



**DEFENSE COMMISSARY AGENCY
HEADQUARTERS AND SUPPORT CENTER
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MPS

July 7, 2025

NOTICE TO THE TRADE – DeCA NOTICE 25-100

SUBJECT: Policy Update – New Item Ordering Process

The purpose of this notice is to inform the industry of a vital policy change regarding the process for ordering new items at DeCA.

Former Policy:

- Only set NEW items when DeCA HQ released the planogram (POG)
- DeCA HQ will only release POG when 95% in the DC and won't release the same POG within 90 days

Effective immediately, new items will no longer be held until the Planogram (POG) is published. Instead, they should be ordered as they appear on the weekly New Item report.

New Policy:

- Stores will place weekly orders for new items that are available in the distributor.
- Store teams will place items into the appropriate category upon arrival.

The updated process is designed to accelerate speed-to-shelf and drive revenue. It will take commitment from DeCA, suppliers, and brokers with the following business rules:

- DeCA: New items will be set up in Power HQ no later than 30 days following category review or item acceptance.
- Suppliers/Brokers: Must Ensure that each item is available to the distributor(s) by the commitment date submitted to DeCA HQ. "Activated" items not in the store's supplying DC are a primary cause of rejects and line-fill issues. This policy will improve speed to the shelf; however, if suppliers and brokers do not fulfill their part in ensuring availability, the unintended consequence will be a supply chain failure. If the item is not available in the distribution center 30 days following the commitment date, DeCA will delete the item from the assortment. Those items can be represented when in the distribution center.

We appreciate your support in implementing this change and look forward to continued collaboration. Questions concerning this notice can be directed to the Reset Team at deca.gregg-adams.hq.list.mpsr@mail.mil.

Robert B. Culbreth
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