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Logistics Service Bulletin THE BILLBOARD

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DA Form 1687

Notice of Delegation of Authority - Receipt for Supplies

- Customer Procedures for using DA Form 1687. Unit Commanders / Contractors will designate
 in writing, memorandum or by DA Form 1687, the name and rank/title of those individuals
 authorized to be the responsible person for issuing DA Form 1687. If in memorandum format,
 the designation will also include the signature of that responsible individual to complete Supply
 and Maintenance transactions.
- 2. Submit completed DA Form 1687 and a copy of Assumption of Command Orders (unless GS-13 or above) to:

<u>Supply transactions</u> to LRC / Primus Supply, Building 2243, Fort Sill. POC: Primus Supply Manager 442-4613 / 442-6710

<u>Maintenance transactions</u> to LRC / Primus Production Control, Building 2258W, Fort Sill. POC: Primus Production Control Manager 442-5321 / 442-3698

3. DA Pam 710-2-1 is the governing manual for completing DA Form1687. Be aware that Paragraph 2-32 and Figure 2-14 do apply to the current form version dated Nov 2015.

example of a fully completed DA Form 1687.

4. Per Memorandum, Deputy Chief of Staff, G-4 (DALO-SUP), 20 Mar 2015, DA Form 1687 will require both hand written and digital signatures for the identified authorized representatives and the responsible supply officer (commander or accountable officer). Contractor personnel not issued a government Common Access Card (CAC) will be exempt from the dual signature requirement. The DA Form 1687 will be annotated with "(Contractor)" in the Authorized Representative(s) block following their name. (See Figure 1)
Note: Figure 1 is to illustrate the signing procedure for contractors with no CAC and is not an

Figure 1: DA Form 1687 for Contractor with no CAC

	PAM 710-2-1. The p.		
ORGANIZATION RECEIVING SUPPLIES	AUTHORI.	LOCA	SENTATIVE(S)
Your Unit Name			ill, Ok
	I AI	JTHORITY	
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Tell, Dana S. (Contractor)			Dana & Tell PST
"Not Used"			
AGINORIZATIO	IN DI KESPUNSIBL		
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- 5. When operating in an expeditionary or contingency environment where digital signature capabilities are unavailable, commands will revert to manual procedures outlined in DA PAM 710-2-1 until digital capabilities become available.
- 6. Legible photocopies of originally prepared, dual signed, DA Form 1687 are valid for the issue and turn-in of equipment and supplies by the responsible issuing authority, once the authorized representatives' identities have been verified by comparing their current U.S. Government identification CAC card with the dual signed DA Form 1687.
- 7. Administrative changes to any DA Form 1687 are no longer authorized unless written permission is received by the responsible supply officer.
- 8. Each submitted DA Form 1687 may indicate if it is in addition to previous DA Forms 1687 or if it supersedes all previous DA Forms 1687. Caution should be used when submitting a "supersedes all" DA Form 1687 to Maintenance as it will replace all DA Forms 1687 on file with Maintenance to include Small Arms DA Forms 1687. If only one DA Form 1687 needs removing you may submit a DA Form 1687 "withdrawing from" the designated personnel the rights they once held. Normally a "supersedes all" should only be submitted by a new commander to pull all DA Forms 1687 currently on file for the unit.
- 9. Maintenance Example DA Forms 1687

DA Forms 1687 issued for Small Arms must contain the authority to sign a Priority Designator (Block 23 of DA Form 2407) for Priority Designator 01 to 10 work orders and specify 'Small Arms' in the remarks. (See Figure 2). In this example the Responsible Authority has given these individuals the authority to assign Priority Designator 01 to 10 as well as submit and pick up work order requests and equipment.

