



DECA DIRECTIVE 40-03

Meat Department Operations

Originating Component: Sales, Marketing and Policy Group

Effective: December 15, 2017

Releasability: Unlimited. This directive is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com.

Reissues and Cancels: DeCA Directive 40-03, Meat Department Operations, March 1, 2013

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

Purpose: This directive:

- Replaces DeCA Directive (DeCAD) 40-3, "Meat Department Operations," and DeCA Manual (DeCAM) 40-3.1, "Meat Department Operations."
- Is established in compliance with references listed.

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Directive applies to the DeCA activities and all DeCA personnel in accordance with (IAW) Department of Defense (DoD) Directive 5105.55.

1.2. POLICY. It is DeCA's policy that:

a. Only United States Department of Agriculture (USDA) certified meats will be purchased IAW current specifications approved and stated within DeCA's meat contracts.

b. The established requirements type contract (RTC) will be the primary source used for ordering all authorized meat items for all commissaries except Europe. RTC primary suppliers are required to provide 100 percent of products ordered by store locations.

c. The Europe Central Meat Processing Plant (CMPP) will supply all Europe area stores with beef and pork products.

d. Ordering and receiving will only be done by authorized, fully trained personnel.

e. Non-conforming products and action taken will be identified on DeCA Form (DeCAF) 10-21, Product Inspection Report, and forwarded to the assigned contracting officer, meat specialist, and food safety officer at DeCA Headquarters.

f. For all commissaries, except Europe, selling prices to recoup shrinkage losses will be determined by yield results of the processed item cutting test plus an authorized markup of 5 percent or less. In Europe, products from the CMPP sold in commissaries will reflect the full retail price.

g. Pre-packaged items not supported by a guaranteed sale agreement are authorized a markup up to 5 percent or less to compensate for shrinkage. Pre-packaged items supported by a guaranteed sale agreement will be sold at cost (no markup).

h. All cutting test salable yields must not be less than the standard yield for the primal being tested or differ by more than 2 percent from the saleable yield on the most recent consolidated cutting test.

i. The proper stock assortment and adequate selection of meat cuts will be available at all times throughout the business day to meet customer demand.

j. All processed beef packages will be accurately labeled with cut and grade.

k. The correct "sell-by" date, as identified in DeCA Manual 40-3.1 will be clearly printed on each label for processed meat items and any other item that does not have a manufacturer's applied "sell-by" date.

- l. Fresh meat will not be reworked or re-configured from its original format into any saleable form.
- m. Special orders will be accepted and processed as expeditiously as possible.
- n. All policies and procedures in references on page 9 will be adhered to.

SECTION 2: RESPONSIBILITIES

2.1. Meat Manager, Lead, or Designated Meat Associate. The meat manager, lead or designated meat associate shall:

a. Direct and manage all employee/associate activities, including training and development. Accurate department records shall be maintained on all significant matters including employee performance, award recognition, and discipline.

b. Ensure department accountability is maintained within the authorized variance for monthly and formal inventories with no loss to the government.

(a) Monthly tolerances shall not exceed 2 percent plus or minus and the cumulative tolerance will not exceed three-tenths (0.3) of 1 percent gain with no loss. At the beginning of each fiscal year, the Executive Director, Store Operations, may provide a waiver for individual stores designating an alternate cumulative variance.

(b) The meat department will have 3 months after the formal inventory to get their cumulative variance in tolerance while not exceeding the monthly allowable variance.

c. Control shrinkage and losses, including pilferage losses, by ensuring proper receiving, storage, and rotation of products.

d. Ensure accurate pricing, identification, and labeling of product.

e. Ensure on-hand inventories are maintained at a level to minimize out-of-stock and overstocks while ensuring that merchandise is fresh.

f. Ensure high levels of patron satisfaction are established and maintained.

2.2 Store Director (SD) and Central Meat Processing Plant (CMPP) Manager. The SD and CMPP manager shall:

a. Be the accountable officer for all resale assets within their commissary or processing plant.

b. Monitor and take appropriate action to ensure compliance with this directive and references.

2.3. Zone Managers (ZM), Area Directors (AD), and Director, Store Support (SOS). The ZM, AD, and SOS shall provide guidance and assistance in implementing these policies and procedures.

2.4. Director, Policy Directorate (MPP). MPP shall develop and maintain standardized operational policy and procedures for effective management of the meat department.

2.5 Director, Sales, Market and Policy Directorate (MPPO). The MPPO, in coordination with Store Operations shall develop and maintain standardized product selection, merchandising techniques and contracting requirements for effective management of the meat department.

SECTION 3: MANAGEMENT CONTROL SYSTEM

This Directive contains internal management control provisions that are subject to evaluation and testing, as required by DeCAD 70-2.

GLOSSARY

G.1. ACRONYMS

AD	area director
CMPP	central meat processing plant
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
IAW	in accordance with
MPP	Operations and Policy Directorate
MPS	Sales Group
RTC	requirements type contract
SD	store director
SOS	Store Support Directorate
USDA	United States Department of Agriculture
ZM	zone manager

REFERENCES

- DeCAD 40-3, "Meat Department Operations," December 15, 2017
DeCAD 70-2, Internal Control Program, December 17, 2007
DeCAM 40-3.1, "Meat Department Operations," December 15, 2017
DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008