***Inventory Tracking and Acquisition Process***

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**Date**: August 2021

**1. Purpose**

This SOP outlines the standardized procedures for tracking, managing, and replenishing inventory used in BlueForce educational training operations. The system is divided into two categories: **Durable Inventory** and **Consumable Inventory**. The goal is to ensure efficient usage tracking, reduce waste, and maintain supply availability across operational buildings.

**2. Scope**

This SOP applies to:

* Instructor Supervisors (IS)
* English Language Teachers (ELTs)
* Acquisition Inventory Department (AID)
* Base procurement personnel
* Administrative program managers (PMs)

The procedures described are applicable to all training buildings and storerooms under BlueForce contract management.

**3. Inventory Categories**

**3.1 Durable Inventory**

Durable items are nonperishable and include chairs, cabinets, whiteboards, and other reusable assets. Items are tracked by building location and storage area. Inventory records are maintained in a centralized Google Sheet [link], updated upon new acquisitions or relocations.

**3.2 Consumable Inventory**

Consumables (e.g., pens, markers, paper) are tracked based on **usage volume** rather than physical location. Usage is logged in the consumable inventory spreadsheet, available through the BF/TSI shared Google Drive.

**4. Inventory Intake and Tracking Process**

1. **Acquisition Request Initiation**
   * A staff member completes a *New Acquisition Request (NAR)* form and submits it to the Program Manager (PM).
   * The PM consolidates approved NARs into a *Contract Purchase Request (CPR)* and submits it to AFSAT for approval.
2. **Procurement and Delivery**
   * Once the CPR is approved, items are purchased from designated local merchants.
   * Receipts, invoices, and proofs of purchase are archived with the Acquisition Request List (ARL).
3. **Receiving and Barcode Tagging**
   * Upon delivery, items are labeled with barcodes and grouped by category for distribution across supply rooms.
4. **Storeroom Management**
   * Supplies are stored in IS offices for daily teacher use.
   * Instructor Supervisors restock storerooms regularly from the central supply.
5. **Usage Logging**
   * Before consumable items are taken from storage, they must be scanned or entered into the “used” column in the Consumable Inventory Tracker.
   * Unmarked items may not be removed or used.

**5. Stock Monitoring and Reporting**

* Monthly usage and replenishment trends are reviewed by the AID team.
* Annual purchase reports identify the **most/least consumed** items and highlight any anomalies in supply flow (e.g., during Ramadan periods).
* Historical purchase data (2019–2022) are used to predict seasonal shifts in demand and optimize stock cycles.

**6. Key Contacts and Tools**

* **AID Leads**: ELT Mustafa Samater, IS Jason Hill
* **Inventory Systems**: Google Sheets – Durable and Consumable Trackers
* **Forms Used**:
  + New Acquisition Request (NAR)
  + Contract Purchase Request (CPR)
  + Acquisition Request Submission (ARS)