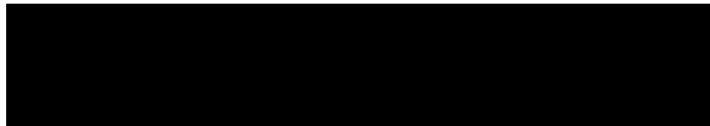


25X1C4e



STANDING OPERATING PROCEDURE
NUMBER 45-3067-1

2 December 1966

REQUESTS FOR ISSUE AND TURN-IN OF SUPPLIES

- 25X1A 1. PURPOSE: To establish a standard procedure for requesting and turn-in of supplies to [REDACTED] Base Supply.
- 25X1A 2. SCOPE: This procedure applies to all [REDACTED] organizations authorized to request and turn-in supplies to [REDACTED] Base Supply. 25X1A
- 25X1A 3. PROCEDURES:
- a. Requesting supplies from [REDACTED] Base Supply.
 - (1) Bench stock items will be requested from Base Supply in accordance with SOP 45-3067-11.
 - (2) HI-VALU items will be requested in accordance with SOP 45-3067-10.
 - (3) Country Store items will be requested in accordance with SOP 45-3067-6.
 - (4) Prime Class items in Base Supply stock may be issued on recap sheets to Prime Class contractors in accordance with SOP 45-3067-12.
 - (5) Federal items in Base Supply stock may be issued on recap sheet, only to Supply Accounts 1000, 1100, 3400, and 3800, in accordance with SOP 45-3067-12.
 - (6) All other items will be requested from Base Supply on a DD Form 1150, in five (5) copies. DD Form 1150 will be limited to one (1) line item per each request. See attachment 1, for sample of completed DD Form 1150.
 - (7) Request for BEMO items will be delivered to BEMO, Building 126.
 - (8) A complete and concise justification on all requests for BEMO and non-stock listed commercial items, will be required on the face of the DD Form 1150.
 - (9) Sole source items will require complete justification. The justification will be entered on the face of the DD Form 1150, and signed by senior supply representative or qualified technician.

OPR: DCMS

This SOP Supersedes SOP 45-3067-1, dated 14 June 1966

b. Turn-in of supplies to Area Base Supply.

(1) All reparable non-BEMO type items will be turned in to the Shipping Section, Base Supply, Building 220, utilizing DD Form 1150.

(2) All serviceable items will be turned in to Receiving Section, Base Supply, Building 119, utilizing DD Form 1150.

(3) Turn-in of reparable items (which can be repaired) will be turned in simultaneously with the submission of replacement request, whenever possible.

(4) All items being shipped to home plant via BW-2 will be turned in to Shipping Section, Base Supply, Building 220, in accordance with SOP 45-3067-20.

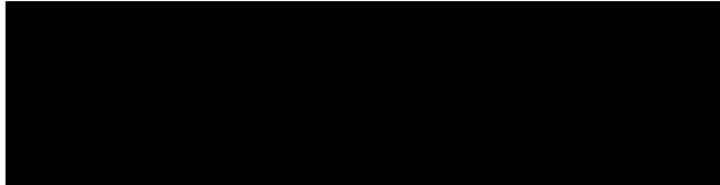
(5) Items being turned in to Base Supply will be packed in containers with top left unsealed for inspection.

(6) All items turned in to Base Supply for shipment to BW-1, will be tagged with the appropriate 50 series tag. All 50 series tags will be signed by the senior supply representative or qualified technician.

(7) All equipment containing gasoline, oils, etc., will be drained prior to turn-in. After draining, a tag will be affixed to the item stating what has been done.

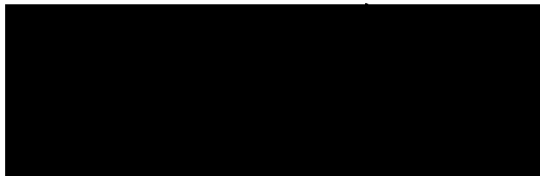
(8) All recoverable items will be processed through BEMO prior to turn-in.

25X1A9a



Deputy Commander for Materiel

25X1A9a



Colonel, USAF
Commander

REQUEST FOR ISSUE OR TURN-IN		<input checked="" type="checkbox"/> ISSUE	SHEET NO. 1	NO. OF SHEETS 1	5. REQUEST NUMBER 5007	
1. FROM: PERSONAL EQUIPMENT		6. DATE MATERIEL REQUIRED ROUTINE		7. PRIORITY		
2. TO: BASE SUPPLY		8. VOUCHER NUMBER		9. POSTED	DATE	BY
3. ACCOUNTING AND FUNDING DATA 4110						
4. END ITEM IDENTIFICATION	G. NAME AND MANUFACTURER		D. MODEL	C. SERIAL NUMBER		D. PUBLICATION
ITEM NO.	STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES		C. CODE	UNIT	ISSUE	QUANTITY
1	8415 268 7112 Suit Flying ////////////////////Last Item////////////////////		R	ea		10
JUSTIFICATION FOR INITIAL ITEMS THESE ITEMS REQUIRED TO SUPPORT NEWLY ARRIVED RATED PERSONNEL						
<u>S A M P L E</u>						
* ISSUE — I-Initial; R-Replacement; TURN-IN — U-Unserviceable; S-Serviceable						SHEET TOTAL
10. ISSUE OR TURN-IN OF QUANTITIES IN "QUANTITY" COLUMN IS REQUESTED						GRAND TOTAL
DATE	BY	11. RECEIVED QUANTITIES IN "SUPPLY ACTION" COLUMN		DATE	BY	
CURRENT	<i>John H. Doe</i> JOHN H. DOE					

DD FORM 1150
1 OCT 57

REPLACES EDITION OF 1 JUL 56 WHICH MAY BE USED

★ U.S. GOVERNMENT PRINTING OFFICE: 1964-7-4-633