearing to read "R. Bianchi", with a long, sweeping underline that extends to the right.

Robert J. Bianchi  
Director