



## DIRECTOR'S POLICY 500-33

### DEFENSE COMMISSARY AGENCY NOTICES TO THE TRADE

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<b>Originating Component:</b>	Sales Directorate
<b>Effective:</b>	April 7, 2022
<b>Releasability:</b>	Unlimited. This director's policy is approved for public release and is located on DeCA's internet website at <a href="http://www.commissaries.com">www.commissaries.com</a> .
<b>Reissues and Cancels:</b>	Director's Policy 500-33, "DeCA Notices to the Trade," June 29, 2018

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**1. PURPOSE:** This Director's Policy (DP) provides guidance concerning the Defense Commissary Agency's (DeCA) procedures for processing Notices to the Trade (NTT) to DeCA's resale suppliers. It ensures consistency in communicating changes and updates to the resale system, as well as establishes a numbered control system for ease of reference and filing. Collectively, the process is designed to ensure DeCA presents a single face to our valued suppliers.

#### **2. RESPONSIBILITIES.**

a. The Sales Directorate (MPS) will control and maintain a single log of control numbers for all directorates.

b. Each directorate will prepare and sign NTTs generated by their directorate, unless the message communicated by the NTT lends itself to the DeCA Director/Deputy Director's

signature. Prior to publication, each NTT will be coordinated and staffed within the appropriate directorates and General Counsel.

c. After coordination and signature, MPS will disseminate the NTT and post in Public Folders on OneNet.

**3. POLICY.** It is DeCA policy that NTTs will be issued to provide official or critical information to firms and other interested parties engaged in doing business with DeCA.

**4. 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.

A handwritten signature in black ink, appearing to read "W. F. Moore". The signature is fluid and cursive, with a long horizontal stroke at the end.

William F. Moore  
Director