



IN REPLY
REFER TO

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

MPS

November 17, 2020

NOTICE TO THE TRADE – DeCA NOTICE 21-20

SUBJECT: New Item Samples to Support Category Reviews / Evaluations

The purpose of this notice is to advise Industry that new item samples may be mailed to the Sales Directorate at DeCA Headquarters to support consideration of new items for the commissary stock assortment under the following conditions:

- Category is under review or evaluation
- Advance notification of shipment is provided to Category Manager
- Sample is limited to one unit / package of the product
- Shipment is addressed to the attention of the Category Manager
- Shipment includes a copy of the advance notification

Product samples mailed to DeCA HQ that do not meet category review, advance notification, and shipment requirements will be returned to sender.

Product samples that meet category review, advance notification, and shipment requirements, but are excessive in quantity, more than one unit / package, the additional quantities will be donated to a local food bank or destroyed and disposed.

Point of contact for this notice is the appropriate Category Manager.

Thank you for your continued support!

Tracie L. Russ
Director, Sales