



DEPARTMENT OF THE ARMY  
PROJECT AND CONTRACTING OFFICE – IRAQ  
APO AE 09316

11 Nov 05

MEMORANDUM FOR THE RECORD

Subject: Procedures for Completing and Submitting a Logistics Support Request (LSR)

1. This form is for use by the requesting coordinator, normally a MNSTC-I or DoS Ministry representative. It is used in conjunction with the PWC Exceed database to identify material in warehouse locations available for delivery.
2. The Requesting point of contact (POC) is responsible for the accuracy of the information provided on the LSR. The accuracy of information provided in the LSR is critical to mission accomplishment. The information must be verified and updated if there are changes.
3. Any and all requests for changes, including delivery dates, delivery locations and product requested must be routed through the requesting POC, MNSTC-I J4 or PCO Programs LNO, and the PCO-LMCC. The PCO-LMCC will only make changes to missions as directed by the requesting POC.
3. An LSR requiring transportation and security support must arrive to the PCO LMCC 60 hrs prior to desired mission execution. LSR's requesting a direct customer pick up, a "Will Call" mission must be submitted 48 hrs prior to desired cargo pick up. Emergency Will Calls, requiring pick up with less than 48 hours notice, must be approved and coordinated through the PCO-LMCC Operations Officer (COR).
4. The following instructions will assist in completing the form:
  - a. Fill in the following fields which are self explanatory:
    1. Mission Number: The naming convention for your LSR must be both simple and consecutive. If the LSR is for the Ministry of Oil, the mission name might be MOO-001.
    2. Date of Request: This is the date the request is transmitted to the PCO-LMCC.
    3. Mission Date: This will be filled out by the requestor and is the date the requestor would like for the materials and goods to be shipped from current location to end user.

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4. Contract #: This is the primary contract number for the contract against which the delivery is requested.

5. Shipment Order: This number is in the Exceed database and identifies those materials at the warehouse.

6. Will Call pick up: Indicates that the requestor will provide the assets and security to move the identified shipment from the warehouse to end user.

7. Requesting POC: (Self Explanatory)

**Name:**  
**Position Title/Rank**  
**Phone/E-mail:**

8. Mission Location data including full Grid References

**Departure Location & Grid Coordinate:**  
**Departure Time**  
**Location Destination:**  
**Destination Grid Coordinate:**  
Receiving Window. Desired receipt Window Date and Time.

9. Verifiable Receiving POC

**a. Primary POC Name:** This is who the vendor identifies as the person who will sign and accept the shipment at final destination and is self explanatory. Please list as many communication links to the receiving POC as are available.

Rank  
Phone  
Email

**b. Secondary POC** Information if applicable, list the same details for the secondary POC as for the primary POC.

**c. Receiving Unit;** this is the identification of the Unit or Organization that is the end user of the shipment.

10. Material Handling Equipment (MHE) Available (Yes/No): The majority of cargo, except vehicles, is palletized for handling. Identify the availability of material handling equipment available at the delivery location.

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11. Special Instructions: If there are special needs for handling the shipment it should be identified here. For instance if you are shipping weapons or ammo or some high value items that require a special sort of transport (i.e. air ride, flat bed, cover (temperatures reach over 120 degrees in direct sunlight) it needs to be identified in this section or attached so that it accompanies this form when submitted.

12. Mission Information: Any unique information regarding the shipment the requestor feels is pertinent to the LMCC and the warehousing organization.

13. General Cargo Description: This section should be completed in as much detail as possible to include basic shipment description in terms of number of containers, pallets, crates, etc. Additional dimensional information such as height, width, and approximate weight would be ideal, however, are not required.

14. Warehouse Instructions: Specific to the Warehouse.

15. Security Required: To be completed by the requestor, if security is provided by the requestor then please state "User will provide" otherwise specify whether you intend PCO Logistics to provide security, in which "Private" should be inserted and if the user is coordinating military security then "Military" should be inserted.

5. If you have any problems with completing this form please contact the point of contact listed at the top of the form via e-mail.

6. Please be advised that our system is constantly being improved and developed to increase efficiency and the procedures discussed along with the form are subject to change.

JOHN HOLLY  
Director of Logistics  
Project and Contracting Office