ATP 4-42.2

SUPPLY SUPPORT ACTIVITY OPERATIONS

September 2024

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Preface

ATP 4-42.2 provides specific guidance on establishing and operating a supply support activity.

The principal audience for ATP 4-42.2 is all members of the profession of arms. Commanders and staffs of Army headquarters serving as joint task force or multinational headquarters should also refer to applicable joint or multinational doctrine concerning the range of military operations and joint or multinational forces. Trainers and educators throughout the Army will also use this manual.

Commanders, staffs, and subordinates must ensure that their decisions and actions comply with applicable United States, international, and, in some cases, host-nation laws and regulations. Commanders at all levels will ensure that their Service members operate in accordance with the law of armed conflict and the rules of engagement. (See FM 6-27 for legal compliance.)

ATP 4-42.2 uses joint terms where applicable. Selected joint and Army terms and definitions appear in both the glossary and the text. For definitions shown in the text, the term is italicized, and the number of the proponent publication follows the definition. This publication is not the proponent for any Army terms.

ATP 4-42.2 applies to the Active Army, Army National Guard/Army National Guard of the United States, and United States Army Reserve unless otherwise stated.

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Introduction

ATP 4-42.2 is the United States Army manual for operating a supply support activity. The Army must continually evolve to address the shifting operational environment. It must adapt innovative ways to address peer and near-peer threats. The Army must be prepared to win against highly capable actors. Sustainment is an essential element of any Army operations. The supply support activity is a critical enabler providing Army logistics in support of operations.

ATP 4-42.2 contains three chapters.

Chapter 1 provides a supply function overview and discusses sustainment automation and inventory fundamentals.

Chapter 2 explains how to establish and operate a supply support activity.

Chapter 3 explains the roles and functions of Army units performing supply support actions.

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Chapter 1
Supply Overview

Supply provides the materiel required to accomplish the mission and is essential for enhancing Soldier quality of life. This chapter describes the basics of supply operations, the classes of supply, and discusses the authorized stockage list and Department of Defense activity address codes. It also highlights sustainment automation and briefly discusses inventories.

SUPPLY

1-1. *Supply* is the procurement, distribution, maintenance while in storage, and salvage of supplies, including the determination of kind and quantity of supplies (JP 4-0). *Supply support activities* are activities assigned a Department of Defense activity address code and that have a supply support mission (JP 4-09).

SUPPLY OPERATIONS

1-2. Supply operations refer to the combination of supply functions found in any supply node in the Army supply chain that occur on garrison installations, in composite supply companies, and within the tactical level of war in deployed environments. Supply operations include five primary functions consisting of receive materiel, store materiel, issue materiel, turn-in materiel, and supply accountability. The specifics of how to receive, store, issue, and turn-in materiel and account for supplies are addressed in Chapter 3. These functions are illustrated in figure 1-1.

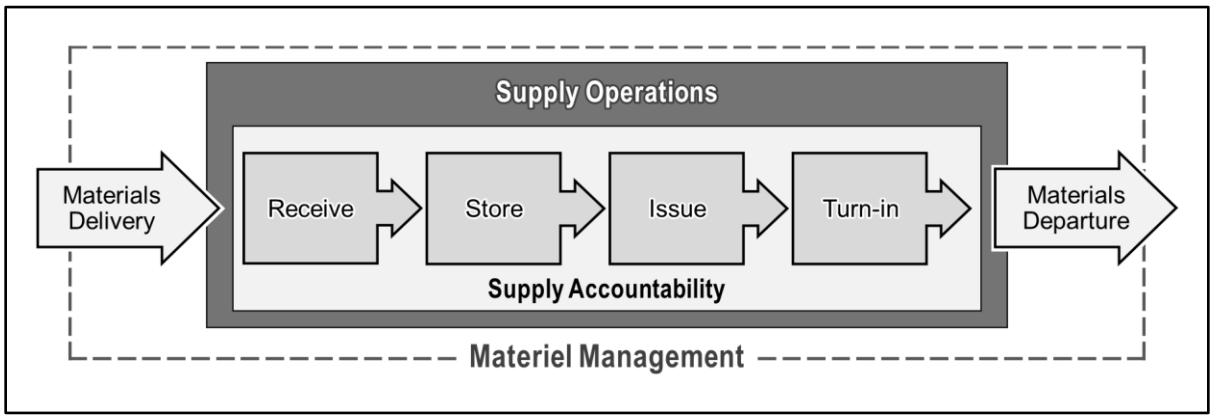


Figure 1-1. Supply functions and their relationships to the supply system

SUPPLY ACCOUNTABILITY

1-3. When receiving materiel (whether from higher supply sources, other supply support activities [SSAs], or directly from strategic sources), most supplies enter the gaining SSA at the receiving point, while some supplies (both serviceable and unserviceable) enter the SSA through the turn-in section. Once received, supplies are placed into storage bins, which may include palletizing, stacking, or shelving the incoming stock. Supplies are issued to supported units upon request. Issuing includes maintaining signature cards for supported units. Issuing, receiving, and turn-in sections require DA Form 1687 (*Notice of Delegation of Authority - Receipt for Supplies*) to authorize and delegate personnel to receive, turn-in, and conduct transactions on behalf of their units and organizations. All accountability record keeping and inventory levels are managed by the SSA warehouse stock control section.

INVENTORIES

1-4. Maintaining accountability of supplies requires thorough inventories conducted to standard. It is important to understand what materiel is currently on hand, what materiel is required to be on hand to facilitate mission success for a variety of units, and what materiel is on hand with little to no demand.

1-5. Inventories provide the means to determine that stocks are serviceable and that the correct quantity is on hand. Inventory accuracy is an internal measure of the integrity of the warehouse process. Inventory results allow the SSA to correct quantity discrepancies against what is listed on the authorized stockage list (ASL). Quantity discrepancies include the gain of an item, loss of an item, or quantity mismatch in its designated location.

1-6. It is critical to perform physical inventories on a regular basis to maintain an accurate inventory record. A physical inventory is an actual count of the materiel on the shelves. The results of the physical inventory are reconciled with the enterprise resource planning technology to verify that storage records are correct.

PREPARING FOR SUPPLY INVENTORIES

1-7. It is important that the quantity and type of items shown on hand on the stock record matches the quantity and type of items in the warehouse. Inventories play an important part in keeping storage and financial records straight. Inventories help stock control to discover and correct inventory discrepancies. A proper inventory is a step-by-step process. The actions taken before the inventory are as important as the counting of supplies.

1-8. Conduct a location survey before beginning an inventory to make sure all data has been posted to the records and that all supplies are in the correct locations. A location survey is a physical check of actual storage locations against items recorded in the logistics information system. During the location survey, the survey team will identify and correct storage problems such as mixed and unidentified stock and other minor errors. After the survey teams complete the survey, the results are reconciled with the stock records located on the enterprise system. A comprehensive location survey prior to a wall-to-wall inventory often requires five days to complete; it must be performed while the SSA is still operating and should not impact day-to-day operations. Location maintenance should occur in conjunction with the location survey.

PERFORMING SUPPLY INVENTORIES

1-9. AR 710-2 requires that 100% of stock be inventoried at least annually; this is known as a scheduled wall-to-wall inventory. To decrease errors during the inventory, supply operations shut down to execute the count. Although most transactions cease, the issue of supplies for high priority items and non-mission capable status items must still proceed.

1-10. Cyclic inventories are scheduled and count only a portion of the inventory. This inventory type typically occurs monthly and accounts for 10% of the stock counted in the SSA. Cyclic inventories can be executed weekly, monthly, or quarterly depending on the battle rhythm and operational tempo.

1-11. Special inventories are not scheduled. A special inventory may be performed any time and for any reason that requires a physical count of items in storage. This type of inventory often occurs when there is a change in stock record account holder. In some instances, a special inventory may be required to facilitate causal research.

CLASSES OF SUPPLY

1-12. The SSA supports brigades, battalions, and combat sustainment units and other organizations to sustain warfighters by providing various classes of supplies. Army supply support is a subset of materiel management and SSAs are primarily designed to receive, store, safeguard, issue, accept turn-in, and account for various classes of supply. Every SSA is unique and configured according to the nature of supported customer units. SSAs are designed to support and sustain the operational endurance and overall operational readiness of their supported units' fleets and combat power. The supply classes are the ten categories into which supplies are grouped to facilitate supply management and planning and are listed in table 1-1.

Table 1-1. Classes of supply

Class and Symbol	*Description and Subclasses*
Class I 	**Subsistence:** Food. **A** – Nonperishable dehydrated subsistence that requires organized dining facilities. **C** – Combat rations include meals, ready to eat that require no organized dining facility; used in combat and in-flight environments. Includes gratuitous health and welfare items. **R** – Refrigerated subsistence. **S** – Non-refrigerated subsistence (less other subclasses). **W** – Water.
Class II 	**General Support Items:** Clothing, individual equipment, tentage, organizational tool sets and tool kits, hand tools, maps, administrative and housekeeping supplies. **A** – Air. **B** – Ground support material. **E** – General supplies. **F** – Clothing and textiles. **G** – Electronics. **M** – Weapons. **T** – Industrial supplies (for example, bearings, block and tackle, cable, chain, wire, rope, screws, bolts, studs, steel rods, plates, and bars).
Class III 	**Petroleum, Oils, Lubricants:** Petroleum (including packaged items), fuels, lubricants, hydraulic and insulating oils, preservatives, liquids and compressed gasses, coolants, deicing and antifreeze compounds, plus components and additives of such products, including coal. **A** – Air. **P** – Packaged products. **W** – Ground (surface).
Class IV 	**Construction/Barrier:** Materials that support fortification, obstacle and barrier construction, and construction material for base development and general engineering. **A** – Construction. **B** – Barrier materials.
Class V 	**Ammunition:** Ammunition of all types (including chemical, radiological, and special weapons), bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items. **A** – Air. **W** – Ground.
Class VI 	**Personal Demand Items:** Nonmilitary sales items. **A** – Personal demand items not packaged as ration supplement sundry packs. **M** – Personal and official letter and packaged mail. Does not include items in other classes such as spare parts. **P** – Ration supplement sundry packs.
Class VII 	**Major End-Items:** A final combination of end- products ready for intended use (for example, launchers, tanks, racks, adapters, pylons, mobile machine shops, and administrative and tracked vehicles). **A** – Air. **B** – Ground support material (includes power generators, firefighting, and mapping equipment). **D** – Administrative and general-purpose vehicles (commercial vehicles used in administrative motor pools). **G** – Electronics. **J** – Tanks, racks, adapters, and pylons (United States Air Force only). **K** – Tactical and special purpose vehicles (includes trucks, truck-tractors, trailers, semi-trailers). **L** – Missiles. **M** – Weapons. **N** – Special weapons. **X** – Aircraft engines.

Table 1-1. Classes of supply (*continued*)

Class and Symbol	*Description and Subclasses*
Class VIII 	**Medical Materiel/ Medical Repair** **A** – Medical materiel (including repair parts special to medical items). **B** – Blood and fluids.
Class IX 	**Repair Parts (less medical special repair parts):** All repair parts and components, including kits, assemblies, material power generators sub-assemblies (repairable and nonrepairable) required for all equipment; dry batteries. **A** – Air. **B** – Ground support material, power generators, and bridging, firefighting, and mapping equipment. **D** – Administrative vehicles (vehicles used in radio administrative motor pools). **G** – Electronics. **K** – Tactical vehicles (including trucks, truck-tractors, trailers, semi-trailers). **L** – Missiles. **M** – Weapons. **N** – Special weapons. **T** – Industrial supplies (for example, bearings, block and tackle, cable, chain, wire, rope, screws, bolts, studs, steel rods, plates, and bars). **X** – Aircraft engines.
Class X **CA**	Materiel to support nonmilitary programs, such as agriculture and economic development, not included in classes I through IX.

