



## **BRANCH MARKETING (BM) SUPPLY REQUEST GUIDELINES**

- Personnel requiring any BM storeroom items for TDY purposes must complete Part 1 of the BM supply request form and forward to BM via email. BM will verify all items: 1) To ensure that the request can even be fulfilled based on availability of item(s) requested, 2) The items requested are appropriate for which the purpose they serve; if not we will recommend a substitution.
- Requestor needs identify recipient by category in which they would fall (e.g. VIP, Honor Grad, Distinguished Grad, Brigade Commander/CSM, Foreign Dignitary, Outstanding Soldier, etc.). This also needs to align within the regulations (i.e. Gifts cannot exceed **\$50/person**).
- Marketing items for recurring BM events will be re-evaluated based on changes to the event and/or target audience as well as the availability of supplies.
- Once verification is completed, BM will forward form back to the requestor who then needs to attach the form to back of TDY request form for overall approval.
- All requests for BM storeroom items must be approved by OCADA Director/Deputy/CWOB or SGM.
- As the approving authority, OCADA Director/Deputy is informed of what the store room contains on a monthly basis and the cost of each items in inventory.