



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON VICENZA
DIRECTORATE OF LOGISTICS
UNIT 31401, BOX 14
APO AE 09630

IMEU-VIC-LGS

1 June 2011

MEMORANDUM FOR SEE DISTRIBUTION

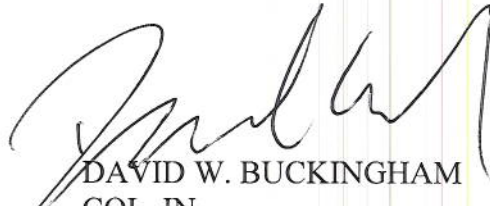
SUBJECT: USAG Vicenza, Directorate of Logistics, Supply Support Activity, External Standing Operating Procedures (SOP)

1. Purpose. To provide uniform procedures and guidelines for all customer units supported by the USAG Vicenza, Supply Support Activity (SSA).
2. Scope. The procedures outlined in this SOP apply to all customers of the USAG Vicenza, Supply Support Activity.
3. General. In order for the SSA to provide the most expeditious, efficient, and consistent service possible, all personnel conducting transactions with the SSA should be familiar with the procedures outlined within. To ensure the most effective supply support, units must complete the following transactions by the published suspense date.
 - a. Customer Due Out Reconciliations.
 - b. Current Signature Cards (DA Form 1687), Assumption of Command Orders and/or PBO appointment memorandum.
 - c. Pick up parts within the time limits specified in this SOP.
4. Revision. Revision to this SOP will be published as required to comply with changes to applicable publications and to improve customer support. Any exceptions to these policies will be handled on a case-by-case basis. Comments or recommendations to this SOP may be directed to the Accountable Officer at E-mail: luis.rodriquez@eur.army.mil

IMEU-VIC-LGS

SUBJECT: USAG Vicenza, Directorate of Logistics, Supply Support Activity External Standing Operating Procedures (SOP)

5. Point of contact for this memorandum is Mr. Luis Rodriguez, USAG Vicenza, DOL, SSA Accountable Officer at DSN: 634-3928.



DAVID W. BUCKINGHAM
COL, IN
Commanding

DISTRIBUTION:

A1