



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

IN REPLY  
REFER TO

LEL

March 25, 2014

NOTICE TO THE TRADE – DeCA NOTICE 14-34

SUBJECT: Changes to FDS Delivery Windows

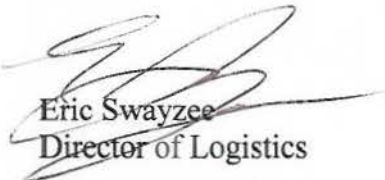
This notice to the trade officially informs DeCA's FDS distributor partners of the approval process to change delivery windows, days of delivery and required documentation.

DeCA recognizes that there may be times when these changes may become necessary in order to meet increased demands or to economically fill trucks for better efficiencies throughout the supply chain; however, each distributor must be able to justify their request for the change by presenting an "official request" containing the business need which outlines the benefits these changes will bring to DeCA. The agency should not incur additional costs or a decrease in service levels based on those schedule changes. Distributors are also cautioned to ensure change requests are coordinated at least six weeks from the desired effective date, to ensure sufficient time exists for completion of the approval process outlined below, as well as the completion of any contract modifications which may become necessary, as a result. Our mutual priority should always be to provide the best service and support to our customers.

The Approval Process:

FDS Distributors are to obtain the opinion of the store director and zone manager, on the proposed change and provide the official request, including the two opinions, by email to the Distributor Coordinators in the Distribution and Transportation Division, Logistics Directorate HQ DeCA. The Distributor Coordinators will coordinate the request with Store Operations and Commercial Activities Contracting, to ascertain whether increased costs will be realized, as a result of the requested change(s). Store Operations and Commercial Activities Contracting will provide their resultant decision to the Distributor Coordinators. In addition, DeCA may seek input to the proposed change from the effected manufacturer(s). Final approval from the Executive Director Store Operations must be obtained prior to the implementation of any change. Until an official notification is provided by the Distributor Coordinators from the headquarters to the requesting distributor, no changes to delivery schedule or frequency in deliveries will occur.

My POC is Donna Starkus-Ward, 804-734-8000 ext. 48154 or Stephanie Faughnan, 804-734-8000 ext. 48779.

  
Eric Swayzee  
Director of Logistics