WAREHOUSE PROCEDURES

By:
SFC DONALD BROADNAX
WAREHOUSE SUPERVISOR
Items of Discussion

- Customer Service
- Requisitioning Flow
- Authorization to Request/Receive Supplies
  DA Form 1687
- Sign In Procedures
- Appointments For Turning in Equipment
- Request for Turn Ins
- Meals Ready To Eat (MRE’S)
- Army Combat Uniform (ACU’S) /Boots
CUSTOMER SERVICE

USPFO MISSION STATEMENT

The USPFO is the major service organization in the state that services individuals, units, organizations, and facilities. **We must account for all federal property and dollars provided to the Tennessee Army & Air National Guard.** The USPFO must be the leader in providing excellence in service to our customers.
Requisition Flow

- **Fund Control**
  - Bill
  - Status

- **SOS**
  - Gateway

- **SARSS 2AC CTASC**

- **SARSS 1**

- **UNIT ULLS/PBUSE SAMS**

- **IMAP**
  - Upper IMAP Program MGR $$$$
Authorization to Request/Receive Supplies

All supported units will provide two (2) copies of DA Form 1687, Authorization to Request/Receive Supplies, along with a set of Assumption of Command Orders. These signature cards are required initially upon change of Company or Battery Commanders and upon expiration of the current DA Form 1687.
Only the Commander and his designated representatives are authorized to request or receive supplies from this Supply Support Activity.
<table>
<thead>
<tr>
<th>Last Name-First Name-Middle Initial</th>
<th>Social Security Number</th>
<th>Authority</th>
<th>Signature and Initials</th>
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<td>Daggett, Douglas E.</td>
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<td>Grayson, Elmer W.</td>
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<td>Murphy, Jamey M.</td>
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<td>Ogilvy, Mark T.</td>
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Authorization by Responsible Supply Officer or Accountable Officer:
The authority to request and receive Class II and Class VII nonexpendable property.

[Signature]

DA FORM 1687, JAN 1982
MEMORANDUM FOR RECORD

SUBJECT: Assumption of Command

1. The undersigned assumes command of the 45TH Civil Support Team (WMD) effective 1 August 2006.
2. Authority: Chapter 3, AR 600-20
3. Period: Until officially relieved or released from appointment or assignment.

DAVID R. SMITH
Maj, TNANG
Commanding
Sign In Procedures

- Ring Bell (during the winter)
- Name, Unit, Date and Time
- Badge
- Service
- No Exception
Appointments For Turning-in Equipment

- Units must call to request appointments for the warehouse.
- No customers will be turned away for an unscheduled turn-in; however, all quantities for unscheduled turn-ins must remain small due to scheduled work being processed.
- The facility will process walk-ins provided all necessary paperwork, work orders and editing has occurred.
- POC is SFC Broadnax: TNNET: 0722
Request for Turn-In

Customers will use DA Form 2765-1 to turn-in excess serviceable/unserviceable equipment or Found-on-Installation (FOI).

Property Management Branch will screen all non-expendable turn-ins for lateral transfer and redistribution of equipment.

An example of a properly completed DA Form 2765-1 is provided in DA PAM 710-2-1.
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<tr>
<td>CITY</td>
<td>NASHVILLE, TENNESSEE</td>
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Signature: [Signature]

[DA FORM 2765-1 Document]
All turn-in must be processed through supporting FMS or CSMS and the inspection worksheet must be attached showing the condition of the item.

Examples are DA Form 2404, DA Form 5504, DA Form 2407, and DA Form 461-5.
MRE’S

MRE’s for IDT will be requisitioned via e mail through JFHQ-TN-J4 to USPFO S&S with NSN, QTY, and DOCUMENT NUMBER and justification.

DOL will put proper SMC code and forward to USPFO Warehouse. USPFO is no longer authorized to stock MRE’s due to Single Stock Fund business rules. Because of this units need to submit requests in a timely manner so they can be shipped from DEPOT.
ACU’S

- Deplete Stock
- Inventory list
- Boot’s inventory list
Points of Contact

- SFC Donald Broadnax Warehouse
  Supervisor DSN 683-0722 TNNET: 0722

- SGT Michael Cox Receiving Shipping Clerk DSN 683-0704 TNNET: 0704

- Customer Service 615.313.0702

- Sarss-1 Help DSN: 683.0786 TNNET: 0786
QUESTIONS