

CSO General Information

Total Points:
0 / 0

- 1. AMCSS Location: _____
- 2. Dates of Visit _____
 Dates of Last Visit _____
- 4. Personnel In-Briefed:

3. Person(s) making visit:

90-100% Excellent
80-89% Satisfactory
70-79% Needs Improvement
0-69% Additional Training Required

5. Personnel Out-Briefed:

- 6.a) How long has the Store Manager been employed at the store _____
- b) How many years of AMCSS experience does the Manager hav _____

7. Preparation required prior to visit:

Review Operating Billing Statements (previous 12 months)

What are the operating cost/personnel cost percentages compared to other AMCSS's

Year to date sales (\$) this year (DSCP/COMM=TOTAL): _____

Year to date sales (\$) last year (DSCP/COMM=TOTAL): _____

What is the operating cost pro rata share compared to other stores in the same catagory of sales?

AMCSS General Information/Overall Appearance

- 1. Are the AMCSS hours of operation adequate to support Soldiers? (AR 700-84, 2-4c) _____
- 2. Are the hours clearly displayed outside? (AR 700-84, 2-4c) _____
- 3. Is the stock room adequate? (MOA, APP B, 5e) _____
- 4. Is there a remote stock room? _____
- 5. Is the AMCSS conveniently located close to main store/troop area? _____
- 6. Is there a shuttle bus to the AMCSS? _____
- 7. Date of last renovation/upgrade: _____
- 8. Is there a scheduled renovation/upgrade? _____
- 9. Clothing displays (AR 700-84, 2-3, MOA, APP B)
 - a. Are the displays neat and attractive? _____
 - b. Are dressing rooms accessible? _____
 - c. Are sizes and prices clearly displayed? _____ 0 / 0 pts.
 - d. Are garments displayed on mannequins/forms properly fitted and conform to AR 670-1, Para 1-9? _____ 0 / 0 pts.
 - e. Are AG coats and trousers free of wrinkles? _____
- 10. What is the location of the nearest Military Clothing Sales Store (MCSS)?

Comments:

Recommendations:

Review Documentation/DA Form 3078

- 1. A review of _____ DA Form 7000s (Delegation of Authority-Army Military Clothing Sales Store) revealed _____ were not prepared IAW AR 700-84 , 5-2, Figure 5-1 0/ 0 pts.
- 2. A review of _____ Individual Charge Sales revealed that _____ were not prepared IAW AR 700-84 , 5-2, Figure 5-1 0/ 0 pts.
- 3. A review of _____ Supplemental issues revealed that _____ were not prepared IAW AR 700-84, 4-6. 0/ 0 pts.
- 4. A review of _____ Initial issues revealed that _____ were not prepared IAW AR 700-84, 5-2. 0/ 0 pts.
- 5. A review of _____ Gratuitous issues revealed that _____ were not prepared IAW AR 700-84, 5-4. 0/ 0 pts.
- 6. A review of _____ Exchanges revealed that _____ were not prepared IAW AR 700-84, 5-11, 5-12. 0/ 0 pts.
- 7. A review of _____ IRR/IMA/IET showed that _____ were not prepared IAW AR 700-84 Chapter 14 and Memorandum dated 26 OCT 2006 Subject: Enlisted soldiers in the IRR/IMA/IET/TPU. 0/ 0 pts.
- 8. Is the store processing DA Form 3078s for National Guard soldiers IAW AR 700-84 Chapter 15? _____
Are they being sent to the state for payment? _____
- 9. Is the DA Form 3078 being used for any bulk issues at the AMCSS? _____ 0/ 0 pts.
- 10. Are there problems with the AMCSS being reimbursed for invoices? _____
Explain: _____
- 11. Are there any outstanding DA Form 3078 issues at the AMCSS? _____
Explain: _____
Comments: _____

Recommendations:

