



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

## DIRECTOR'S POLICY

DP 500-34  
June 29, 2018

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Information Technology Directorate  
OPR: DeCA/LEI

**SUBJECT:** Publication Program Implementation with Enterprise Business Solution (EBS)

### 1. PURPOSE.

- a. This Director's Policy (DP) establishes the publications program procedures for policies affected by the implementation of the Enterprise Business Solution (EBS) and how they will coincide to work effectively as one. This policy letter supersedes DP 500-34, dated September 3, 2015.
- b. Establish roles and assign responsibilities for official publications policy change memorandums, and guidance letters applicable to EBS operational changes.

### 2. POLICY.

- a. Each office of primary responsibility (OPR) is responsible for the development and maintenance of their functional areas policy and procedures governing their program. This will require fulfilling their responsibilities, such as collaborating in the development of policy format, internal review and coordination, while ensuring the policy is necessary and current according to existing laws, statutory authority, and regulation. The Publications Manager (PM) will oversee all policy change (PC) memorandums and Guidance Letters (GL) that establishes or incorporates any official change to all existing DeCA regulations that is authenticated, dated, signed, and posted on the web.
- b. A EBS PC memorandum (Attachment 1) will be issued as interim guidance only for EBS related time-sensitive actions (an immediate change) that prescribes critical policy and procedural changes that affects DeCA when time constraints will not allow for a formal change to a current publication. An EBS PC may establish DeCA policy and assign responsibilities, or implement policies, responsibilities and procedures established in existing DeCA publications.

c. An EBS guidance letter (Attachment 2) will be issued as interim guidance when the EBS subject/guidance/procedure is not part of an existing publication or a new publication should be established.

d. All EBS PCs and GLs are to be incorporated into the official DeCA directive/manual/handbook relating to the subject matter or GLs will be established by the OPR. The EBS PC memorandum must reference the official publication which has not been updated, and include the authority to issue policy.

e. All directive, manuals and handbooks outside the realm of EBS must follow the normal publication requirements as described in DoDI 5025.1.

### **3. RESPONSIBILITIES.**

a. The DeCA PM will continue to process and maintain all official publications for DeCA and prescribe a uniform publication issuance system that provides a clear distinction between the few vital policies issued by the Director, DeCA and the guidance communicated through the use of DeCA publications.

b. The EBS team will provide key guidance for how the Agency performs its critical mission and serves our customers as we transition into the new business arena. Their primary responsibility shall be to communicate to OPRs EBS changes affecting current directives/manuals/handbooks or information that may result in the need for new publications to be established by the OPR.

c. Each OPR shall establish policy and assign responsibilities within functional areas, including defining the authorities and responsibilities of the OPR or element when these are not covered within an official DeCA publication. They shall also identify requirements, issue policy change memorandums or guidance letters, participate in resolving policy issues, and are responsible for ensuring the dissemination of critical EBS information impacting all facets of DeCA's day-to-day operations.

d. EBS PC memorandums and GLs will be established and maintained on an official SharePoint site for each OPR.

e. SharePoint shall be designated as the official records repository for these publications by overseeing the maintenance and preservation of supporting and historical documents that constitute the official records of those publications that will serve the Agency under EBS.

f. A PC shall expire 1 year from date of signature, or until incorporated into an existing DeCA publication, converted to a new publication, or canceled, whichever is sooner.

### **4. PROCEDURES.**

a. The EBS PC number shall be the directive/manual/handbook number, followed by a sequential number in parenthesis. The number shall be controlled by the Publications Manager.

Example: EBS PC 45-23(1) [DeCA Directive 45-23 policy change (1)]

b. The EBS PC shall be formally coordinated to solicit the views of HQ DeCA Functional Process Owner (FPO), General Counsel, Legislative Liaison Office, and Administration Division before signature.

(1) The OPR shall provide an electronic copy of the EBS PC to the PM for formal coordination.

(2) The PM will review to ensure the format is correct, then post an electronic copy of the EBS PC to the OPR through Task Management (TM). The OPR will subtask the EBS PC through TM to all FPOs/SSGs with a 10 day suspense for coordination.

(3) After the OPR has updated the document, based on comments received and accepted, the final document will be returned to the PM through TM.

(4) The PM will ensure union coordination through Human Resources and coordinate with General Counsel, Legislative Liaison, and Executive Services before the document is provided to the applicable person for signature.

c. EBS PCs that establish policy (DeCAD) shall be signed by the Chief, Administration Division. EBS PCs that implement policy (DeCAM/DeCAH) shall be signed by the director of the issuing FPO.

d. After signature, an EBS PC is effective immediately. A signed copy shall be returned to the PM for authentication, date, and posting on the web. Additionally, the OPR will provide to the Store Support Directorate for dissemination to all commissaries.