1-13. Additional information on what is included in each class of supply is listed below:

- **Class I** consists of bottled or packaged water and perishable and semi-perishable subsistence items or rations that are packaged as individual or group meals. The individual Soldier meals in the family of rations consist of the meal, ready to eat; first strike ration or close combat assault ration; meal, cold weather; and modular operational ration enhancement. Bottled or package water is potable water packaged for single use and intended for direct individual consumption. It has its own national stock number controlled by Defense Logistics Agency and ordered through the supply chain. Generally, bottled water is only used in contingency operations, civilian humanitarian relief, or theater opening when bulk potable water is not yet fully available to meet the requirements. Bulk water consists of military Service or contracted production, storage, and distribution that meet potable use requirements.
- **Class II** consists of common consumable items such as clothing, individual equipment, tentage, tool sets and kits, maps, and administrative and housekeeping supplies. This includes items of equipment, other than major items, prescribed in authorization/allowance tables and items of supply (not including repair parts). Small batteries for handheld devices are also included in this group.
- **Class III** consists of bulk and packaged petroleum products. Bulk petroleum consists of those petroleum products (fuels, lubricants) which are normally transported by pipeline, rail tank car, tank truck, barge, or tanker and are stored in tanks or containers having a capacity of more than 55 gallons (except fuels in 500-gallon collapsible containers, which are packaged). Packaged petroleum consists of those petroleum products other than fuels (generally lubricants, greases, and specialty items) that are stored, transported, and issued in containers with a capacity of 55 gallons or less.
- **Class IV** consists of fortification, barrier, and construction materials.
- **Class V** consists of ammunition of all types, bombs, explosives, mines, fuses, detonators, pyrotechnics, missiles, rockets, propellants, and other associated items.
- **Class VI** consists of personal demand items (such as health and hygiene products, writing materials, snack food, and beverages), mail, and other non-military sales items.
- **Class VII** consists of major end items such as weapon systems and vehicles. Major end items are a final combination of end products that are ready to use.
- **Class VIII** consists of two parts. Class VIII(a) includes medical materiel, supplies, and medical device repair parts. Class VIII(b) includes blood and blood products.

- **Class IX** consists of any repair part, subassembly, assembly, or component required in the maintenance or repair of an end item, subassembly, or component. These support the maintenance and repair functions performed throughout the theater on all materiel except medical. Large batteries for vehicles, to include hybridization and charging stations for energy sources, are also included in Class IX.
- **Class X** consists of items that support nonmilitary programs such as agricultural and economic development.

AUTHORIZED STOCKAGE LIST

1-14. The ASL refers to supplies maintained by an SSA based upon the needs of its supported units. For example, an ASL cultivates and supports operational readiness by ensuring that high-demand repair parts are stocked for various organizations such as armored, Stryker, and infantry brigades.

1-15. Every ASL is unique because each SSA stocks supplies based on the specific needs of its supported units. Accountable officers should analyze each supported unit's task organization to prioritize support requirements and make the most efficient use of available storage space. The SSA must meet and build relationships with the supported unit to understand the unit's mission and supply requirements. Task organization analysis includes identifying the supported unit's organic and theater-provided equipment density. This analysis allows the SSA to plan for any changes in its ASL.

1-16. Determining support requirements includes analyzing unit equipment density, upcoming deployments, seasonal requirements, or other operational requirements. An SSA's supported units may change over time. Early analysis of a new supported unit's task organization offers the opportunity to requisition items not currently carried on the ASL. The SSA may route a request for an initial recommended ASL through Army Sustainment Command's Stockage Determination Branch.

DEPARTMENT OF DEFENSE ACTIVITY ADDRESS CODES

1-17. The Department of Defense Activity Address Code (DODAAC) is a critical component of Department of Defense financial, supply, and transportation processes and procedures. Managing this component effectively is the basis of efficient customer support. Each DODAAC is a unique six-position alphanumeric code designating the activity/organization of ownership. It contains a set of in-the-clear and electronic routing addresses and includes embedded intelligence used by various automated systems. Failure to manage these alphanumeric codes will result in billing and accountability errors that require correction by supply and financial managers.

1-18. DODAACs and associated unit identification codes, derivative unit identification codes, and routing identifier codes are essential transportation and logistics codes. These codes identify unit location, mission, and support requirements used by the defense transportation and supply systems. DODAAC management is an important function, and any updates need to be coordinated with the appropriate unit property book officer via SSA personnel and the support operations (SPO) officer. DODAAC management involves scrubs and research along with coordinating the unit identification code and routing identifier code actions that are required in conjunction with DODAAC changes. For more information about DODAACs see Defense Logistics Management (DLM) Standards 4000.25 Volume 6. There are three organizational addresses or type allocation codes associated with a single organizational code. These are listed in figure 1-2 on page 6.

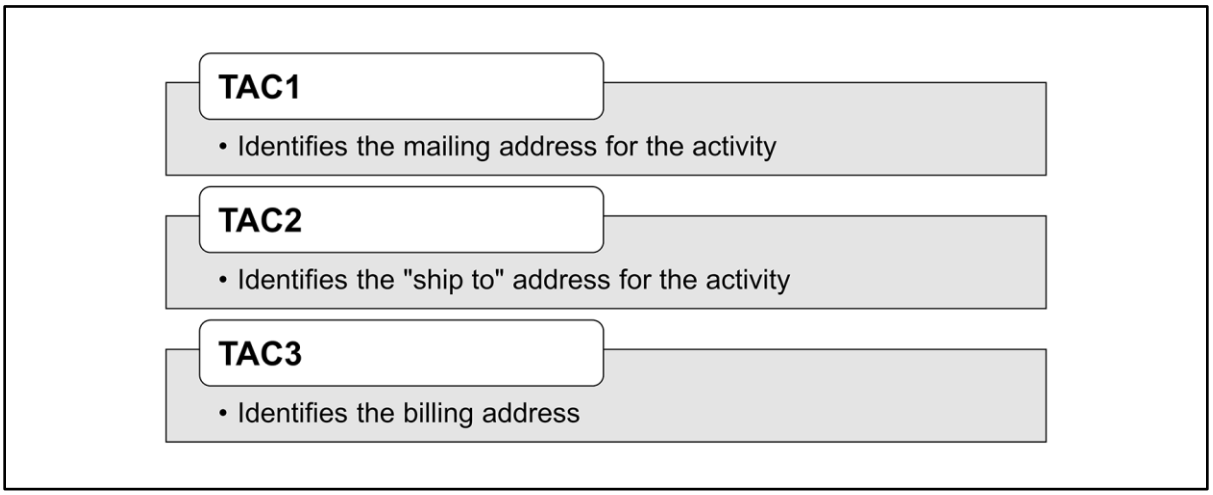


Figure 1-2. Type allocation codes

SUSTAINMENT AUTOMATION

1-19. Sustainment automation is vital to supply operations. Sustainment automation is an all-encompassing phrase to refer to the equipment and resources used to collect, store, display, and disseminate information. These include computer hardware, software, and networks as well as policies and procedures governing information management processes. It is imperative that all SSA Soldiers are trained on how to set up and run sustainment automation because of its importance to the supply support mission.

COMBAT SERVICE SUPPORT VERY SMALL APERTURE TERMINAL

1-20. The combat service support very small aperture terminal (commonly referred to as VSAT) is a satellite communications terminal for global satellite video, voice, and data communications. The system's only requirements are a power source and shelter from the weather. It does not require a fixed, permanent, or specific facility to operate. Its components are prewired in a chassis mount for transport in four ruggedized transit cases designed to withstand outdoor storage.

COMBAT SERVICE SUPPORT AUTOMATED INFORMATION SYSTEMS INTERFACE

1-21. The Combat Service Support Automated Information Systems Interface (commonly referred to as CAISI) is a commercial off-the-shelf communications solution. The system enables tactical wireless connectivity between forward deployed tactical users and their sustainment base networks.

GLOBAL COMBAT SUPPORT SYSTEM-ARMY

1-22. GCSS-Army is the automated web-based information and logistics system of record for Army materiel management. This system is one program consisting of two components: the Army Enterprise Systems Integration Program and GCSS-Army. The Army Enterprise Systems Integration Program provides the system's enterprise hub services and centralized master data management capabilities. GCSS-Army provides functional services to the business enterprise and warfighting mission areas focused on property book, supply operations, tactical maintenance, and logistics management and associated tactical finance functionality and serves as the tactical financial system of record for the Army.

1-23. GCSS-Army provides unit supply rooms with a virtual picture of customer bins at the SSA, which reduces the risk to Soldiers by limiting unnecessary movements around the battlefield. Maintenance sections can query the web-based system's asset visibility of parts and readiness across all levels. Catalog records of available materiel automatically update as changes occur, showing inbound deliveries throughout the supply chain. This tool allows all parties to work together through a logistics common operating picture that connects to all locations of commodities. The reach-back capability of the system allows SSA stocks to be kept to a minimum while sustaining supported units.

SUSTAINMENT AUTOMATION SUPPORT MANAGEMENT OFFICE

1-24. The sustainment automation support management office, which is organic the SPO section, executes systems administration, network administration, and sustainment automation policy at echelon. It determines sustainment automation requirements and compares them to available assets, identifies potential shortfalls, and recommends actions to eliminate or reduce their effects exclusively for enterprise business systems and the sustainment network. For more information about the office's operations see ATP 4-0.6.

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Chapter 2

Establish and Operate a Supply Support Activity

This chapter provides an overview of the principles of setting up and operating an SSA, beginning with site selection. This chapter also discusses the tools and equipment essential for success in warehouse operations.

DEPLOYING TO AND REDEPLOYING FROM AN UNDEVELOPED AREA

2-1. Every SSA must be prepared to adapt to changing locations, recognizing the unique aspects of each deployment and site. When operating in undeveloped areas where infrastructure such as roads and buildings may be lacking, safety, security, and natural terrain must be considered while planning the SSA field layout. Knowledge of the terrain is crucial for effective planning. If possible, an advance party should conduct a site survey to assess the potential space for establishing a supply point. Hazards, including those related to enemy activity, accidents, weather, or environmental conditions, must be identified to prevent injury, damage, or mission failure. Map reconnaissance can also be used if a site survey is not feasible. If the selected site will be used for an extended period, coordination with engineers may be necessary to assist with terrain analysis. Factors such as available space, proper drainage, trafficability of road networks, existing facilities, and terrain for protection must be assessed for site selection.

2-2. During redeployment, an SSA may need to relocate within an area of operations or return to its home station. The SSA must initiate redeployment activities based on the destination. Transportation and storage space limitations should be considered, and coordination with higher commands is essential for processing requisitions and transferring accountability of stocks.

2-3. Units develop movement plans and standard operating procedures to meet contingency support requirements. The movement plan should include sufficient detail to prepare units for deployment, while the standard operating procedures should outline functions for unit movement notification. Units should maintain a deployment binder containing essential documents and instructions for deployment. Standard operating procedures should clearly outline pre-movement checks, inspections, roles, responsibilities, and training.

2-4. Rehearse the movement plan and conduct pre-combat inspections to ensure full preparation and success in redeployment. It is also critical to perform load planning, including performing inventories and maximizing vehicle and container capacities. Both shippers and carriers must ensure safety of cargo, equipment, and personnel during loading, transit, and arrival.

