

Retail Store Sale of USAP Agency Memorabilia

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Revision 1

Approved by [REDACTED]

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*Active Divisions/Departments
Area Directorate/Retail Operations
RPSC Finance Division
Participating USAP Agencies*

*Raytheon Polar Services Company
McMurdo Area Directorate/Retail Operations
Contract No. OPP 0000373*

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Purpose

This procedure outlines the responsibilities and procedures for procuring and accounting for merchandise produced by other USAP agencies for sale within the USAP Retail Stores.

Scope/Applicability

This procedure applies to personnel engaged in Retail Sales activities at McMurdo Station and to other United States Antarctic Program (USAP) agencies that wish to offer memorabilia for sale at the McMurdo Station store.

Terms and Definitions

This section includes terms and definitions and should follow the format shown below.

109th AW

The 109th Airlift Wing of the New York Air National Guard

1099 Form

A United States Internal Revenue Service Form for reporting income

IRS

The United States Internal Revenue Service – an operating agency of the United States Treasury.

Participating Agency

An organization participating in and officially recognized by the United States Antarctic Program

POC

Acronym for Point of Contact

RPSC

Raytheon Polar Services Company – business unit of the Raytheon Corporation

SFA

Abbreviation for Support Forces Antarctica – the joint military (U.S. Air Force, U.S. Coast Guard and U.S. Navy) operation principally coordinating air and sea cargo logistics to McMurdo Station, under United States Transportation Command.

USAP

The United States Antarctic Program – Umbrella agency under which all United States National Science Foundation Antarctic research is conducted.

W9 Form

Request for Taxpayer Identification Number and Certification - A United States Internal Revenue Service Form

Responsibilities

Supervisor, Retail Operations

The RPSC Retail Sales Supervisor has responsibility for the following actions:

- Calling this procedure to the attention of personnel engaged in retail sales
- Explaining this procedure to any USAP agency that desires to offer memorabilia at the McMurdo Station store.
- Drafting and signing Letters of Agreement, as described in this procedure
- Inventorying USAP Agency materials received for resale.

RPSC Finance Division

The RPSC Finance Division is responsible for paying invoices for USAP Agency memorabilia when approved and properly submitted for payment by the Retail Sales Supervisor.

Participating USAP agencies

USAP agencies desiring to sell memorabilia in the McMurdo Station store have the responsibility to familiarize themselves are required to become familiar with and abide by this procedure.

Discussion

Raytheon Polar Services Company (RPSC) and the National Science Foundation (NSF) have agreed to allow other agencies participating in the United States Antarctic Program (USAP) to sell memorabilia, (for example, tee shirts, hats, souvenir pins or embroidered patches) within the McMurdo Station Store. The benefit, financially or otherwise is for the agency as a whole and not to specific individuals.

Responsibilities and Accounting

Letter of Agreement

A letter of agreement, between the USAP agency desiring to offer memorabilia (participating agency) and the RPSC Retail Operations, will be drafted and signed covering the following areas:

- Agency's Point-Of-Contact information
- Method of resolving inventory discrepancies
- Organizational Account or Individual(s) to which payment is to be made.

Determination of Merchandise to be Carried

The USAP agency's Point-of-Contact (POC) will supply the Retail Supervisor with a descriptive list of items available for sale in the coming season. The POC will then be provided with a list of suggested items to carry. The suggestion list will include acceptable unit counts as well as information on quality expected and on items that have sold well in the past.

The agency will be given a total dollar amount that is available for the product that the McMurdo Store will carry. This amount is based on the previous year's sales in each of the retail stores. If the agency merchandise delivered in the previous season has not sold out, the Retail Supervisor will review total units still in stock as well as dollar amount in inventory. The amount of inventory in stock will directly affect the amount purchased for the coming season.

Inventory Accounting

The participating agency is solely responsible for inventory in transit to RPSC. The agency will be required to include an itemized inventory spreadsheet with all merchandise delivered. This spreadsheet must have quantity, clothing size (where applicable) and unit cost for each item as well as total unit costs. Upon receipt, the Retail Supervisor will verify the inventory is correct, all items are clean, and match the quantities and description on the itemized spreadsheet. In the event of an inventory discrepancy, the Retail Supervisor will contact the agency's POC to resolve the issue. Once inventory discrepancies (if any) are resolved, RPSC assumes responsibility for the merchandise.