**5. 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.

**6. RELEASABILITY. Cleared for public release.** This DP is available on DeCA's Internet Website at [www.commissaries.com](http://www.commissaries.com).

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

A handwritten signature in black ink, appearing to read "R. Bianchi", written in a cursive style.

Robert J. Bianchi  
Director

**EBS POLICY CHANGE TEMPLATE**

**[LETTERHEAD]**

FPO

Date Signed

MEMORANDUM FOR

SUBJECT: Enterprise Business Solution Policy Change 45-10(1) – Short Subject Title  
[Enter the number of the directive/manual being changed, followed by (1) – Short Subject Title  
(the first policy change is 1, with subsequent ones numbered sequentially). Example: A change  
to DeCAD 40-10 is Policy Change 45-10(1) – Short Title]

1. PURPOSE. [REQUIRED FIRST PARAGRAPH]

a. This Enterprise Business Solution (EBS) Policy Change (PC) implements changes to Defense Commissary Agency Directive (DeCAD) or Manual (DeCAM) xx-xx, “Title of Publication.”

b. Briefly explain the purpose of the PC.

2. APPLICABILITY. [REQUIRED SECOND PARAGRAPH] This PC applies to....

3. RESPONSIBILITIES. [Required]

4. BACKGROUND. [Optional]

5. NEW GUIDANCE. [REQUIRED PARAGRAPH]

a. Place the new guidance in this paragraph. This template is used to update an existing directive/manual/handbook. – OR – See Attachment 2.

b. An EBS PC is interim guidance to prescribe critical policy and procedure changes that affect DeCA when time constraints will not allow for a formal change to a DeCA publication (directive/manual/handbook).

6. RELEASABILITY. [REQUIRED PARAGRAPH] **Cleared for public release.** This [directive/manual/handbook] is available on the Internet from the DeCA website at [http://www.commissaries.com/inside\\_deca/publications/pub\\_index.cfm](http://www.commissaries.com/inside_deca/publications/pub_index.cfm).

—OR—

6. RELEASABILITY. **Not cleared for public release.** This [directive/manual/handbook] is available to users with Common Access Card authorization on the DeCA Intranet at [https://www.commissaries.com/employees/resource\\_center/publications/index.cfm](https://www.commissaries.com/employees/resource_center/publications/index.cfm).

7. POINT OF CONTACT. [REQUIRED PARAGRAPH]

8. EFFECTIVE DATE. [REQUIRED LAST PARAGRAPH] This PC is effective immediately and shall remain in effect for one year from the date of signature or until rescinded, superseded, or incorporated in DeCAD or DeCAM xx-xxx, whichever is sooner.

Timothy C. Ford [Directive]  
Chief, Administration Division

—OR—

FPO Name [director of issuing  
FPO][Manual/Handbook]

FPO Title

**EBS GUIDANCE LETTER TEMPLATE**

**[LETTERHEAD]**

FPO

Date Signed

MEMORANDUM FOR

SUBJECT: Directorate (i.e., MP, LE, SO, etc.) Enterprise Business Solution Guidance 15-## —  
Title

1. PURPOSE. [REQUIRED PARAGRAPH]
2. APPLICABILITY. [REQUIRED PARAGRAPH] This guidance applies to ....
3. RESPONSIBILITIES. [OPTIONAL PARAGRAPH] Example: Area directors, zone managers, and store directors are responsible for implementing guidance and monitoring compliance at all DeCA locations.
4. BACKGROUND. [OPTIONAL]
5. GUIDANCE.
  - a.
  - b.
  - c.
    - (1)
    - (2)
6. POINT OF CONTACT. [REQUIRED PARAGRAPH]
7. RELEASABILITY. [REQUIRED PARAGRAPH] **Cleared for public release.** This [directive/manual/handbook] is available on the Internet from the DeCA website at [http://www.commissaries.com/inside\\_deca/publications/pub\\_index.cfm](http://www.commissaries.com/inside_deca/publications/pub_index.cfm).  
—OR—
  7. RELEASABILITY. **Not cleared for public release.** This [directive/manual/handbook] is available to users with Common Access Card authorization on the DeCA Intranet at [https://www.commissaries.com/employees/resource\\_center/publications/index.cfm](https://www.commissaries.com/employees/resource_center/publications/index.cfm).

8. Effective Date. This policy is effective immediately.

FPO Name [GS-15]  
FPO Title

Attachments:  
As stated