STORAGE LOCATION LAYOUT CONSIDERATIONS

2-5. SSA establishment begins with a field layout plan and storage layout plan. The field layout plan includes the following:

- Designating, marking, and enforcing the traffic flow route.
- Establishing controls at the entrance and exits to control the flow of traffic.
- Designating a parking area near the entrance to control access to the SSA storage locations.

2-6. The storage layout plan includes the following:

- Identifying spaces for receipt, store, and issue functions.
- Ensuring workflow and personnel movements are simplified and in a straight line.
- Storing similar items together to streamline storage and issue operations.
- Locating materiel with high turnover close to the issue point.
- Locating heavy or large items close to the issue point.
- Planning for storage problems such as weather damage, breakage, and safety hazards.

2-7. The field layout plan and storage layout plan must also take environmental considerations into account. Environmental areas of concern include—

- Environmental health hazards.

- Status of the infrastructure that supports environmental considerations.
- Effect that terrain and weather have on operations as they pertain to the environment.
- Types of industry, agriculture, and natural resources present.
- Types of industry or agriculture present that generate hazardous materials and hazardous waste.
- Specific environmental issues (water, petroleum, mineral rights) that may be catalysts for conflict.
- Potential targets for environmental terrorism and the anticipated results of the damage.
- Chemical, biological, radiological, and nuclear considerations.

2-8. A large theater breakbulk point or a small tactical supply point will always use the same basic principles when developing the field layout plan. Figure 2-1 depicts a notional SSA field layout sketch as drawn on a map. In this instance, the SSA will be placed in an area with some trees and no roads other than the main road. During site selection, determine if engineers are needed to prepare the site for occupation by leveling the area, improving drainage, and building roads. SSA personnel must adapt the layout to the operational environment.

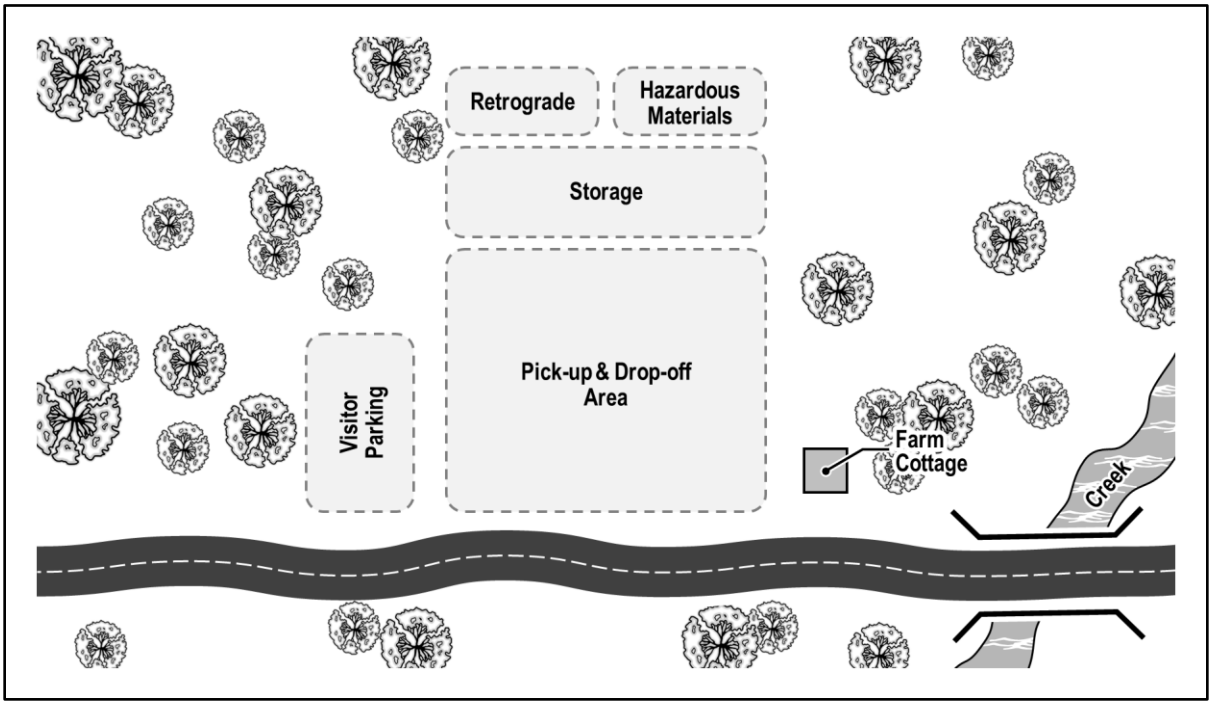


Figure 2-1. Notional supply support activity field layout plan

2-9. The SSA should be positioned and postured to minimize the effects of any chemical, biological, radiological, and nuclear threats or hazards that may exist in theater. Planners should consider the collective protection of the SSA warehouse to minimize the impact of hazardous agents and their effects on SSA operations. Use overhead cover to protect storage containers and trailers external to the warehouse as well as loading operations. Additionally, protective equipment (such as individual protective equipment) may require climate-controlled storage in the SSA. See FM 3-11 for additional information on these operations.

2-10. Consult DODI 4715.22 for environmental considerations if the site will be used for an extended period. It may be necessary to coordinate with engineers to assist with terrain analysis, site assessments, site-specific environmental concerns, and other environmental considerations. Proper assessment of environmental considerations helps to identify potential impacts of damaging cultural and historical resources. For additional information refer to JP 3-34, FM 3-34, ATP 3-34.5, and AR 200-1.

DISPERSION

2-11. Dispersion is a key principle in SSA operations. It enhances operational survivability and flexibility in a variety of operational environments. Dispersion is important when establishing SSA operations for several reasons:

- **Reduced Vulnerability**. Dispersion helps reduce the vulnerability of the SSA to enemy attacks. By spreading out assets and personnel, the impact of a single enemy attack is limited, making it more difficult for the enemy to disrupt supply operations.
- **Improved Survivability**. Dispersion improves the survivability of the SSA in the event of enemy attacks or natural disasters. If one area is compromised, other dispersed elements can continue operations and ensure continuity of supply.
- **Easier Concealment**. Dispersed operations are easier to conceal from enemy observation. This makes it harder for the enemy to locate and target the SSA, increasing the chances of operational success.
- **Enhanced Flexibility**. Dispersion allows for greater flexibility in operations. Units can more easily adapt to changing operational conditions and requirements, moving resources and personnel as needed without being tied to a single centralized location.
- **Improved Resilience**. Dispersion increases the SSA's resilience to disruptions. If one part of the SSA is affected by enemy action or other factors, other dispersed elements can continue to operate, reducing the overall impact on supply operations.

2-12. Commanders and planners must consider the terrain when establishing dispersed SSA operations to ensure that they can effectively leverage dispersion to enhance survivability. Commanders must weigh the trade-offs between dispersion/survivability and proximity/efficiency.

2-13. Dispersion increases the amount of time it takes to fulfill orders and requires a larger percentage of the work force to secure the SSA. SSAs established with all elements in proximity gain efficiencies in pulling and issuing supplies, and they reduce the percentage of the work force devoted to protection duties. Commanders must evaluate which course of action is best suited to support the maneuver force.

2-14. Terrain can significantly influence the effectiveness of dispersion in several ways:

- **Accessibility**. The terrain can affect how easily dispersed elements can maintain contact and communicate. For example, in rugged or heavily forested terrain, it may be more challenging for dispersed elements to move between elements or maintain effective communication. This may, impacting their ability to coordinate supply operations.
- **Visibility and Concealment**. Terrain features such as hills, valleys, and vegetation can affect the visibility and concealment of dispersed elements. In open terrain, dispersed elements may be more visible to the enemy, increasing their vulnerability. In contrast, terrain that offers natural cover and concealment can enhance the effectiveness of dispersion by making it harder for the enemy to locate and target SSA operations.
- **Defensibility**. Terrain that provides natural defensive positions, such as high ground or obstacles, can enhance the ability of dispersed elements to defend against enemy attacks.
- **Logistics Considerations**. Difficult terrain may require additional resources for transportation and communication, potentially affecting the efficiency of supply operations.
- **Weather**. Terrain can exacerbate environmental factors including weather conditions, that can impact the effectiveness of dispersed SSA operations. For example, heavy rain in mountainous terrain may cause mud slides impacting the ability of dispersed elements to move and operate effectively.

STORAGE OPERATIONS

2-15. Storage space is the most critical resource of any SSA. SSAs must make the best use of all available space as it is often limited. To organize and optimize storage, warehouse managers create a planograph. Planographs are blueprints or layouts illustrating the arrangement of storage areas, shelves, and racks. They aid inventory management and increase the speed for retrieval of supplies or equipment. Planographs aid in—

- Maximizing efficiency. This ensures that every inch of space is utilized effectively, minimizing waste and congestion.
- Implementing efficient placement. This ensures items are stored logically based on their size, frequency of use, or category and facilitates access.
- Executing inventory management. Efficient inventory management defines specific areas for specific types of supplies or equipment.
- Efficiently utilizing space Allocating specific areas for bulk storage, temporary storage, or specialized storage needs, allows speedier access to and utilization of available space.
- Applying safety protocols. Following safety and security protocols ensures clear pathways and emergency exits, and proper placement of hazardous materials

2-16. A supply point layout must be organized and disciplined, reducing the handling and movement of supplies within the SSA. SSA site planners should visualize day-to-day operations while developing the field storage layout plan. A well-planned SSA layout can reduce the number of times an item is handled and improve processing times, but a poor layout can adversely affect the ability to efficiently process receipts and issues. Sketch the SSA area to show the use of the space (receiving, shipping, hazardous materials storage, yard open storage, office space) and the materiel stored (repair parts, construction materials, end items). A sketch is a rough drawing that allows the testing of several ideas to zero in on the most likely layouts for the supply point. Include latrines and offices in the sketch. Every deployment is unique, and each supply point is laid out differently. Each SSA storage layout differs based on where it is placed in the operational area. Figure 2-2 depicts a notional field storage layout.

