FM 10-27-1

TACTICS, TECHNIQUES, AND PROCEDURES FOR QUARTERMASTER GENERAL SUPPORT SUPPLY OPERATIONS

HEADQUARTERS, DEPARTMENT OF THE ARMY

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FIELD MANUAL
10-27-1

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC , 20 April 1993

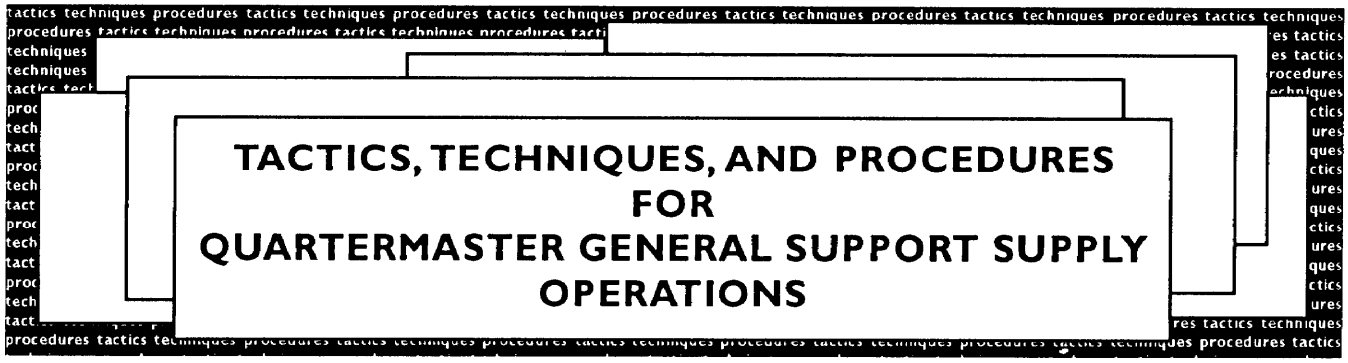


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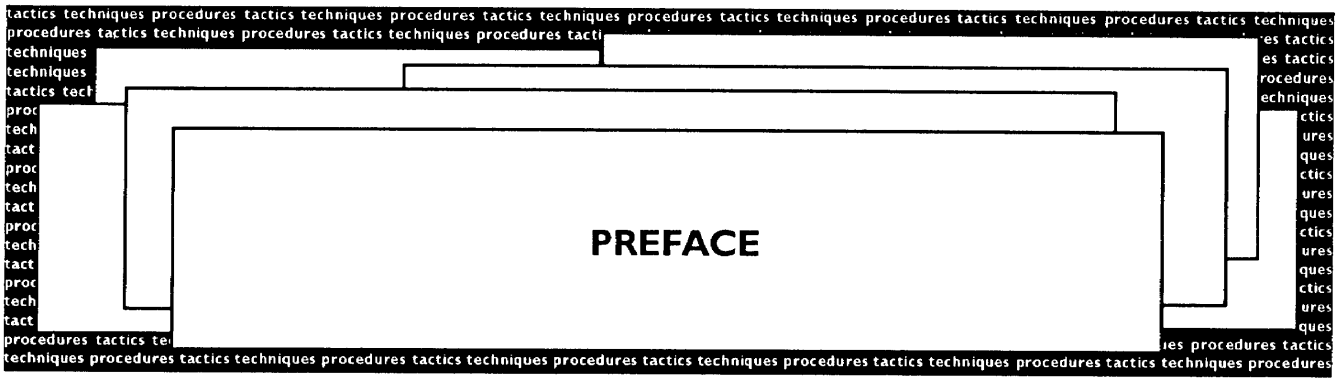
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PURPOSE

This manual covers the tactics, techniques, and procedures of the supply elements of quartermaster GSUs. It describes the mission, organization, and operations of these units. This manual is for the company commanders and staff of the quartermaster units which provide general support to units. Soldiers in these units should use it along with FM 10-27-3. This manual is based on the doctrine in the following keystone doctrinal manuals:

- **FM 100-5** *Discusses how the Army will fight the AirLand Battle*
- **FM 100-10** *Provides an overview of the CSS system for supporting the Army in the field*
- **FM 100-15** *Discusses corps operations*
- **FM 71-100** *Discusses division operations*

This manual is meant to be a guide, not a directive. Refer to the publications identified in the reference list for specifics on operations.

Planning

Supervisors must carry out the unit mission with the equipment and personnel available. They must be aware of the kinds of problems they will face. This manual will help them determine unit capabilities. It will also help them organize their resources.

Operations

This manual summarizes existing doctrine. It gives suggestions and standards based on field experience. It relates tactics, techniques, and procedures and policies that apply to company supply GS operations.

Training

Supervisors are responsible for training their soldiers to meet the standards set in the unit ARTEP and soldier's manuals. Training must be geared to both wartime and peacetime. See FM 25-100 for details on training.

ORGANIZATION AND COVERAGE

Chapter 1 covers the quartermaster supply company, GS; Chapter 2 covers the heavy materiel supply company, GS; and Chapter 3 covers the quartermaster repair parts supply company, GS.

USER INFORMATION

The proponent of this publication is HQ TRADOC. Submit changes for improving this publication on DA Form 2028. If no DA Form 2028 is available, use plain paper. Key each comment to the specific page and paragraph to which the comment applies. Provide a reason for each comment to ensure its complete evaluation. Forward comments to-

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Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

CHAPTER I

THE QUARTERMASTER SUPPLY COMPANY, GENERAL SUPPORT

Section I
THE COMPANY

This section is for the company commander.

MISSION

Your company sets up and operates a general supply storage facility to receive, store, and issue general supplies. These supplies consist of Classes I (nonperishable), II, III (packaged), and IV and sundry VI packs. Excluded are cryptographic items, aircraft, airdrop, missile, marine, medical, and rail supplies. The company also maintains, as directed, a portion of the corps or theater reserve stockage. When augmented, the company will assume the bread baking and perishable subsistence mission.

ORGANIZATION

See Figure 1-1 (page l-l) for the company organization. Each operating element of the company may be located in the same general area. However, your operations may also be widely dispersed. You may be located at theater general support storage points in the COMMZ or rear areas of the corps where frequent moves may be necessary. Mission accomplishment depends, in part, on effective organization of personnel and equipment. Each company element is staffed to operate on a two-shift, 12-hours-per-shift basis.

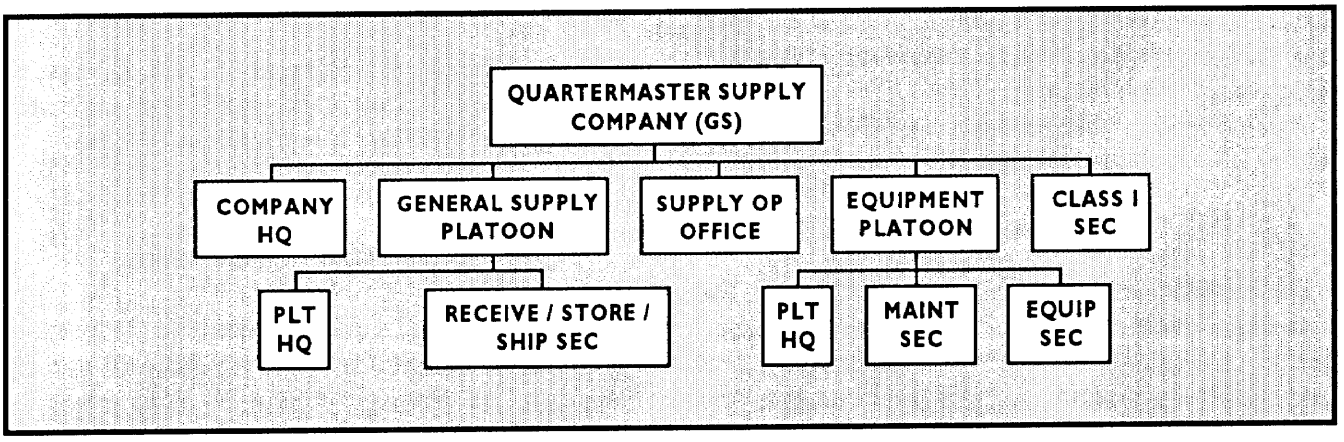


Figure 1-1. Quartermaster supply company, GS

ASSIGNMENT AND ALLOCATION

The company is assigned to either the support group of a COSCOM or to an area support group of the TAACOM. The company is normally attached to a corps support battalion, TOE 63426L00, or to a supply and service battalion, TOE 42446 L000. The company is employed in the corps rear area or COMMZ and performs its supply function as directed by the appropriate MMC. When located in the corps rear area, a company is usually allocated on the basis of one company per 552 STONs of Class I (nonperishable), II, III (packaged), and IV supplies per day in support of divisional and nondivisional units. When located in the COMMZ, the company is usually allocated on the basis of one company per 586 STONs of Class I (nonperishable), II, III (packaged), and IV supplies per day in support of divisional and nondivisional units.

Support

The company depends on corps or TAACOM transportation assets to deliver and pick up supplies for DSU customers. It depends on TAACOM MMCs (TOE 54413H) and COSCOM MMCs (TOE 63433L) for materiel management. The company also depends on-

- Appropriate elements of the TAACOM and COSCOM for health service support, religious, finance, personnel, and administrative services and unit maintenance of its communications and electronics equipment.
- Perishable subsistence platoon (TOE 42518LB00) for perishable subsistence.

Mobility

The mobility of your company is limited by the number of vehicles and personnel you have and the number of personnel and amount of equipment and supplies you must move. If your company has to move at one time, you must arrange for more vehicles. Your company can transport 138,500 pounds (4,720.0 cubic feet) of TOE equipment. It needs transportation for non-TOE equipment and supplies and for 65,371 pounds (5,481.4 cubic feet) of TOE equipment. This unit can move only 50 percent of its TOE equipment in a single lift using its authorized organic vehicles.

CAPABILITIES

A unit's capabilities are determined by the personnel strength levels prescribed in its TOE. The quartermaster general supply company, GS, organized under TOE 42418L has the capabilities described below.

TOE Strength Level 1

At TOE Strength Level 1, your company is at full strength. It can receive, store, and issue 194 short tons of nonperishable Class I, 101 short tons of Class II, 23 short tons of Class III (packaged), and 234 short tons of Class IV supplies when assigned to the COSCOM CSG.

Your company can receive, store, and issue approximately 117 short tons of nonperishable Class I, 206 short tons of Class II, 24 short tons of Class III (packaged), and 24 short tons of Class IV supplies when assigned to a TAACOM ASG.

Your company can perform unit maintenance on organic equipment, except chemical and communications, and electronic equipment.

TOE Strength Levels 2 and 3

At these levels, your company is at reduced strength. It operates at approximately 90 percent capacity. At Strength Level 3, your company operates at 80 percent capacity. For more on strength levels, see AR 220-1.

COMMUNICATIONS

Communications help personnel perform company missions, carry out administrative duties, maintain contact with higher headquarters, transmit tactical information, and defend the company. Your soldiers must communicate with higher headquarters, adjacent units, and both supporting and supported units. The wire system shown in Figure 1-2 (page 1-3) supports your company. It is installed and operated by the wire installers under the supervision of the combat signaler team chief. See TC 24-20 for details on field wire activities and the general characteristics of equipment used with field wire systems. Radio is your main method of communication with your elements that are mobile or do not have access to the telephone system. A proposed company radio net is shown in Figure 1-3 (page 1-4).

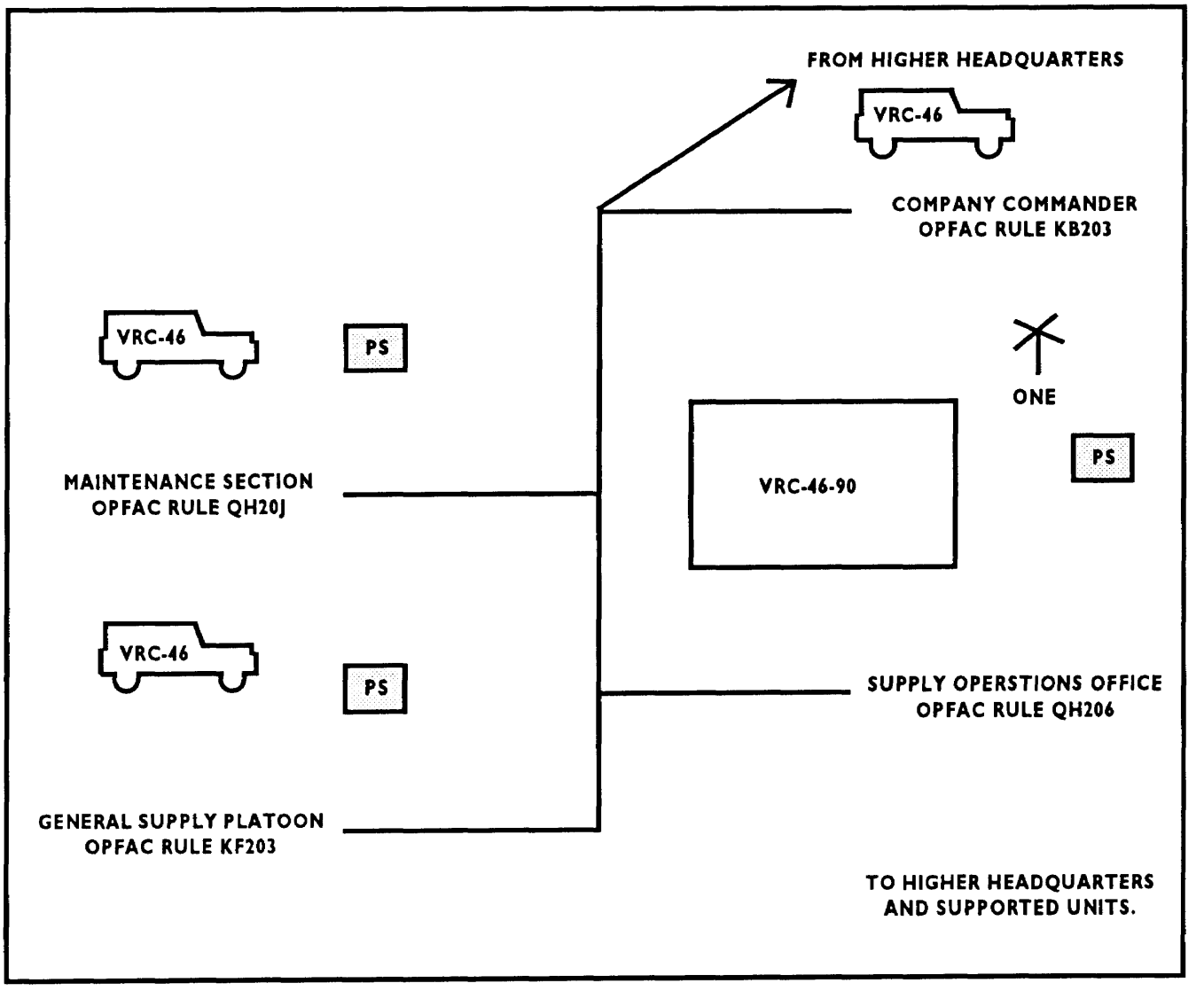


Figure 1-2. Radio net of a quartermaster supply company, GS

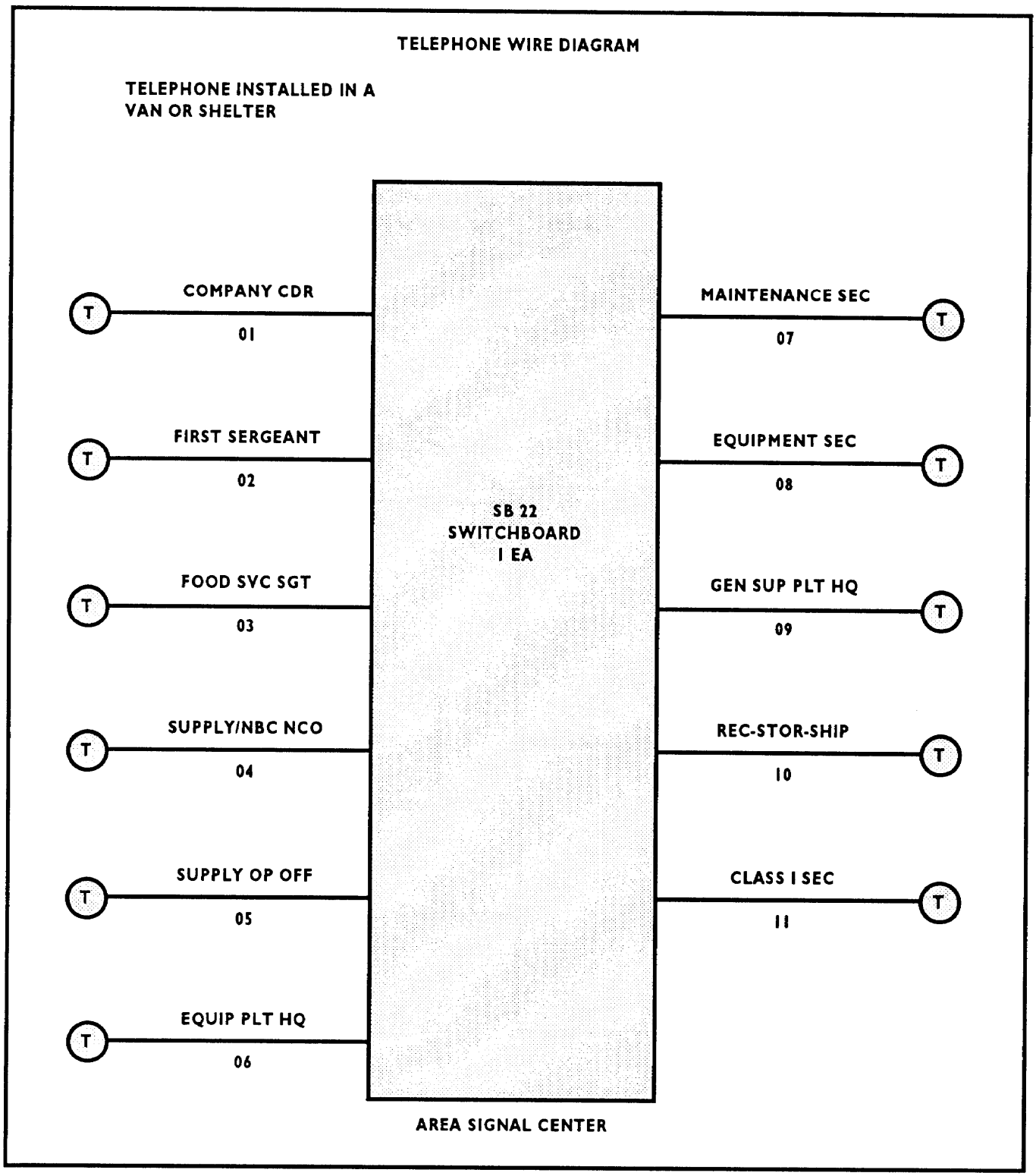


Figure 1-3. Wire net diagram of a quartermaster supply company, GS

Section II
COMPANY HEADQUARTERS

This section is for the company commander.

MISSION

Company headquarters personnel support the company elements and are responsible for the effectiveness of company operations. They provide command and control, administrative, field feeding, unit supply, unit maintenance, and tactical direction to the company elements. Headquarters personnel perform a variety of functions.

OPERATIONS

A major function of the company headquarters is to provide supervision and direction for overall operation of the company. For more details on company headquarters operations, see FM 10-27-3.

Section III
SUPPLY OPERATIONS OFFICE

This section is for the materiel control officer.

MISSION

The supply operations office is the mission control element of the company. Under your supervision, office personnel direct all phases of the company mission supply activities. You-

- •Perform reconnaissance.
- •Select operational sites.
- •Prepare, plan, and schedule for incoming and outgoing supplies.
- •Establish initial stock locations.
- •Collect data.
- •Prepare, maintain, and forward records and reports of supply operations to the corps or TAACOM materiel management centers.
- •Perform liaison with higher headquarters and customer units.

OPERATIONS

Your office is the mission control element of the company. Personnel in the section supervise and direct the company supply activities. As supervisor, you monitor document input and output from the TACCS. When supported by SARSS-1, you maintain locator records by that system. Your soldiers prepare plans and schedules of incoming and outgoing supplies and maintain stock locator records.

Control

Your office is the focal point for company operations. Your soldiers coordinate supply activities with the MMC and the operating platoons. The MMC manages your supply assets. You receive supply directives and documents from the MMC and submit appropriate reports to the MMC. Make sure that charts and logs are posted when information is received. Your computer interfaces with the TACCS/CTASC-H computer at the MMC. When the tactical situation prevents the use of ADPE, you soldiers have to operate

manually, using AR 710-2, DA Pamphlet 710-2-2, and FM 10-15 as guides. Your office is responsible for most of this paperwork. Soldiers in your office are involved in receiving, storing, issuing, and shipping supplies and conducting inventories.

Receipt. When supplies are shipped to the company, your office receives a notice from the MMC. The GSU is notified of material arriving and being posted to the automated records. Your soldiers inform the platoons of the shipment so they can prepare to receive the supplies. When the supplies arrive, platoon soldiers check them against the receipt documents. There are two phases in receipt processing. Phase one is verification of the number of pieces against the transportation control document (such as TCMD, Waybill, or GBL) and acknowledgement of shipment receipt to the transportation system. In phase two, automated identification equipment, such as LOGMARS, is used to enter the receipt into the computer. Use the appropriate receipt documents to report to the MMC any shipment discrepancies or damage. Verify the DD Form 1384 with the materiel prior to processing the receipt. Distribute copies of the TCMD according to your SOP. Make sure that stock locations are entered on the receipt documents and that incoming material is routed to the proper storage area.

Storage. Under SAILS, the stock locator card file is maintained in the general supply platoon. The file contains a DA Form 2765-1 for each assigned location in use or reserved at your storage site. Whenever you change a location, you must notify the supply operations office so that the change can be entered. You do not use stock locator cards under SARSS-1. SARSS-1 maintains locations and makes location changes. More about stock locator files is in FM 10-15.

Issue. Issues from GSU stockage occur in response to referral orders from the MMC. If the supplies are not available in the supporting DSU but are available for issue in the unit, an MRO will be generated. The MROs will be sent to the issue section where the stock will be pulled and placed in the unit's issue bin awaiting pickup. The timeframe for processing MROs depends on the priority designator and whether the requirement is for a nonmission capable supply condition. For more on MROs, see AR 710-2, AR 725-50, and DA Pamphlet 710-2-2. System user manuals take precedence over DA Pamphlet 710-2-2 in automated accounts.

Shipment. The shipment of supplies is usually based on MROs received from the MMC. The MMC informs the COSCOM MCC or theater army movement control agency of the transportation requirement. The MCC or movement control agency arranges for drivers and vehicles to pick up supplies at your supply point. They will deliver them to the GSU, DSU, or user as directed (they deliver Class IV to the engineer emplacement site). The operating platoons and sections are responsible for loading supplies at the supply point.