Alterations

- 1. Is the location of the alteration facility convenient to the customer? (AR 700-84,2-4e) _____
- 2. Are enlisted soldiers receiving alterations, for DSCP items, at no cost? (e.g. Enlisted Only) _____
- 3. Is the alteration work ready for customers within 4 working days? (AR 700-84, 2-4e) _____
- 4. Are customers having items altered by a tailoring facility of their choice due to AAFES Alteration Shop not readily available? _____
- 5. During a review of _____ months of alteration certificates, _____ were checked and _____ were found deficient 0 / 0 pts.
- 6. Are alteration shop personnel separating DSCP from AAFES alteration certificates before logging them into the AAFES Forms 6550-1, and the Alteration Shop Control Sheet? _____
- 7. Are there any special measurements taken? _____
 - a. If yes explain what authorized special measurements performed and why: _____
- 8. Are AMCSS associates skilled in performing proper adjustments in fitting and or measuring uniforms? _____

Comments:

Recommendations:

Supply Management

1. Are Product Quality Deficiency Reports (PQDR) being prepared on Standard Form (SF)368 for defective merchandise received by the AMCSS? (AR 700-84, 2-6) _____ 0/ 0 pts.

a. Were the PQDR submitted within reasonable time frame ? _____ 0/ 0 pts.

b. Has the AMCSS manager received a response from DSCP? _____

c. Has a follow-up and reconciliation been conducted? _____

d. Has the AMCSS received credit back for the PQDR transaction? _____

e. What is the dollar value of PQDR submitted YTD? _____

2. Are there outstanding PQDR? _____

Document #	Contract #	DLA Contract #	Age (Days)	Reason
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b. How many? _____

c. How old? (Average age) _____

d. Is the merchandise for all PQDR being held until receipt of disposition instructions and is all merchandise properly identified to reconcile with the PQDR document? _____ 0/ 0 pts.

3. Has the AMCSS manager disposed of the merchandise as prescribed by disposition instruction? _____ 0/ 0 pts.

4. Are Supply Discrepancy Reports (SDR) being submitted by the AMCSS manager?(AR 735-11-2, Table 1) _____ 0/ 0 pts.

Are there un-reconciled discrepancies? _____

a.Are there any over 90 days old? _____

b. How many are over 90 days? _____

c. What are the reasons? _____

5. Are denied Supply Discrepancy Reports being received? _____

a. What is the reason(s)?
(Document #)

b. Has the AMCSS manager resolved the denied SDR and recorded the transactions? _____ 0/ 0 pts.

6. Has DD Form 1348-1a, (Issue Release / Receipt Document) been reviewed and discrepancies noted? _____

What was found?

7. Does the store have any backorders _____

Details

8. Are other activities or personnel costs charged by the AMCSS? _____

If yes, what? _____

9. Are AMCSS personnel knowledgeable of their assigned duties? _____

Comments:

Recommendations:

Merchandising

- 1. Is the Defense Supply Center Philadelphia, (DSCP) merchandise being sold at current Fedlog price? _____ 0/ 0 pts.
 Why they are not sold at Fedlog price?
- 2. a) Are Condition Code "B" clothing items being received? _____ 0/ 0 pts.
 Explain:
 b) Is the "Condition Code "B" clothing items displayed separately from the new clothing items? _____ 0/ 0 pts.
 Why:
 c). Are the Condition Code "B" clothing items clearly marked and identified with correct pricing? (50% off the Fedlog price) _____ 0/ 0 pts.
 Why:
 d). Are the Condition Code "B" clothing items being depreciated after 60/90 days and credited to the 109-12 account _____ 0/ 0 pts.
 Why:
 e). Are the Condition Code "B" standards being enforced when exchanges are made at the Clothing Sales Store? _____ 0/ 0 pts.
- 3. Are there any optional / non uniform items display distracting the view of DSCP items? _____ 0/ 0 pts.
- 4. Does the AMCSS receive Direct Vendor Delivery / Virtual Prime Vendor? _____
 a) Are there any problems? _____
 b) If yes, what are the problems? _____
- 5. Does the AMCSS have problems with depot shipments? _____
 What are they? _____
- 6. Is the Government Purchase Card being used IAW 700-84? _____
 For what purpose? _____
- 7. Is either WEBSDR or Standard Form 364 being prepared on items of shipping discrepancies over \$100.00? _____ 0/ 0 pts.
- 8. a) Does the AMCSS sell Air Force, Marine or Navy military clothing? _____
 b) Is there a Cross-Service Support Agreement on file? _____ 0/ 0 pts.
- 9. a) Does the AMCSS transfer DSCP merchandise? _____
 b) To where are they transferring the items? _____
 c) Is there an exception to policy on file for transfers to non-appropriated facilities? _____ 0/ 0 pts.

