

TABLE-CHAIR REQUEST

All requests for chairs, tables and tents must be requested through Equipment Scheduling Capability(ESC). Units will be given ample time to set up their accounts and provide the proper documents to this office for processing their requests.

Below are the REQUIREMENTS:

1. Units should contact JEFFERY.T.PIERCE.CIV@MAIL.MIL by e-mail and request to set up or establish ESC access. OR units may report to Building 2764(near Airborne School) EACH Thursday at 0900.
2. Units will need to provide a current DA Form 1687(NOTICE OF DELEGATION OF AUTHORITY – RECEIPT FOR SUPPLIES). The current form is dated NOV 2015. Keep in mind the form must contain both digital and hand written signature.
3. Unit must also provide a copy of assumption or appointment orders to the MILES Warehouse Manager at Building 3020(Back loading dock)
4. As per ESC requirements/SOP all equipment should be requested six weeks in advance.

Units will be given 60 days to complete the above requirements upon receipt of this notice. Any questions concerning this matter may be directed to dennis.a.payne2.ctr@mail.mil or (706) 545-4933/5721.

UNIT REP. PRINTED NAME: _____

DATE NOTICE RECEIVED: _____

UNIT REP. SIGNATURE: _____

UNIT OF ASSIGNMENT _____