Inventory. Materiel storage and handling specialists in the receiving, storage, and shipping section conduct the inventories. The purpose of an inventory is to determine the condition and quantity of stock by a physical inspection and count. Inventory types include wall-to-wall, scheduled, cyclic, or special. Under SAILS, the supply operations section determines the need for an inventory and will generate the supply count cards and inventory control list. SARSS-1 creates an inventory listing. The listing will be forwarded to the supply platoon for action. Soldiers in the supply platoons send inventory cards to you for posting to the stock record account. Additional cards are prepared as required from results of the continuing inventory process. An inventory adjustment report is used to record item discrepancies according to ARs 710-2 and 735-5. Your soldiers prepare and forward inventory reports to the MMC.

Reorder. The replenishing of the ASL is an automatic function of TACCS based upon stockage position and authorization. The supply operations office should forward ASL replenishment to the MMC immediately for processing to the source of supply.

Data Processing

Your office has ADPE to help in stock control and coordination with the MMC. The equipment consists of a 6-ton van which houses a remote keyboard visual display unit and a TACCS computer system. Arrange your work load schedules to make sure the ADPE is used to meet priority demands. Analyze ADPE use. Then you can project accurate time requirements into the daily schedule. Schedule a steady flow of material to be processed so that equipment and operators are used to best advantage. See AR 18-7 and DA Pamphlet 18-7 for help in making schedules. You must maintain the proper humidity and temperature for the ADPE as outlined by its manufacturer. Set up a cleaning schedule, and make sure it is followed to keep the van as free of dust as possible. Maintenance of ADPE is covered in DA Pamphlet 18-7. Refer to the manufacturer's manual for preventive maintenance checks and service authorized at operator level.

Section IV
EQUIPMENT PLATOON HEADQUARTERS

This section is for the platoon leader.

MISSION

The equipment platoon operates equipment, vehicles, and MHE for the appropriate platoons and performs unit maintenance on all equipment and vehicles organic to the company. It has a platoon headquarters, a maintenance section, and an equipment section.

OPERATIONS

Once the equipment platoon headquarters is established and operational, you coordinate with the supply operations office for operating instructions and supply support requirements. Then, you coordinate with the other platoons to load and off-load supplies according to the expected volume of supplies. Send information on location and hours of operation of the equipment and maintenance sections to the platoons.

Vehicle and Materials-Handling Equipment Requirements

As platoon leader, you will need to keep abreast of vehicle and MHE requirements. To do this, you should take the following steps:

- Coordinate with all supply platoons for handling their supplies, since each of the supply operating elements depends upon the equipment section for all MHE support.
- Check vehicle status reports so you can determine if the platoon headquarters will have enough

vehicles to accomplish the work load. Also, find out if the MHE and vehicles are serviceable and parked in the platoon parking areas or if they are parked elsewhere waiting for maintenance.

•Ensure information is accurate on when and where your vehicles and equipment are to report.

•Identify the type and quantity of cargo to be moved.

•Know how long the vehicles will be needed.

Preventive Maintenance

Your vehicles and equipment must be able to move on short notice. You must be sure that the drivers and vehicles are ready to go at all times. Since maintenance is an ongoing concern, the basis of all maintenance is preventive maintenance. As supervisor, it is your responsibility to make sure that-

•Every item of equipment has an assigned operator.

•Preventive maintenance time is scheduled.

•Preventive maintenance instructions and procedures are followed as listed in technical manuals.

•Precautions stressed in equipment manuals are adhered to by personnel.

•Inspections are conducted to determine adequacy of the PM program.

Records and Reports

You will determine if maintenance files, records, and equipment and vehicle status reports clearly reflect the condition of equipment. Procedures for maintaining proper records are in AR 700-138. This regulation covers the logbook forms, dispatch records, DD Form 314, and DA Forms 2404, 2406, and 5504.

Section V
MAINTENANCE SECTION

This section is for the wheeled vehicle maintenance sergeant.

MISSION

Maintenance section personnel operate the company motor pool and perform unit maintenance on all vehicles and MHE organic to the company. As wheeled vehicle maintenance technician, you work with the equipment platoon leader and the company commander to manage the maintenance operations.

OPERATIONS

Effective maintenance management depends on having your personnel assume responsibility for equipment and efficient maintenance procedures, to include safety and training. Helpful maintenance publications include DA Pamphlets 750-1 and 738-750 and FMs 43-5 and 43-12.

Maintenance Levels

Maintenance operations are divided into three levels: unit, intermediate (DS and GS), and depot. (See AR 750-1, Chapter 4, for details.) The level of maintenance for which your unit is responsible is unit maintenance. Unit maintenance is largely user maintenance. It is characterized by quick turnaround based on replacement and minor repairs

(adjust, clean, lubricate, tighten). User or preventive maintenance involves the systematic care, inspection, and servicing of equipment to maintain it in serviceable condition to prevent breakdown and ensure maximum mission capability. (See FM 55-30, Chapter 11.) Your main duty is to make sure that preventive maintenance checks and services are performed regularly. Maintenance which your section cannot perform is referred to the supporting DA maintenance unit.

Types of Equipment

Company personnel perform unit maintenance on all authorized equipment, including weapons, vehicles, and communications, engineer, chemical, dining facility, and general-purpose equipment. The TOE lists tools and equipment needed to perform unit maintenance.

Maintenance SOP

A maintenance SOP ensures that all personnel know what is expected of them. It may be a separate SOP or part of the unit SOP. The SOP should include the following information:

- Responsibilities of company personnel.
- Unit maintenance measures (including preventive and operator maintenance).
- Motor stable procedures.
- Procedures for completing forms and records.
- Maintenance element layout plans.
- Procedures for storing and safeguarding equipment, repair parts, tools, and supplies.
- Safety precautions (Table 1-1, page 1-10).
- Procedures for night operations (Table 1-2, page l-l0).
- Recovery and evacuation procedures (including recovery and evacuation of contaminated items).
- Procedures for maintaining prescribed load lists.
- Inventory procedures.
- Publications procedures
- Training procedures
- Tables of measurement equivalents (FM 10-13, Appendix B).

The Army Maintenance Management System

TAMMS (DA Pamphlet 738-750) is the key to good maintenance management. TAMMS records give your commander the information he needs to manage equipment resources. They enable the commander to evaluate modification work orders, repair parts requirements, materiel readiness, support requirements, and equipment operation, including availability, deficiencies, and failure frequency.

Maintenance Assistance and Instruction

Maintenance assistance and instruction teams visit your company to help you and your commander maintain company personnel and materiel at the high state of readiness necessary for mission performance. (See AR 750-51.) The teams give the company assistance and instruction in maintenance operations and management areas. They also provide you with technical expertise so you can determine the company's maintenance status and solve problems encountered in reaching quality maintenance standards. Direct contact is authorized between your company and the assigned MAIT.

Motor Pool Management

To supervise unit maintenance efficiently and ensure that personnel do not perform maintenance beyond their capabilities, you must prevent backlogs, prepare work assignment sheets, monitor work procedures, and analyze maintenance man-hours.

Backlogs. To stay ahead of potential problems and prevent possible backlogs, use an equipment status board to keep track of job status and work loads (see Figure 1-4, page 1-11). Analyze the board. Require that it be updated at the close of

each day. You should also review DD Form 314 and maintain a list of periodic services due the forthcoming week or month. Make it SOP for the vehicle or equipment user to be called 24 hours in advance whenever an item is to be brought in for scheduled services. Use cannibalization, when approved by MACOM, as possible sources of selected major end items and critical low-mortality repair parts.

Work assignment sheets. Use work assignment sheets to schedule and plan maintenance tasks for a 24-hour period. Identify on them the tasks to be performed, mechanic assigned to do the work, correct publications to be used, and special requirements for tools, parts, or lubricants. Give the PLL clerk a draft copy of each sheet so he can check part availability. (Items should not enter the maintenance area for repair unless the PLL clerk verifies the availability of repair parts.) Post a copy of each assignment sheet in the maintenance area. As personnel report for duty, go over assignments and hand out publications listed on the work assignment sheets. The PLL clerk should then issue all required repair parts.

Table 1-1. Safety precautions

- **Use ground guides to move vehicles in the area. Use two guides to help drivers back up vehicles.**
- **Disconnect the ground cables of the battery whenever working around a vehicle. This may prevent someone from starting the vehicle without others being aware of it.**
- **Remove rings or watches before performing maintenance tasks to avoid electrical shocks.**
- **Pocket identification tags so that they will not get caught in operating equipment during maintenance.**
- **Clean up spilled liquids at once.**
- **Place chock blocks against each vehicle.**
- **Wrap stored chisels and other sharp-edged tools to prevent injury.**
- **Wear protective clothing while welding.**
- **Do not refuel vehicles in maintenance tent.**
- **Observe these precautions while refueling:**
  - **Turn off engine.**
  - **Connect ground wire to vehicle.**
  - **Have a fire extinguisher handy.**
- **Wear MOPP gear when working in contaminated areas. Wear additional protection (wet weather suit or the mechanic's overalls) over MOPP gear to avoid degradation of such gear by petroleum products.**

Table 1-2. Night operations maintenance procedures

- **Perform only emergency repairs (those repairs necessary to return equipment to a serviceable condition).**
- **Obtain and position repair parts to support night operations.**
- **Mark tools and equipment with fluorescent tape or paint.**
- **Modify light sets to provide subdued lighting (only minimum light required).**
- **Train personnel to use night vision aids.**

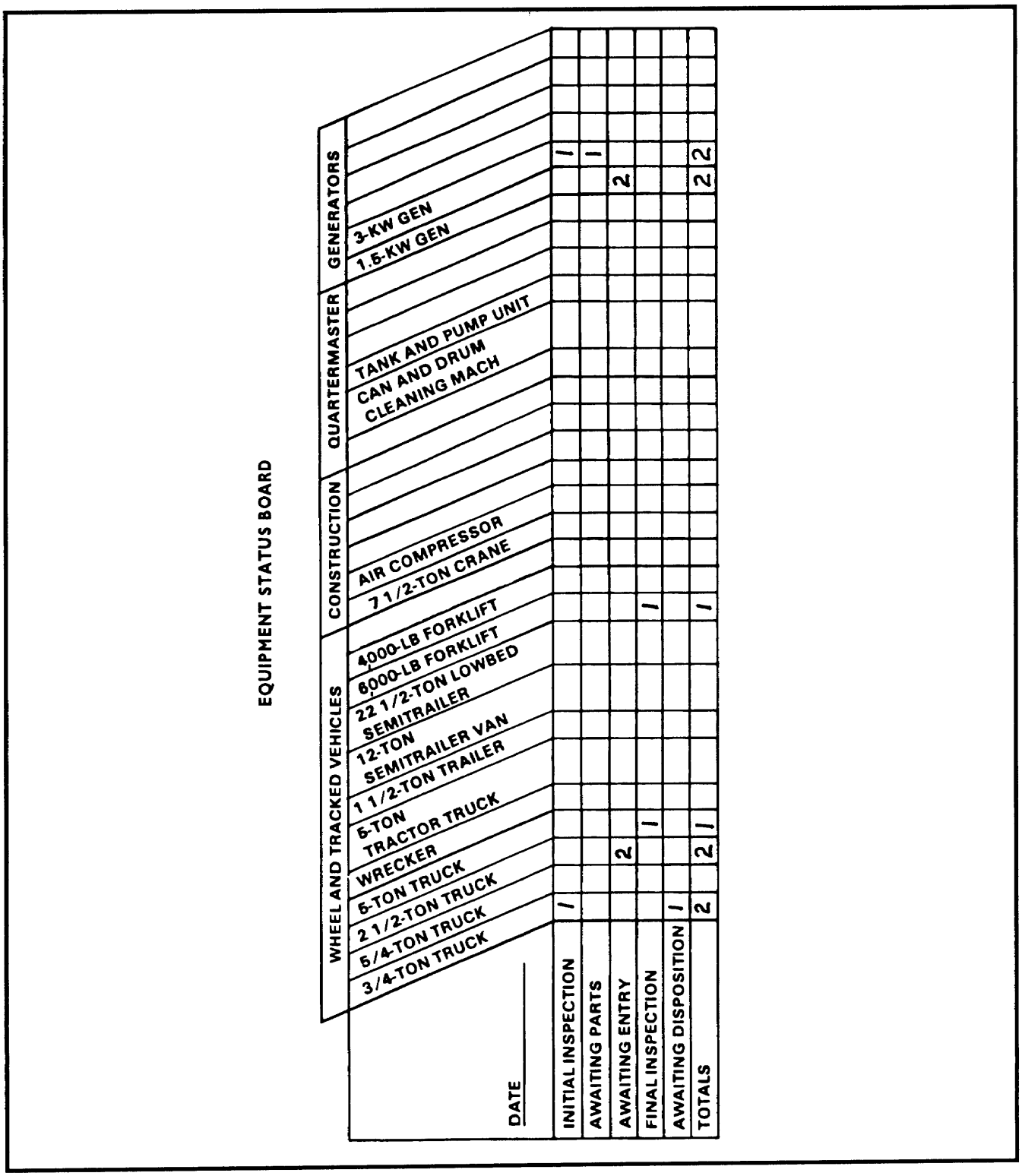


Figure 1-4. Sample equipment status board

Work procedures. Monitor work procedures. Conduct frequent spot-check inspections. Check for problems found by maintenance assistance and instruction teams. Correct errors on the spot. Stress and enforce safety precautions. Make it SOP that when a job has been completed, each mechanic or repair parts specialist reports to the supervisor so that the job can be closed out and another assigned. Verify that removed parts are unserviceable and that the job meets standards in technical manuals or other directives, Ensure that unserviceable parts required for evacuation are properly packaged for ultimate destination, Then, verify entries in the record binder and on DD Form 314. Records should be completed and edited for accuracy and the job status reported on the equipment status board. At the close of the duty day, inspect the maintenance area to ensure that it has been properly policed and secured.

Maintenance man-hours. AR 570-2 lists the annual maintenance man-hour requirements for your organic vehicles and equipment. Compare the total hours used to repair each item with the established man-hours. The comparison should indicate whether operators are performing scheduled preventive maintenance checks and services. It may also indicate that personnel working on equipment do not know their jobs and that training is in order. Also, compare the hours recorded by intermediate maintenance elements on DA Form 2407 with the man-hours established for these elements. Significant differences imply that your mechanics or repair specialists are not performing required unit checks and services. Review the descriptions of maintenance on DA Form 2407 to discover which specific unit tasks, checks, or services are being neglected frequently.

Setup and Closedown

Site setup and closedown are important and complicated processes. Field situations seldom allow you to operate under ideal conditions. However, the areas selected for maintenance must be centrally located, be on or near a good road, provide concealment, be easily defended, and be relatively hard-surfaced and well-drained.

Setup. See FM 55-30, Chapter 7, for information on setting up a tactical motor pool. To set up a maintenance element in the field, you also need to develop a layout plan. Pitch tents, position equipment, and organize for maintenance operations and repair parts issue.

Layout plan. You are responsible for planning the layout of the maintenance site once it has been designated by the commander or his representative. You should immediately report your arrival at the site and provide an estimate of when maintenance operations can begin. Keep in mind the objectives of an effective layout (Table 1-3, page 1-13). A sample site layout for company maintenance field operations is shown in (Figure 1-5, page 1-13).

Tents. After access roads are cleared and vehicles and elements are directed to their general positions, pitch the medium, general-purpose tent. Then, off-load office equipment, manuals, binders, and repair parts for that tent. Next, set up one frame-type maintenance tent. Camouflage the tents with existing foliage or camouflage systems. Ground plans, loading and off-loading data, and personnel and time requirements for tents are in TM 10-8340-211-13.

Equipment placement. Equipment should be positioned to minimize handling and facilitate control. Give personnel charged with positioning equipment in the general-purpose tent a layout diagram. (See sample at Figure 1-6, page 1-14.) For added security and control, have several tables positioned near the tent entrance and exit. The PLL clerk's table should be at the tent exit so that he will be near both the traffic control gate and the area where repair parts will be unloaded. The PLL clerk should have a microfiche machine for reading the AMDF. There should be a table in front of the equipment board, and maintenance reference manuals should be within reach of the dispatcher

and equipment maintenance clerks. Binders should contain only one type of form. For example, keep all copies of DA Form 2408-9 in one binder.

Maintenance operations. Operations should begin when the first maintenance tent has been set up. While mechanics and repair specialists begin unit maintenance, drivers should perform after-operation maintenance checks and services.

Repair parts issue. The tent wall may be rolled up to allow the PLL clerk to issue repair parts and to move parts from off-loading areas to bins or shelves. Bins should be labeled according to the five-digit, alphanumeric-character, location numbering system. Because the tent side clearance is 5 1/2 feet, the off-loading detail should position bins, cabinets, or shelves approximately 2 feet from the tent wall to allow sufficient clearance.

Table 1-3. Maintenance layout objectives

- **Establish a point of control.**
- **Establish holding areas.**
- **Designate inspection areas.**
- **Designate a shop area.**
- **Establish traffic-flow control.**
- **Designate a parts and tools area.**
- **Establish control of tools and test equipment.**

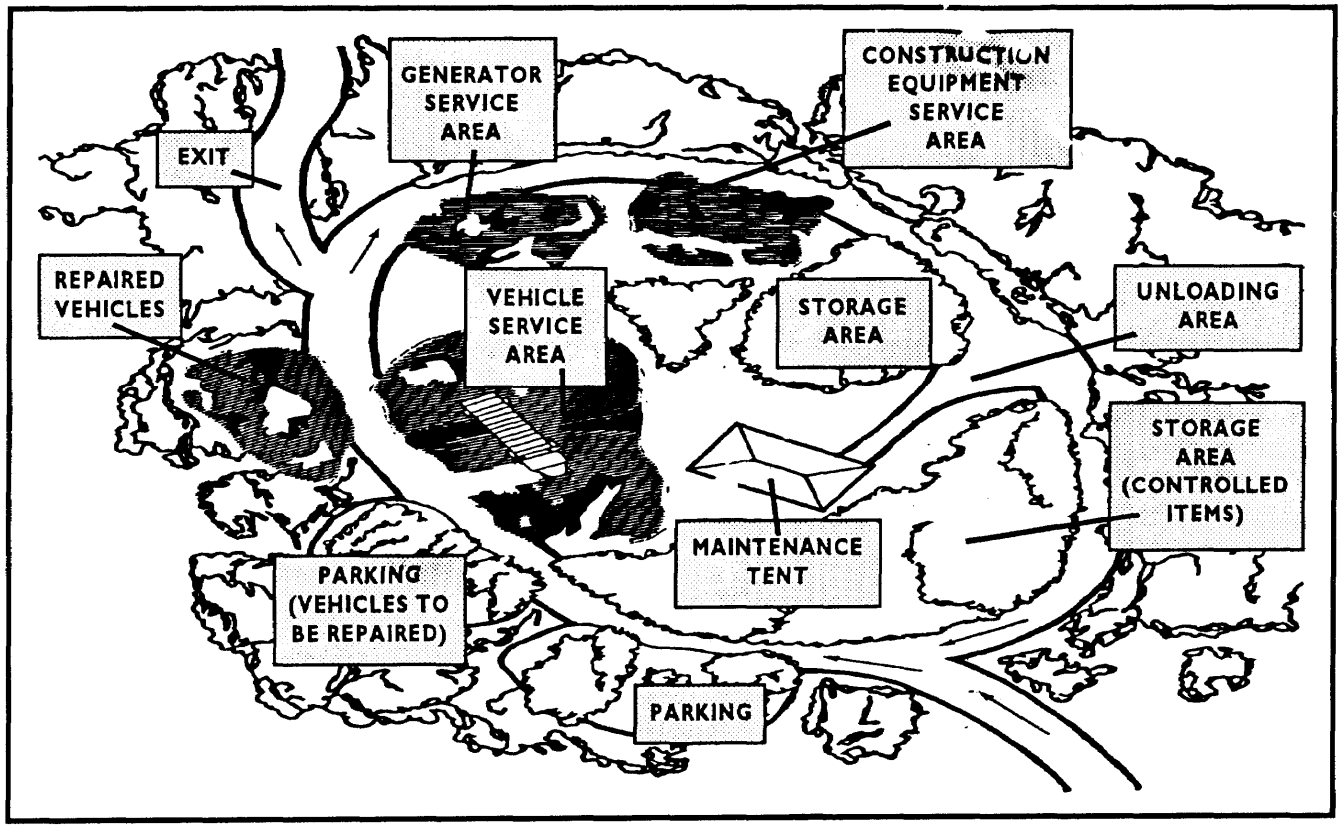


Figure 1-5. Sample maintenance element layout

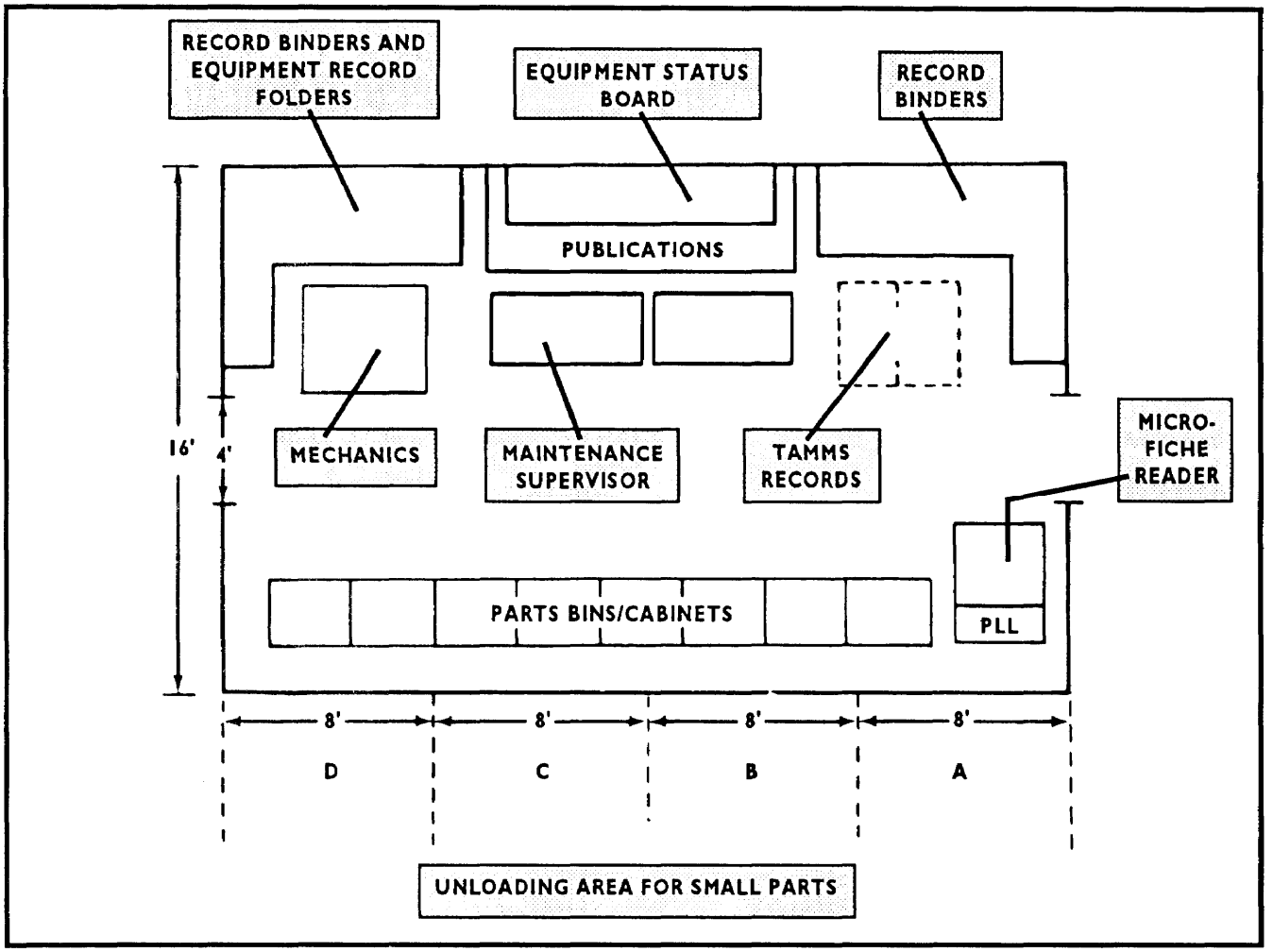


Figure 1-6. Sample layout for a medium, general-purpose tent

Closedown. When the company has to move, the company commander will issue a warning order telling you when to close down maintenance operations and prepare for movement. The answers to the questions in Table 1-4 (page 1-15) will help you plan for the move. When you receive the order, consider the areas discussed below.

