

STANDARD OPERATING PROCEDURE

TITLE: Property Erroneously Directed to DRMO

RESPONSIBILITY	STEP	ACTION
DRMO Personnel	1	Fax a list of items to be retrieved to the DRMO or SDR.
	2	Check the DRMOs inventory until the items are located.
	3	Once the items are located at the DRMO, notify HQ POC. HQ POC will generate a DD 1348-1A and fax to the DRMO. The DRMO will use the DD 1348-1A to put item on inventory.