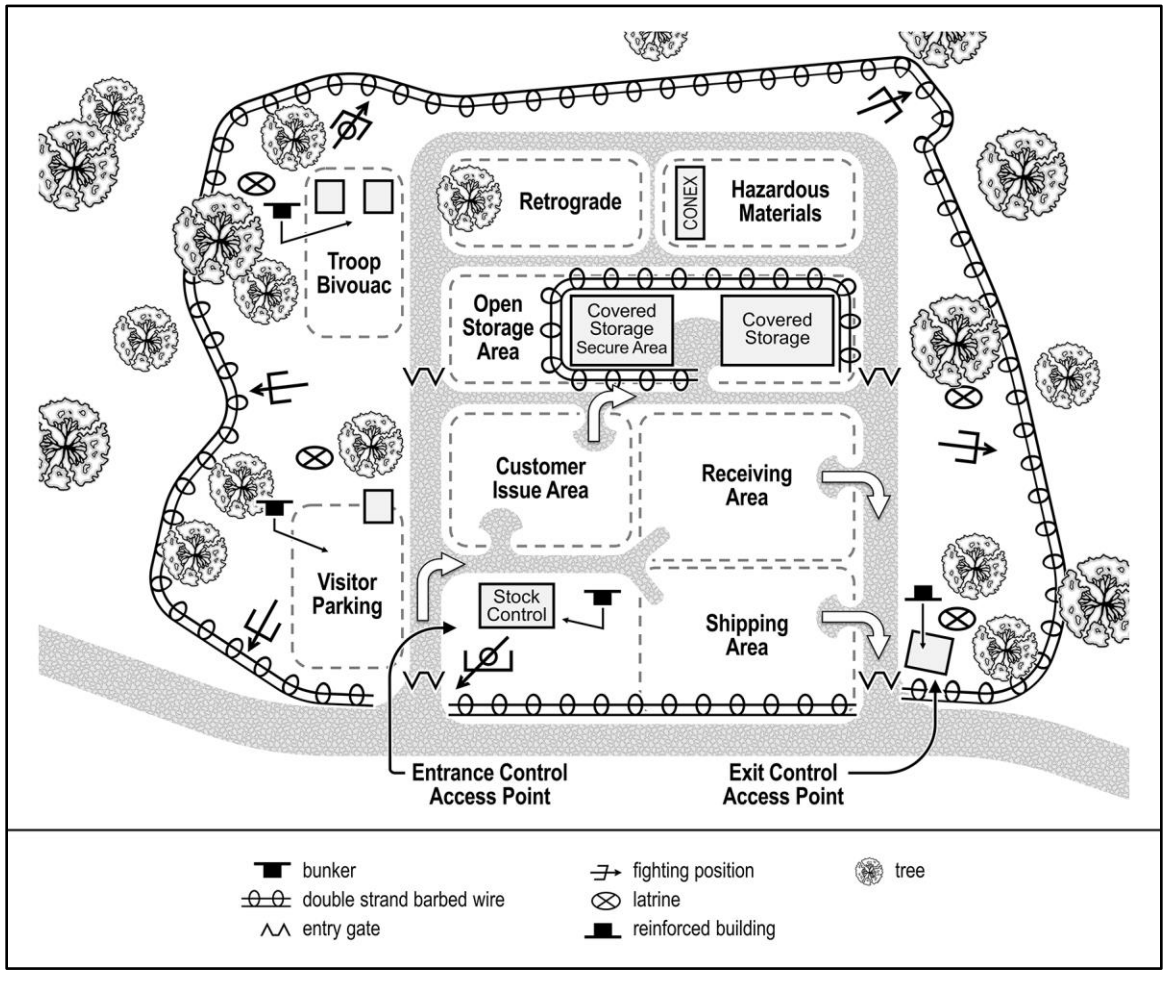


Figure 2-2. Field storage layout

HAZARDOUS MATERIALS

2-17. SSAs stock a variety of hazardous materials, and all SSA personnel must become knowledgeable on storage requirements for each product. Storage of hazardous materials can create safety hazards and long-term storage may lead to environmental hazards. Store hazardous materials in original or approved containers. All containers must be clearly labeled with the appropriate material safety data sheet information. Flammables and corrosives should not be stored together. Opened containers with unused product should be stored properly to avoid contamination of other supplies. The Defense Logistics Agency provides guidance for local turn-in of hazardous material. Unused hazardous materials such as cleaning supplies, petroleum products, or paint should never be thrown away; hazardous materials facilities and control points are better equipped to handle disposition or shipment.

CLASS VIII(A)

2-18. Medical materiel Class VIII(a) includes items that have special storage requirements. Procedures must be established to ensure temperature-sensitive items remain within prescribed storage conditions. Losing refrigeration risks losing items critical to Army Health System support and poses the risk of significant financial loss.

2-19. When receiving storing and issuing Class VIII(a), it is imperative that manufacturer and lot number information be documented upon receipt. This ensures that the oldest stock can be issued first. It also enables personnel to identify items that are close to expiration and require suspension. Suspended materiel must be physically segregated in an area clearly marked for unserviceable items. Items that have their shelf-life extended following testing by the Food and Drug Administration must be quickly relabeled and returned to serviceable stock. Additionally, surveillance actions driven by medical materiel quality control messages are identified by manufacturer and lot numbers.

2-20. Commanders and individuals assigned custody of controlled medical substances such as narcotics and precious metals are responsible for implementing measures to safeguard them in accordance with Army physical security regulations. This includes conducting inventories and reconciling balance transactions with suppliers and customers. See AR 40-61, AR 190-13, and AR 190-51 for further discussion on medical materiel quality control and security.

STORAGE TYPES

2-21. A storage type is a unique area within the storage location that is characterized by the space it occupies and the way it is organized; it can consist of one or more storage bins. A storage type is simply an address for each item of stock that is stored in the storage location. Storage types include—

- Pallet storage.
- Shelf storage.
- Rack storage.
- Yard open storage.
- Drawer/cabinet storage.
- Hazardous materials storage.
- Container storage.
- Van storage.
- Physical security storage.

Figure 2-3 on page 14 depicts a notional storage location with all storage types.

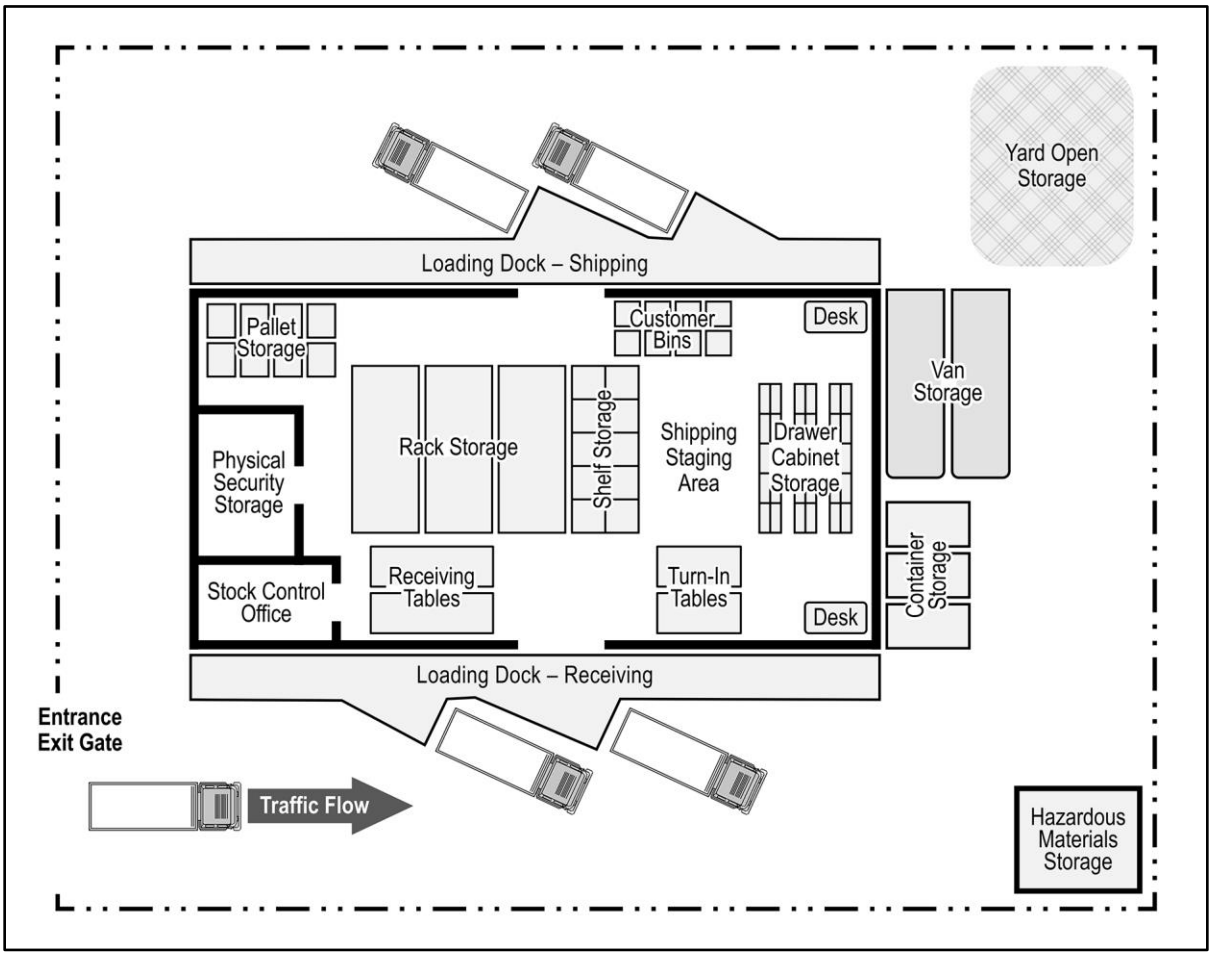


Figure 2-3. Notional storage location with all storage types

Tent Storage

2-22. The SSA may be deployed where there are no permanent warehouses or sheds. A typical tent layout includes a work area, pallet storage, rack storage, customer pickup bins, and a fire point where firefighting equipment is kept. The number and types of storage aids, the quantity of supplies that can be stored, and the amount of work area space needed in the tent will depend upon the units supported. Keep in mind that every time a supply point is established it may be different; there is no standardized layout. Consider the following when planning tent storage:

- Establish controlled entry/exit points to ensure security of supplies. Ensure the controlled entry/exit is not assigned as the emergency escape plan.
- Allow room for a long table to use as a desk, work counter, or packing space.
- Store fast-moving supplies close to the work areas.
- Store slow-moving supplies and pilferable supplies to the rear of the tent.
- Store heavy items near the issue point.
- Dig a trench around the outside of the tent to keep water from damaging the supplies. Be sure that the drainage trench is sloped away from the tent so that water does not back up and flows freely to an outlet.

Figure 2-4 depicts a notional tent storage layout.