Supplies and office equipment. Load supplies and office equipment on trucks supporting the move. Assign a detail to do this. Give the detail a loading diagram showing exact locations of supplies and equipment on the truck. Based on field experience, average loading time for a 5-ton cargo truck is 2 1/2 hours, while it will take 30 to 45 minutes to load a 1 l/4-ton cargo truck or a 3/4-ton cargo trailer.

Tents. To strike each maintenance tent, it will take four soldiers approximately three hours. For the medium, general-purpose tent, it will take four soldiers approximately 30 minutes. See TM 10-8340-211-13.

Maintenance. Perform before-operator maintenance checks and services. Make certain that all vehicle operators are aware of maintenance services they must provide while moving and when in the new bivouac area.

Table 1-4. Company maintenance movement considerations

- By what date must the company be ready to move?
- What types of operations are expected?
- How many soldiers will move to the new area? Will some soldiers continue to operate at the old area?
- When will equipment be deployed?
- Is special maintenance required for equipment before or on arrival in the new area?
- Will advance elements require any special maintenance support?
- What are the climate and terrain like in the new area?
- Will additional personnel or details be needed to perform the company maintenance mission?

Functions

The primary functions of the company maintenance element include maintenance by operators and company mechanics, repair parts operations, tool maintenance and accountability, record keeping, dispatching, and recovery and evacuation of disabled equipment.

Operator and crew maintenance. Equipment operators must perform preventive maintenance checks and services on their equipment. They also make minor repairs identified by technical manual allocation charts as being within their capabilities. Operators also assist in lubricating equipment according to lubrication orders.

User maintenance. Time should be set aside daily to perform preventive maintenance checks and services. For vehicular equipment, these scheduled maintenance periods are known as motor stables. Checks and services specified in technical manuals should be conducted under the supervision of first-line supervisors. Make yourself and your mechanics available to instruct and assist supervisors and operators in proper maintenance actions. Operators should check their equipment before using it to determine if conditions affecting equipment readiness have changed since the last service. While operating equipment, operator and crew should be alert for unusual noises or odors, abnormal instrument readings, steering irregularities, or other indications of malfunction. After-operation service should include refueling; checking oil levels, tire pressure, batteries, and electrical wiring; and correcting, if possible, any operating deficiencies. See FM 55-30, Appendix U, for a sample vehicle inspection checklist.

Repair actions. In addition to performing user maintenance, operators are also responsible for replacing minor parts. Operator-level repairs are identified in equipment technical manuals.

Company Mechanic Maintenance

Deficiencies discovered before, during, and after operation which are beyond the operator's capability become the responsibility of the company mechanics. You are responsible for making sure that these personnel always have the various types of tools, test equipment, and repair parts needed to do their jobs. Maintenance performed by company mechanics includes inspecting, servicing, lubricating, adjusting, and replacing parts, minor assemblies, and subassemblies. The scope of repair actions they perform is specified in equipment technical manuals. Repairs beyond the capabilities of your

mechanics are the responsibility of higher-level maintenance activities. Normally, your company delivers the unserviceable equipment to the supporting maintenance activity. If this is not possible, you may request that a maintenance support team be provided.

Repair Parts Operations

The company is authorized a PLL/combat PLL to support the daily maintenance operation. Usually, this is for a prescribed number of days of supply based on the average customer wait time. The company commander approves the PLL/combat PLL. He uses the PLL/combat PLL printout or listing when changing or updating the list to suit company needs and equipment. You supervise the PLL clerk and make sure the list is set up and maintained according to requirements in DA Pamphlet 710-2-1. (Use applicable 38-L32-series manuals if your company is automated.) You and the PLL clerk need to be aware of the areas discussed below.

Initial PLL/combat PLL. If your company is newly activated, create a PLL/combat PLL based on demand data from similar units maintaining the same items and equipment. Or the US Army Material Command may provide an initial PLL/combat PLL. You must then revise the list to bring it into line with your demands.

DA Form 2063-R preparation. If support activities cannot provide PLL lists or card decks, the PLL clerk should prepare and maintain a listing using DA Form 2063-R, DA technical manuals which authorize repair parts, and a nonstocked item demand file. The clerk must prepare a DA Form 2063-R for each item of equipment on hand. Instructions on how to prepare this form are in DA Pamphlet 710-2-1.

PLL/comtbat PLL additions and deletions. Add nonstocked items when a third demand is received, when items are authorized by changes in publications, or when items are required for support of new equipment. Delete items that become obsolete, have no further end item use within the company, have not had a demand within 180 days following the first four review periods, or are on the QSS listing.

PLL inventories. Conduct an inventory of PLL items every 90 days, normally on the last day of the calendar quarter. Have inventory personnel verify item storage locations and make a visual check of each item's condition. This inventory is not required during wartime.

Mandatory parts list. Consolidated MPLs, published in DA pamphlets, list repair parts which are essential for use on combat-essential equipment. The commander should check to be sure there is an MPL for each on-hand end item identified in the Mission Profile Development List for the company. Request additional MPLs according to DA Pamphlet 710-2-1, Chapter 8. The commander should also check the mandatory stockage quantity and update the PLL records according to DA Pamphlet 710-2-1, Chapter 8.

Repair parts requests. The PLL clerk requests national stock number parts using automated or manual procedures. (See Figure l-7, page 1-17, and Figure 1-8, page 1-18.) See Table 1-5 (page 1-19) for other request procedures. Supervisors at each level must anticipate and plan for materiel needs. To ensure requests are submitted in a timely manner, find out the average maximum lead time for items requested. Make daily requests SOP to prevent an accumulation of requests and to help ensure continuous supply. Specify procedures for establishing PLL levels, for using priority designators, and for requesting follow-ups and reporting delays.

Tools Maintenance and Accountability

Establish an effective control system, and inventory tools regularly. Account for and replace

lost, damaged, or destroyed tools according to AR 735-5. See TM 9-243 for information on tool use and care.

Automotive tool kit. Issue an automotive tool kit to each mechanic by hand receipt. The tool kit contains common tools such as wrenches, pliers, hammers, drifts, punctures, chisels, files, and gauges. Each mechanic is responsible for ensuring that assigned tools are properly maintained and stored when not in use. Establish a secure tool storage area.

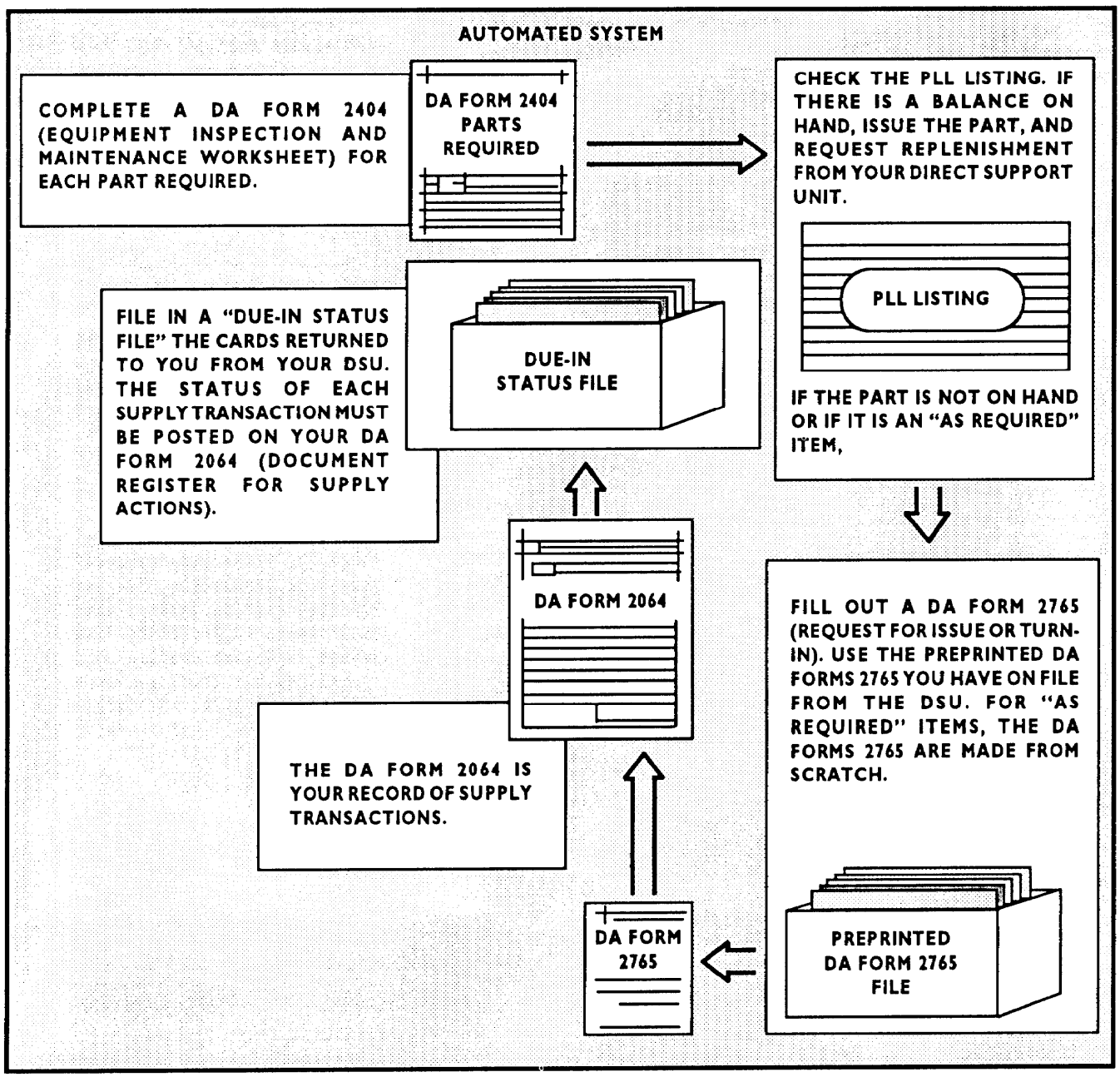


Figure 1-7. Automated procedures for requesting national stock number repair parts

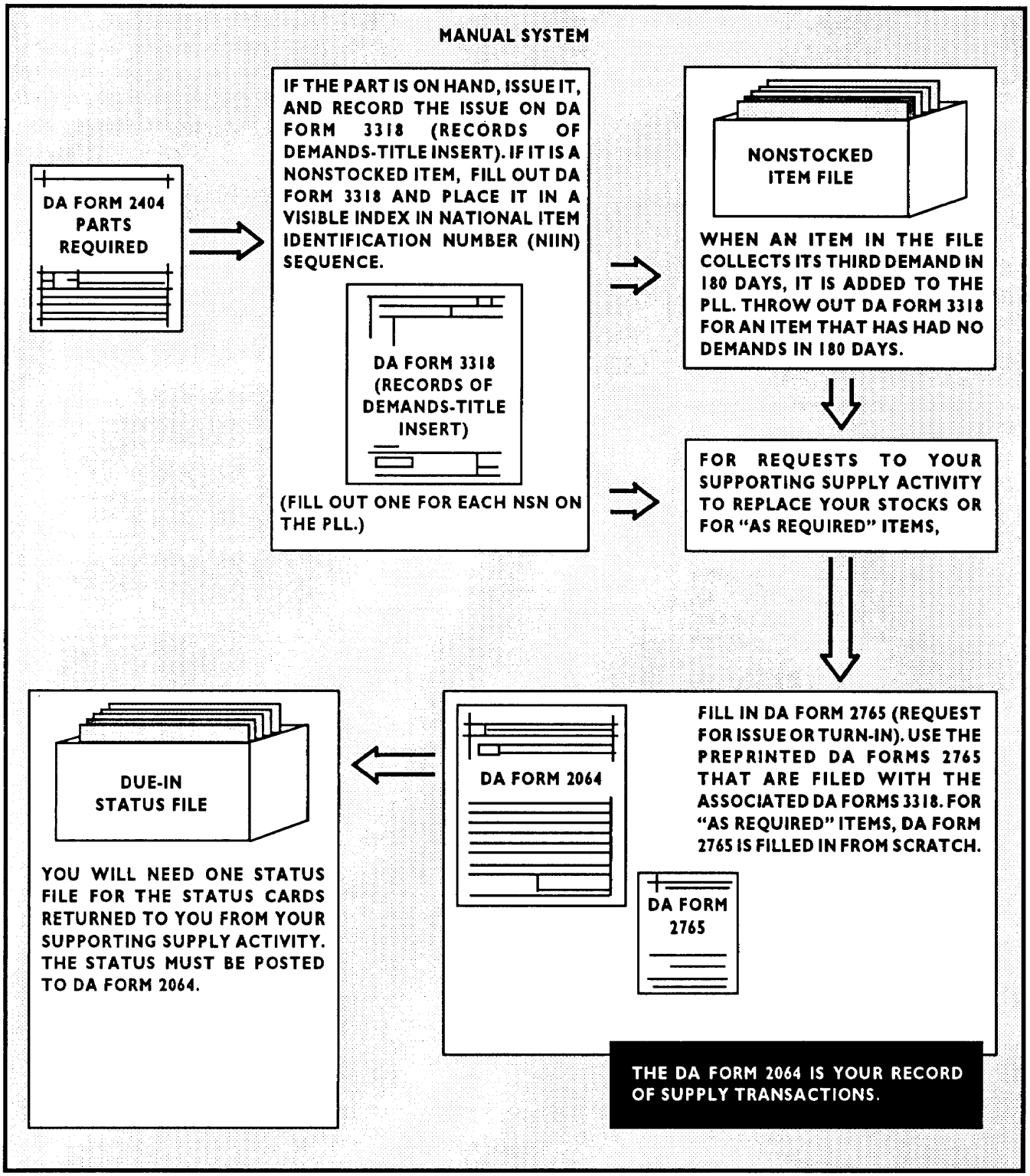


Figure 1-8. Manual procedures for requesting national stock number repair parts

Table 1-5. Other repair parts request procedures

ITEM REQUESTED	FORM	REFERENCE
Non-NSN repair part	DOD's Single Line Item Requisition System Document (Manual Long-Form)	DA Pamphlet 710-2-1
Modification work order or modification kit		
Item requiring exception data		
Direct exchange item	DA Form 2402 (Exchange Tag)	AR 725-50
QSS item	Want slip or shopping list	DA Pamphlet 710-2-2
Local purchase item	DA Form 3953 (Purchase Request and Commitment)	AR 710-2

Company shop equipment. You are authorized a common set of tools and equipment to perform your unit maintenance mission. This equipment set is usually mounted on a secured vehicle. Use one side of the vehicle for storing tools and test equipment, and leave the other side for storing key repair parts. This setup will speed up displacement and on-site repair. Assign a tool keeper to maintain a tool sign-out register. Make sure equipment is returned at the close of each working day.

Record Keeping

DA Pamphlet 738-750 contains specific instructions on the preparation and use of maintenance system forms. See Table 1-6 (page 1-20) for key records that you will use. Basically, there are three types of records: operational, maintenance, and historical. Operational records are used to control operators and equipment, plan for maintenance operations, and make best use of equipment. Maintenance records control maintenance scheduling, inspection procedures, and repair work loads and provide a uniform method for recording corrective actions. They are used to determine equipment readiness and reliability and to determine use and logistic requirements. Historical records are permanent documents formalizing the receipt, operation, maintenance, and disposal of equipment.

Dispatch Procedures

Dispatch procedures apply to vehicles, generators, forklifts, engineer equipment, and other items the commander designates. The procedures are described in this paragraph.

Table 1-6. Key maintenance system records

TYPE RECORD	FORM	PURPOSE
Operational	DD Form 1970 (Motor Equipment Utilization Record)	Used to control equipment use. Sometimes referred to as trip ticket. Filled out for each dispatched vehicle. Records miles or hours and fuel and oil consumption.
	DA Form 2401 (Organization Control Record for Equipment)	Used to consolidate listing of all equipment dispatched. Provides ready identification of user and location of equipment while in use.
	DA Form 2402 (Exchange Tag)	Used for direct exchange purposes.
Maintenance	DD Form 314 (Preventive Maintenance Schedule and Record)	Used as record of scheduled and performed maintenance services. Maintained for each item requiring periodic services by company maintenance personnel.
	DA Form 2404 (Equipment Inspection and Maintenance Worksheet)	Used to record equipment faults found during operator's daily inspection, periodic services, and inspections by maintenance activities. Parts requirements go to PLL clerk.
	DA Form 2405 (Maintenance Request Register)	Used to consolidate records of job orders (DA Forms 2407) initiated, received, and processed by maintenance activities. Used at company level to record number of maintenance requests submitted to supporting maintenance organizations.
	DA Form 2407 (Maintenance Request)	Used to request maintenance from a supporting unit and record details of maintenance performed.
	DA Form 2406 (Material Condition Status Report (MCSR))	Used to report the condition of equipment so that defects can be corrected.
	DA Form 2408-20 (Oil Analysis Log)	Used to record oil samples taken from equipment. Shows lab analysis of those samples. Indicates when oil changes are needed.
Historical	DA Form 2408-9 (Equipment Control Record)	Used to obtain initial basic equipment acceptance and identification information. Also used to update information on ownership, location, usage, transfer, gain, loss, overhaul and rebuild, and disposition.
	DA Form 2409 (Equipment Maintenance Log (Consolidated))	Used to record complete maintenance history of equipment item.

Before mission. The operator contacts the dispatcher with a vehicle requirement. A vehicle is designated. The operator performs a before-operation check using the appropriate technical manual and DA Form 2404. After deficiencies have been corrected, the dispatcher uses DA Form 2404 to initiate the dispatch. He makes entries on DD Form 1970 and DA Form 2401. He then releases the vehicle to the operator.

During mission. The operator performs during-operation checks. Make certain that he knows he must report at once any maintenance problems found during these checks, if possible, and he must record them on performance records for the piece of equipment.

After mission. The operator tops off the fuel, performs after-operation checks, and makes appropriate entries, if required, on DA Form 2404. The operator then returns the DA Form 2404 and the DD Form 1970 to the dispatcher. The dispatcher reviews the entries and posts the mileage or hours. He then enters the time of return and closes out the DA Form 2401 entry for that item.

Recovery and Evacuation

You may have to recover equipment which becomes disabled in a location away from the motor pool. Your personnel may be unable to repair the disabled equipment. In that case, you must make arrangements to evacuate the equipment and have it serviced elsewhere.

Recovery. To prepare for recovery, consult technical manuals for the weight of the item and for other necessary information. Then, reconnoiter the area to determine the best method of anchoring the wrecker vehicle. FM 20-22 discusses various types of ground anchors, equipment needed, safety precautions, and records for computing equipment capacities. FM 21-305, Chapter 22, provides each vehicle driver with information on vehicle recovery and field expedients. (Each of your drivers should have a copy of FM 21-305,) Use the maintenance SOP to standardize signals between wrecker operators and winch operators. If an item is so contaminated that it cannot be recovered, contact higher headquarters for advice and assistance.

Evacuation. If the company cannot recover an item, notify the supporting maintenance activity and request evacuation. Tell the maintenance activity the type of equipment and where it is located. If the situation allows, a crew member should remain with the equipment until it is picked up by the supporting activity.

Section VI
EQUIPMENT SECTION

This section is for the materiel storage supervisor.

MISSION

The equipment section supports the operating platoons. It provides the platoon with vehicles and MHE for handling of supplies.

OPERATIONS

You must implement a number of procedures to provide MHE support. They involve choosing MHE, dispatching equipment, assigning operators, handling supplies, and returning equipment.

Materials-Handling Equipment Support

The amount of MHE provided a particular quartermaster supply company, GS, and its storage facilities is determined by its location in the theater, its requirement for dispersion, and the frequency with which it must move.

Choosing materials-handling equipment. Many different types of MHE are used in storage operations. To save time and labor, you should use, to the fullest extent possible, the type you have available. MHE can be powered and nonpowered. To determine what kind of MHE is best for a job, you need to know the capacities and capabilities of the various types of MHE. Also, you need to consider the construction of the building and the characteristics of the storage area. Powered MHE most commonly used in storage operations are the forklift truck, wheeled tractor, warehouse crane truck, and trailer. Your personnel who use this equipment need to be trained in operator maintenance.

Dispatching equipment. MHE is usually controlled by the supply operations office. The office will request MHE for loading and unloading supplies at a section or activity as required. Your equipment section will receive the request to dispatch MHE. Personnel record the dispatch of MHE on DA Form 2401. The DA Form 2401 is a ready record of who is using the equipment and where it is located. The dispatcher records the dispatch or use of equipment. This helps the commander determine who is requesting and using equipment. Also, he can determine where the equipment is located and the expected time of return.

Assigning operations. Only licensed operators may operate the powered MHE. Since most units do not have control of the number of personnel assigned, permanent operators are not assigned to specific pieces of equipment. A list of persons who qualify as equipment operators is kept so that they may be called on during emergencies.

Handling supplies. The incoming supplies are checked with the supplies already at the storage location to see if they are the same. Materials should be handled as little as possible. When supplies must be moved, handlers should-

- Follow safety precautions.
- Protect supplies from weather and breakage.
- Use unitized loads, if possible.
- Combine handling methods.
- Determine the method of handling from the number, size, and weight of items to be moved.
- Follow the straight-line flow of materials, and move supplies by the shortest distance.
- Choose the right equipment, and stay within its capabilities.

Returning equipment. When the equipment is returned to the equipment section, the dispatcher records the time in the TIME column of the DA Form 2401 and enters in the REMARK column any other information about the MHE. NOTE: All operators are responsible for performing operator maintenance on their equipment as outlined in the TMs. If equipment is deficient, personnel should report it immediately to the materiel storage and handling supervisor. The operator will annotate the fault on the DA Form 2404, which is then verified by unit maintenance personnel. This work sheet is prepared according to DA Pamphlet 738-750. Company maintenance personnel should be told when repairs are needed.

Transportation Support

Ensure supplies scheduled for the appropriate platoons are transported in an efficient and safe manner. Personnel are assigned to operate vehicles and must perform operator maintenance on their vehicles. All vehicles are used in the day-to-day operations of the company. Because of its independent capability, the quartermaster supply company's operating elements must have a high

degree of mobility for the receiving and issuing of material. Equipment and supplies are transported to and from storage areas primarily by trucks.