Paying for Participant's Products

Upon assuming responsibility for the merchandise, the Retail Supervisor will send a copy of the received inventory spreadsheet to the RPSC Finance Department and have a check request issued to the participating agency for the full amount of inventory received. This will be a one time payment for inventory received for the season.

Participating Agency Reporting and Responsibilities

The preferable way to process payments is for the participating agency to use an agency "operating checking account", identified in the Letter of Agreement, to process all payments. In this way, the participating agency would be established as a vendor to RPSC.

In the event that the participating agency elects payment to an individual or multiple individuals, a United States Internal Revenue Service (IRS) *Request for Taxpayer Identification Number and Certification* (W-9 Form) must be submitted for each individual who is to receive payment. The purpose of the W-9 Form is to identify the agency name or participating individuals to whom payment is to be made for products sold. At the end of the tax year, RPSC is required to submit the appropriate information to the IRS of payments made to individuals for goods or services (most likely in the form of an IRS Income Reporting Form (1099 Form). The payment recipient will be responsible for reporting these payments on their company or personal tax return.

Recommendations and Minimum Requirements for 109th AW/ SFA Retail Merchandise

The following is a list of recommendations for the 109th Airlift Wing (109th AW) and Support Forces Antarctica (SFA) for possible amounts of inventory to be carried in the McMurdo Station store. When ordering for the store we usually order items in one Gross (144 units).

The minimum order we will purchase is 72 units per design on the tee shirt category, and 48 units per design on both the fleece/sweatshirts, and polo/button-down categories.

- **Tee shirts** – long and short sleeve styles. 2 to 3 styles would be acceptable. If purchasing 72 units of each design, the preferred break out is:
 - ◆ 6 small,
 - ◆ 12 medium,
 - ◆ 24 large,
 - ◆ 24 x-large,
 - ◆ 6 xx-large

- **Fleece jackets, vests, sweatshirts** – Retail carries fewer styles and designs of these, due to the higher unit cost. Recommended minimum purchase of 48 units per desired style, with a simple embroidery design on the left chest. The preferred break out is:
 - ◆ 6 medium,
 - ◆ 18 large,
 - ◆ 18 x-large,
 - ◆ 6 xx-large

- **Polo shirts or Button downs** – One or the other is recommended in these styles of clothing. Polo shirts have tended to be a popular item with both the 109th AW and the SFA. It is recommended to carry one by each agency. Carrying a higher quality of product is also recommended. These tend to be more popular than the lesser grade of shirt. Historically the most popular colors are basic black or dark blue. Recommended minimum purchase of 48 units per desired style. The preferred break out is... ..
 - ◆ 6 medium,
 - ◆ 18 large,
 - ◆ 18 x-large,

- ◆ 6 xx-large

- **Ball Caps** - 2 different styles are recommended for each agency. These are always a very popular item for both the 109th AW and the SFA. It is recommended to order two styles, each with a different embroidered logo. These should be ordered at 144 of each style logo, by each agency.

- **Souvenirs** – Both Agencies have historically carried various small souvenirs. These have included patches, mugs, pins, water bottles etc. These have all been successful products. It is recommended to carry at least 144 to 200 units of any of this style of product.
 - ◆ Patches and Pins tend to sell well. It is suggested carrying 200 units of these items.
 - ◆ Water bottles, mugs and other small items should be purchased in smaller quantities, possibly 144 units depending on the item. There will be a minimum unit amount depending on the item. Recommendations can be made during the planning stages. All items need to have Antarctic-specific logos.

Records

Record Identification, Format, & Owner	Active Location Storage, Protection, & Retrieval	Facility Storage, Protection & Retrieval	Retention Time (Active and/or Facilities Storage_	Ultimate Disposition
Letter of Agreement Hard Copy Retail Manager	Retail Manager's Desk Drawer (McMurdo), No Special Protection, Retrieved by Retail Manager	N/A	2 Years	Recycle
List of Items to carry Hard Copy , Retail Manager	Retail Manager's Desk Drawer (McMurdo), No Special Protection, Retrieved by Retail Manager	N/A	2 Years	Recycle
Inventory Spreadsheet Hard Copy, Retail Manager	Retail Manager's Desk Drawer (McMurdo), No Special Protection, Retrieved by Retail Manager	N/A	2 Years	Recycle

Attachments, Appendices

None.