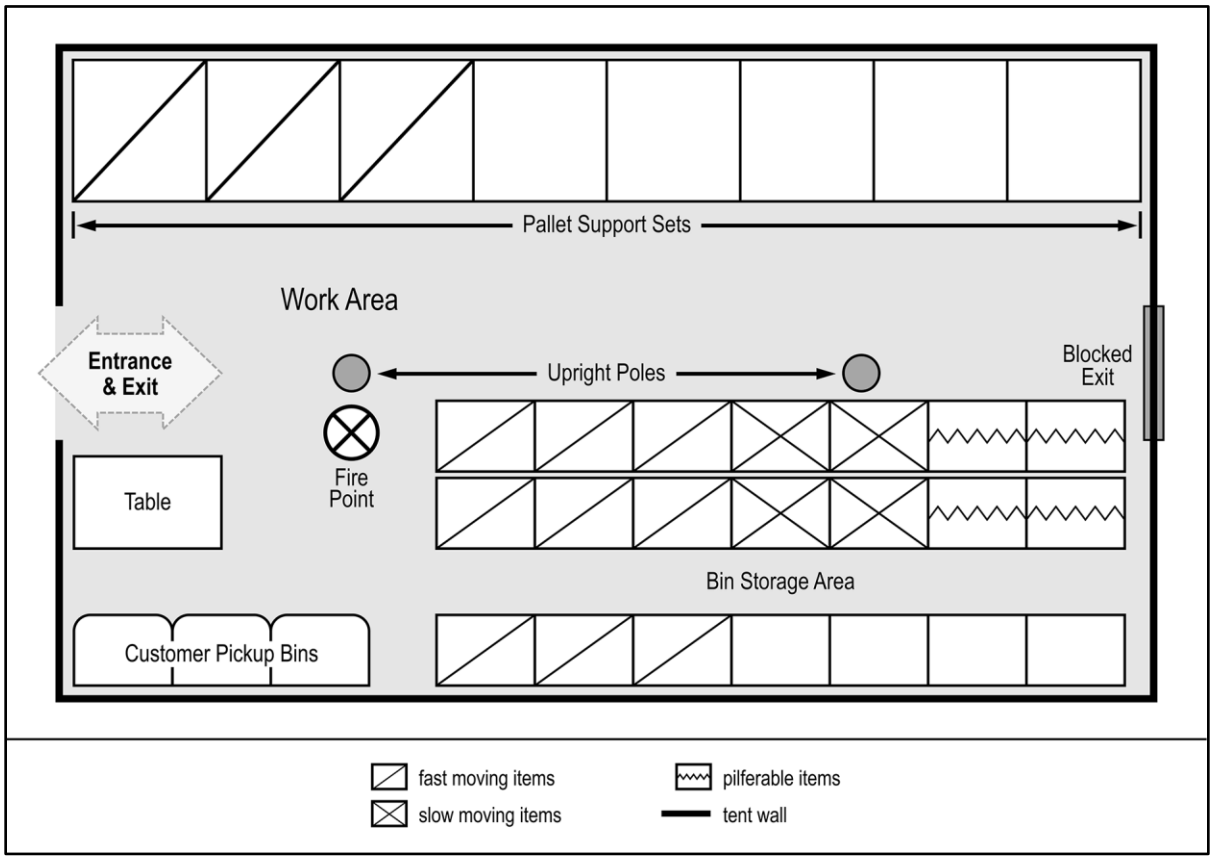


Figure 2-4. Tent storage layout

Van Storage

2-23. Plan the van storage layout to make maximum use of space. The amount of space allotted per item will depend on the size and shape of the items stored. Store fast moving items near the entrance. Store slow moving and pilferable items in the rear of the van in a controlled area. If the van does not come equipped with a method to secure the stock from shifting, develop a method to tie down the stock. Securely loaded stock lessens the possibility of shifting during movement. Shifting cargo can cause injury to the driver or other personnel when the van is opened. Figure 2-5 on page 16 displays a van storage layout.

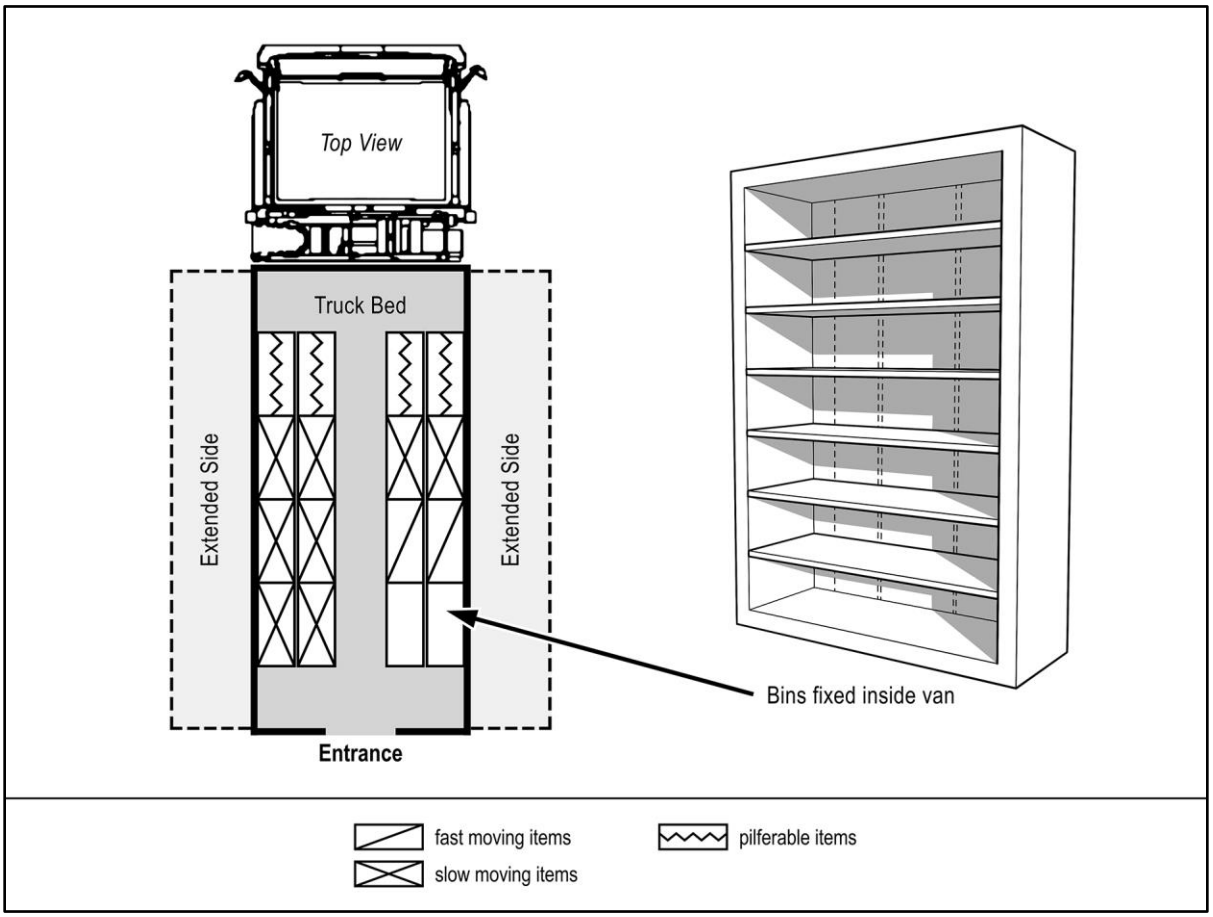


Figure 2-5. Van storage layout

Physical Security Storage

2-24. Depending on the type of supplies and the facilities, specific safety and physical security measures must be taken to maintain accountability. All supplies must be stored where the items will be protected from theft, fire, weather damage, rodents, and insects. Materiel characterized as sensitive or pilferable requires special storage in a locked, physical security storage area usually placed near the stock control office. Sensitive items are materiel requiring a high degree of protection and control because of statutory requirements or regulations. They are usually high value and highly technical items that also include controlled cryptographic and night vision devices. SSAs typically do not store ammunition and hazardous materials, but some products can become hazardous if stored with other stock or handled improperly. See ATP 3-39.32 for more information on physical security.

Yard Open Storage

2-25. Yard open storage space is any improved or unimproved open area that is used for storing supplies. An improved area is one that is graded or topped with concrete, tar, or gravel. Open storage areas should be used for supplies that are not affected by adverse weather conditions and changes in temperature. This type of storage area is generally used for items that are too large or too heavy to be placed in covered storage areas or on shelves. Determine the layout of open storage areas by the location of the access roads. Each open storage area can present different challenges in layout planning due to the layout of roads and changes in terrain. However, the same general storage principles used in storing supplies in covered areas also apply to open areas:

- Ensure that easy access and transportation can be provided for each type of item stored.

- Ensure adequate drainage to keep supplies from being water damaged.
- Cover supplies that require protection from the elements with tarpaulins.
- Allow 20 to 30 feet for aisles to accommodate rough-terrain forklifts, trucks, and cranes for handling heavy supplies.
- Stack supplies according to packaging, weight, shape, and turnover rate for stability.
- Limit stack heights to the lift capacity of materials handling equipment (MHE) and to the stability of the stacks.
- Use dunnage on all ground-level storage if supplies can be harmed by standing water.
- Keep the aisles as straight as possible from the unloading point to storage.

Bin Storage

2-26. A bin is the actual physical location within a storage type where materiel resides. Bin refers to pallet storage, shelf storage, rack storage, yard open storage, drawer/cabinet storage, hazardous materials storage, container storage, van storage, and physical security unit. The amount of space given to an item will depend on the size of the package and the quantity of the item to be stored. Figure 2-6 illustrates an example of bin storage.



Figure 2-6. Bin storage

2-27. Bin storage is the smallest available space in a warehouse where goods can be stored. Bin storage best practices include—

- Arranging bins according to the physical limitations of the storage area and the characteristics of the items being stored.
- Placing small lots in the center so that most items are in chest-high position for easy picking.
- Placing heavy or large items toward the bottom with the slowest moving items on the lowest shelf.
- Placing light, large items toward the top with the slowest moving items on the highest shelf.
- Placing single rows of shelves side-to-side along the walls, if possible.
- Using posts and columns as bin boundaries in a covered storage area so that no space is lost.
- Not mixing items in bins.
- Storing small, loose items in boxes instead of directly on the shelves.

- Using retaining strips across the front of the shelves to hold items in place if no boxes are available.

STOCK CONTROL

2-28. Stock control is the process of maintaining inventory data on the quantity, location, and condition of supplies. Although the stock control manager has visibility of all stock and expiration dates, it is the storage noncommissioned officer in charge (NCOIC) that has primary oversight of monitoring expiration dates and rotating stock to prevent deterioration of shelf life or waste of perishable items. Issue the oldest stock first; this is referred to as the first in, first out rule.

CARE OF SUPPLIES IN STORAGE

2-29. Care of Supplies in Storage is special storage program composed of a set of processes and procedures intended to ensure that materiel in storage is maintained in ready-for-issue condition or to prevent uneconomic deterioration of unserviceable materiel. With proper adherence to the program, supplies and equipment in storage will be preserved and maintained in a serviceable condition through inspection and actions taken to correct any forms of deterioration of unserviceable materiel.

2-30. The program includes—

- A quality assurance program for inspection and test.
- A system for reporting and recording quality assurance data.
- Provisions for entry of the condition of materiel into the total item property record.
- A system to ensure that corrective actions are complete for deficiencies uncovered during inspections to restore the items to serviceable condition or to protect unserviceable material from deterioration.

TOOLS AND EQUIPMENT

2-31. The following paragraphs describe equipment used while conducting typical SSA operations. Below is a description of storage aids and various MHE.

STORAGE AIDS

2-32. Storage aids help use all available space and make moving supplies easier. Storage aids also help prevent supplies from being damaged when stored on the ground. There are many kinds of storage aids:

- A pallet is a portable platform upon which quantities of materiel are placed, making handling and storage more efficient:
  - Expendable pallets are generally designed for one shipment and then discarded. These pallets are usually constructed of wood, fiberboard, or a combination of the two.
  - General-purpose pallets are the most used pallets and are constructed of hardwood. They fit economically into rail cars, motor vehicles, and trailers.
  - Special-purpose pallets made of metal are suitable for heavy-duty use. They are more rugged and will withstand more abuse than wood pallets. One benefit to using metal pallets is that there are no fasteners to work loose and cause damage to flexible containers and their contents.
- Steel shelving is used for storing small quantities of items for retail issue. The materiel can be stored either loosely on the shelves or in shelf boxes.
- Shelf boxes are used for ease of inventory and stock relocation. The shelf box is used to store small items which cannot be stored efficiently on open shelving. The number of small or large boxes or whole shelves to be used depends upon the physical characteristics and volume of stocks to be stored.
- Notched spacers are made of lengths of hardwood that have been cut a special way so cylinders or pipes can rest in the depressions and then be stacked neatly. They also allow some items to be removed without destroying the balance of the stack.

BANDING AND CUTTING TOOLS

2-33. Various banding and cutting tools are used for packaging and handling materials. Banding and cutting tools play a crucial role in securing, bundling, and preparing items for storage, shipping, or distribution. They

ensure that materials are properly packaged, organized, and ready for deployment or further handling as needed. Some of the commonly used tools include—

- Tensioners. Tensioners are used to tighten strapping or bands around pallets or other items.
- Sealers. Sealers are used for crimping or sealing metal bands together.
- Seals and buckles. Seals and buckles are used to secure loads or packages.
- Strap cutters. Strap cutters are designed and used specifically for cutting strapping or bands safely and efficiently.
- Box cutters and utility knives. Box cutters and utility knives are used for opening packages, cutting boxes, and general warehouse tasks.