FIGURE 2:

NOTICE OF DELEGA For use of this form,	DATE 20160707						
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		AUTH	ORITY				
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REMARKS	THE MANAGEMENT SECTIONS						
Fort Sill LRC Maintenance, Small	Arms Bldg 2243						
	I AS	SSUME F	ULL RESPO	NSIBILITY			
UNIT IDENTIFICATION CODE			DODAA	C/ACCOUNT NUMBER			
Your Unit	's UIC			Your U	nit's DODAAC		
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPH	ONE NUMBER	EXPIRATION DATE	SIGNATURE		
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DA FORM 1687, NOV 2015	PR	EVIOUS EI	DITIONS ARE	OBSOLETE	APD LC v1.01		

Figure 3 shows a DA Form 1687 that allows personnel to sign the Priority Designator (Block 23 of DA Form 2407) for priority 01to10 work orders and that this DA Form 1687 is in addition to previous DA Forms 1687 from that unit. In this example the Responsible Authority does not allow the listed personnel to submit or pick up work orders or Equipment; only to assign the Priority Designator and sign Block 23 of DA Form 2407.

Figure 3:

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Fort Sill LRC Maintenance									
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Your Unit's UIC			Your Unit's DODAAC						
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHO	ONE NU	IMBER	EXPIRATION DATE	SIGNATURE			
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Figure 4 shows a DA Form 1687 that allows personnel to sign the Priority Designator (Block 23 of DA From 2407) for priority 01 to 10 work orders and to submit and pick up work order requests and equipment. Moreover this DA Form 1687 supersedes all previous DA Forms 1687 from that unit.

Figure 4:

NOTICE OF DELEGATION For use of this form, see Di	DATE	20160707							
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REMARKS									
Fort Sill LRC Maintenance									
This DA Form 1687 supersedes all previ	ous DA Form	1687							
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UNIT IDENTIFICATION CODE			0	ODAAC/AC	COUNT N	JMBER			
Your Unit's UIC		Your Unit's DODAAC							
LAST, FIRST, MIDDLE INITIAL	GRADE	TELEPHO	ONE NU	MBER	EXPIRA	TION DATE	SIGNATURE		
Pearce, Charles D	СРТ	(580)442-X2		442-XXXX 20170914		70914	Charles D Pearce	Signify signed by Pitting District 1990 CT 199	
D				ADE 0000				ABD LC v1.01E	

DA FORM 1687, NOV 2015

PREVIOUS EDITIONS ARE OBSOLETE

Figure 5 shows a DA Form 1687 that allows personnel to submit and pick up work order requests and equipment. This DA Form 1687 does not allow the designated personnel to sign the priority designator (Box 23 DA Form 2407). Also note that this is an initial DA Form 1687 for this unit because it does not specify whether it is in addition to or supersedes all previous DA Forms 1687.

Figure 5:

NOTICE OF DELEGATION For use of this form, see D	IPT FOR SUPPLIES pency is DCS, G-4. DATE 20160707							
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REMARKS			***					
Fort Sill LRC Maintenance								
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DA FORM 1687, NOV 2015	PRI	VIOUS EL	DITIONS A	ARE OBSOLETE APD LC v1.				

10. Supply and ASP examples

Figure 6 shows an example of a DA Form 1687 for picking up and turning in parts at Building 2243.

Figure 6:

NOTICE OF DELEGAT For use of this form, se	DATE	20160412						
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			REQ REC		SIG	SIGNATURE AND INITIALS		
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DA FORM 4007 NOV 2045				- 0000LF			ABD 1.0 - 4.00C	

Figure 7 and Figure 8 are examples of DA Forms 1687 for the Ammunition Supply Point. In the Remarks section it must state that: "The individuals listed above have been screened IAW AR 190-11".

Figure 7:

NOTICE OF DELEGATION OF For use of this form, see DA PAM	DATE 20160330					
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UNIT IDENTIFICATION CODE		DODAAC/ACCOUNT NUMBER				
W0LXAA		W812Y1				
AST, FIRST, MIDDLE INITIAL GRADE	TELEPHONE NUMBER	EXPIRATION DATE SIGNAT		SIGNATURE		
ZAHURANIC, MICHAEL R LTC	586-282-5760	201	61112	Millethamie	Digitally signed by ZAHURANIC MICHAEL ROBERT 1036135634	

Figure 8:

NOTICE OF DELEGA For use of this form,	TION OF see DA PAM	AUTHORITY - RI 710-2-1. The propon	ECEIPT ent agenc	FOR SI y is DCS,	UPPLIED I	20160128
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/signed/

Director of Logistics Readiness Center

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