



IN REPLY  
REFER TO

**DEFENSE COMMISSARY AGENCY**  
HEADQUARTERS  
1300 E AVENUE  
FORT LEE, VIRGINIA 23801-1800

MPS

March 22, 2016

NOTICE TO THE TRADE – DeCA NOTICE 16-60

SUBJECT: Hawaii Local Rim of the Pacific Gift Packs Presentations

The purpose of this notice is to inform Industry that the Defense Commissary Agency (DeCA) is accepting electronic presentations for Hawaii Rim of the Pacific (RIMPAC) gift packs. The gift packs will be offered at commissaries during the RIMPAC exercise taking place June-August, 2016.

Guidelines for presentations are as follows:

- Presentations must be submitted to the following email address:  
[hawaiiocal@deca.mil](mailto:hawaiiocal@deca.mil).
- Submissions must be presented on DeCA Form 40-15, New Item and File Maintenance Form and DeCA Form 40-16 Display Presentation Form. Instructions and samples for completing these forms are available at:  
[https://www.commissaries.com/business/brandname\\_resale.cfm](https://www.commissaries.com/business/brandname_resale.cfm)
- Items presented must be made in or unique to Hawaii.
- Presentations must include sell sheets with pictures of each item and gift pack. Pictures must clearly illustrate the item (front, back, sides).
- Point(s) of contact information (name, phone, email of someone who can speak to all items) must be included with each submission.
- Annotate on the DeCA Forms 40-15 and 40-16 the offers are for RIMPAC.
- The deadline for submissions is close of business, Friday, April 8, 2016.

Presentations will be reviewed April 11-15 and product selection decisions will be announced by April 18, 2016.

If you have questions about your presentation or how to complete the DeCA Forms, please contact Ms. Regina Johnson, at 804-734-8000, extension 48301, or Ms. Mary DeSantis, at 804-734-8000, extension 48975.

For Tracie L. Russ  
Director, Sales