

STORES AND SHIPPING DEPOT

Although this unit is under the authority of the Supplies and Properties Division, it need not be in close relation to the Division. This Depot ships all new equipment and supplies to the mission posts abroad. It also takes delivery of materials from manufacturers.

It should be located at grade level with good access to loading bays for tractor trailers and panel trucks. Height of the warehouse area should be approximately 14'-0".

<u>Function</u>	<u>Staff</u>	<u>Area</u>	<u>Remarks</u>
Head	1	150	P.O.
Staff	9	800	G.O.
Warehouse	6	19,500	G.O. Secure storage at 400
			Receiving 1000
			Shipping 1000
			Packing 2500
			Storage 1000
			Materials 800
			Stationery
			Storage and
			Supplies 11,600
			Bulk Storage <u>1,200</u>
Total	16	20,450	