



DEPARTMENT OF THE NAVY  
NAVAL RESERVE OFFICERS TRAINING CORPS UNIT  
DEPARTMENT OF NAVAL SCIENCE  
UNIVERSITY OF NEBRASKA  
LINCOLN, NEBRASKA 68588-0139

IN REPLY REFER TO

4000


Ser NROTCUNE/187

OCT 16 2018

MEMORANDUM FOR RECORD IN REGARDS TO REQUEST SUPPORTING DOCUMENTATION FOR "ROUND 44 GF MILSTRIP" AUDIT SAMPLE

From: Commanding Officer, NROTC Unit, University of Nebraska

1. This memorandum is submitted in response to the query for the proper receipt for goods from transaction DD 1348-1A for MILSTRIP Document N632238123R001. The outlined is not available at this time.
2. At the time of the receipt of the items in question the command was gapped at the Supply Technician position. The five-month gap from April to September before a new Supply Tech was accepted onboard has caused a backlog in routine administrative supply functions that is still to be overcome. Proper practices are in place for the receipt of items following enterprise standard operating procedures annotated with the date, name, and signature of the receiving authority, for example, but due to the timeliness of the receipt request in support of the mentioned audit, this memorandum for the record is offered as receipt for the item. In follow-up, we continue the work to replace this memo with the actual packing slip and will ensure proper documentation is executed and retained in unit records in the future.
3. POC regarding this matter is Sara Bowie at (402) 472-2475 or email: [sbowie2@unl.edu](mailto:sbowie2@unl.edu)

  
M. A. LAKAMP  
CDR USN  
BY DIRECTION