



DEPARTMENT OF THE NAVY  
COMMANDER  
TRAINING AIR WING FIVE  
7480 USS ENTERPRISE STREET SUITE 205  
MILTON, FLORIDA 32570-6017

IN REPLY REFER TO

COMTRAWINGFIVEINST 4410.1H  
Code N1  
10 Apr 12

COMTRAWING FIVE INSTRUCTION 4410.1H

From: Commander, Training Air Wing FIVE

Subj: ORDERING STAFF SUPPLIES

Encl: (1) Designated Supply Representative/Point of Contact,  
Sample Memorandum

1. Purpose. To properly identify procedures for ordering supplies requested by Training Air Wing (TRAWING) FIVE staff, expedite the delivery of needed material(s), reduce administrative processing time, and prevent the purchase of incorrect items and unnecessary expenditure of quarterly OPTAR funds allocated to TRAWING FIVE.

2. Cancellation. COMTRAWINGFIVEINST 4410.1G

3. Discussion. Obtaining supplies can become burdensome if not processed accurately. The more information provided for desired items, the better the end result will be in obtaining the correct material. The cooperation of all departments within TRAWING FIVE is needed to ensure timely and accurate ordering of supplies.

4. Procedures

a. The Command Supply Technician shall order supplies for all departments of TRAWING FIVE and keep records of funds expended.

b. Utilizing enclosure (1), each department must identify a Supply Representative, in writing, to the Supply/Property Manager, as a point of contact for all requirements.

c. To reduce the confusion involved in locating and ordering specific items from various catalogs, Department Supply Representatives must provide the TRAWING FIVE Supply Technician with a memorandum or e-mail identifying the quantity and price(s), including the part number, catalog number or Navy Stock Number (NSN), if available, of the supply item(s) desired. If an item is to be used on or with equipment, such as computers, typewriters, and printers, the Department Supply Representative must provide the model and make of equipment with a suggested source for the purchase.

d. Designated Department Supply Representatives shall ensure supplies required for their departments are ordered at least 15 days

prior to stock depletion. Requests for general office supplies shall be consolidated into no more than two requests per month. No more than a 30-day stock level of office supplies shall be maintained within individual departments. Exception: end of Fiscal Year stock levels shall be no more than a 60-day stock level.

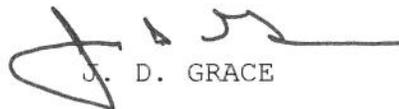
e. Toner cartridges for fax machines, printers, and desktop copiers are stored at TRAWING FIVE in the Supply Department. Exception: Academic Training. They shall maintain at least a 30-day stock of all required cartridges and maintain a "high/low" inventory. The cartridges will be issued on a one-for-one exchange basis. Extra cartridges will NOT be stored in individual department spaces.

f. Requirements for repair of all electrical office equipment.

(1) The Department's Supply Representative will make arrangements with the TRAWING FIVE Supply Technician for on-site repair of stationary equipment, non-NMCI printers, faxes, and sharedrives.

(2) If the equipment is to be repaired off-site, the Department Supply Representative will send an e-mail to the TRAWING FIVE Command Supply Technician. The e-mail will include: make, model #, serial #, property #, asset value, and a brief description of the problem requiring repair. The TRAWING FIVE Command Supply Technician will complete DD Form 1149 Requisition and Invoice/Shipping Document and receive approval for repair from TRAWING FIVE Supply Officer. Once approved, the TRAWING FIVE Supply Technician will deliver the machine to a selected vendor or make arrangements for onsite repair/service call. When the equipment is repaired, the TRAWING FIVE Supply Technician will pick-up, sign for the repaired equipment, and deliver to the respective department.

g. After purchasing requested items, the TRAWING FIVE Supply Technician will notify the Department Supply Representative who will then pick-up the purchased items and sign required documentation at the Command Supply Technician's worksite. If an item exceeds \$5,000 in value, or if the items are sensitive, classified, or pilferable, they shall be registered in Defense Property Accountability System (DPAS) and will be bar coded.



J. D. GRACE

Distribution:  
COMTRAWINGFIVEINST 5216.1S  
List II(a-l,p)

Date

MEMORANDUM

From: \_\_\_\_\_ Department Head, Training Air Wing FIVE  
To: Supply/Property Manager, Training Air Wing FIVE

Subj: DESIGNATED SUPPLY REPRESENTATIVE/POINT OF CONTACT

1. This is to advise you that \_\_\_\_\_ will serve as the Supply Representative/Point of Contact for the command. He/She may be contacted at: 623-XXXX, Bldg XXXX, Room XX.

DH Signature