

Operating Procedures for Inventory Department at Gulf War

Responsibilities Before War:

- Make sure the Gulf War's Exchequer has a copy of the Updated Inventory Sheets for the current year.
 - Files are stored on the flash drive dedicated to Inventory and is usually kept in the binder, along with the keys, when not in use.
- Print 3 to 4 copies of EACH Department's Inventory Sheet and add them to the binder.
 - Example: Print from "GW Inventory [current year] Check Sheets".
- Be onsite prior to the War starting (2 to 3 days before hand should be sufficient) with the Inventory binder and Container keys.
- Be available and at the Inventory Storage Containers during those 2 to 3 days before site officially opens to allow other Departments the opportunity to get their items out of storage.
 - The time frame can vary, but 8am to 4-5pm is a reasonable expectation.
 - Each Department Head (or Deputy) must sign out what they are taking.

Responsibilities During War:

- The first 2 days of site being open, be at the Inventory containers to allow Departments access. (~8am to 1pm and on call as needed)
 - Each Department Head (or Deputy) must sign out what they are taking.
- Be available and accommodating to the other departments (through the use of walkies or text message) during the week to allow people
- 2 days before site is scheduled to close, be available for the Departments to start turning in their items.
 - Each Department Head (or Deputy) must sign back in what they are returning.

Responsibilities Post War:

- Review all Inventory Sheets and make any changes the Departments have made to what they are storing in Inventory.

- o Save the changes in 2 areas: the current year's Final Count as well as under the next year.
 - o Example: 2018's updates are saved under "GW Inventory 2018 Final Count" and also saved as "GW Inventory 2019 Check Sheets".
- Submit edited Inventory Sheets (Example: "GW Inventory 2018 Final Count") to the Exchequer in a timely fashion so that they can complete their event report.