

ADMINISTRATIVE - INTERNAL USE ONLY
(This Notice Expires 15 December 1987)

STAT

TRAINING

2 December 1987

* * * * *

SUBJECT: SKILLS WORKSHOP PROGRAM-INVENTORY, NEW PERSPECTIVES
ON AN OLD PROBLEM.

* * * * *

1. The Supply Division, Office of Logistics, will sponsor a Skills Workshop on Inventory Techniques on 14 December 1987 from 1300 to 1500. The presentation will discuss various types of inventory systems and approaches. Several techniques used to resolve and avoid problems with materiel control, documentation, and property records will be identified. A question and answer session will follow the presentation.

STAT
STAT

2. The workshop will be held in Room 2C19. Attendance is recommended for all Logistics employees whose present or future assignments may involve inventory management and property accounting responsibilities.

STAT

3. To register, submit a Form 73, Request for Internal Training, to the Logistics Training Officer in Room 2G10 by COB 9 December 1987. This Form 73 automatically registers you for the workshop. Workshop participants will not be confirmed by telephone. Additional information may be obtained by calling Bill or Mary on secure line.

STAT

Acting Director of Logistics.

DISTRIBUTION: OL & LC