Dispatching vehicles. The dispatch of vehicles is recorded on DA Form 2401. (Each wheeled vehicle operator must be properly licensed and must have a valid motor vehicle operators identification card signed by the company commander as issuing official.) At the dispatch, the dispatcher will issue the operator a DD Form 1970 and key for the piece of equipment. The operator will use medium- or heavy-power units (5-ton tractor, 2 l/2-ton truck, and 20-ton crane) and a 22 l/2-ton low-bed semitrailer for transporting bulk materials within your area of operations or when displacing to a new area.

Returning vehicles. Wheeled vehicle operators will follow the same procedures as outlined for the return of MHE.

Parking vehicles. The company maintenance officer will designate vehicle parking areas. He will assign each section an area for parking. He will also designate an area for vehicles that are on a job order. Personnel will not move heavy vehicles without guides.

Section VII
GENERAL SUPPLY PLATOON HEADQUARTERS

This section is for the platoon leader.

MISSION

Headquarters personnel supervise, direct, and coordinate the operations of the sections organic to the platoon. They also reconnoiter and select operating sites for the operating elements of the platoon.

OPERATIONS

Your headquarters soldiers must monitor supply operations to ensure that operating instructions are being followed by the general supply platoon elements. You must make sure the sections have their ASL items on hand, As platoon leader, you are responsible for coordinating with supported customers on hours of operation, issues, and turn-ins. Your headquarters maintains a manual stock locator card file consisting of DA Forms 2765-1 for Class II, III (packaged), and IV supplies. The file contains a DA Form 2000 (see AR 740-26) for each assigned location in use or reserved at your storage site. The forms, indicating the storage location, are sent to the MMC. You do not have to notify the MMC of alternate storage sites. Information about stock locator files is in FM 10-15. Your platoon headquarters coordinates the inventory of supplies and equipment. Under the supervision of the platoon sergeant and section chiefs, the materiel control and accounting specialists conduct the inventory and prepare and forward inventory reports to the MMC. For more on inventories, see AR 30-18, Chapter 9; AR 710-2, Chapters 2 and 3; FM 10-15; and DA Pamphlet 710-2-2. See FM 10-24, Chapter 4 and FM 10-60, Chapter 2 for more on directing platoon operations.

Layout

You are assigned a general operating area. Within this area, you and your materiel storage and handling supervisors plan the layout for both

covered and open storage. See Table 1-7 (page 1-24) for factors that influence a storage layout plan. Covered storage space is storage space within any roofed structure. Some types of covered storage space are general-purpose warehouses, storage warehouses for flammables, sheds, and transitory shelters. Open storage space is an improved or unimproved open area designated for storage purposes. This includes space that has been graded and surfaced with concrete, tar or asphalt, crushed stone or gravel, or other suitable topping. You prepare a floor plan for each storage area. You will stock hundreds of items to meet the supported company's needs. The storage area should be laid out in blocks separated by aisles to facilitate the flow of supplies in and out of the area. The actual size and layout of the storage area are affected by the type and number of vehicles and equipment used by the platoon for moving supplies within the storage areas. From your layout plan, you should be able to identify each of the control points, the direction of traffic flow, and parking areas for receiving and shipping. Once your point is laid out and you have set up your stock location files, you are ready to begin receiving, storing, and issuing operations. See FM 10-15 for setting up and maintaining stock location files. Figure 1-9 (page 1-25) illustrates a Class II, III (packaged), and IV supply point. Table 1-8 (page 1-25) is a checklist for preparing a storage layout.

Table 1-7. Factors that influence a layout plan

FACTOR	EXPLANATION
Item Similarity	Items with similar handling requirements should be stored together when practical.
Item Popularity	The fastest moving bulk stocks should be stored in easily accessible areas. This reduces travel of MHE and stock selection personnel.
Item Size and Weight	The dimensions and weight of individual items affect not only the amount of storage space needed but also the location in which items are to be stored.
Item Quantity	Quantity of material on hand affects the amount of space required on the layout.
Item Characteristics	Some supplies do not require special storage areas; some do. Those requiring special considerations are hazardous, sensitive, and perishable supplies and supplies that deteriorate.
Aisles	Preplanning of aisle positioning on layouts must be done prior to placement of materiel.
Working Areas	Working areas are nonstorage space. These areas include receiving and shipping bays, packing floor space, strapping lines, battery charging stations, offices, and locker rooms.

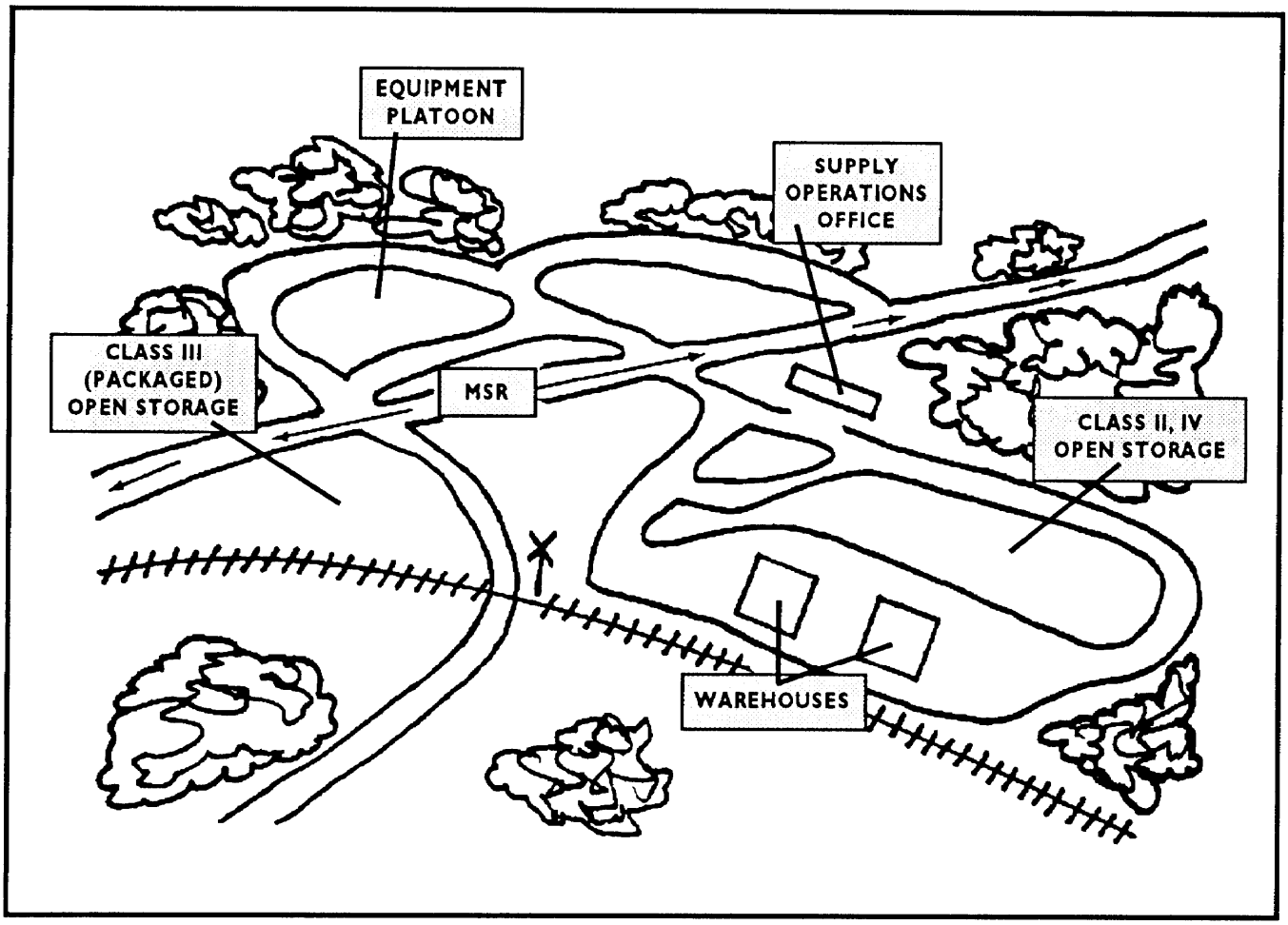


Figure 1-9. Class II, III (packaged), and IV supply point

Table 1-8. Checklist for preparing a storage layout

FOR TOTAL LAYOUT AREA
☐ Determine length of building.
☐ Determine width of building.
☐ Determine total square feet available for storage facility.
☐ Subtract structural losses (for example, latrines, posts, pillars, stairwells) from total square feet.
☐ Determine distance from floor to ceiling or to overhead obstructions.
☐ Find maximum allowable floor load limitations.

Table 1-8. Checklist for preparing a storage layout (continued)

☐ Determine maximum stacking heights allowed for supplies.

☐ Determine required fire clearances and the condition of fire walls in the building. Use DOD 4145.19-R-1 to find clearances needed around fire doors and fire aisles.

☐ Determine required clearances for fire fighting equipment and fire alarms.

NOTE: If the building has no sprinkler system, subtract 18 inches from the maximum stacking height. If it has a sprinkler system, subtract 36 inches.

☐ Determine types of supplies to be stored.

☐ Use DOD 4145.19-R-1 to find the required clearances for exterior walls. The clearance depends on the types of supplies to be stored.

FOR BIN AND BULK AREAS

☐ Analyze commodity characteristics (size, weight, and shape) of supplies.

☐ Determine number of line items to be stored.

☐ Determine volume of items to be stored.

☐ Find out what types of storage aids are available.

☐ Find out what types of MHE are available.

☐ Determine the amount of space needed for each bin or bulk area.

FOR STORAGE SUPPORT FUNCTION AREAS

☐ Determine space required for preservation and packing areas.

☐ Determine the space required for receiving area.

☐ Determine space required for assembly, shipping, and issue area.

☐ Allocate office space.

☐ Assign space for smoking area within storage facility.

☐ Compute total space required for storage support functions.

Table 1-8. Checklist for preparing a storage layout (continued)

FOR SIZES AND TYPES OF AISLES
☐ Determine need for fire aisles.
☐ Determine need for main aisles.
☐ Determine need for cross aisles.
☐ Determine need for bin aisles.
☐ Determine locations and sizes of warehouse doors and columns.
☐ Determine quantities, types, and turnover rates of supplies to be stored.
☐ Determine types and sizes of MHE to be used.
☐ Sketch storage layout plan.

Class III (packaged) supplies. Your Class III (packaged) supply point should not be adjacent to a congested area. The terrain should allow for immediate runoff of surface water with a system of open ditches. The drum storage area should be located or arranged so that escaping flammable vapors will flow away from the operational areas and sources of ignition.

Class IV supplies. The storage areas should be level, well-drained, firm, and smooth for the operation of MHE. Detailed procedures for the storage of paint, rope, cement, lumber, glass, and other fortification and construction supplies are covered in DOD 4145.19-R-1.

Records and Reports

Ensure that your personnel know how to prepare and process documents and reports. They should fill out stock locator cards for all items in storage and forward them to the supply operations office. Other reports and records you and your materiel storage and handling supervisors are responsible for are discussed in this paragraph.

Space allocation map. This is a map showing the current status of areas that are designated for storage operations and the location of other related activities. This map will show the type of space, the use of the space (receiving, shipping, bulk storage, loose-issue storage, office space, or other), and the type of materiel stored (repair parts, construction materiel, end items, or other). Use color coding to identify each of these areas. You may use overlays to keep the map current.

Planograph. This is the approved floor plan of the storage area drawn to scale. (See Figure 1-10, page 1-28 .) It shows such things as the receiving and shipping areas, location of aisles, structural space, support areas, offices, and latrines. You must ensure that your materiel storage and handling supervisors place a completed planograph of each warehouse, shed, or other storage area in a highly visible place. Mount it on wood, and cover it with clear acetate so that you or your supervisor can use a green pencil to make changes on it as needed.

Storage space survey work sheet. The storage space survey work sheet is a drawn-to-scale

drawing of available storage areas. You must draw a work sheet for each supply warehouse section, shed, or open storage area. Figure l-11 (page 1-29) is an example of a prepared storage space survey work sheet. You use the information on this sheet to prepare storage space status reports. This information must bean accurate measurement of the amount of space available and how much you are using. Therefore, before a work sheet is completed, you must survey storage space. Each time the storage layout changes, you must make changes to the storage survey work sheet.

Additional information on storage space survey work sheets is in DOD 4145.19-R-1.

Storage space status report. You may be required to prepare storage space status reports quarterly, monthly, or as often as your headquarters directs. This report is basically the current record of how much space your platoon is assigned and how much space it uses. You need to know the types of materiel stored and the types of storage used (bin area, tank space, or other). Most of the information you need to prepare the storage space status report can be taken from the storage layout.

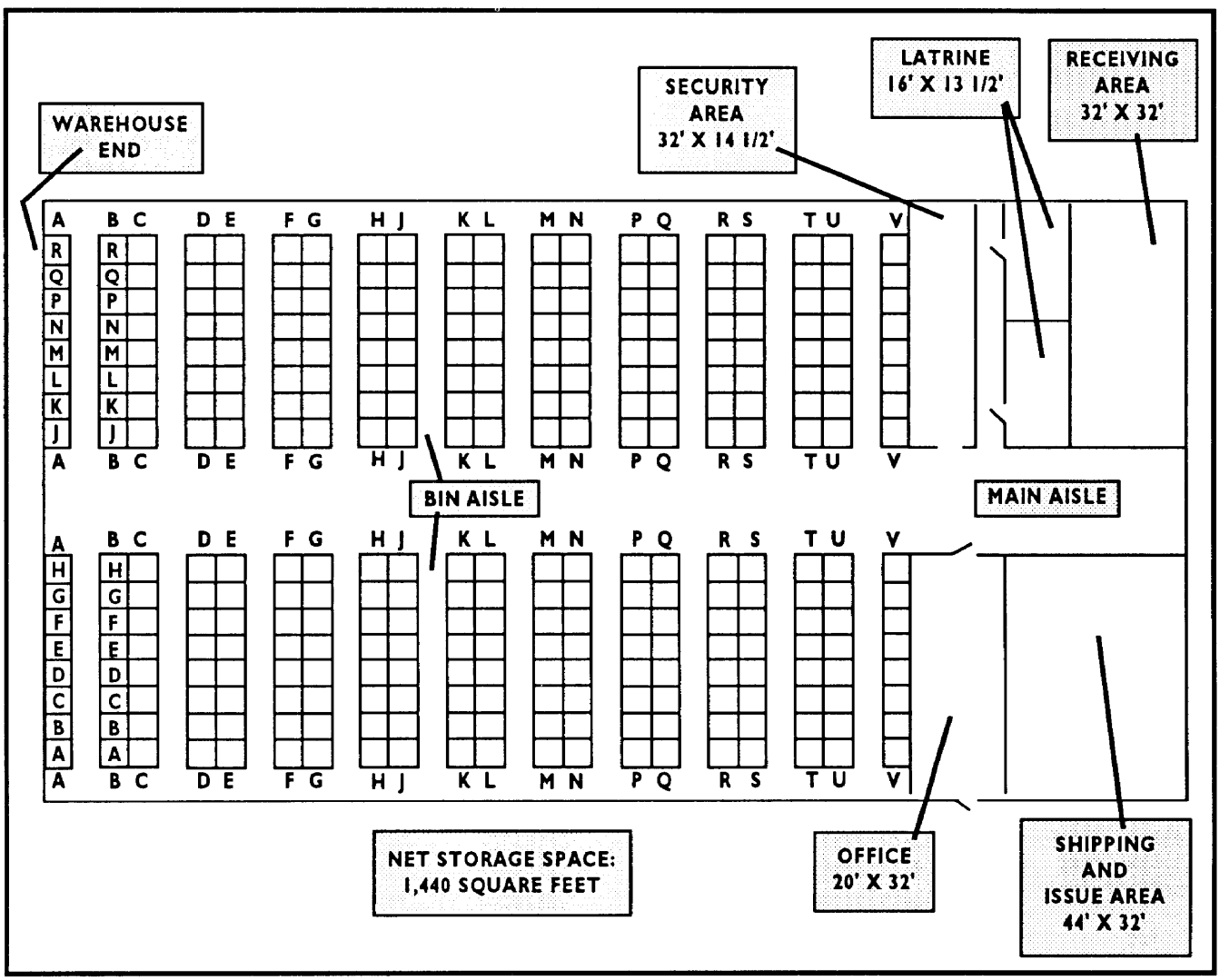


Figure 1-10. A sample planograph

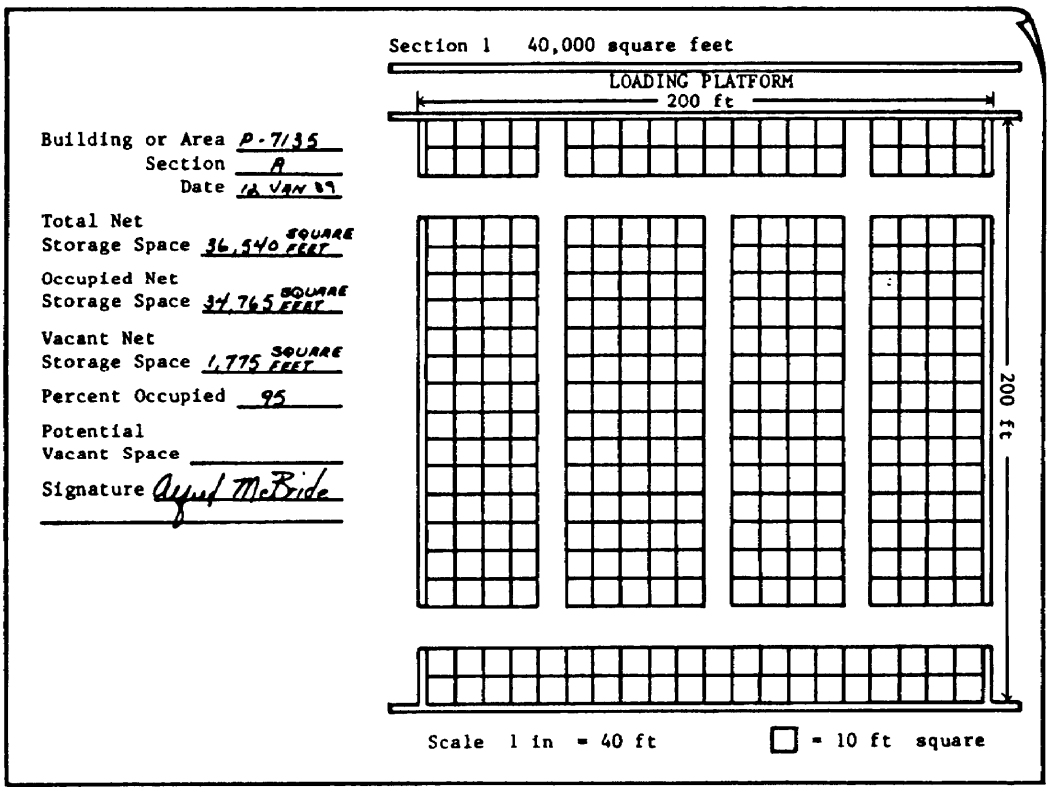


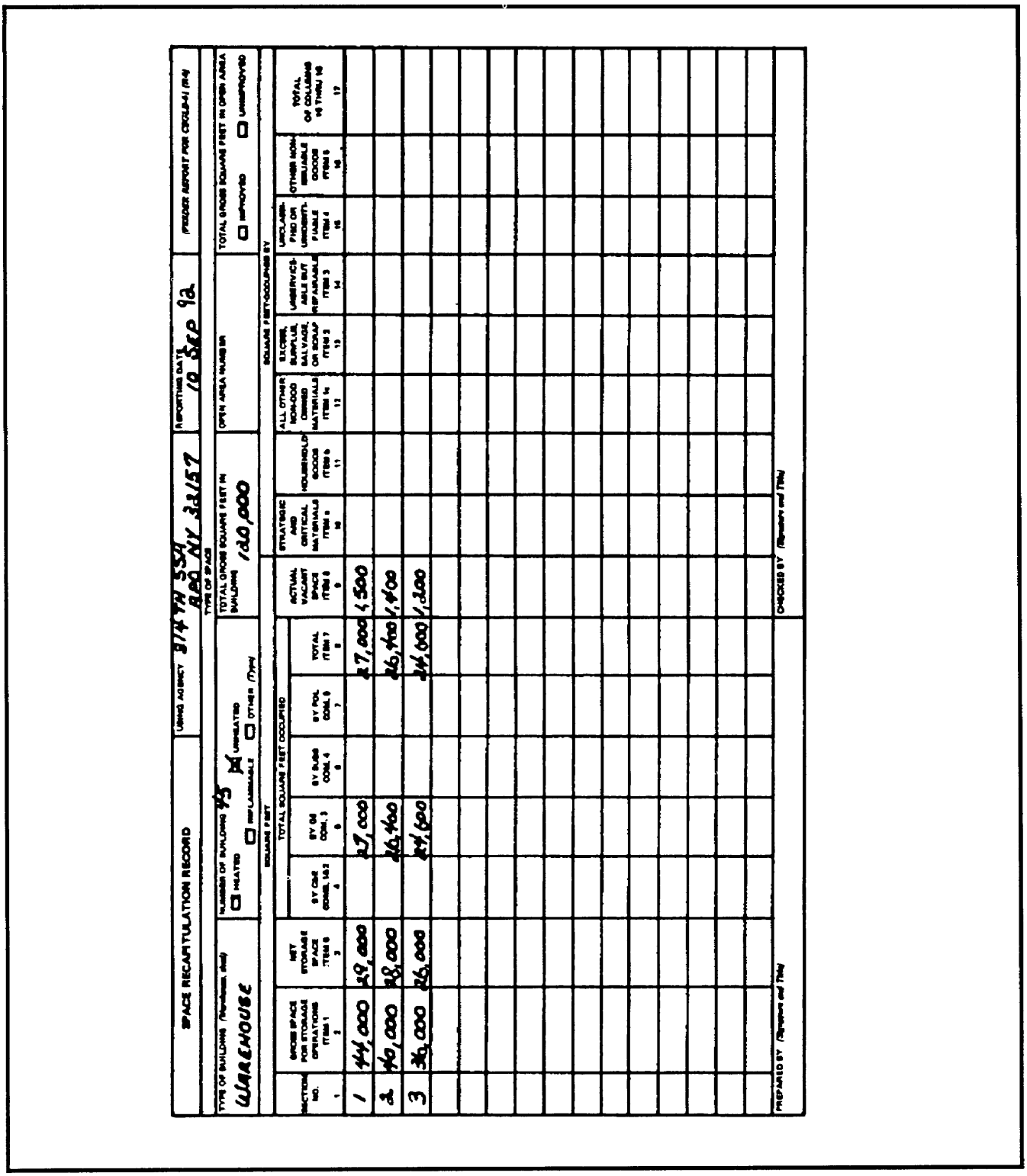
Figure 1-11. A sample storage space survey work sheet

Space recapitulation record. This is a locally designed form which you use to report your storage space data. It lists all storage information, including building number, section number, gross and net square feet, type of space, type of storage, and type of facility. Figure 1-12 (page 1-30) shows a sample of a space recapitulation record. You use this record with the storage space status report to complete DD Form 805.

