



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

IN REPLY
REFER

TO

MPM

December 9, 2019

NOTICE TO THE TRADE - DECA NOTICE 20-06

SUBJECT: Planogram Shelf Renumbering

The purpose of this "Notice to the Trade" is to announce that starting on January 1, 2020, DeCA will be instituting a change of the numbering of shelving on planograms.

DeCA's current standard is to identify the top shelf of a planogram as shelf 1, in 2020 we will begin identifying the bottom shelf as shelf 1. This will align DeCA with industry standards and coordinate with processes, normally bottom shelves are set first in order to determine spacing. All planograms that have live dates of 2019 will still reflect the old numbering methodology of shelf 1 being the top shelf; live date will be found in the upper right corner of the planogram.

If there are any questions or concerns please contact Darnell Hicks, Marketing Directorate, 804-734-8000, extension 4-8293 or Brian Myrick, Marketing Directorate, 804-734-8000, extension 4-8371.

Hector G. Granado
Director of Marketing