MATERIALS HANDLING EQUIPMENT

2-34. There are many different types of MHE used in storage operations. MHE can be powered or non-powered. To determine what kind of MHE is best for the situation, consider the equipment's capacity and capabilities, the construction of the storage area, and the layout of the storage area.

2-35. Every storage manager should ensure that all warehousing personnel know and follow the safety guidelines for MHE operation. Only trained and licensed personnel should operate powered MHE. MHE operators must routinely conduct preventative maintenance checks using the correct operator's manuals and report any problems or deficiencies that cannot be fixed at the operator level.

Forklifts

2-36. The forklift is used to pick up, carry, and stack unit loads of supplies and equipment. Forklifts are available with lifting capacities from 2,000 to 20,000 pounds and lifting heights from 100 to 210 inches. Most storage sections use the light duty and rough terrain forklift trucks. The type of forklift used will depend upon the load and the terrain.

2-37. The light duty forklift has a 2,000-pound load capacity and a 100-inch lift. It can be used indoors and in areas with low overhead clearance. It can be gasoline or electric-powered and have either solid or semisolid rubber tires. Use this forklift for loading and unloading trucks that have low mast heights.

2-38. The rough terrain forklift has a load capacity that ranges from 4,000 to 10,000 pounds depending upon the model. It has high floatation pneumatic tires that help it move in unprepared areas or areas that have not been stabilized. Use this forklift in field areas. Use it mainly for loading and unloading flatbed semitrailers and for stacking large, heavy loads.

2-39. A warehouse tractor is a gasoline or electric-powered vehicle used to pull one or more warehouse trailers. The tractor has a drawbar pull ranging from 2,000 to 7,500 pounds and has either solid rubber or pneumatic tires.

- The light-duty, electric-powered warehouse tractor has a 2,000-pound drawbar pull and solid rubber tires. It can be used in closed warehouses. Since it emits no fumes, it also can be used to transport food items. Use this tractor for light loads in warehouses and in cold-storage areas because varying temperatures do not affect performance.
- The medium duty warehouse tractor is a gasoline-powered tractor that has a 4,000-pound drawbar pull and pneumatic tires. It can be used in outdoor storage areas for general-purpose towing. It has enough horsepower and traction to operate on all types of surfaces.

2-40. The warehouse trailer used with a warehouse tractor is a load-carrying platform on pneumatic tires. The normal capacities for a trailer used in storage areas range from 6,000 to 20,000 pounds. Because the rear wheels of the heavy-duty trailer are mounted on a rigid axle that carries about two-thirds of the load, it can be used for oversized loads and rough surfaces. Use the light-duty trailer for indoors storage operations. Figure 2-7 on page 20 provides examples of forklifts used within SSAs.

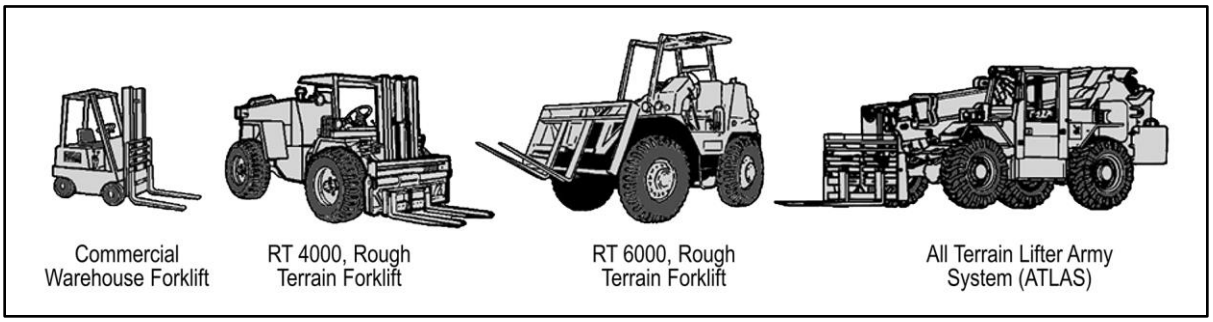


Figure 2-7. Forklifts

Rough Terrain Container Handler

2-41. The rough terrain container handler is a specialized lifting vehicle used to move International Organization for Standardization (commonly known as ISO) containers. Figure 2-8 depicts a rough terrain container handler (commonly called a RTCH). These vehicles can place containers on top of truck beds and container trailers or stack them up to three units high in a storage yard. When working at shore side, a rough terrain container handler can ford water up to the wheel hubs.

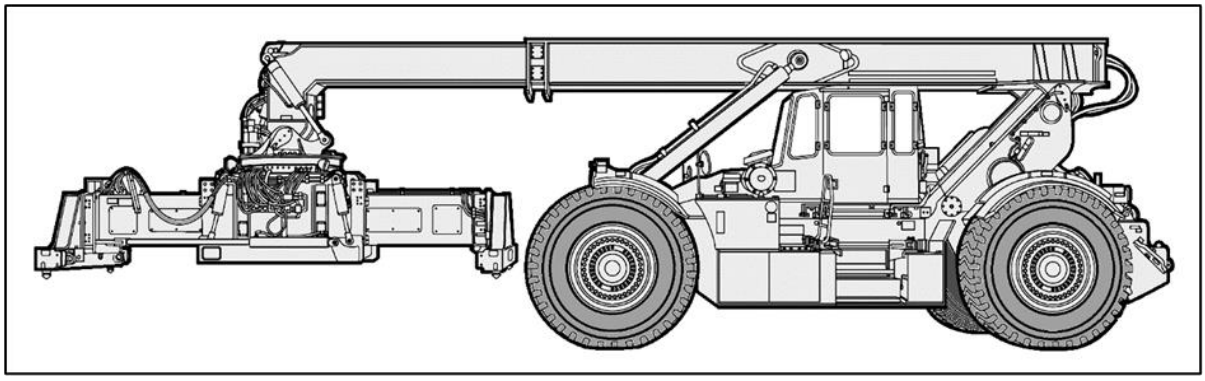


Figure 2-8. RT240 rough terrain container handler

Conveyors

2-42. Conveyors are used to move supplies in a fixed line of travel. They are used mainly for loading and unloading trucks and railroad cars. The three major kinds used in most storage operations are gravity rollers, rollers, and skate-wheel conveyors. The skate-wheel conveyor is most often used because it is lightweight, easy to setup, and easily transported.

Hand-Lift Truck

2-43. This truck is sometimes called a pallet jack or hydraulic jack. It has two load-carrying tracks that can be raised about 4 inches to carry pallet loads. Use it to move pallet loads that do not have to be stacked and to move loads short distances. It can be operated in small spaces where forklifts cannot maneuver.

Platform Truck

2-44. This truck is used mainly for moving short distances with frequent stops. It is used also in close areas because it is easy to maneuver in areas with limited space. The two basic types of platform trucks are the two-wheeled (dolly) and the four-wheeled (hand truck).

Chapter 3

Organizational Relationships

This chapter provides descriptions of organizational relationships from macro to micro, discusses roles and responsibilities for SSA personnel, and lays out specific tasks for SSA units.

ORGANIZATIONAL RELATIONSHIP OVERVIEW

3-1. The SSA is part of that complex of facilities, methods, and procedures designed to receive materiel into the supply system, issue the materiel to customers, and eventually dispose of the materiel. Every SSA in the Army is unique in that it operates in a different environment. SSAs are designed and configured to operate in maneuver brigades and at echelons above the brigade. SSAs receive direction from their higher commands. In addition, SSAs network with sources of supply through phone calls, e-mails, and liaison offices. Figure 3-1 depicts organizational relationships with supported units, sources of supply, higher commands, and materiel managers.

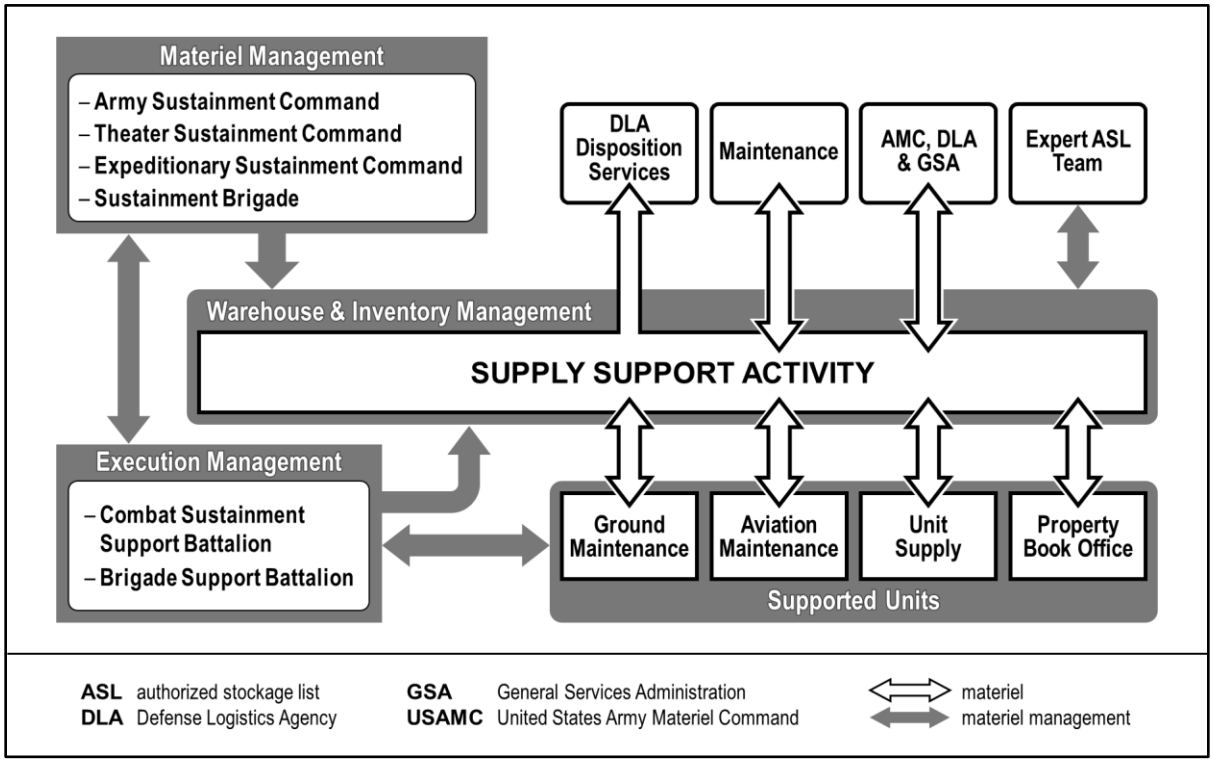


Figure 3-1. Organizational relationships

HIGHER ECHELON ROLES AND RESPONSIBILITIES

3-2. Echelon above brigade organizations to include the theater Army, corps, and division have similar responsibilities providing both plans and policy for supply support and control of supply units that operate SSAs at each echelon.

3-3. The Army Service component command is responsible for organizing, equipping, training, and maintaining Army forces in support of a combatant command. The Army Service component command provides plans and policy for supply support for Army forces.

