



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

MSN

May 15, 2026

NOTICE TO THE TRADE – DeCA NOTICE 26-124

SUBJECT: Blocked/Reinstated Item ESL Placement

This “Notice to the Trade” intends to provide information in regards to Electronic Shelf Labels (ESL) placement. This process has been implemented for handling item rejects, blocking, and reinstatements. Once an item has been identified as a reject, it will be blocked in PowerHR and reflected on the weekly report.

An Operational Alert has been sent out by Store Operations to all CONUS stores on May 13, 2026 to enforce this guidance on the ESL placement and handling of blocked/reinstated items:

When an item appears on the Blocked tab, stores should:

- Not attempt to reorder the items, as they have been blocked in PHQ for the stores supplied by the affected DC.
 - Any attempt to reorder will not process.
- Check DAX for BOH.
 - If product is still in the store, mark the ESL and sell through any remaining product before proceeding to the next steps.
 - If there is no product in the store; remove ESLs and set Minimums on the affected items to 0. Adjust shelf facings by spreading out faster selling items until the item is reinstated, if applicable.
 - *NOTE: the item will not be removed from the planogram immediately.

When an item appears on the Reinstated tab, stores should:

- Order the item.
- Add its ESL and adjust shelf facings and Minimums to accommodate the reinstated item.

If you have any questions or concerns, please contact Christopher Silva at 804-734-8000 ext. 48115 or Brooke Pfister at 804- 734- 8000, Ext 86081.

Robert Culbreth
Director of Sales, Non-Fresh