Storage space management report. DD Form 805 is used to determine how much space is available for storage operations and how much space is currently being used Armywide. From this information, DA procures, assigns, and controls its storage space. You complete this report once or twice a year. AR 740-1 gives all of the Army installations and their reporting times. Figure l-13 (page l-31) shows a completed DD Form 805.

Materials-Handling Equipment Support

Request MHE through the supply operations office. Upon receipt of a request for MHE support, the supply operations office directs the issue of MHE by equipment section personnel. Crane operators and forklift truck operators load, unload, stack, and move materiel for your platoon.



SPACE RECAPITULATION RECORD

USING AGENCY 874TH SSG Aad AV 38157

REPORTING DATE 10 Sep 92

(REVERSE REPORT FOR CROSS-HAUL ITEM)

TYPE OF BUILDING (Permanent, Semi) WAREHOUSE

NUMBER OF BUILDING 93

☐ HEATED ☐ REFRIGERATED ☒ UNHEATED ☐ OTHER (Type)

TOTAL GROSS SQUARE FEET IN BUILDING 120,000

OPEN AREA NUMBER

TOTAL GROSS SQUARE FEET IN OPEN AREA

☐ IMPROVED ☐ UNIMPROVED

TYPE OF SPACE

SQUARE FEET

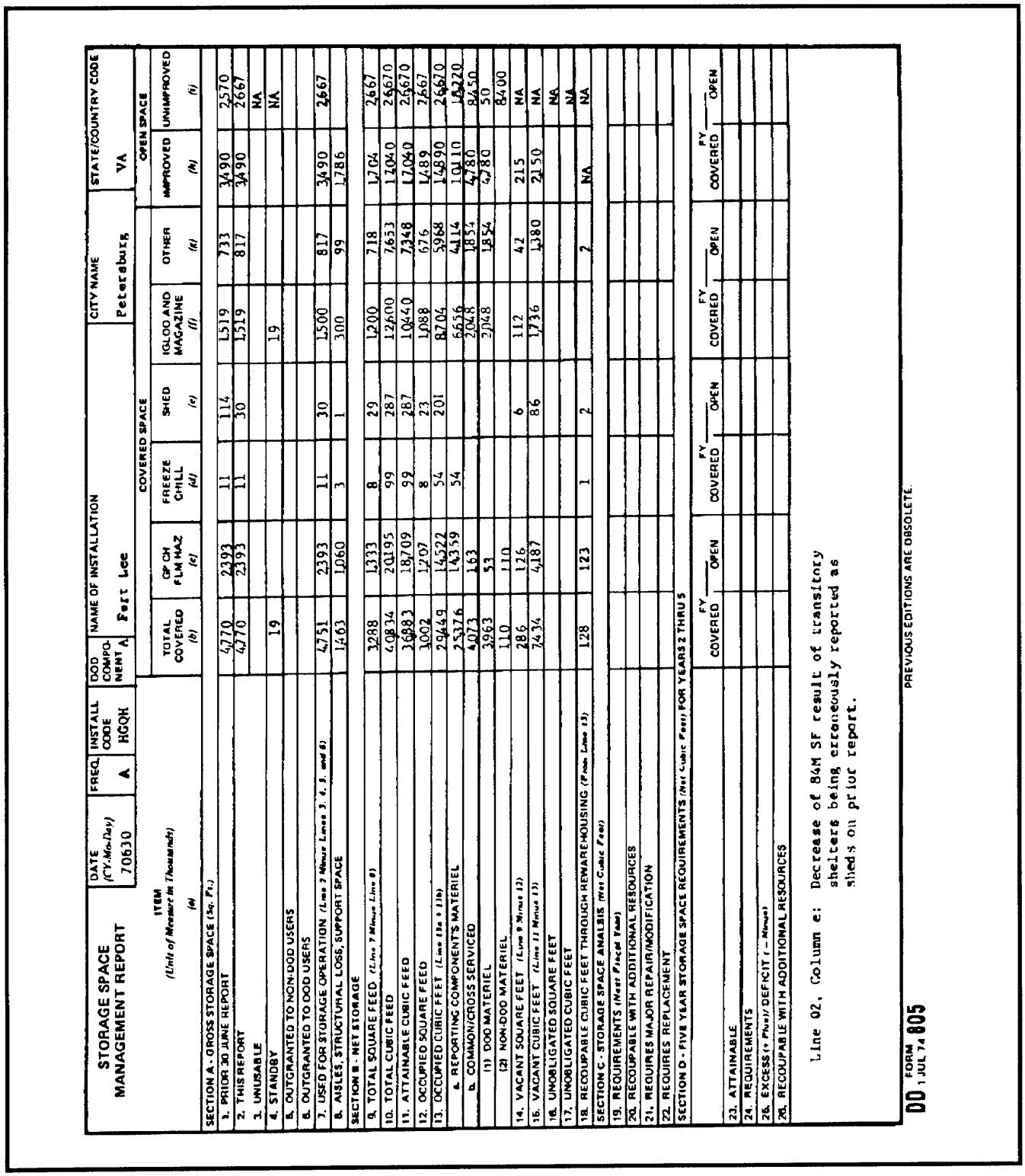
SQUARE FEET OCCUPIED BY

SECTION NO.	GROSS SPACE FOR STORAGE OPERATIONS (ITEM 1 col 2)	NET STORAGE SPACE (ITEM 2 col 3)	TOTAL SQUARE FEET OCCUPIED				ACTUAL VACANT SPACE (ITEM 3 col 9)	STRATEGIC AND CRITICAL MATERIALS (ITEM 4 col 10)	HOUSEHOLD GOODS (ITEM 5 col 11)	ALL OTHER NON-GOOD OWNED MATERIALS (ITEM 14 col 12)	EXCESS, SURPLUS, SALVAGE, OR SCRAP (ITEM 2 col 13)	UNSERVICEABLE BUT REPAIRABLE (ITEM 3 col 14)	UNCLASSIFIED OR UNIDENTIFIABLE (ITEM 4 col 15)	OTHER NON-SALEABLE GOODS (ITEM 5 col 16)	TOTAL OF COLUMNS 10 THRU 16 col 17
			BY CM (COND. 1&2) col 4	BY GA col 5	BY SUBS col 6	BY POL col 7	TOTAL col 8								
1	44,000	39,000	27,000			27,000	4,500								
2	40,000	38,000	26,400			26,400	1,400								
3	36,000	26,000	24,600			24,600	1,000								

PREPARED BY (Signature and Title)

CHECKED BY (Signature and Title)

Figure 1-12. Sample space recapitulation record



STORAGE SPACE MANAGEMENT REPORT

DATE (CY-Mo-Day): 70630 | FREQ: A | INSTALL CODE: HGQH | DOD COMPONENT: A | NAME OF INSTALLATION: Fort Lee | CITY NAME: Petersburg | STATE/COUNTRY CODE: VA

ITEM (Unit of Measure in Thousands) (a)	COVERED SPACE: TOTAL COVERED (b)	COVERED SPACE: OPEN FLM HAZ (c)	COVERED SPACE: FREEZE CHILL (d)	COVERED SPACE: SHED (e)	COVERED SPACE: IGLOO AND MAGAZINE (f)	COVERED SPACE: OTHER (g)	OPEN SPACE: IMPROVED (h)	OPEN SPACE: UNIMPROVED (i)
SECTION A - GROSS STORAGE SPACE (Sq. Ft.)								
1. PRIOR 30 JUNE REPORT	4770	2393	11	114	1519	733	3490	2570
2. THIS REPORT	4770	2393	11	30	1519	817	3490	2667
3. UNUSABLE								NA
4. STANDBY	19				19			NA
5. OUTGRANTED TO NON-DOD USERS								
6. OUTGRANTED TO DOD USERS								
7. USED FOR STORAGE OPERATION (Line 2 Minus Lines 3, 4, 5, and 6)	4751	2393	11	30	1500	817	3490	2667
8. AISLES, STRUCTURAL LOSS, SUPPORT SPACE	1463	1060	3	1	300	99	1786	
SECTION B - NET STORAGE								
9. TOTAL SQUARE FEED (Line 7 Minus Line 8)	3288	1333	8	29	1200	718	1704	2667
10. TOTAL CUBIC FEED	40834	20195	99	287	12600	7653	17040	26670
11. ATTAINABLE CUBIC FEED	36883	18709	99	287	10440	7348	17040	25670
12. OCCUPIED SQUARE FEED	3002	1207	8	23	1088	676	1489	2667
13. OCCUPIED CUBIC FEET (Line 12a x 10)	29449	14522	54	201	8704	5968	14890	26670
a. REPORTING COMPONENTS MATERIEL	25376	14359	54		6636	4114	10110	10220
b. COMMON/CROSS SERVICED	4073	163			2068	1854	4780	8450
(1) DOD MATERIEL	3963	53			2068	1854	4780	50
(2) NON-DOD MATERIEL	110	110						8400
14. VACANT SQUARE FEET (Line 9 Minus 12)	286	126		6	112	42	215	NA
15. VACANT CUBIC FEET (Line 11 Minus 13)	7434	4187		86	1736	1380	2150	NA
16. UNOBLIGATED SQUARE FEET								NA
17. UNOBLIGATED CUBIC FEET								NA
18. RECOUPABLE CUBIC FEET THROUGH REWAREHOUSING (From Line 15)	128	123	1	2		2	NA	NA
SECTION C - STORAGE SPACE ANALYSIS (Net Cubic Feet)								
19. REQUIREMENTS (Next Fiscal Year)								
20. RECOUPABLE WITH ADDITIONAL RESOURCES								
21. REQUIRES MAJOR REPAIR/MODIFICATION								
22. REQUIRES REPLACEMENT								
SECTION D - FIVE YEAR STORAGE SPACE REQUIREMENTS (Net Cubic Feet) FOR YEARS 2 THRU 5								

	FY ____ COVERED	FY ____ OPEN	FY ____ COVERED	FY ____ OPEN	FY ____ COVERED	FY ____ OPEN	FY ____ COVERED	FY ____ OPEN
23. ATTAINABLE								
24. REQUIREMENTS								
25. EXCESS (+ Plus)/ DEFICIT (- Minus)								
26. RECOUPABLE WITH ADDITIONAL RESOURCES								

Line 02, Column e: Decrease of 84M SF result of transitory shelters being erroneously reported as sheds on prior report.

DD FORM 1 JUL 74 805 — PREVIOUS EDITIONS ARE OBSOLETE.

Figure 1-13. Completed DD Form 805

Inventories

Class II, III (packaged), and IV supplies are inventoried to determine the quantity of stock and to reconcile stock record balances with on-hand quantities. To ensure inaccurate inventory, you coordinate with the supply operations officer to setup a cutoff date for processing the documents and supplies received. After that date, all receiving, issuing (except PDs 01, 02, and 03 and NMCS requests), and shipping actions are frozen. You must continue to process all high-priority (PDs 01, 02, and 03) requests and NMCS requests during the inventory. Coordinate these requests with the supply operations office so that the requests will not affect the inventory count. All supplies received after the cutoff date are kept separate. They are not inventoried. After the cutoff date, the supply operations office prepares DA Forms 2000-3. Your count teams, under the direction of the materiel storage and handling supervisor, use these cards to take the physical count of stock. See Figure 1-14 (page l-32) for an example of a punched card format for DA Form 2000-3. TM 38-L03-17, TM 38-L32-12, and TM 38-L32-13 outline the actions taken when all counts are finished.

Regulated and Controlled Items

Some Class II items may be regulated or command-controlled. Most Class IV items are command-controlled. They are issued on the basis of command approval.

Regulated items. The Department of the Army publishes a list of regulated items to control the issue and distribution of items that are costly, highly technical, hazardous, or scarce from a national standpoint. The using unit sends requests for these items through command channels to the commander who has the authority to approve issue. The MMC advises the commander on the availability of the item and, with the commander's approval, sends a materiel release order to the supply platoon, which ships directly to the using unit.

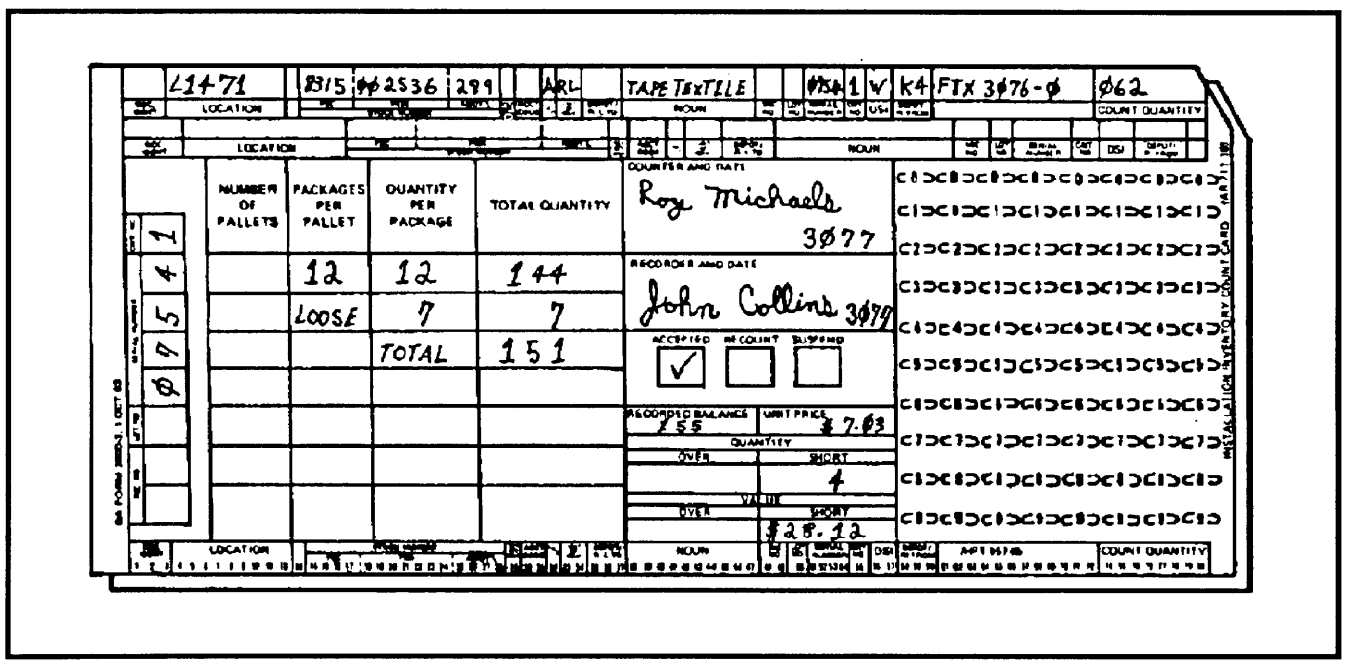


Figure 1-14. Punched card format for DA Form 2000-3

Controlled items. A command-controlled item is one that is critical from a local standpoint for an indefinite period of time. Examples of controlled items are lumber and cement for special construction. These are usually heavy-tonnage items and are critical to the war effort. Divisional and nondivisional units requiring controlled items submit requests through command channels to the commander who made the list. Upon approval of the request, the MMC is directed to release required stock. For example, an MRO is forwarded to your platoon and you, in turn, issue to the supported units.

Noncontrolled Items

Most Class II supplies are general supply items that are based on TOEs, TDAs, equipment modification lists, or other authorization documents. Some requested Class IV supplies do not need command approval. For noncontrolled items, divisional and nondivisional units forward requests to the CMMC or TAACOM MMC. If stocks are on hand in the corps area, the MMC directs the supply platoon to issue them to the supported unit. If stocks are not on hand, the COSCOM MMC sends its requests to TAMMC. The TAMMC directs shipment of the supplies to the user from the Area Support Group supply platoon in the TAACOM. Usually these supplies are sent directly to the using unit by throughput distribution.

Training

You must assume direct responsibility for initiating, directing, supervising, and conducting all training pertaining to your operations. You should see that all your personnel receive general training in all procedures and standard practices. In addition, your personnel should receive detailed instruction in those areas with which they are specifically concerned. Training must cover the jobs which require a great deal of knowledge of warehousing principles and procedures, storage methods, and materials-handling management problems. DOD 4145.9-R-1, Chapter 8 has a training plan covering different methods of training.

Section VIII
RECEIVING, STORAGE, AND SHIPPING SECTION

This section is for the materiel storage and handling supervisor.

MISSION

This section is responsible for the receipt, storage, instorage maintenance, and shipment of Class II, III (packaged), and IV supplies and donated equipment handled by the company. The following paragraphs describe these actions and containerization support, stacking methods, and safety.

OPERATIONS

When supplies are received, they must be stored where they can be located quickly and easily for issue. See Figure 1-15 (page 1-34) for a flow-chart for Class II, III (packaged), and IV items.

Receipts

The receiving, storage, and shipping section will usually be notified before a shipment arrives, but at times railcars and trucks may arrive with little or no advance notice. The supply operations office notifies the section of the approximate date the supplies will arrive, the type and quantity of

supplies, and the security data on the supplies. You coordinate this information with storage, receiving, packing, preservation, and inspection personnel and tell them where items will be stored.

Receipt documents. All supplies that come to the section will have some kind of receipt document. It identifies the supplies and states the quantity shipped and the dates the supplies were ordered and shipped. It gives their storage locations and shows if any supplies are still due in. This document is used also as a tally sheet when personnel check in the containers as supplies are unloaded. The form storage personnel will handle most often is DD Form 1348-1. They will verify actual quantities received, sign the receipt documents (DD Form 1348-1), and move supplies by MHE to a storage area. Refer to FM 10-15 for information on unloading, moving, and storing supplies safely. If items have been damaged in shipment, personnel will note this fact on a discrepancy report. This reports damage to the shipper.

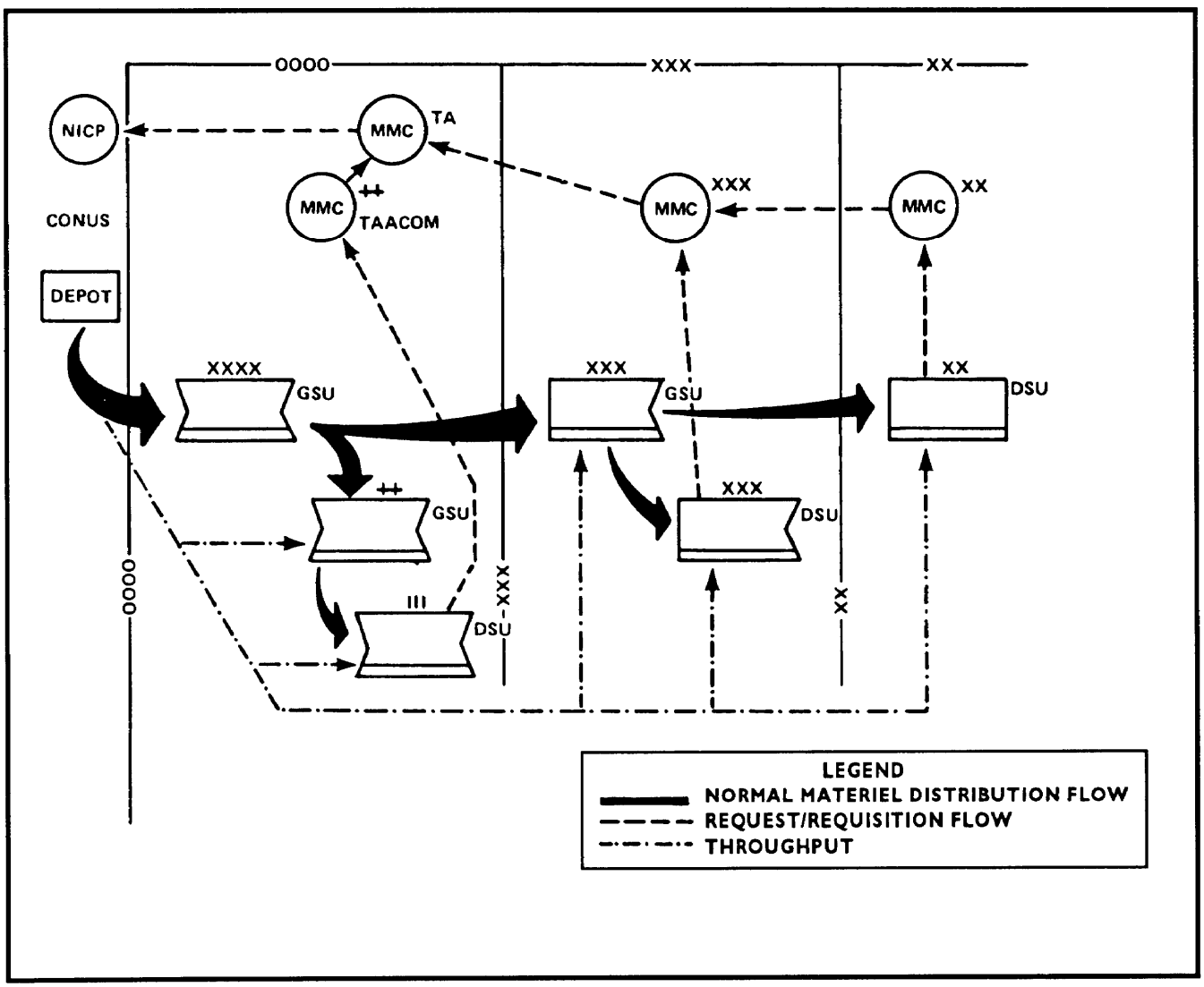


Figure 1-15. Class II, III (packaged), and IV request and delivery flowchart

Control of receipt documents. Receipt documents must be controlled through the use of a document register and a suspense file. In the suspense file, keep track of the supplies and receipt documents the receiving, storage, and shipping section receives. On the document register, keep track of the shipments the section receives and processes. FM 10-15 discusses these control systems and gives suggestions on how to use them.

Storage

Movement of supplies to storage is a continuation of the unloading and receipt processing actions. You must consider the equipment to be used, the type of supplies to be moved, and the distance of the storage area from the carrier or receiving area. Supplies are considered to be in storage as soon as they are logged in on the availability balance file. Personnel use truck hand lifts (4,000-pound-capacity) to move fortification and construction supplies within the storage area. The supplies should have receipt documents with them. This helps storage personnel identify the supplies so they can place them in the correct storage location. Sometimes the storage location code will not be on the documents. In this case, receiving personnel will have to write the code on the form. Table 1-9 (page 1-35) lists the steps storage personnel take to store supplies.

Table 1-9. Steps for storing supplies

STEP	EXPLANATION
1	Compare the information on the receipt document with the data marking the bin or shelf where items are stored.
2	Compare the supplies to be stored with the supplies already in the location.
3	Check to see if supplies are shelf-life items (shelf-life items have an expiration date).
4	Store items in the order in which they are to be issued.
5	Store oldest items in front.
6	Consider the height of the stacks in open storage area surface.
7	Keep supplies off the ground with dunnage or pallets.
8	Use plastics, tarpaulins, or portable shelters to cover stacks of supplies exposed to the elements.