3-4. United States Army Material Command (USAMC) is the lead materiel integrator for the Army. It provides national-level supply, acquisition, contracting services, and maintenance support to Army, other

Service, and multinational forces and interagency partners. Supply support for weapon systems and equipment is provided through USAMC's life cycle management commands. (See FM 4-0 for more detail regarding USAMC's roles and functions.)

3-5. Higher echelons all play a role in meeting operational readiness needs. Readiness and availability of stocks is critical and becomes even more vital for deployed and deploying units. USAMC is responsible for implementing the theater authorized stockage level within theater SSAs to meet the supply demand of forward stationed and rotational units. The theater authorized stockage level and theater SSAs must be configured to supply deployed and deploying units for a minimum of 60 days. USAMC facilitates the theater authorized stockage level demand and supply planning requirements determination process in conjunction with Army Futures Command and the respective Army Service component command.

3-6. Army Sustainment Command provides sustainment support by synchronizing acquisition, logistics, and technology support from the strategic to the tactical level. Army Sustainment Command provides materiel management at the strategic level.

3-7. Theater sustainment commands provide a centralized logistics mission command structure for theater Armies. They perform materiel management for all supplies and conduct the day-to-day planning for operations, providing the theater interface between the strategic and operational levels of support.

3-8. Expeditionary sustainment commands provide mission command for assigned supply support units. They perform materiel management for all supplies and conduct the day-to-day planning for operations, providing the interface between the strategic and operational levels of support. (See ATP 4-92 for additional information on the expeditionary sustainment command and ATP 4-93 for the theater sustainment command.)

SUSTAINMENT BRIGADE AND EXTERNAL SSA STAKEHOLDERS

3-9. There are higher echelon organizations and personnel external to the SSA that are vital to its operations. The following paragraphs describe the sustainment brigade mission and the role of the SPO officer.

SUSTAINMENT BRIGADE

3-10. The sustainment brigade provides mission command for combat sustainment support battalions (CSSBs). The sustainment brigade performs materiel management for all classes of supply for a designated area of operations in accordance with theater sustainment command plans, programs, policies, and directives. (See ATP 4-92 for additional information.)

SUPPORT OPERATIONS OFFICER

3-11. The SPO officer is the principal staff officer for coordinating logistics support. The SPO section and SSA personnel that work for the accountable officer are responsible for coordinating the movement of SSA equipment, ASL, and personnel for deployments. The SPO provides the technical supervision for the external logistics support mission of the support battalion. The SPO handles internal and external customer support-related issues, identifies SSA capabilities versus supported unit requirements, plans supply distribution operations, synchronizes support with maneuver unit missions, and coordinates support requirements with the sustainment brigade when requirements exceed organic capabilities. The SPO officer plans and monitors support operations and makes necessary adjustments to ensure support requirements are met and serves as the key interface between the supported units and the support battalion.

SSA KEY PERSONNEL AND ROLES

3-12. The success of SSA operations is heavily dependent on personnel assigned to key positions. Assigned personnel should have a foundational understanding of SSA operations and the support required to manage it.

3-13. The SSA accountable officer supervises the overall SSA operation. Accountable officers are directly responsible for the accountability of all assets in the SSA and manage the receipt, storage, and issue of supplies in accordance with Department of Defense and Army policies to ensure performance standards are achieved. Accountable officers develop local accountability operating procedures, periodically review all operating procedures, and execute corrective actions. They instruct SSA personnel on supply systems and functional procedures. Accountable officers communicate throughout their organizations and with SSA

customers to develop relationships with supported units, supporting activities, and staff elements. They provide technical guidance to supported unit personnel and make recommendations for changes to the ASL through their participation on the ASL review board.

3-14. SSA warehouse supervisors are responsible for managing the functions of the warehouse and ensuring that the building and supplies are secured. They ensure implementation of policies, procedures, and priorities established for the warehouse operation.

3-15. SSA materiel management supervisors are responsible for assisting accountable officers and providing additional oversight of the planning, procurement, control, and distribution of stocks and products according to company and customer requirements. They assist with scheduling and supervising the conduct of inventories and provide recommendations for corrective actions.

PLATOON-LEVEL RESPONSIBILITIES

3-16. All SSA platoon leader responsibilities are managed in conjunction with the accountable officer. Platoon leaders should be familiar with various warehousing duties and have a clear understanding of storage plans, policies, and procedures. They should know the availability of critical parts and assemblies, the status and location of critical repair parts, requisition volume, and the workload and effectiveness of their SSAs. They should understand receipts and turn-ins and how to validate that accompanying documents are complete and accurate (for example, item identification, quantities, and documentation of component shortages). They are responsible for the accountability of personnel and SSA assigned equipment. Most importantly, they lead the platoon and are responsible for its overall mission success. Platoon leaders are not directly responsible for SSA site selection or establishing SSA operations, but they should have a basic understanding of concepts. They are, however, responsible for site occupation, site security, and defense.

3-17. Platoon sergeants work closely with the SSA NCOIC, accountable officer, and stock control manager on SSA policy and procedures to ensure they have a clear understanding of how the SSA functions. They review all training subjects, outlines, materials, and locations prior to conducting training and ensure that SSA equipment is maintained according to technical manual standards. The platoon sergeant and platoon leader collectively share personnel accountability responsibilities. Although platoon sergeants are not responsible for SSA equipment accountability, they may assist the platoon leader in ensuring all equipment is accounted for.

3-18. SSA NCOICs are responsible for the day-to-day supervision of SSA operations which include loading, unloading, visual inspections, and palletizing and storing incoming supplies and equipment. They ensure that the storage types and bins are ready for storing goods until the prescribed time. As managers, they are responsible for assigning duties and planning and managing warehouse operations. They ensure that the building and supplies are safe from inclement weather, animals, or any other factors that may spoil the stock. Along with the security of the supplies, SSA NCOICs ensure that health and safety requirements and standards are followed. They implement SSA policies, procedures, and priorities and develop and implement plans of action to alleviate backlogs as necessary. They also develop and implement SSA training to include cross-training for all personnel, prepare reviews and submit required reports for the accountable officer's approval, and assist the platoon sergeant as needed.

3-19. The warehouse supervisor assists the SSA NCOIC and platoon sergeant in establishing and implementing policies, procedures, and priorities established for warehouse operation. The warehouse supervisor also assists the SSA NCOIC and platoon sergeant in the conduct of military occupational specialty training.

SSA WAREHOUSE SECTION RESPONSIBILITIES

3-20. SSAs consists of five critical sections: stock control, receiving, storage, issuing, and turn-in. Each section function is vital to the supply process from the time materiel enters the warehouse until the time it leaves the warehouse.

Stock Control Section

3-21. An SSA stock control manager coordinates the functions of the stock control section. Stock control managers develop and establish stock control procedures and guidance in coordination with the accountable

officer. They build relationships with customers through guidance and assistance. They establish, schedule, and supervise the conduct of inventories and determine actions to be taken as necessary. They prepare, review, and submit required reports for the accountable officer's approval. The stock control manager also assists in developing and establishing an effective training program.

3-22. The stock control manager supervises the stock control section personnel that assist the accountable officer in maintaining accountability for the stock record account. Stock control personnel manage inventory levels. Stock control personnel perform the following tasks:

- Validate and provide status on due-ins, follow-ups, modifications, and cancellation requests.
- Perform modification and follow-up of supported unit requests, data entry, unit of issue conversion, input and output control, inventory adjustments, litigation, catalog build and research, and records and files maintenance.
- Track shipments and submit tracers/supply discrepancy reports on overdue or lost items.
- Conduct, document, and submit causative research of inventory discrepancies to the accountable officer for accountability resolution.

Receiving Section

3-23. The receiving section is responsible for the receipt and unpacking of all inbound materiel and determining whether a spot check or inspection (up to 100 percent) is necessary. The extent of the inspection will depend primarily on the tactical situation, but it may also depend on the source of the materiel, its type, and its general appearance on arrival.

3-24. Receipt and shipping documents normally accompany inbound material. These documents help identify the supplies and whether they are for stock, or if they were ordered for a specific unit. These documents also provide the quantity of supplies shipped and the dates the items were ordered and shipped.

3-25. Materiel receipts are sorted and segregated by priority, customer, and destination. Receipted items are reconciled with receipt documents verifying the materiel number, quantity, condition of the item, and serial/registration number and discrepancies that are identified.

Storage Section

3-26. The storage section is responsible for storing and picking materiel to fill customer requests. The storage section is also responsible for protecting supplies from environmental damage. Storage of hazardous materials can create safety hazards and extended term storage may lead to environmental hazards.

Issuing Section

3-27. The issuing section is responsible for issuing expendable, durable, and non-expendable materiel in the quantity requested and in usable condition to supported units. This section is also responsible for maintaining supported unit signature cards and processing, protecting, and storing supplies until they are issued.

Turn-in Section

3-28. The turn-in section is responsible for processing supplies returned to the supply system. To conduct these operations, the turn-in section must maintain a copy of supported units' signature cards. Turn-ins include unserviceable authorized property, found on installation (commonly known as FOI) materiel returned by the supported units, and property book office serviceable excess property.

SSA UNITS

3-29. The general supply functions of an SSA are usually focused on Class II, III(P), IV, VII, and IX supply activity. This is performed by the following basic types of force structure organizations: quartermaster (QM) supply company, composite supply company, and brigade support battalion distribution company. Like most units of the modular force, these units can be supplemented by attached elements to tailor their capabilities as dictated by the mission.

QUARTERMASTER SUPPLY COMPANY

3-30. The QM supply company's role is to provide supply support to supported units on an area basis. The company is designed as an element of a CSSB and has the modular capability to accept additional platoons and teams to increase its capacity. The QM supply company accomplishes its mission by executing the policies and directives of its higher command through—

- Command and control, unit-level administration, and logistics support to its internal elements.
- Providing information on the status of company operations to the CSSB commander and staff.
- Receiving, storing, and configuring Class I subsistence supply for distribution.
- Receiving, storing, and issuing Class II, III(P), IV, VII, VIII(a), and IX.
- Receiving and retrograding supplies.
- Performing automated stock control functions, which provides the greater Army with data supporting the logistics common operational picture.
- Packing and crating supplies for distribution or retrograde.
- Performing subsistence stock control operations.

3-31. The QM supply company shown in figure 3-2 provides one to three multi-class SSAs at the corps and theater echelon. The QM supply company operates as far forward as the BSA.

