



MILLERSVILLE MARYLAND

WRITTEN DIRECTIVE

MEMORANDUM: 04-015

FILE BEHIND: Index Code 207

TO: All Personnel

FROM: Deputy Chief David Shipley *DS*
Commander, Technical Services Bureau

EFFECTIVE DATE: April 22, 2004

SUBJECT: Department Forms Control & Supply

BACKGROUND

It is the policy of this department that all forms will be accounted for and supplied only in response to an identified need. The Quartermaster Unit is now responsible for the acquisition, storage and distribution of all departmental forms. The Quartermaster Unit maintains a supply of all Departmental forms, except those forms ordered directly from each component's budget.

PROCEDURE

When any component orders Departmental forms from the Quartermaster Unit, they will be required to utilize the form (PD #207) to designate the amount needed.

The form (PD #207) delineates the types of forms kept in stock and the amount packaged in each bundle.

The type of form issued will be entered into the Quartermaster database to reflect the amount and date allocated.