APPENDIX A
DA FORM 1687 INSTRUCTIONS FOR BOTH WAREHOUSES

1. DATE – Enter the calendar date the form is prepared.

AUTHORIZED REPRESENTATIVES SECTION.

2. ORGANIZATION RECEIVING SUPPLIES – Enter the name of the unit.

3. LOCATION – Enter the city and state of unit location.

4. LAST, FIRST, MIDDLE INITIAL – Enter the name(s) of authorized representatives. Enter "NOT USED" on next available line when all lines are not used.

5. AUTHORITY – Enter "YES" in the REQ and/or REC blocks for each person authorized to request and/or receive supplies. Otherwise enter "NO".

****NOTE: For CIF, all Soldiers on the DA Form 1687 MUST have "YES" in the REQ block and also have a valid DD Form 2875, System Authorization Access Request Form on file with CIF.**

6. SIGNATURE AND INITIALS – **POLICY CHANGE.** This new method will meet the dual signature requirement for both the hand written and CAC enabled signatures. Enter the dual signature of authorized representatives.

    a. Attached are instructions, Appendix C, for uploading the .bmp hand written "wet signature" which is now acceptable for Audit Readiness and CLRT inspections.

    b. Use the settings recommended in para 1 of Appendix C to create your new digital signature. The settings produce a clear legible digital signature.

AUTHORIZATION BY RESPONSIBLE SUPPLY OFFICER OR ACCOUNTABLE OFFICER SECTION.

7. Enter an "X" in the "Delegates To" block to show that the authorized representative is delegated to request/receipt for supplies.

8. After "THE AUTHORITY TO:" specify the classes of supplies for which the representatives may sign. Listed below are the authorized classes of supply for each type of DODAAC. DO NOT USE ROMAN NUMERALS.

    a. GCSS-A Fiscal Station Number (FSN) 13145:

        (1) Property Book DODAACs – Type Unit Code (TUC) 920 are authorized class 1C, all sub classes of 2, 4 and 7, 84, 85.

(2) Expendable Unit Supply DODAACs – TUC 950 are authorized class 1C, 1S, all sub classes of 2 and 4, 6C, 84, 85. Units are no longer authorized to order class 3 using unit expendable DODAAC.

(3) (FMS/CSMS/MATES) DODAACs – TUC 910 are authorized class 2E, 32,33,35,36,37,3A,3W,3X,89 and all sub classes of 9. Shops will order class 3 using their DODAAC.

b. GFEBS FSN 21001:

(1) One DODAAC assigned per "AA" unit.

(2) Authorized classes of supply are 1,2,3,4,7,8,9 (GFEBS PRs, GPC, Bulk Fuel, Medical and Subsistence)

c. CIF – Enter Class 2 only.

9. REMARKS – Enter the SSA (USP&FO Warehouse or CIF) to which the form is being sent. Do not put both warehouses on the same form.

I ASSUME FULL RESPONSIBILITY SECTION.

10. UNIT IDENTIFICATION CODE – Enter the UIC of assigned unit.

11. DODAAC/ACCOUNT NUMBER – Enter the unit DODAAC. **ONLY ONE DODAAC PER DA 1687.**

12. LAST, FIRST, MIDDLE INITIAL – Enter the name of the responsible person (i.e. Unit Commander or Shop Chief). **Individual must match the Assumption of Command letter.**

13. GRADE – Enter the grade or rank of the responsible person.

14. TELEPHONE NUMBER – Enter the telephone number of responsible person to include area code.

15. EXPIRATION DATE – Enter the expiration date of the card. This date is determined by the person making the delegation. Do not set a date later than the date the delegating authority expects to remain in the position. **Both warehouses will accept up to two (2) years out for expiration date.** Click on the drop-down tab to select the expiration date. (20170930)

16. SIGNATURE – Enter the signature of the responsible person.   Same rules apply as in para 6 above.