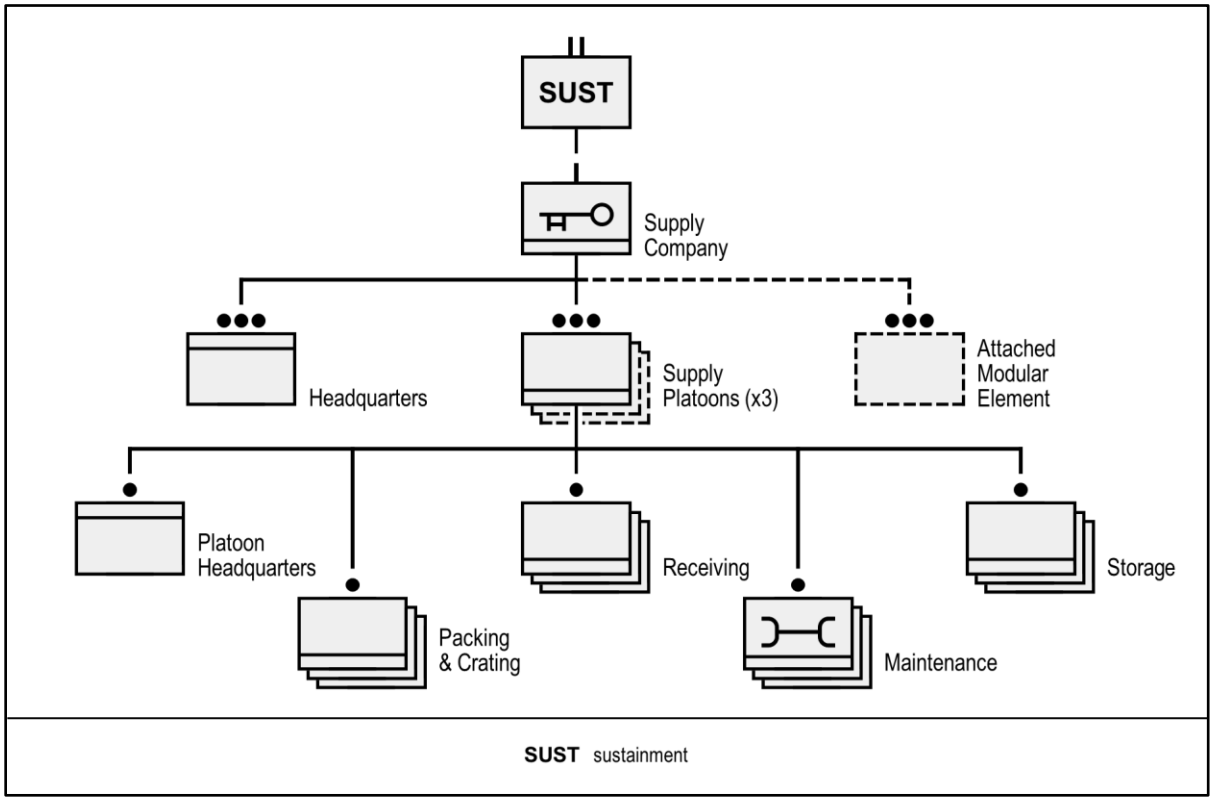


Figure 3-2. Notional quartermaster supply company

COMPOSITE SUPPLY COMPANY

3-32. The composite supply company is organic to the division sustainment support battalion and may be attached to a CSSB. Its role is to provide general supply, petroleum, and water support to supported units, which it accomplishes by executing the policies and directives of its higher command through performing the tasks of—

- Flowing supplies to the customer and retrograding back to the national industrial base.
- Performing bulk reception, storage, and issue of petroleum.

- Providing petroleum, oils, and lubricants quality surveillance and control measures for fuel processed through the company.
- Producing and storing potable water for supported units within a designated area.
- Receiving, storing, and issuing supplies that include Class I perishable and semi-perishable supply, II, III(P), VIII(a), and IX, maps, and bottled water.
- Packing and crating supplies for both distribution and retrograde.

3-33. The composite supply company depicted in figure 3-3 provides one multi-class SSA and one class I subsistence platoon providing area support for the division sustainment brigade and multifunctional support brigades.

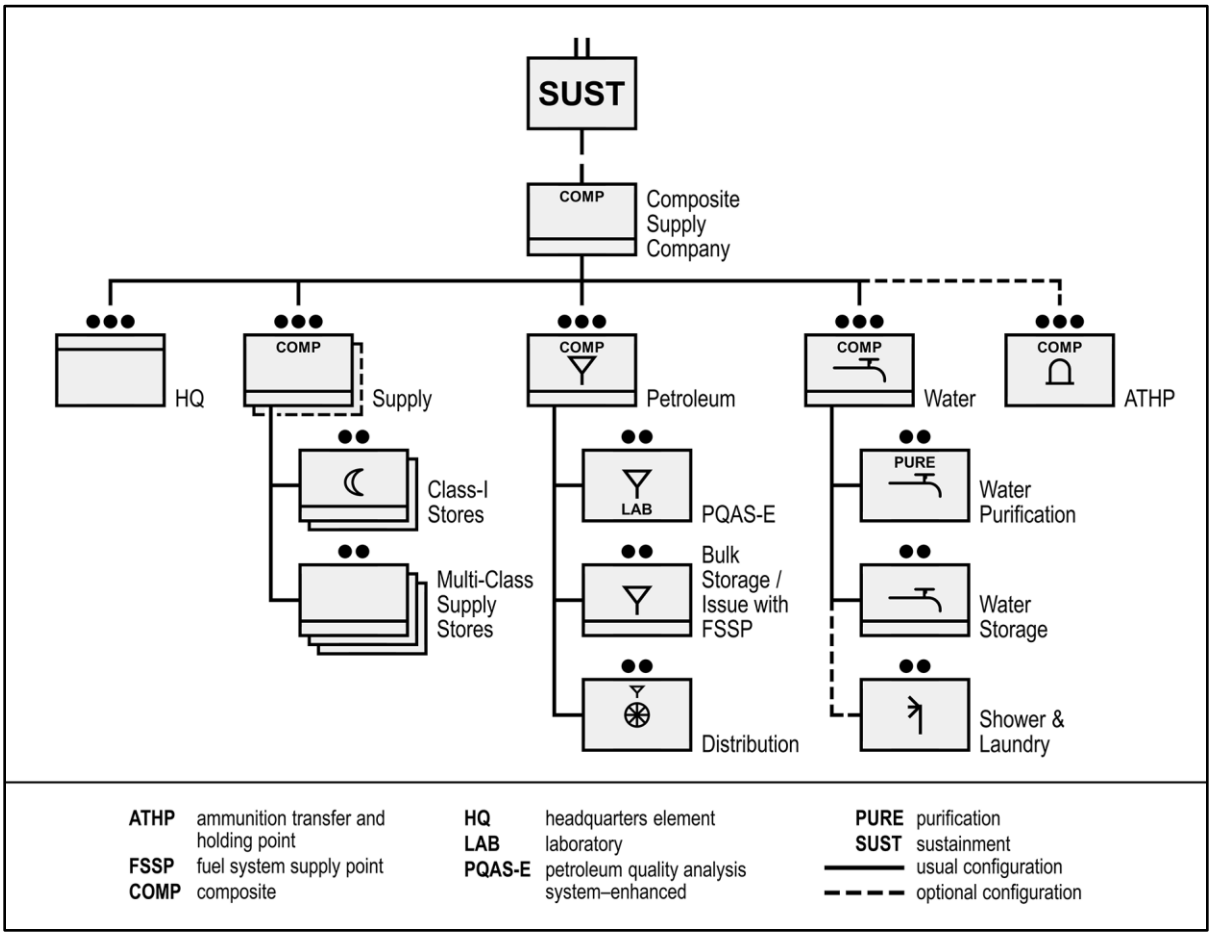


Figure 3-3. Notional composite supply company

DISTRIBUTION COMPANY

3-34. The distribution company shown in figure 3-4 provides one multi-class SSA that provides support to maneuver brigades and combat aviation brigades. It is organized with a supply platoon that conducts SSA operations and performs the daily receipt, storage, and issue of supply Classes I, II, III(P), IV, V, VIII(a), and IX.

3-35. The distribution company's role is to provide supply support and fuel and water distribution by executing the policies and directives of its higher command through performing the tasks of—

- Operating a multiclass SSA and modular ammunition transfer point or ammunition transfer holding point.
- Performing stock control functions, which provide the greater Army with data supporting the logistics common operational picture.
- Supervising, directing, and managing the receipt, storage, and issue of supplies and equipment.

- Managing and maintaining the ASL in conjunction with the supply platoon headquarters.
- Verifying stock numbers and quantities of materiel and checking for damaged individual and packaged items as they enter and exit the SSA.
- Physically placing incoming items, retrieving outgoing items, and being responsible for the overall condition of the storage facilities.
- Reconfiguring loads for unit and supply point distribution.
- Receiving supplies and equipment from units, coordinating transportation, and packaging and crating for retrograde.
- Conducting fuel and water distribution for its supported brigade.

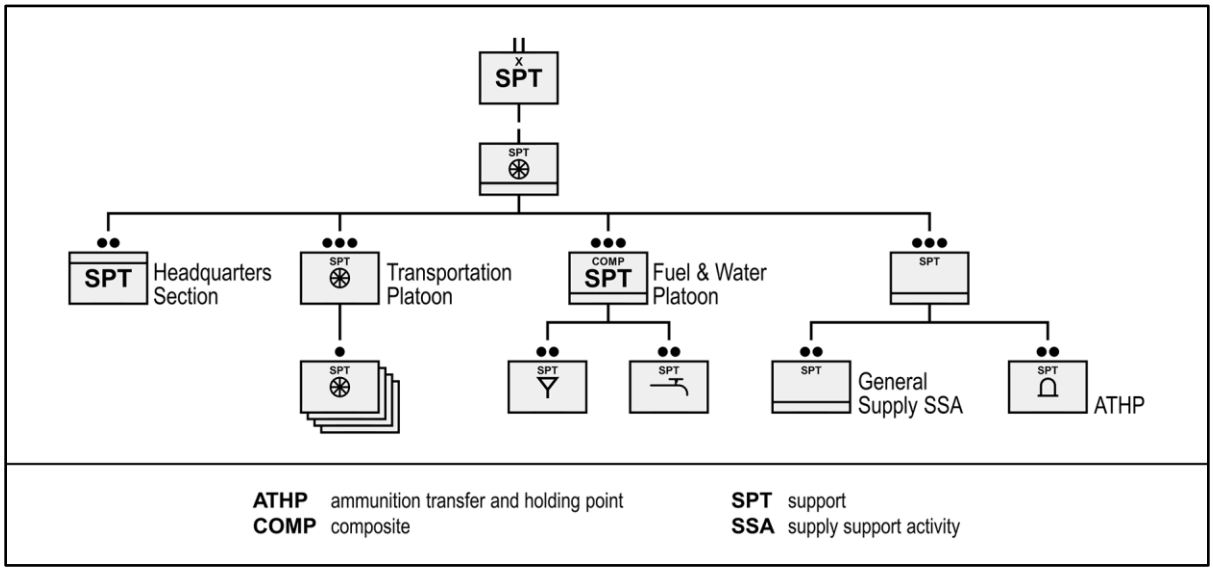


Figure 3-4. Notional distribution company

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Glossary

The glossary lists acronyms and terms with Army or joint definitions. Where Army and joint definitions differ, (Army) precedes the definition. Where Army and joint definitions differ, (Army) precedes the definition. The proponent publication for terms is listed in parentheses after the definition.

SECTION I – ACRONYMS AND ABBREVIATIONS

AR	Army regulation
ASL	authorized stockage list
ATP	Army techniques publication
CSSB	combat sustainment support battalion
DA	Department of the Army
DLM	Defense Logistics Management
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
DODI	Department of Defense instruction
FM	field manual
GCSS-Army	Global Combat Support System-Army
JP	joint publication
MHE	materials handling equipment
NCOIC	noncommissioned officer in charge
QM	quartermaster
SPO	support operations
SSA	supply support activity
USAMC	United States Army Material Command

SECTION II – TERMS

materiel

All items necessary to equip, operate, maintain, and support military activities without distinction as to its application for administrative or combat purposes. (JP 4-0)

supply

The procurement, distribution, maintenance while in storage, and salvage of supplies, including the determination of kind and quantity of supplies. (JP 4-0)

supply support activity

Activities assigned a Department of Defense activity address code and that have a supply support mission. (JP 4-09)

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ATP 4-42.2, C1

30 January 2026

By Order of the Secretary of the Army:

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General, United States Army
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