Comments:

Recommendations:

Organizational Clothing and Individual Equipment (OCIE)

- 1. Is the AMCSS manager aware of the policy outlined in the MOA between HQDA and HQ AAFES on stocking OCIE items? (MOA Ch 7c(4)) _____ 0/ 0 pts.
- 2. Was there an attempt to contact the Central Issue Facility to verify list with their inventory? _____ 0/ 0 pts.
- 3. Does the Central Issue Facility Stock the item currently on stoc _____ 0/ 0 pts.
- 4. a) Is there an approved letter on file and up-to-date for the items of OCIE stocked? (AR 700-84, 2-7b, MOA, Ch 7C(4)) _____
- b) Do the items on the shelf match the letter? _____ 0/ 0 pts.
- 5. Are there expendable items of OCIE on sale? (AR 700-84,2-7b) _____ 0/ 0 pts.
- 6. Is there MOS specific OCIE on sale? (AR 700-84,2-7d) _____ 0/ 0 pts.
- How many and what items?

Comments:

Recommendations:

NOTE: MOS Specific OCIE will not be ordered, stocked or sold at the AMCSS. If the store has these items they should be transferred to the CIF. (AR 700-84, PARA 2-b)

Conclusion

The following store employees received on-the-spot training: _____

Conclusion:

Signatures

Clothing Service Office Action Officer	Clothing Services Office Team Leader:
<input type="text"/>	<input type="text"/>
Clothing Service Office Supervisor/Chief	HQ AAFES (Divisional Merchandise Manager)
<input type="text"/>	<input type="text"/>
AMCSS Manager	AAFES General Manager
<input type="text"/>	<input type="text"/>
Please submit back to the Clothing Services Office when completed: Fax#:410-612-5460	

Reference Material

1. SEE AR 700-84, APPENDIX A, REFERENCES
 - a. SECTION I REQUIRED PUBLICATIONS
 - b. SECTION II RELATED PUBLICATIONS
 - c. SECTION III PRESCRIBED FORMS
 - d. SECTION IV REFERENCED FORMS
2. MEMORANDUM OF AGREEMENT BETWEEN THE DEPARTMENT OF THE ARMY AND THE ARMY AND AIR FORCE EXCHANGE SERVICE, FOR THE OPERATION AND MANAGEMENT OF ARMY MILITARY CLOTHING SALES STORES (AMCSSs) WORLDWIDE
3. WEB SITE FOR AMC (Army Material Command): <http://www.amc.army.mil/>
4. WEB SITE FOR FORSCOM (Army Forces Command): <http://www.forscom.army.mil/>
5. WEB SITE FOR DSCA-G4 : <https://www.us.army.mil/suite/page/230892>
6. WEB SITE FOR DSCP : <http://www.dscp.dla.mil>
7. WEB SITE FOR TACOM (Tank, automotive and Armaments Command): <http://www.tacom.army.mil/main/links.html>
8. WEB SITE FOR HERALDRY: [http://tri.army.mil/LC/CP/SST/Welcome to the Soldier Systems Team.htm](http://tri.army.mil/LC/CP/SST/Welcome%20to%20the%20Soldier%20Systems%20Team.htm)
9. WEB SITE FOR ARMY REGULATIONS/PAMS: <http://www.army.mil/usapa/epubs>
10. WEB SITE FOR LOGISTICS INNOVATION AGENCY: <http://www.lia.army.mil>
11. WEB SITE FOR TECH MANUALS: <https://www.logsa.army.mil/pubs.htm>
12. WEB SITE FOR CHSO: <http://tri.army.mil/LC/CP/CSO/index.htm>
13. WEB SITE FOR QDR's/SDR's:(Logistics Web Portal) <https://aeps.ria.army.mil/aepspublic.cfm>