



DEFENSE COMMISSARY AGENCY  
HEADQUARTERS AND SUPPORT CENTER  
1300 EISENHOWER AVENUE  
FORT GREGG-ADAMS, VIRGINIA 23801-1800

MPS

March 31, 2025

NOTICE TO THE TRADE – DeCA NOTICE 25-60

SUBJECT: Norfolk NAVSTA Reset Schedule: May 18<sup>th</sup> to May 23<sup>rd</sup>, 2025

The purpose of this “Notice to the Trade” is to provide the schedule for Norfolk NAVSTA Commissary reset with full shelving change out. DeCA will be using store specific POGs over the course of potentially 6 days for the Norfolk NAVSTA reset. The reset will be conducted nightly after store closing and opened each day for the customer’s new shopping experience. The schedule is as follows:

- Sunday, May 18<sup>th</sup>, reset of dry grocery starting at 11:00 p.m.
- Monday, May 19<sup>th</sup>, reset of dry grocery starting at 11:00 p.m.
- Tuesday, May 20<sup>th</sup>, reset of dry grocery starting at 11:00 p.m.
- Wednesday, May 21<sup>st</sup> reset of dry grocery starting 11:00 p.m.
- Wednesday, May 21<sup>st</sup> reset of perishable grocery starting 8:00
- Thursday, May 22<sup>nd</sup> reset of dry grocery starting at 11:00 p.m.
- Thursday, May 22<sup>nd</sup> reset of perishable grocery starting at 8:00 p.m.
- Friday, May 23<sup>rd</sup> reset of dry grocery starting at 11:00 p.m.
- Friday, May 23<sup>rd</sup> reset of perishable starting at 8:00 p.m. (if needed)

In order to complete this aggressive nightly schedule, vendor support, to include DSD, each night, will be extremely important especially for the duration of the store set dates. We are requesting each company participating to send a list of their team members attending NLT May 5<sup>th</sup>, 2025.

At a minimum, aisle 1 and 16 will be completed the first night; all others will be determined at a later date; subject to change.

If there are any questions or concerns, please contact Michael Denny, CMS Lead, 804-734 8000, ext. 8547 or Brooke Pfister, Chief of Resets 804-734-8000, ext. 8918.

Todd Heasley  
Acting Director of Sales,  
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