



## DECA DIRECTIVE 30-22

# Integrated Pest Management Program

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**Originating Component:** Health & Safety Directorate

**Effective:** April 26, 2018

**Releasability:** Unlimited. This directive is approved for public release and is located on DeCA's internet website at [www.commissaries.com](http://www.commissaries.com).

**Establishes** DeCA Directive (DeCAD) 30-22, "Integrated Pest Management Program," April 26, 2018

**Approved by:** Timothy C. Ford  
Chief, Administration Division

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**PURPOSE.** This Directive:

- Establishes policy and provides procedures governing Integrated Pest Management Programs (IPM), in the Defense Commissary Agency (DeCA).
- Establishes guidance in compliance with Department of Defense Instruction (DoDI) 4150.7.
- Is established in compliance with regulatory documents listed in Enclosure 1.

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## SECTION 1: GENERAL ISSUANCE INFORMATION

**1.1. APPLICABILITY.** The policy and guidance outlined in this Directive apply to DeCA and its subordinate activities.

**1.2. POLICY.** It is DeCA's policy in accordance with (IAW) DoDI 4150.07, guidance and references provided by the Armed Forces Pest Management Board (AFPMB) that:

- a. DeCA will provide a pest free environment for our patrons and employees.
- b. DeCA will eliminate and prevent pests in DeCA commissaries through continuous monitoring, education, record-keeping, and communication to prevent pests from causing unacceptable damage to people, property, or material.
- c. Its policy is to continually reduce the number of reported pest issues with an ultimate goal of zero pest control problems.
- d. It will protect DeCA employees and patrons from the risk of illness or property damage related to pest control by optimizing corrective control measures within DeCA.
- e. It will comply with the DoD and other regulatory agencies applicable standards related to IPM. OCONUS, this Directive applies where consistent with applicable International Agreements, Status of Forces Agreements, Final Governing Standards (FGS) issued for the host nations, or, where no such FGS have been issued, the criteria in the Overseas Environmental Baseline Guidance document.
- f. DeCA will integrate IPM functions into all store/Central Distribution Center (CDC)/Central Meat Processing Plant (CMPP) level operations and activities. The Directive applies to all DoD buildings, structures, Property under DoD control by ownership, permit, lease, license, or other land or facility-use agreement), public works, equipment, aircraft, vessels, and vehicles (to include Headquarters, off-site, Human Resources (HR), Resource Management (RM), Engineers, Contracting, and Overseas Processing Points (OPP), etc.).
- g. It will abate pest control problems as soon as practical, prioritizing using a "worst first" approach.
- h. DeCA will provide each employee education to enable them to maintain a pest free workplace.
- i. It will comply with the instructions provided within DeCAD 30-22, "Integrated Pest Management Programs."

## Section 2: Responsibilities

**2.1. RESPONSIBILITIES.** All responsible parties listed below shall conform to the policies and procedures as described in this Directive.

a. The DeCA Director, or their designee, shall:

- (1) Implement this Directive and any implementing guidance.
- (2) Use the policy established within DoDI 4150.07 reference (c) to guide IPM decision-making.

(3) Provide and maintain a sufficient number of personnel trained to form a knowledge-based workforce capable of effectively managing IPM aspects of DeCA's mission.

(4) Plan, program, and budget for IPM resource requirements.

b. The Director, Health & Safety (MPH), or their designee shall:

(1) Serve as the principal advisor to the Director and all other management officials on all matters pertaining to the IPM program.

(2) Prepare DeCA directives, manuals, and other publications on the establishment and maintenance of IPM criteria.

(3) Evaluate the implementation of IPM programs and track performance indicators.

(4) Establish goals and objectives for continuous IPM program improvement.

(5) Monitor IPM assigned personnel at store levels, to ensure implementation of the IPM program is occurring throughout the Agency.

c. Each Area Director/Functional Process Owner (FPO) shall:

(1) Have the overall responsibility for the implementation and execution of the IPM program within their area of responsibility.

