



DIRECTOR'S POLICY 500-31

Support Agreement Process

Originating Component:	Resource Management Directorate
Effective:	October 29, 2021
Releasability:	Unlimited. This Director's Policy (DP) is approved for public release and is located on the Defense Commissary Agency's (DeCA) internet website at www.commissaries.com .
Reissues and Cancels:	DP 500-31, "Support Agreement Process," June 29, 2018

1. PURPOSE: This DP implements a standardized process to ensure all support agreements within DeCA are processed through a centralized office within Resource Management Directorate.

2. RESPONSIBILITY.

a. DeCA Resource Management Directorate, Budget and Manpower Division, Store Budget Branch (CCRBS) is responsible for managing the Agency Support Agreements Program. In accordance with (IAW) Department of Defense Instruction (DoDI) 4000.19, Support Agreements, our Agency is responsible for maintaining a record of all active and expired agreements. DeCA CCRBS is responsible for maintaining this repository and will work with all Agency offices to ensure agreements are processed within DeCA for signature and approval.

b. DeCA managers are responsible for ensuring that all agreements are submitted to DeCA CCRBS for review and processing for signature and approval prior to any agreement leaving the Agency. All applicable information and supporting documentation for support agreements should be submitted to the ISA_Program@deca.mil.

3. POLICY STATEMENT. It is DeCA policy that worldwide dispersion of operating organizational elements demand program implementation that will meet DoD requirements. All support agreements within DeCA will be processed through DeCA, CCRBS, using the ISA_Program@deca.mil inbox for signature and approval.

4. APPLICABILITY. This DP assigns responsibility for accomplishing the requirements of DoD Publications program, IAW DoDI 5025.01. This DP applies to all DeCA activities and all DeCA personnel.



William F. Moore
Director