References: See Enclosure 1

1. REISSUANCE AND PURPOSE. This Directive:


   b. Is established in compliance with references listed in Enclosure 1.

2. APPLICABILITY. This Directive applies to the Defense Commissary Agency (DeCA) activities.

3. POLICY. It is DeCA policy that:

   a. Only United States Department of Agriculture (USDA) certified meats will be purchased in accordance with current specifications approved and stated within DeCA’s meat contracts.

   b. The established requirements type contract (RTC) will be the primary source used for ordering all authorized meat items for all commissaries except Europe. RTC primary suppliers are required to provide 100% of products ordered by store locations.

   c. The Europe Central Meat Processing Plant (CMPP) will supply all Europe area stores with beef and pork products.

   d. Ordering and receiving will only be done by authorized, fully trained personnel.
e. Non-conforming products and action taken will be identified on DeCA Form (DeCAF) 10-21, Product Inspection Report, and forwarded to the assigned contracting officer, meat specialist, and food safety officer at DeCA Headquarters.

f. For all commissaries, except Europe, selling prices to recoup shrinkage losses will be determined by yield results of the processed item cutting test plus an authorized markup of 5 percent or less. In Europe, products from the CMPP sold in commissaries will reflect the full retail price.

g. Pre-packaged items not supported by a guaranteed sale agreement are authorized a markup up to 5 percent or less to compensate for shrinkage. Pre-packaged items supported by a guaranteed sale agreement will be sold at cost (no markup).

h. All cutting test salable yields must not be less than the standard yield for the primal being tested or differ by more than 2 percent from the saleable yield on the most recent consolidated cutting test.

i. The proper stock assortment and adequate selection of meat cuts will be available at all times throughout the business day to meet customer demand.

j. All processed beef packages will be accurately labeled with cut and grade.

k. The correct “sell-by” date, as identified in Reference (b), will be clearly printed on each label for processed meat items and any other item that does not have a manufacturer’s applied “sell-by” date.

l. Fresh meat will not be reworked or re-configured from its original format into any salable form.

m. Special orders will be accepted and processed as expeditiously as possible.

n. All policies and procedures in references (Enclosure 1) will be adhered to.

4. RESPONSIBILITIES.

a. Meat Manager, Lead, or Designated Meat Associate. The meat manager, lead or designated meat associate shall:

   (1) Direct and manage all employee/associate activities, including training and development. Accurate department records shall be maintained on all significant matters including employee performance, award recognition, and discipline.

   (2) Ensure department accountability is maintained within the authorized variance for monthly and formal inventories with no loss to the government.
(a) Monthly tolerances shall not exceed 2 percent plus or minus and the cumulative
tolerance will not exceed three-tenths (0.3) of 1 percent gain with no loss. At the beginning of
each fiscal year, the Executive Director, Store Operations, may provide a waiver for individual
stores designating an alternate cumulative variance.

(b) The meat department will have 3 months after the formal inventory to get their
cumulative variance in tolerance while not exceeding the monthly allowable variance.

(3) Control shrinkage and losses, including pilferage losses, by ensuring proper receiving,
storage, and rotation of products.

(4) Ensure accurate pricing, identification, and labeling of product.

(5) Ensure on-hand inventories are maintained at a level to minimize out-of-stock and
overstocks while ensuring that merchandise is fresh.

(6) Ensure high levels of patron satisfaction are established and maintained.

b. Store Director (SD) and Central Meat Processing Plant Manager. The SD and CMPP
manager shall:

(1) Be the accountable officer for all resale assets within their commissary or processing
plant.

(2) Monitor and take appropriate action to ensure compliance with this directive and
references.

c. Zone Managers (ZM), Area Directors (AD), and Director, Store Support (SOS). The ZM,
AD and SOS shall provide guidance and assistance in implementing these policies and
procedures.

d. Director, Operations and Policy (MPO). The MPO shall develop and maintain
standardized operational policy and procedures for effective management of the meat
department.

5. MANAGEMENT CONTROL SYSTEM. This Directive contains internal management
control provisions that are subject to evaluation and testing, as required by DeCA Directive 70-2,
“Internal Control Program,” December 17, 2007, (reference (m)) and Department of Defense
(DoD) Directive 5100.55, “Defense Commissary Agency (DeCA),” November 9, 1990,
(Reference (n)).

6. RELEASABILITY – UNLIMITED. This Directive is approved for public release and is
located on DeCA’s intranet Web site at www.commissaries.com.
7. **EFFECTIVE DATE.** This Directive is effective immediately.

![Signature]

Teena P. Standard  
Chief, Executive Services Division

Enclosures

1. References  
2. Acronyms
ENCLOSURE 1

REFERENCES

(d) U.S. Food and Drug Administration Food Code as adopted by the military services
(e) Defense Logistics Agency Regulation 4155.26, DoD Hazardous Food and Non-Prescription Drug Recall System, November 14, 2003
(f) DeCA Directive 70-6, Financial Procedures for the Store Director’s Office, January, 1999
(g) DeCA Directive 40-21, Accountability for Commissary Resale Merchandise, May 29, 1992
(j) Meat Cutting Test User Manual, April 25, 2001, located in DeCA Public Folders, Store Library, Meat Cutting Tests
(l) DeCA Manual 30-17-1, Safety and Occupational Health Program, February 3, 2010
(m) DeCA Directive 70-2, Internal Control Program, December 17, 2007
ENCLOSURE 2

ACRONYMS

AD     area director
BDO    Blanket Delivery Order
BPA    Blanket Purchase Agreement
CMPP   central meat processing plant
DeCA   Defense Commissary Agency
MPO    Operations and Policy Directorate
RTC    requirements type contract
SD     store director
SOS    Store Support Directorate
USDA   United States Department of Agriculture
ZM     zone manager