

Supply...

SOLDIER FORMS A SOLUTION



WHAT A WASTE OF PAPER! THERE'S GOTTA BE A BETTER WAY.

Dear Editor,

DA Form 1300-4, *Reorder Point Card* (Jan 1982), is used in bench stock containers to track usage and reorder point records. But it can't be ordered in hard copy anymore from the Army Publishing Directorate. The only way to get it is through electronic download.

I find that this PDF version wastes paper and manpower. Right now, you can only print off one front and one back of the form separately, each using up a full 8.5 x 11 sheet of printer paper. Since DA Form 1300-4 is small (about 2 1/2 x 4 3/4 inches), that means wasting lots of paper. Then, because it's double-sided, you also have to manually cut out and glue the front of the form to the back just to make one complete form.

I came up with a solution that I think can save units time and money:

- Download the front and back of DA Form 1300-4 to make one template. For optimal efficiency, shrink the original forms a bit. This way, six forms can fit and fill a single 8.5 x 11 piece of paper. Make two rows of three on the front of the form, and another two rows of three on the back.
- Glue the front and back template pages together back-to-back to make a single two-sided page. Make sure it's aligned on both sides so that it can be cut into six separate forms with a paper cutter using full vertical and horizontal cuts.
- Ideally, use card stock instead of plain paper so the forms will hold up better in the wear and tear of a bench stock location.

By using the suggestions above in combo with a double-sided printer, multiple bench stock cards can be made without the gluing while saving time, money and effort.

SSG Charles (Tim) Neeley
Quality Assurance
AASF #2
Tupelo, MS

SSG Neeley's solution makes 6 forms instead of 1

REORDER POINT RECORD
FOR USE OF THIS FORM, SEE DA PAM 710-2-2; THE PROponent AGENCY IS DCS, G-4.

STOCK NUMBER	UM	M QTY
ITEM NOUN	UI	
LOCATION		

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STOCK NUMBER	UM	M QTY
ITEM NOUN	UI	
LOCATION		

TO WAREHOUSE			TO STOCK CONTROL			TO WAREHOUSE			TO STOCK CONTROL			TO WAREHOUSE			TO STOCK CONTROL		
DATE	RO	ROP	DATE	ON HAND		DATE	RO	ROP	DATE	ON HAND		DATE	RO	ROP	DATE	ON HAND	

DA FORM 1300-4, JAN 82
Edition of Oct 72 is obsolete. APD V1.00

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Editor's note: Excellent work, Sergeant. Just the kind of creative yet practical ideas that our Army needs to be more cost-effective and efficient. Readers who would like a print-ready copy of Sergeant Neeley's DA 1300-4 form can drop an email to Half-Mast at:
half.mast@us.army.mil or usarmy.redstone.logsa.mbx.psmag@mail.mil