

# DO SWEAT THE DETAILS



**A**rmy supply clerks juggle mounds of papers and patience every day, and yet one complaint they hear is that certain supplies were not ordered and/or never received.

Remember, there are two sides to every story. Supply clerks tell *PS* that order forms ranging from hard copy DA Form 2765-1 *Request for Issue*, individually-created (but unapproved) forms, or even sticky note “orders” are left on their desks while they are out.

Important information is often missing on these requests. It’s not uncommon to discover that even the name or contact information of the person who wants to place the order is missing. This sort of situation makes it difficult for supply clerks to follow through.

Some supply clerks may make phone calls in an attempt to track down the owners of incomplete orders, but most do not have the time. It’s common sense: Orders missing necessary information **cannot** be filled.

Another issue is legibility and accuracy. It’s important to be sure NSNs are correct on your order, because transposed numbers can lead to incorrect orders, or orders that cannot be placed.



- ensure your handwriting is legible on written requests? (Or would your scribbling make a doctor's look neat by comparison?)
- confirm that NSN or part numbers are printed correctly and clearly? Or could that 7 be easily mistaken for a 2?
- provide your contact information with the order in case the supply clerk has questions?
- keep a photocopy of the completed order form in your own files to remind yourself of what you ordered and when, so you can follow up if necessary?

