
APPENDIX C

INTERNAL SOP FOR QUICK SUPPLY STORE

SUBJECT: Internal SOP for QSS Section

TO: QSS Section Personnel

1. REFERENCES

AR 710-2
CTA 50-970
DA Pamphlet 710-2-1
TM 38-L32-12
TM 38-L32-13
TM 38-L32-14

2. PURPOSE

The purpose of this SOP is to outline duties and responsibilities for the stockage and resupply of the QSS section.

3. RESPONSIBILITY

The QSS NCOIC is responsible for QSS supply. He is also responsible for resupply.

4. PROCEDURES

a. QSS stock should be stored and maintained in a central location (usually in the same warehouse as the rest of the ASL). This speeds up customer support and replenishment transactions.

b. Only individuals authorized to shop at the QSS will be issued QSS stock. They must be identified on a DA Form 1687 (Notice of Delegation of Authority—Receipt for Supplies) from the supported unit.

c. If there are not enough items in stock to fill a unit request, the QSS clerk must prepare an informal DO. If a unit submits a high-priority request which cannot be filled by the QSS section, the QSS clerk must instruct the unit to request the item through the SSA on a DA Form 2765-1 (Request for Issue or Turn-In).

d. When supported units return serviceable items to the QSS section, the QSS clerk should identify the items and return them to QSS stock.

(1) QSS personnel do not need to notify the SCS each time they accept a turn-in.

(2) QSS personnel must notify the SCS when the on-hand count is larger than the RO limit because of turn-ins.

e. QSS section personnel must review QSS stock at least twice a month to determine RO and ROP for each item.

f. At the end of the review, QSS personnel should request any items below the reorder points, following the procedures in DA Pamphlet 710-2-2, Chapter 12.

g. When the requested items are received from the SSA, the QSS clerk should process them for stockage, following the instructions in DA Pamphlet 710-2-2, Chapter 8.

h. QSS personnel will work with the SCS to make a QSS catalog that lists all the items stocked by the QSS section. The catalog will contain the NSN, nomenclature, UI, and unit price for each item stocked. The cover of the catalog must include the hours of operation and the location of the QSS section. The catalog will be issued to each supported unit. The QSS clerk will also maintain a 3- by 5-inch data card on each item. The cards will list the NSN, noun, QSS location, TM data, and stockage and reorder points.

i. The QSS catalog will be maintained and updated by QSS personnel. It should be reviewed and updated quarterly, following instructions in TM 38-L32-14.

Signature