Issue

You are responsible for seeing that the correct supplies are selected for issue. The supply operations office compiles MROs and sends them to the section. Before the MROs are given to the storage specialists, you process, check, and sort them into groups by their PDs. Once you have sorted all MROs into stacks by their PDs, you sort the stacks by storage facility location and give them to the storage specialists. Storage specialists compare data on the bin label with those on the MRO. If the data match, they remove the quantity listed on the MRO and send it to the pickup point with a copy of the MRO. If the supplies are too large, heavy, or bulky (such as cement or other construction materiel), let the unit pick up the supplies directly from the storage location. This keeps personnel from having to use time and MHE taking the supplies to the issue point. Setup guidelines for issuing and loading these kinds of materials directly from the storage location. Make the guidelines apart of the storage SOP. When the section handles controlled items, storage personnel must never place them in a customer's bin at the pickup point. Instead, they should leave the supplies in the storage location and send the MRO to the issue point. When the unit arrives to pickup its supplies, personnel can pull the supplies from the storage location and issue them. Table 1-10 (page 1-36) gives steps that storage personnel must take in issuing supplies.

Table 1-10. Steps for issuing supplies

STEP	EXPLANATION
1	Check to see that the supplies have the correct documents with them and that the documents are filled out correctly.
2	Make sure the correct items are issued in the correct amount.
3	Place the supplies at the pickup point.
4	Check the signature card file to see if the person is authorized to pick up supplies for the unit.
5	Load the supplies on the carrier, and make sure the customer signs and dates all issue documents correctly.
6	Attach a copy of the issue document to the supplies.
7	Send the original copy of the issue document to the supply operations office.

Shipment

The shipping section is the only part of the storage section that deals with the customer face-to-face. Storage personnel receive an MRO. The supply operations officer notifies the customer unit that its supplies are ready to be picked up. Specific shipping instructions are in DOD 4500.32-R, Volume 1. Generally, supplies are moved to an assembly area or shipped directly from the storage area. The latter method makes loading easier and omits the consolidation at the preassigned area. See Table 1-11 (page 1-37) for steps storage personnel must follow to get ready for shipment.

Table 1-11 Steps for shipping supplies

STEP	EXPLANATION
1	Determine the quantity, weight, and size of items being shipped.
2	Determine whether the item needs any special security, packing, marking, or MHE.
3	Identify the priority designator.
4	Determine whether the item is to be shipped by air, truck, or rail.
5	Identify where the supplies are being shipped.
6	Process the DD Form 1348-1.
7	Write the type of shipping containers used in the TYPE OF CONTAINER block on the DD Form 1348-1.
8	Give a copy of the DD Form1348-1 to the customer after the customer has signed the form.
9	Send the original copy of the DD Form 1348-1 back to the supply operations office to show that the item has been shipped.

Containerization Support

Containers are transport equipment designed for ease of handling by various modes of transportation. They provide protection from the elements and reduce requirements for packing and packaging. They reduce loss due to pilferage. Also, they increase the capabilities for throughput shipments from CONUS and theater GSU storage points to forward areas of the corps. Containers may be fully enclosed and have one or more doors. They may also be of open top, tank, refrigerated, open rack, gondola, on other design. FM 55-70 provides guidance on container operations. FM 54-11 provides guidance on container movement and handling in the theater of operations. To keep packing and shipping costs to a minimum, use reusable shipping containers more than once whenever possible. Arrange with the customers to return reusable shipping containers. Many times supplies are received and some of the boxes and crates are damaged in shipment, Such crates and boxes are handled by the packing and crating specialists according to instructions in TMs 38-230-1 and 38-230-2. After items are packed and crated, they are placed in temporary storage or prepared for shipment and issue.

Class III (Packaged) Supplies

Before receiving packaged items, you will receive advance copies of DD Form 1348-1 or DD Form 250. As items arrive, positively identify the contents of each container. Use DD Forms 2348-1 or DD Forms 250 to verify the receipt of packaged products. If you cannot identify the contents, take a sample and submit it to a petroleum laboratory. Complete DA Form 1804, and attach it to each sample. Copy onto DA Form 1804 (Figure 1-16, page 1-39) all legible markings that appear on the container or drum (Figure 1-17, page 1-40) such as the date of filling, weight, NATO code number, and nomenclature. FM 10-70 explains how to fill out DA Form 1804. Store packaged petroleum fuels and lubricants in standard containers to prevent fire hazards. Take care to see that a container does not strike against another when being loaded or unloaded. This will cause damage or create a percussion spark which might cause a fire.

Storage. Store all packaged lubricants and greases under covered storage whenever possible. Store packaged and palletized fuels in buildings if there is enough dispersion and ventilation of stocks and the buildings meet the fire safety code. Rotate stocks, and issue the oldest batch first unless the laboratory analysis indicates an earlier issue is necessary. Use stock locator cards to identify dates of pack and issue priorities. Package lubricating greases in drums or cylindrical cans, and store them under cover. Store the containers on dunnage or pallets. Usually, packaged fuel comes in 5-gallon cans or 55-gallon drums.

Stacking methods. To conserve space and to provide stability of stacks, filled 5-gallon gasoline cans may be stacked in pyramids (Figure 1-18, page 1-41). When 5-gallon cans are palletized and forklift trucks or cranes are used, the cans may be stacked vertically. Drums (55-gallon) of petroleum products are placed horizontally (on sides) in double rows, butt to butt (Figure 1-19, page 1-42). The closures (vents) are turned outward so that leaks can be detected. No lead drums will be shipped. Although packaged lubricating oils and greases are normally stored under cover, they may be stored outdoors when no storage buildings are available. Containers should be protected from water and the heat of the sun under fire-retardant tarpaulins. The lubricants may be stacked on pallets or dunnage. Containers should be inspected for condition and proper markings before being put in the storage area. They should be inspected twice a week while in storage. If containers are leaking or look as though

they might leak, transfer the product to other containers. Store only one product in each storage section.

Empty containers. Store empty containers in open storage areas. Normally, empty 55-gallon drums are stacked in the same way as filled drums. Also, 5-gallon cans may be stacked using either the horizontal or vertical method. Equipment you use within or around the can and drum storage area must be equipped with flame and spark arrestors.

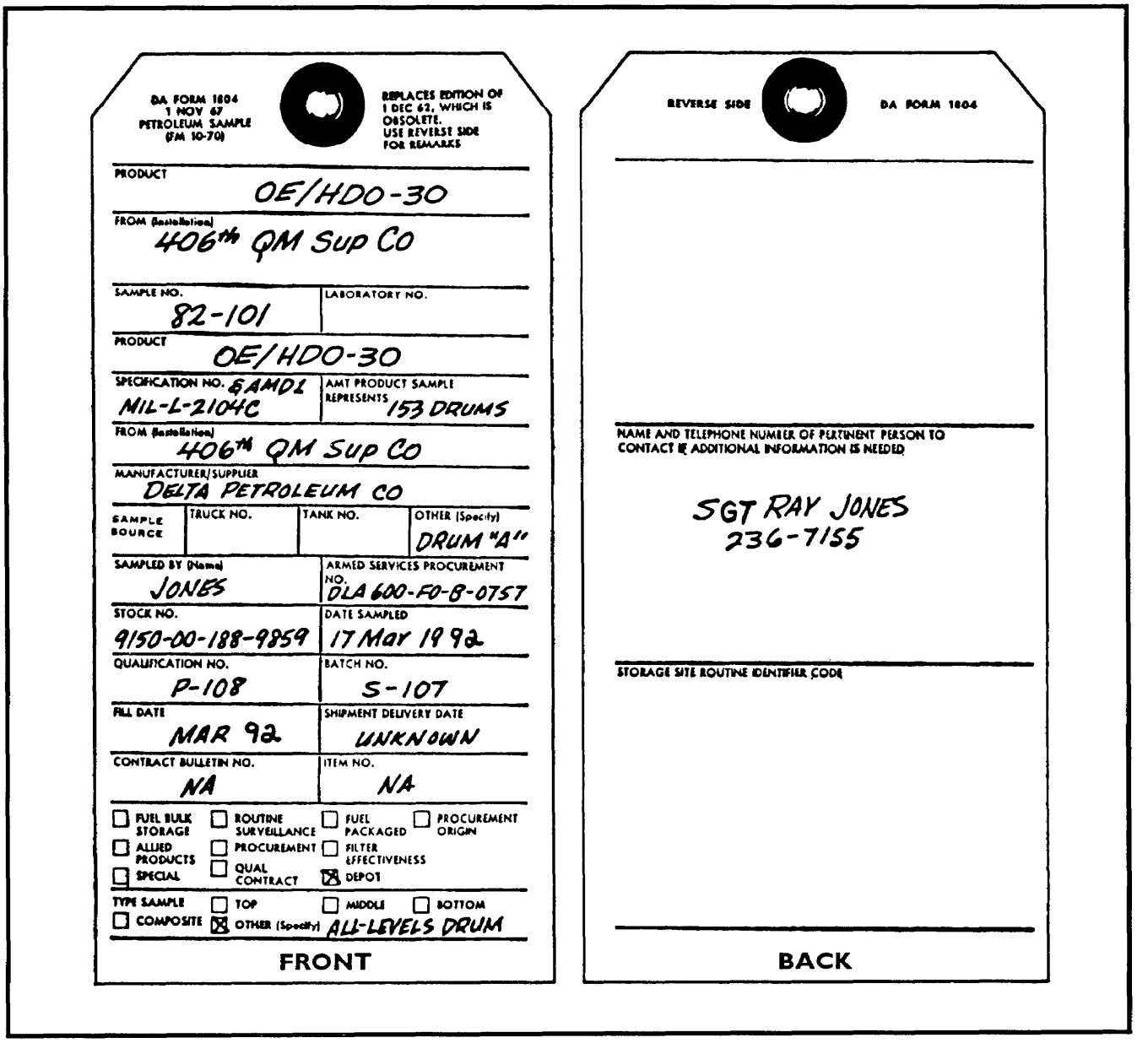


Figure 1-16. Sample DA Form 1804

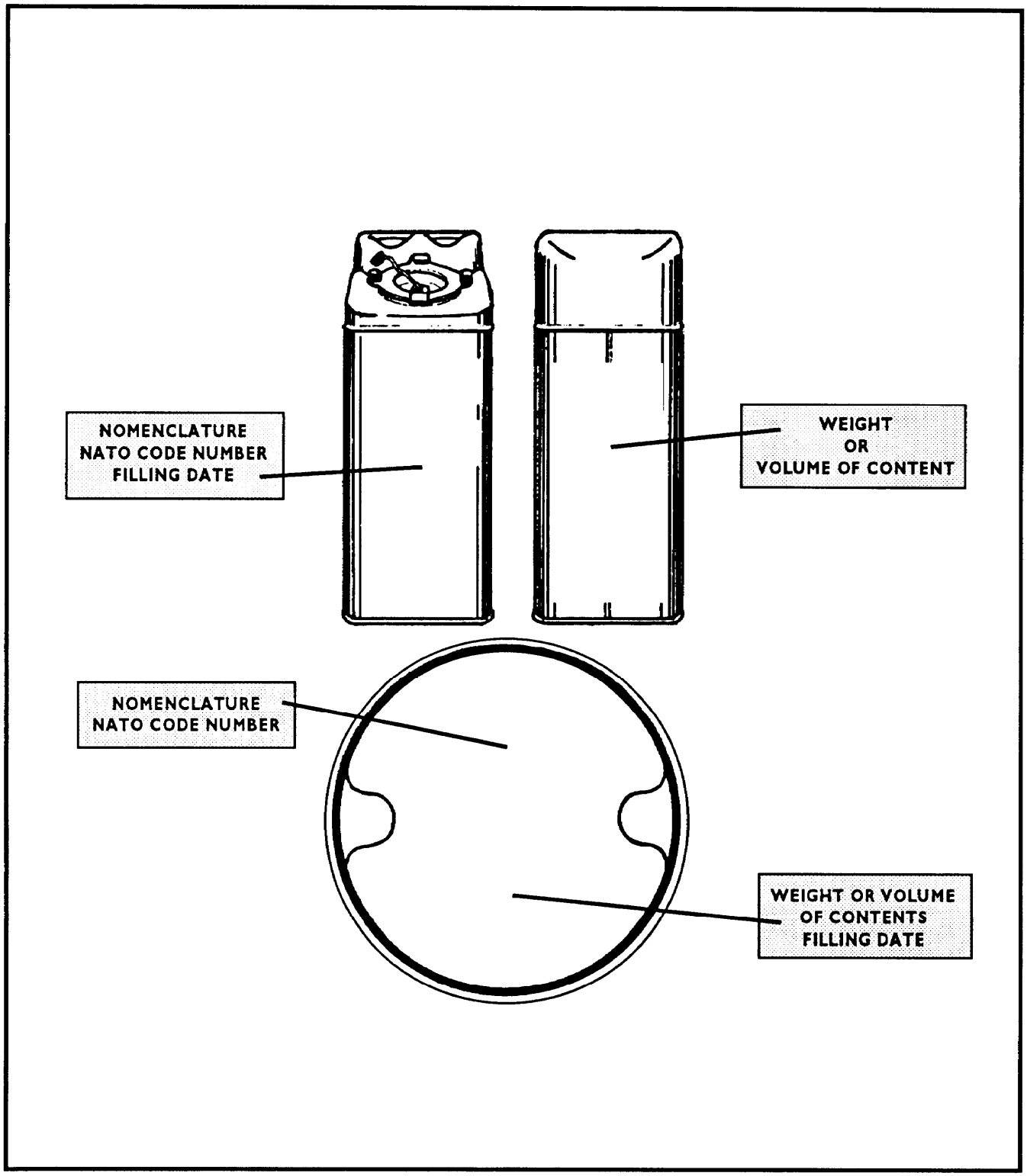


Figure 1-17. Can and drum markings

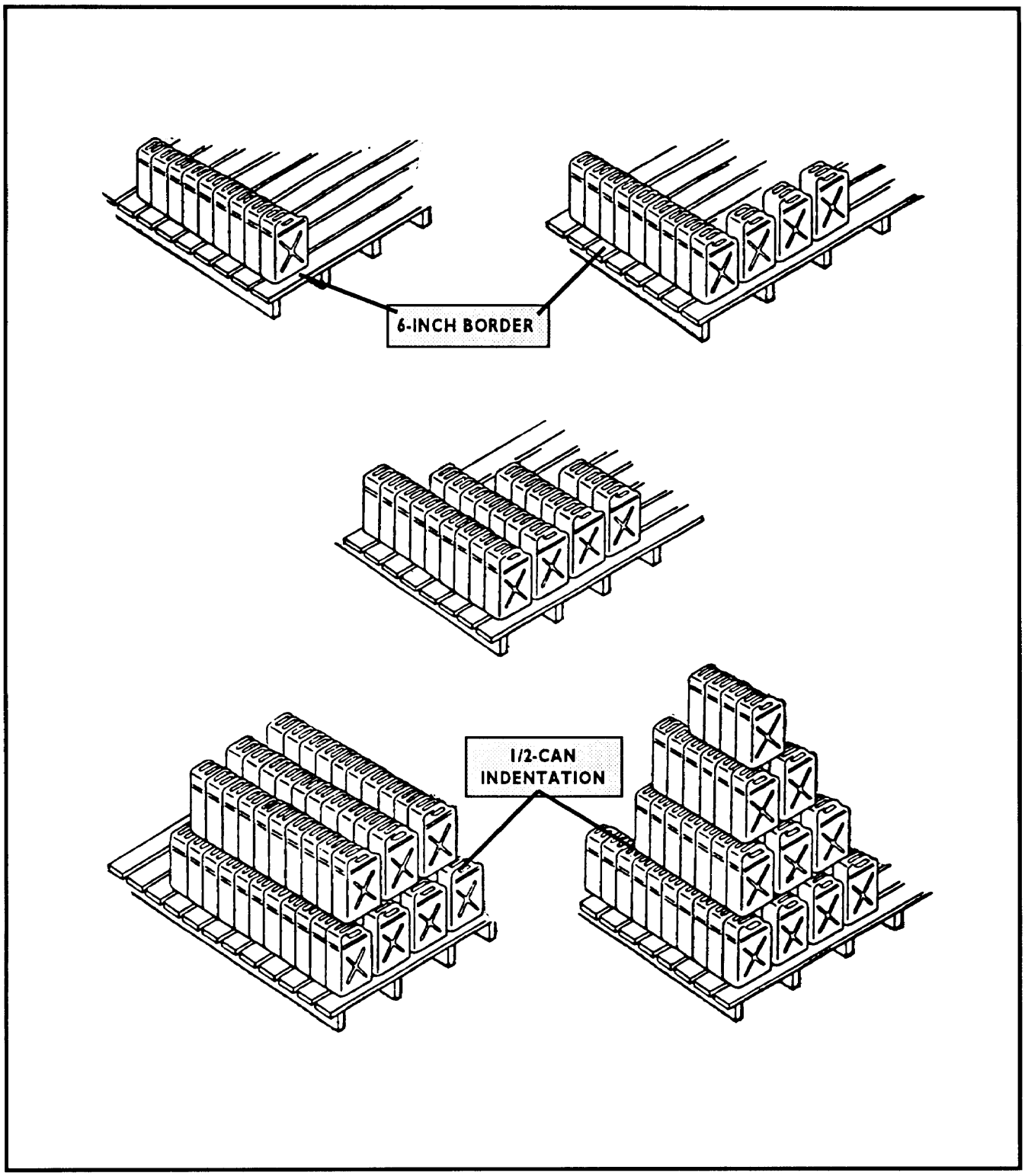


Figure 1-18. Pyramidal stacking of filled 5-gallon cans

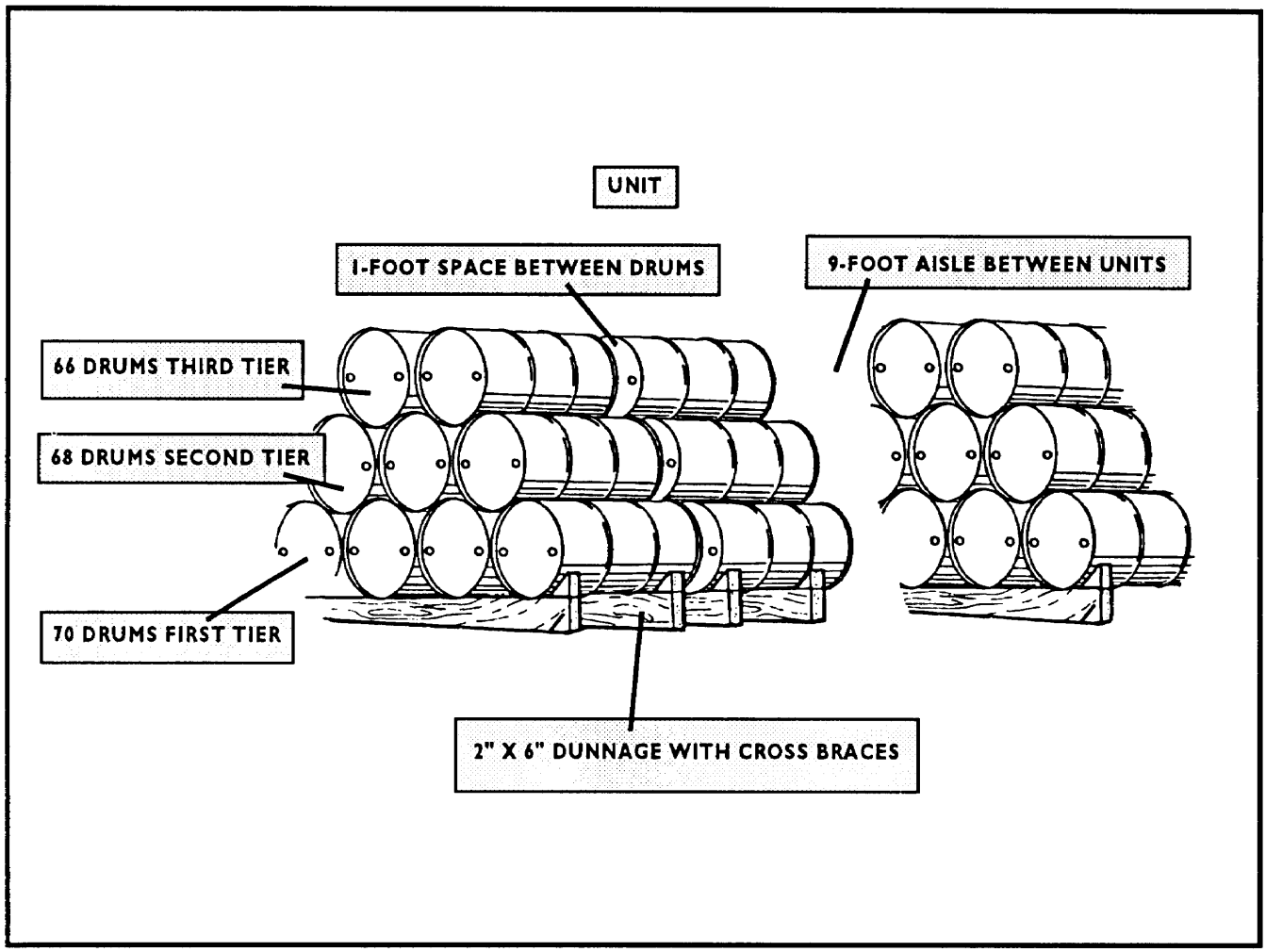


Figure 1-19. Nested stack of filled 55-gallon drums

Shipment. All closures on the containers must be sealed tightly. The containers must be stored on their bases to ensure their safe transit. Transport vehicles should be equipped with a fire extinguisher. Never exceed the load limit of a vehicle. Products transported by military aircraft must be packaged and handled according to TM 38-250. Refer to FM 10-69 for information on loading containers on cargo trucks, trailers, boxcars, and gondolas. Ensure that the containers have proper backing and packaging when needed.

Safety. Safety precautions should be of major concern when dealing with petroleum products. Ensure that each of the storage areas has a definite fire plan with regulations on fire prevention and instructions on fire fighting. Personnel should also be familiar with the safety precautions and practices in FM 10-69. Petroleum fires nearly always result from ignition of vapors. Sources of ignition that personnel should be aware of include-

- Sparks and open flames.
- Poor housekeeping.
- Static electricity.
- Leaky containers.
- Spontaneous heating.
- Welding and cutting.
- Smoking and matches.

Quality surveillance. Quality surveillance ensures that petroleum products will be suitable for use. Quality surveillance tests should be performed on petroleum products when they are received. Many things can happen to petroleum products to affect their quality and performance value after delivery and during their handling, storing, and dispensing. Conduct a complete inventory at least every 90 days. Use the Quality Status Listing to update test dates of packaged petroleum products. Segregate stocks with expired test dates and ask the Army Petroleum Center for product status. Careless handling, contamination, exposure to abnormal temperatures, unclear markings, or inefficient control of stock are possible reasons for unsuitable petroleum products.

Section IX
CLASS I SECTION

This section is for the subsistence supply supervisor.

MISSION

The Class I section receives, stores, and issues Class I supplies. It also maintains the corps Class I reserve stocks.

OPERATIONS

Your section coordinates and supervises the Class I operations. It coordinates with the supply operations office to schedule the forklifts that are used by all sections. You must see that your subsistence supply specialists use correct storage and handling procedures to prevent damage to subsistence supplies and to ensure speed and efficiency in receipt, handling, and issue. You must also plan the layout, prepare records and reports, and perform stock inventory.