(2) Allocate sufficient resources to fund an active, viable IPM program.

(3) Cooperate and communicate with MPH on all IPM matters.

(4) If pest records are discovered to be contaminated, coordinate with Records Management to transfer, stage, or destroy all pest containment records IAW DeCAD 5-2, Records Management Program.

d. Each zone manager shall:

(1) Promote, implement, and ensure compliance with IPM criteria within their zone.

(2) Communicate and coordinate with their assigned MPH consumer safety officer on all IPM matters.

e. Store Directors, CDC/CMPP managers, and the other managers in Agency U.S. and overseas facilities (i.e., HQ, off-site HR, RM Engineers, Contracting, OPPs, etc.). Applies to all DoD buildings, structures, property (under DoD control by ownership, permit, lease, license, other land or facility-use agreement), public works, equipment, aircraft, vessels, and vehicles, and follows the criteria in the Overseas Environmental Baseline Guidance document. Each manager shall:

(1) Establish, manage, and actively support an internal IPM program that implements the requirements of this Directive.

(2) Monitor the host-tenant agreement Inter-Service Support Agreement (ISA) to ensure the receipt of IPM program support. Coordinate any required changes with the ISA coordinator/support agreement manager, the subject matter expert for DeCA ISAs, and the Executive Director who signs the agreements.

(3) Communicate and coordinate with their assigned MPH consumer safety officer on all IPM matters.

(4) Report all pest contaminated records to Records Management prior to transfer or destruction.

f. Additional duties and responsibilities are addressed in DeCA Manual 30-22.1, "Integrated Pest Management Programs."

**2.2. MANAGEMENT CONTROL SYSTEM.** This Directive does not contain internal management control provisions that are subject to evaluation, testing, and other requirements of DeCAD 70-2, "Internal Control Program," and as specified by the Federal Managers' Financial Integrity Act.

## GLOSSARY

### G.1 ACRONYMS

**AFPMB** Armed Forces Pest Management Board

**CDC** Central Distribution Center

**CMPP** Central Meat Processing Plant

**DeCA** Defense Commissary Agency

**DeCAD** Defense Commissary Agency Directive

**DoD** Department of Defense

**DoDI** Department of Defense Instruction

**FGS** Final Governing Standards

**FPO** Functional Process Owners

**HR** Human Resources

**IPM** Integrated Pest Management

**ISA** Interservice Support Agreement

**MPH** Health and Safety Directorate

**OPP** Overseas Processing Points

**RM** Resource Management

### G.2 DEFINITIONS

**Armed Forces Pest Management Board (AFPMB)** - The AFPMB recommends policy, provides guidance, and coordinates the exchange of information on all matters related to pest management throughout DoD. The AFPMB's mission is to ensure that environmentally sound and effective programs are present to prevent pests and disease vectors from adversely affecting DoD operations.

**Defense Commissary Agency (DeCA)** - DeCA operates a worldwide commissary system that provides quality grocery products at cost to active duty military personnel and retirees, members of the Reserve and National Guard, and their families. The Agency employs about 18,000 people and its annual sales exceed \$5 billion.

**DeCA Directive** - The directive is a detailed explanation of specific policy and procedures within the Agency.

**Functional Process Owner (FPO)** - The person who has the ultimate responsibility for the performance of a process and has the authority and ability to make necessary changes.

## **REFERENCES**

DeCA Director 30-22, "Integrated Pest Management Program," April 26, 2018  
DeCA Manual 30-22.1, "Integrated Pest Management Manual," April 26, 2018  
DeCA Directive 70-2, "Internal Control Program," December 17, 2007  
DoD Instruction 4150.7, "DoD Pest Management Program," (current version)  
DoD Instruction 5025.1, "DoD Directives System," October 17, 2014  
Federal Managers Financial Integrity Act (current version)