Layout

Your Class I supply point requires a good deal of planning. You must develop a layout plan. The quantity and type of subsistence you handle will determine the space needed. For instance, you will need enough space for stacking and handling pallets. The average height of stacks of stored subsistence is 8 feet for supplies in covered storage and 6 feet for supplies in open storage. You can estimate the total area needed to store your supplies by figuring the cubic feet needed per person per day for the menu being served and multiplying that figure by the number of troops supported. For more on storage space requirements, see FM 10-24. Your layout plan should identify general locations for Class I stocks. There should be control points. You must have room within the site for temporary parking of supply vehicles and room for forklift truck operations. Account for room needed for the Class I reserve stockage for the corps or theater. Your site must permit the use of the storage procedures detailed in DOD 4145.19-R-l, if possible. You will need space near the entrance and exit for an office. Figure 1-20 (page 1-44) suggests a layout for a Class I section.

Stock Status Report

A physical inventory of your Class I stock is required at the end of each month. Use DA Forms 2060-R, 2060-1-R, and 2060-2-R to record the inventory. Items in stock are grouped by type of ration and listed together on a sheet. You will fill in all columns of the Stock Status Report. The BEGINNING BALANCE entry for each item is the END BALANCE entry from the previous

month's report. The entries in the RECEIVED and the ISSUE columns are taken from the cumulative file of receipt and issue records.

Other Records and Reports

Your personnel prepare and process receipts (DD Form 1348-1) and issue documents according to local theater policy. (See FM 10-60.) If you need to decode any of the entries on the DD Form 1384, refer to DOD 4500.32-R. Keep copies of each receipt and issue document on file to provide input for the daily transaction report and monthly status report. You send the MMC a daily report of supplies issued and received. The daily report enables the MMC to decide whether adjustments in work loads are needed among various quartermaster supply units. Also, the report pinpoints bottlenecks in the flow of supplies and lets you know the exact locations and amounts of all on-hand stocks. If augmentation for baking bread is assumed by the company, you must keep a copy of DA Form 3161 on file when baked bread is delivered to your Class I supply point. This form will be used by the bakery section to list ingredients needed for the baking operation.

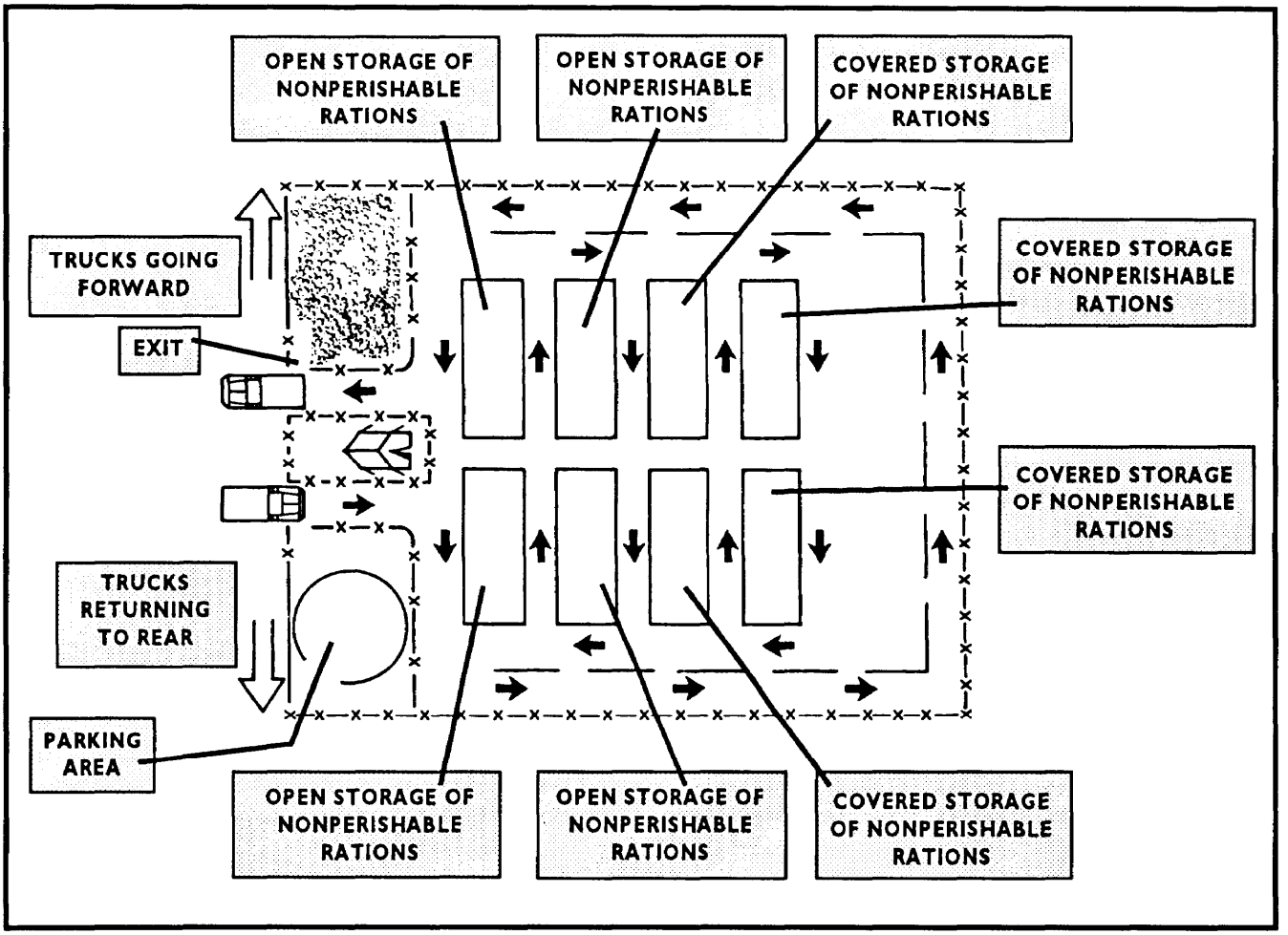


Figure 1-20. Suggested layout of Class I section

Stock Control

In addition to processing receipts and shipments and conducting inventories, you maintain a locator system (including a planograph) for stock on hand. Your planograph should show shipping and receiving areas, main aisles, working aisles, lockers, rest rooms, and offices. Your stock locator system must help your personnel locate items immediately. The system should help your personnel know what storage areas the items are in, at what grid square, and at what level. Generally, you will use a nine-digit code to locate subsistence stocks.

Equipment

When you receive shipping information from the supply operations office, you must submit a request for MHE or for other internal transportation resources. You will have to decide where and when they will be used. You must know the limitations of MHE and how to use it at your supply activity. Make sure your soldiers and the requesting unit know and use sanitary procedures for transporting subsistence. Most nonperishable subsistence supplies will arrive at your platoon in intermodal containers, which are standardized metal boxes with a shipping capacity of up to 2,560 cubic feet. The subsistence is unloaded by MHE and broken down into smaller pallet-size lots.

Security

Subsistence supplies must be protected against pilferage and enemy action. Your location in the theater will help determine what action you need to take.

Pilferage. You should have an SOP covering responsibilities of individuals, physical security of subsistence supplies, and approved theft-reporting procedures. Secure your area by stringing concertina wire and posting guards. See FM 22-6 for information on posting guards.

Enemy action. Dispersion is the best way to protect supplies from enemy action. Do not store all the items in a major category together. Disperse equipment. Use camouflage, as required.

Training

An important part of your job is seeing that training is a continuous process. Coordinate with your commander so that he is aware of the advance planning and extra training time needed. You will do most of your training by supervised on-the-job training. Your training plans should include accounting procedures, proper use of storage areas, proper handling of equipment, and sanitary procedures for transporting subsistence. Also, you should develop a local SOP which defines procedures and responsibilities more specifically. Refer to FMs 10-24 and 10-60 for training information in the subsistence supply system.

Receipt, Storage, and Issue of C1ass I Supplies

The section is responsible for receiving, storing, and issuing nonperishable supplies. Class I supplies are preplanned and provided according to personnel strength reports. Class I requirements are submitted to the COSCOM MMC from units in the corps rear area and from the supported DMMCs. Based on the reported strength, the MMC directs shipment of rations to the Class I section of a quartermaster supply company, GS, for issue to supported units. See Figure 1-21 (page 1-46) for a Class I request and delivery flowchart.

Receipt. You receive a notification of shipment or a call from the point of origin that a shipment is due to the company. This allows time for planning and receiving and storing operations. All items in a shipment should be listed on a

DD Form 1348, DD Form 1348-1, or DD Form 1384, When the supplies arrive, off-load them from the vehicle with MHE or by hand in a safe and orderly manner. You receive B Rations, tray rations, or MREs based upon company requirements. Inspect the supplies for type, quantity, and condition. If the shipment includes all the items shown on the shipping documents and the items are in good condition, the receiver signs the form. If some items are missing or are in unacceptable condition, the receiver does not sign for them. The receiver signs only for the amount received and accepted. Supplies not accepted are disposed of, as required. The transporter is relieved of responsibility as soon as the shipping document is signed. Post each receipt document to a DA Form 272 for the subsistence storage area using a voucher number provided by the supply operations office. Mark the receipt with the voucher number and the item's storage location. This way, you can find it to issue or inventory. Then send all documents to the supply operations office.

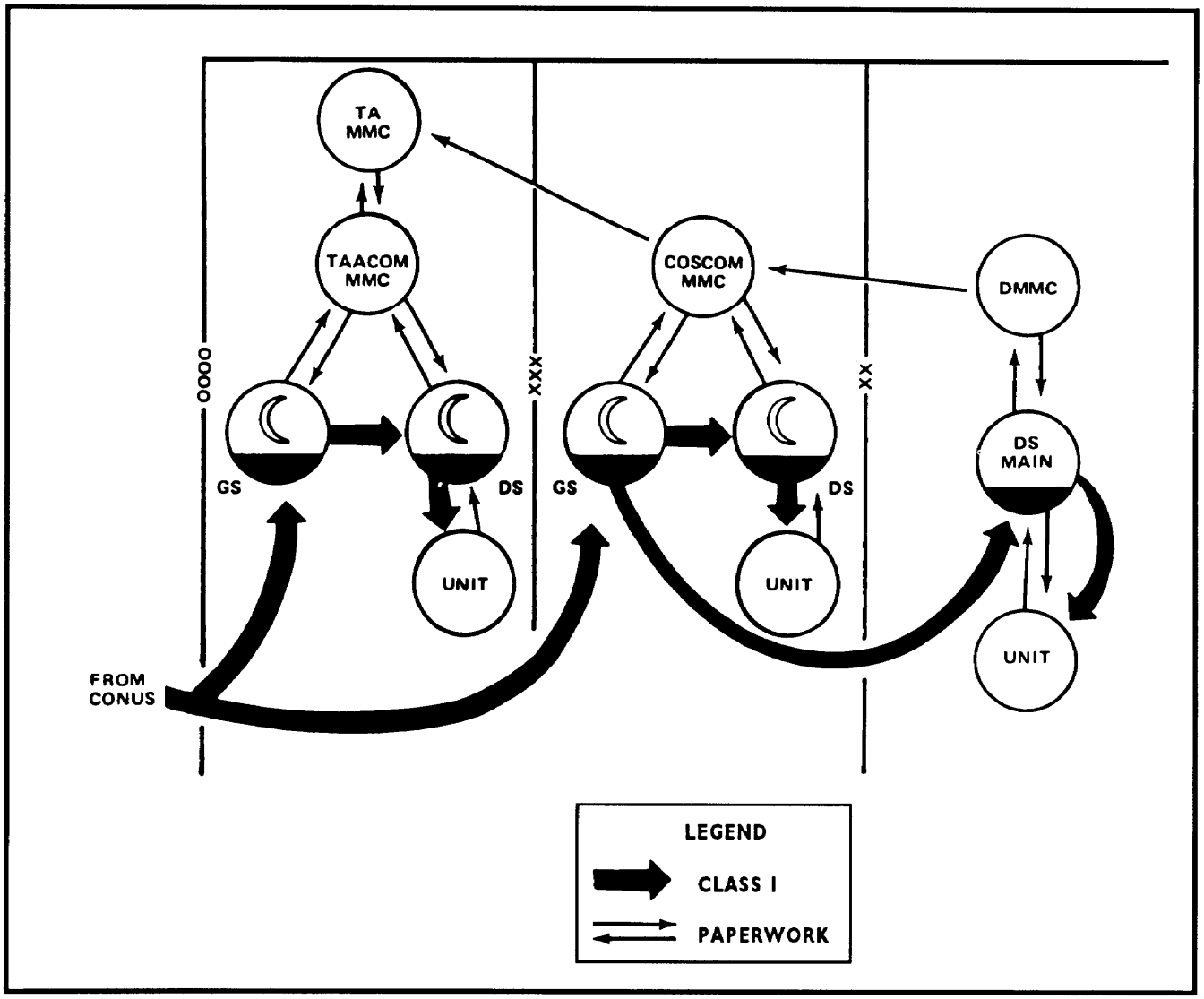


Figure 1-21. Class I request and delivery flowchart

Storage. You should receive an advance copy of the shipping document before each shipment arrives. Use this copy to plan where each item in the shipment should be stored. Check the stock locator file, and mark the planned location on the shipping document, File the shipping document in your due-in suspense file. Store stock in the same order as listed on the preprinted issue slip. This will make it easier for the stock-picker to follows direct route in selecting items. It will save man-hours, fuel, and wear on MHE. All stocks must be clearly marked. When items are received, check for date of pack or expiration date on cartons. Establish procedures to provide surveillance from time of receipt until the subsistence is issued. Establish the frequency of inspection through experience with various products and through established policies in your SOP.

Marking of stock. The date of pack is the date the units were placed in cartons. The expiration date is the date by which items must be used, This information, along with a condition code determined by inspection, should be marked on stock locator cards. Each pallet lot should be marked with the date of receipt. This will allow you to use the first-in, first-out principle.

Stacking of items. Depending on your location, you may be using open or covered storage. Most supplies arrive at your section on 40- by 48-inch pallets. Pallets permit the stacking of items as an easily handled unit load. The supplies should be arranged on the pallet in a standard pattern based on the size and shape of the item. For open storage, use tarpaulins, tents, and dunnage. Place the tarpaulins directly over stacked supplies. Where there may be a lack of air circulation, do not place tarpaulins directly over supplies except for short periods of time. In a hot climate, the sides of the tent should be left open for maximum air circulation. Dunnage should be placed in areas which are set aside for working stock or reserves. Your personnel may make dunnage from lumber, logs, railroad ties, or other materials.

Issue and Shipment

Once you receive MROs from the supply operations office, you withdraw from stock the items to be shipped. When the transport vehicle arrives, your personnel and the operator of the vehicle check the items being loaded against the release documents. After all the items are loaded, the operator of the vehicle signs the DD Form 1384 and all copies of DD Form 1384-1. Personnel who pack the shipment will attach at least one copy of the MRO to the number one shipping container in a Class 4 weather-resistant envelope. Your section keeps a copy of each DD Form 1384, DD Form 1348, and DD Form 1348-1. This shows that the transportation unit has accepted responsibility for the supplies. When the shipment leaves, you provide the supply operations office a materiel release confirmation so that the MMC stock records can be kept up to date. If you cannot fill the order, you immediately send a materiel release denial to the supply operations office.

Section X
THE QUARTERMASTER PERISHABLE SUBSISTENCE PLATOON

MISSION

The perishable subsistence platoon provides perishable subsistence and distribution. It provides this support to 55,000 soldiers on a DS/GS basis.

ASSIGNMENT

The quartermaster perishable subsistence platoon, TOE 42518LB00, is an augmentation element of the quartermaster supply company,

GS. NOTE: The platoon fragments into 10 DS teams which can be attached to a support battalion to operate a perishable subsistence supply point at DS Class I points. The platoon provides perishable subsistence support to a corps. The platoon is responsible for planning and supervising the establishment and operation of perishable subsistence supply points throughout the theater (in the BSA, the DSA, and the corps).

OPERATIONS

The platoon is organized into five sections. Their functions are outlined below.

Platoon Headquarters

This section has the platoon leader who is in command of the platoon when it is detached from the quartermaster supply company, GS. He supervises platoon operations. With the assistance of the platoon sergeant, he coordinates required internal support with the supply operations office, the equipment platoon, and the Class I section of the quartermaster supply company, GS. Mission-support taskings come through the supply operations office from the responsible MMC. The CMMC procurement branch coordinates local procurement of perishable subsistence items.

Receive, Store, Issue Section

The RSI section receives, inspects, stores, breaks down, and issues Class I perishable subsistence to supported units. The NCOIC receives taskings from the platoon leader and coordinates any support requirements that the section cannot provide. The RSI section supervises the distribution of perishable subsistence to customers. Section personnel outload subsistence for distribution to the DS teams. They also deliver the subsistence to the teams using the 5-ton truck tractor with the refrigerated container assembly on the semitrailer flatbed.

Direct Support Teams

The DS teams transport perishable subsistence from the GSU to customer DSUs, operating on-site at the DSU (either divisional or nondivisional).

Distribution Section

The distribution section is responsible for delivering perishable subsistence to the DS teams.

Maintenance Section

The maintenance section is responsible for maintaining the platoon's equipment. Normally, the section operates along with the maintenance section of the quartermaster supply company, GS. The company is required to assist in maintaining the communications-electronic equipment. The section's NCOIC coordinates all support requirements.

Section XI
BAKERY SECTION (AUGMENTED)

This section is for the chief baker.

MISSION

Your section is employed as an augmentation when required by TOE42418L. It can provide 18,400 pounds of fresh bread during a 24-hour period. The section delivers the bread to the Class I section for issue with Class I supplies.

OPERATIONS

Bread is perishable. Under normal conditions, bread without preservatives will remain mold free for about 96 hours (four days) after baking. It must be prepared ahead of time and issued as soon as possible. For this reason, follow a schedule to bake and deliver bread and to request ingredients. Your request for replenishment supplies of bread ingredients is included along with the Class I section's request for rations. It is best to keep a 48-hour supply of ingredients on hand. Bakery operations include using equipment, keeping records, using correct baking methods, staggering shifts, and scheduling and delivering baked bread. There also should be continuous training for bakery personnel.

Layout

You assist in selecting a general area for the field bakery. Locate the bakery so that it can conveniently deliver the bread to the Class I section that issues the bread. Choose a site that is close to a roadway and has a plentiful supply of water. Make sure the site has firm, level ground that can support the weight of vehicles in any weather. The site must also have adequate turnaround space. If you use tents, your tents and equipment are laid out for a straight-line operation with the six tents connected. All tents should be trenched for good drainage. The medium maintenance tent is best for the field bakery plant. If maintenance tents are in short supply, use one section of a medium transportation tent to house the mixing and makeup trailer, and use five medium, general-purpose tents to house the rest of the operations. See Figure 1-22 (page 1-50) for a suggested layout of a field bakery. You may not have a usable, approved, potable water source near your baking operation. Find out where the nearest quartermaster water purification point is located. Send your water trailer to the purification point. If you find you need more water than can be provided by the tank trailer, request water tankers come to the bakery section and fill your 3,000-gallon collapsible tank.

Equipment

The baking equipment your personnel need for mission accomplishment is prescribed in TOE 42518LA and specified in SB 700-20. Allowances of expendable supplies are listed in CTA 50-970. As the person in charge, you must see that equipment is in good condition. Your personnel must know how to perform preventive maintenance on equipment they operate.

Records

Use DA Form 3161 to requisition ingredients. You use this form to list quantities of bread issued, also. Two copies of the form go with the bread. The Class I section keeps one copy for its records. The other copy is signed, brought back, and filed. You will use DD Form 1451 and DD Form 1394, which tell you what to bake, what ingredients to use, and how much to bake.

Methods

Bread is made by the batch, called a straight-dough method. A1l ingredients are mixed at one time and prepared for a single fermentation period. It takes six steps to make bread from raw ingredients. They are mix, ferment, makeup, proof, bake, and cool. See Table 1-12 page 1-51) for the process used in bread making. FM 10-22 gives you details on baking operations.

Shifts

Bread is baked in a series of phases. Only those workers responsible for the phase in process need to be on the job. Therefore, you should stagger the time bakery personnel are on the job and the time

they are off. Personnel should be present only when needed to do their jobs. For example, the workers who mix and ferment the dough are the first to arrive. Next, the makeup workers arrive to divide and mold the dough into loaves and put the loaves into pans. Then, those who operate the ovens arrive and start baking the bread. The baggers are needed 7 1/2 hours after the start of operations. They bag the cooled bread and store it. See Figure 1-23 (page 1-51) for an example of the staggered-shift concept.

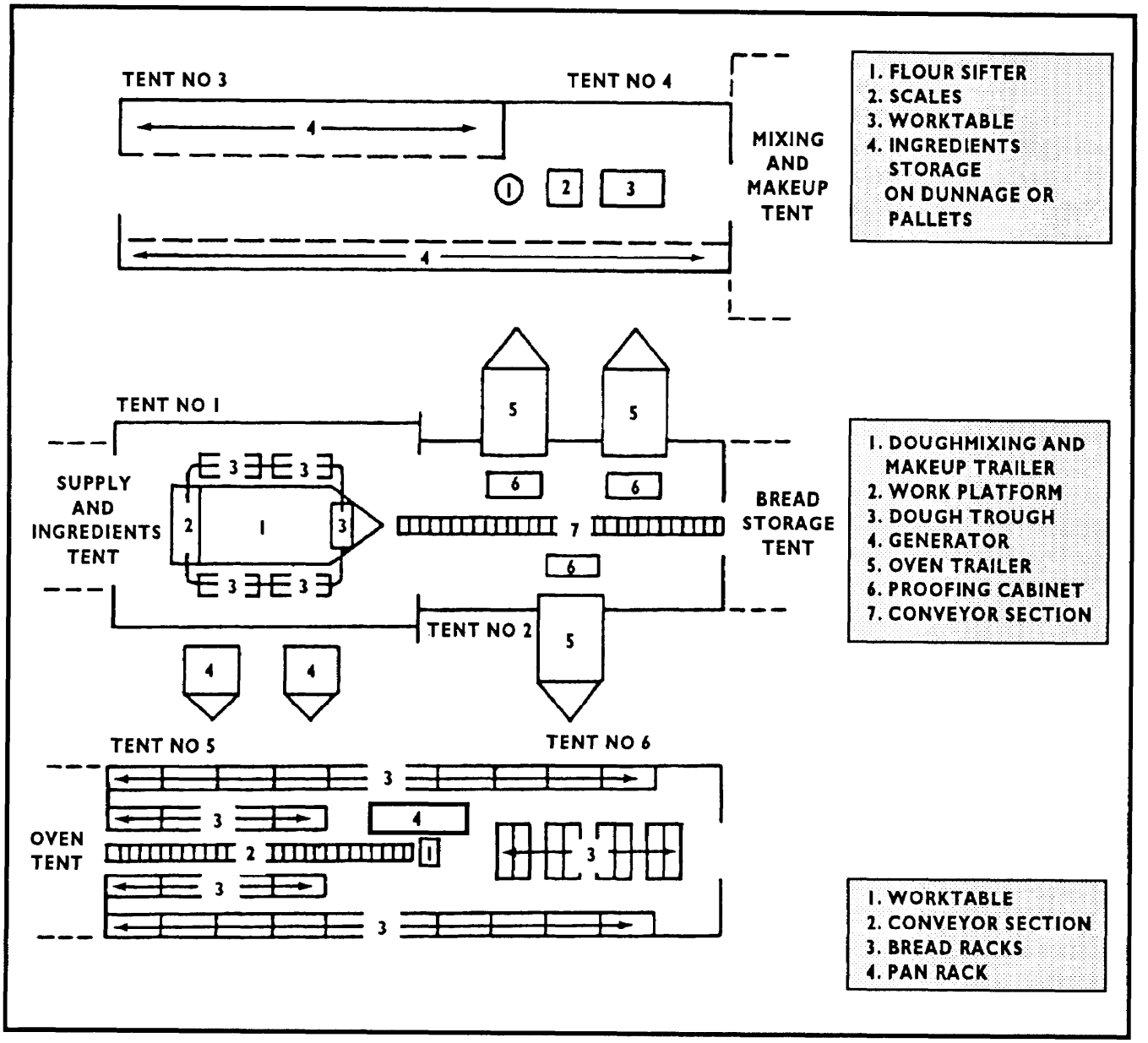


Figure 1-22. Suggested layout of a field bakery

Table 1-12. Bread-making process

STEP	EXPLANATION
1	Mix: Mixing starts 30 minutes after zero hour. The first 30 minutes is used to set out the ingredients and get the equipment ready. It takes 30 minutes to mix one dough, and a dough is mixed every 30 minutes.
2	Ferment: For the next 2 1/2 hours, the dough ferments.
3	Makeup: The dough then goes into makeup, where it is divided and molded into loaves. This takes about 30 minutes.
4	Proof: Proofing is next, and it takes about one hour.
5	Bake: After proofing, the bread is baked for about 70 minutes.
6	Cool and Bag: The baked bread must cool to an internal temperature of about 90°F. Then it is bagged and stored until shipping time. This takes about three hours in a temperate climate.

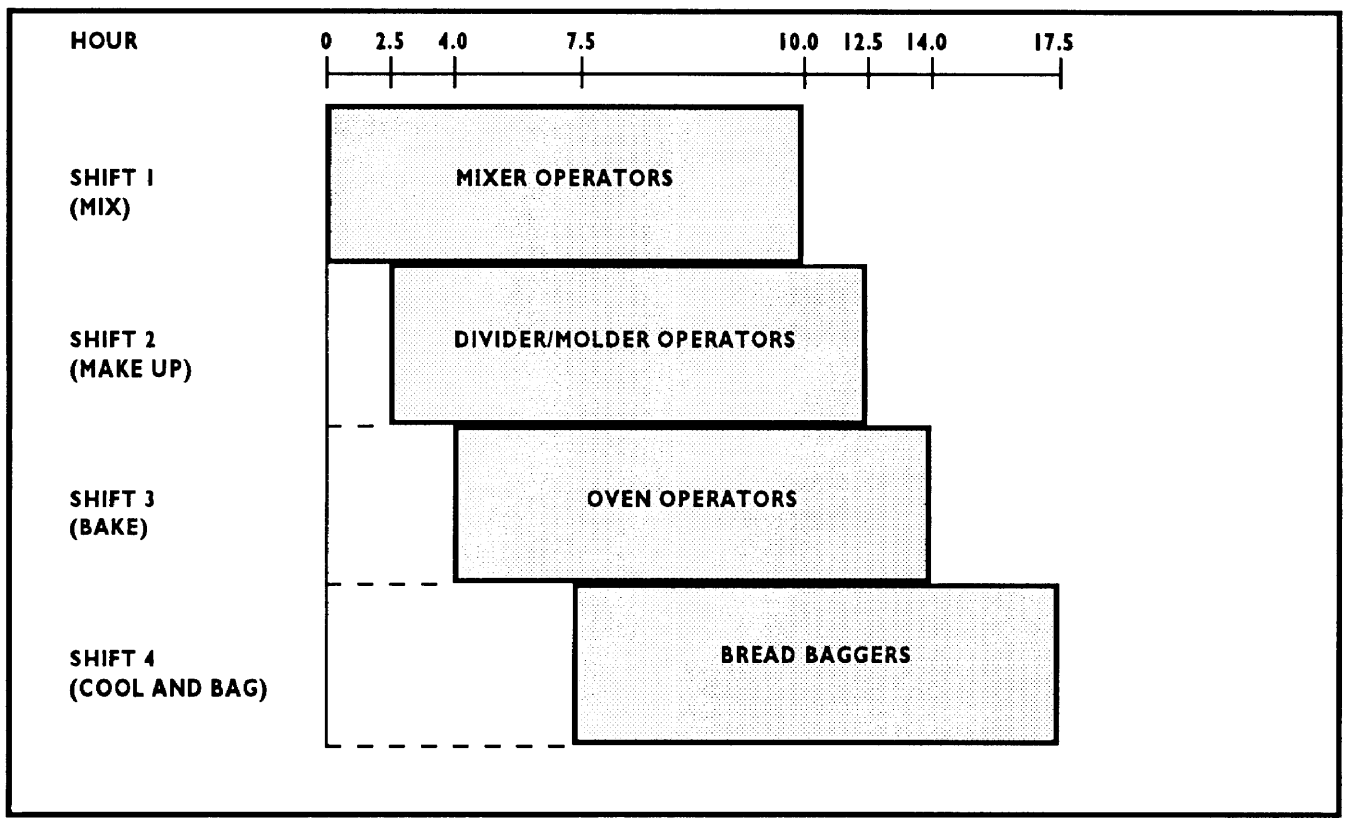


Figure 1-23. Staggered-shift concept

Schedule and Delivery

Bread production must be scheduled and followed carefully. Once you start mixing, you cannot stop without damaging the finished product. Do not mix more dough than your oven can take at one time. Bread production is scheduled, using DD Forms 1451 and 1394, so that the bread can be prepared, baked, cooled, and wrapped as close as possible to the issue time. For this reason, figure the schedule backwards from the time the bread is to be ready for issue to the time the ingredients are scaled. You must deliver the baked bread to the Class I section not less that 5 nor more than 36 hours after the bread has been baked. The 36-hour maximum time ensures that the Class I section can issue the bread within 12 hours after receiving it. This way the bread will still be mold free by the time the troops consume it.

Section XII
THE QUARTERMASTER MAP SUPPLY PLATOON

This section is for the platoon leader.

MISSION

The map supply platoon operates an Army map storage site to receive, store, and maintain stocks of maps and map products. Platoon personnel also prepare maps for distribution to authorized customers.

OPERATIONS

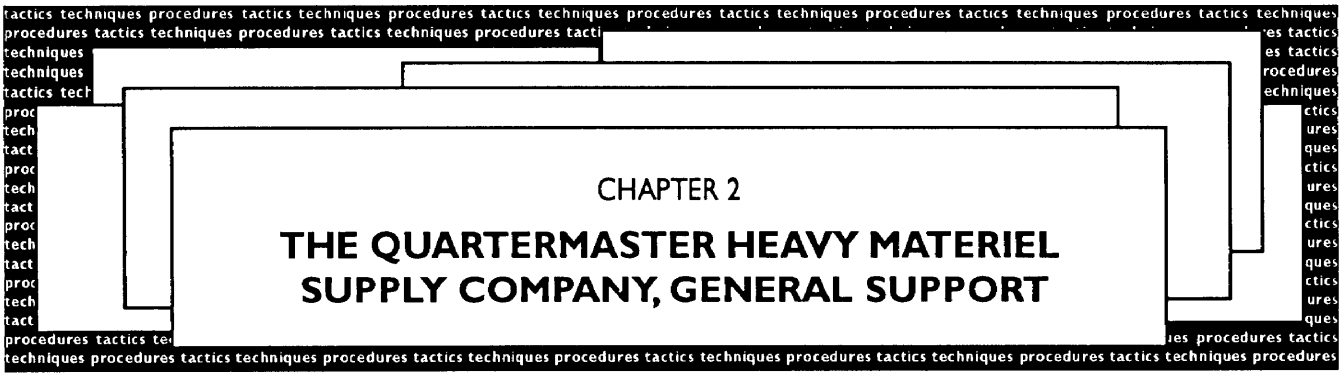
The platoon is organized into two sections. The sections and their functions are outlined below.

Headquarters Section

The function of this section is to direct the activities of the receiving, storing, and shipping section, using a two-shift operation to accomplish the platoon's mission.

Receiving, Storing, and Shipping Section

This section is responsible for the receipt, storage, in-storage maintenance, and shipment of unclassified maps. The section is designed to function in a two-shift operation.



Section I
THE COMPANY

This section is for the company commander

MISSION

Your company will receive, store, maintain, deprocess (as required), and issue Class VII items of equipment, excluding medical equipment, aircraft, marine, and railway mission-oriented equipment to divisional and nondivisional DS and GS units. It is responsible for the storage, maintenance, and issue of a portion of Class VII theater reserve stocks, which may include portions of the pre-positioned war reserve material stocks.

ORGANIZATION

The company is organized into a headquarters, supply operations office, deprocessing platoon, and a supply platoon. The supply platoon consists of a platoon headquarters, a materiel storage and handling section, and a materiel storage and maintenance section. (See Figure 2-1, page 2-2 .)

ASSIGNMENT AND ALLOCATION

Your company is assigned to a COSCOM or a TAACOM support group. It is attached to a headquarters and headquarters company, supply and service battalion. When most of the company is in the combat zone, the major stocks are located in the combat zone. When most of the company is in the COMMZ, the major stocks are located in the COMMZ.

Support

Your company requires support from some other elements. For example, your company needs assistance in materiel management, personnel administration, and legal, medical, and financial services. Your company depends on-

- The COSCOM or TAACOM materiel management center for materiel management.
- Material-handling teams for additional MHE support.
- Unit maintenance teams when additional or substitute MHE is prescribed.
- A personnel service company for personnel services.
- Elements of the COSCOM or TAACOM for legal, medical, religious, financial, and administrative services.
- Preservation and packing teams for additional preservation and packing capability.

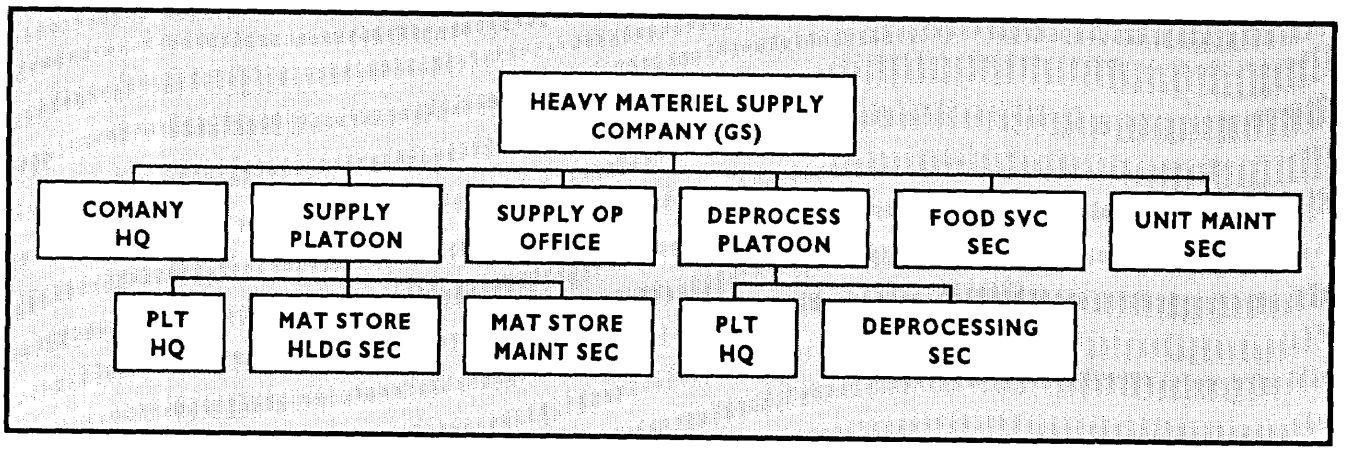


Figure 2-1. Organization of the heavy materiel supply company, GS, TOE 42427L

Mobility

Your company can move only 50 percent of its personnel, equipment, and supplies in organic vehicles. However, it is 100-percent mobile in US Air Force aircraft. This unit-

- Can transport 287,500 pounds (10,085 cubic feet) of the equipment with organic vehicles.
- Has 86,517 pounds (7,858.9 cubic feet) of TOE equipment requiring transportation.
- Requires 50 percent of its TOE equipment and supplies to be transported in a single lift using its authorized organic vehicles.

CAPABILITIES

Your company's capabilities are determined by TOE 42427L. Mission operations elements of the company are able to operate on a 24-hour basis. However, administration, field kitchen, maintenance, and supply functions are staffed for one shift only.

TOE Strength Level 1

At TOE Strength Level 1, your company is at full strength.

At full strength, your company can receive, store, and issue 1,400 STONs of Class VII supplies per day. These supplies may initially be pre-positioned war reserve materiel stocks. Your company can deprocess approximately 280 STONs of Class VII supplies.

When organized under TOE 42427L 100, your unit is capable of deprocessing approximately 300 tons of Class VII equipment to "ready-for-issue" status per day. Under TOE 42427L100, the deprocessing platoon is staffed for a single 12-hour shift because approximately 80 percent of Class VII items received from units above corps-level will have been deprocessed previously. Only the supply platoon and supply operation office operate on a 24-hour basis.

TOE Strength Levels 2 and 3

At these levels, your company is at reduced strength. At Strength Level 2, your company operates at approximately 90 percent capacity. At Strength Level 3, your company operates at 80 percent capacity. For more on strength levels, see AR 220-1.

COMMUNICATIONS

Communications help the company to perform its missions, carry out administrative duties, maintain contact with higher headquarters,

transmit tactical information, and defend the company. Your soldiers must communicate with higher headquarters, adjacent units, and both supporting and supported units. The wire net shown in Figure 2-2 (page 2-3) supports your company. It is installed and operated by the wire installers under the supervision of the combat signaler team chief. See TC 24-20 for details on field wire activities and the general characteristics of equipment used with field wire systems. Radio is your main method of communication with your elements that are mobile or do not have access to the telephone system. A proposed company radio net is shown in Figure 2-3 (page 2-4).

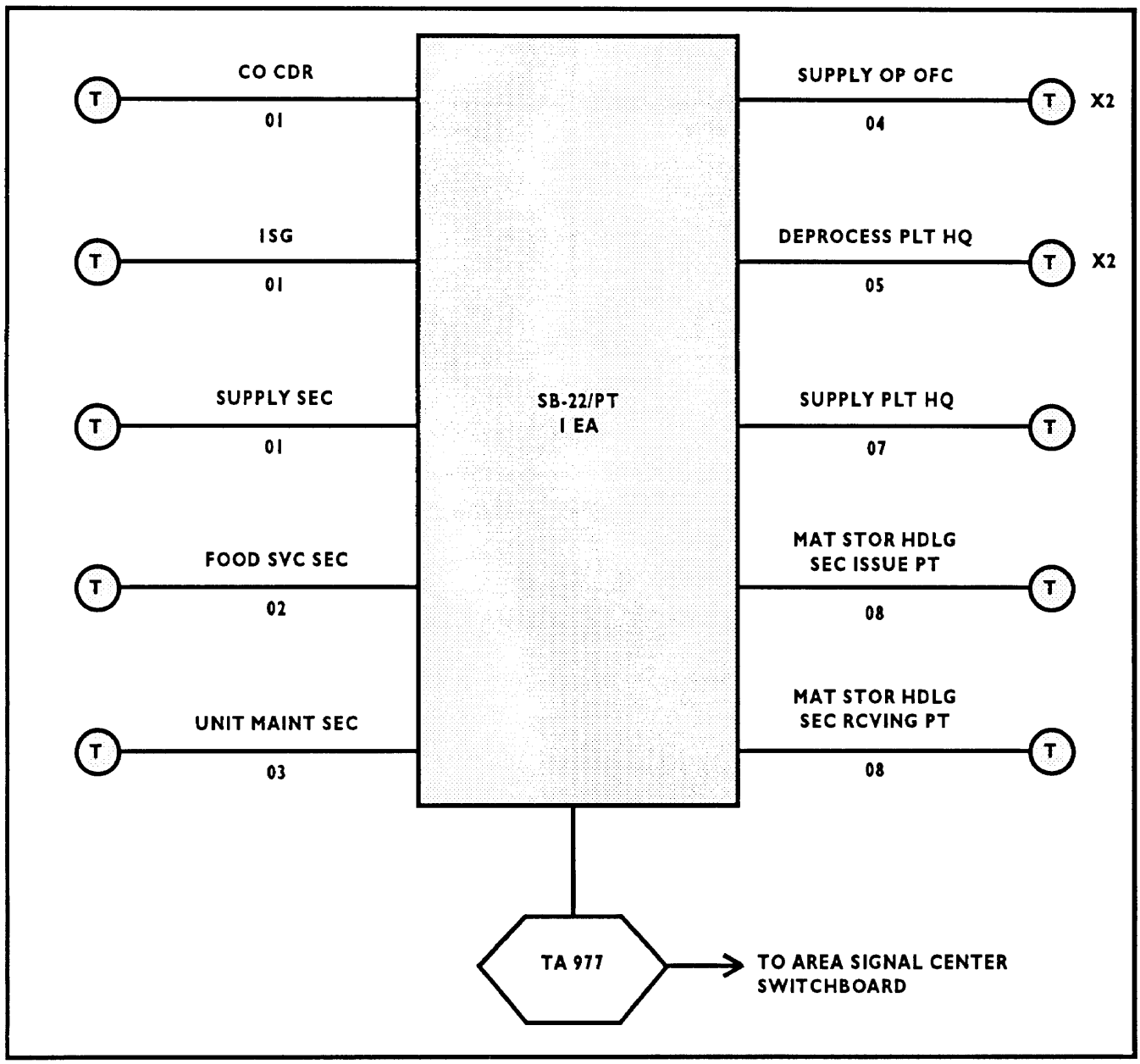


Figure 2-2. Wire net diagram of a quartermaster heavy materiel supply company, GS

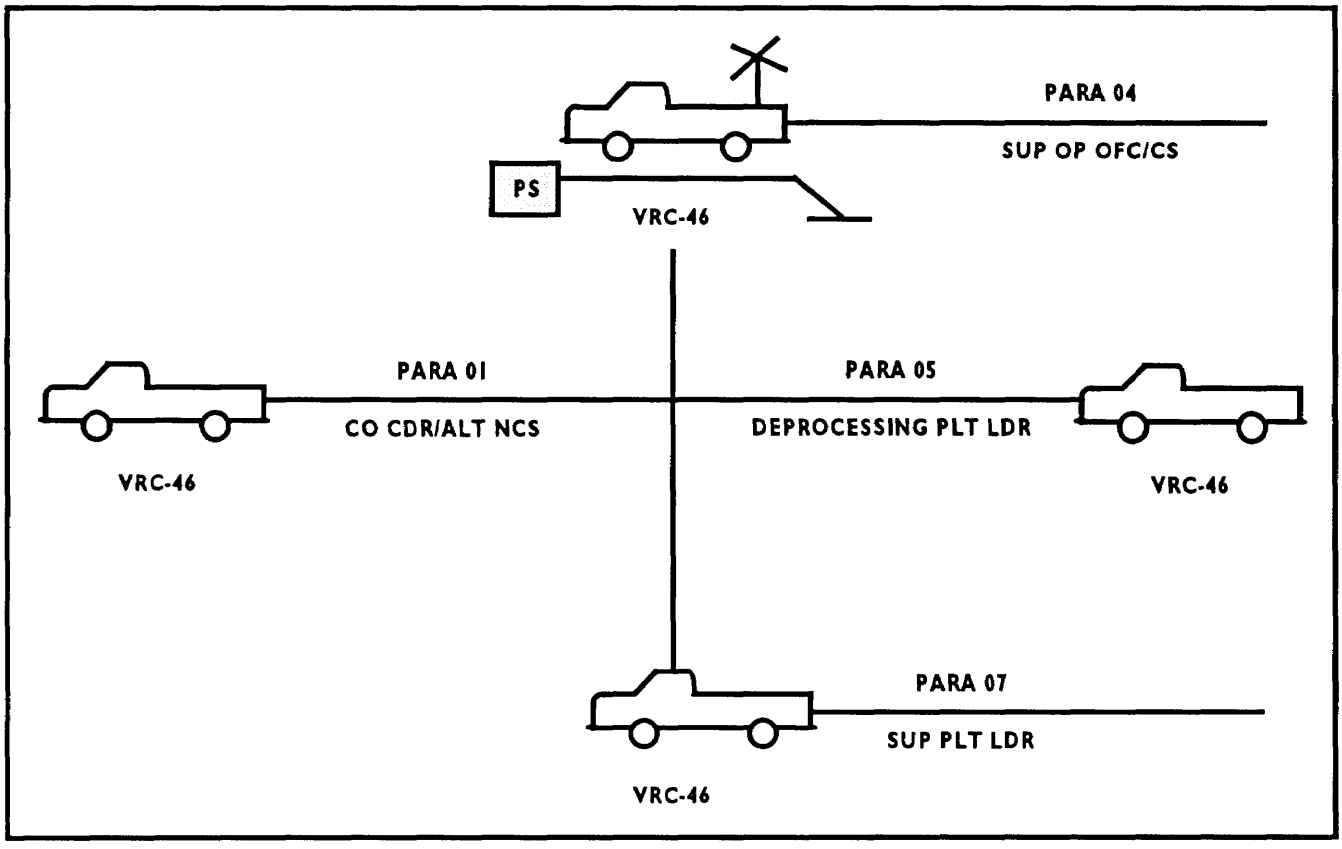


Figure 2-3. Radio net of a quartermaster heavy materiel supply company, GS

Section II
COMPANY HEADQUARTERS

This section is for the company commander.

MISSION

The mission of company headquarters personnel is to command and control and to provide logistical and administrative support for company elements. They are responsible for the effectiveness of company operations.

OPERATIONS

Operations of your company usually begin with the assignment of a mission by higher headquarters. As commander, you are responsible for the unit mission. Your headquarters should be organized so that it functions smoothly and effectively. A major function of the company headquarters is to provide supervision and direction for overall operation of the company. See FM 10-27-3 for quartermaster headquarters operations.

Section III
SUPPLY OPERATIONS OFFICE

This section is for the supply management officer.

MISSION

The supply operations office is the control element for Class VII supply activities. Your office ensures that the company follows directives received from the COSCOM or TAACOM MMC about the receipt, storage, and issue of supplies. Your personnel prepare plans and schedules of incoming and outgoing equipment. They prepare required reports and forward them to the MMC and to the company's operating sections. They coordinate transportation, maintain stock locator records, and operate ADPE when such equipment is assigned.

OPERATIONS

The supply operations office supervises and directs the company mission supply activities. It provides the necessary personnel to operate as the control element of company mission activities. It prepares plans and schedules of incoming and outgoing supplies and maintains stock locator records.

Control

Your office is the focal point for company operations. Your soldiers coordinate supply activities with the MMC and the operating platoons. The MMC manages your supply assets. You receive supply directives and documents from the MMC and submit reports to the MMC. Your office operates under the SAILS, following the procedures in TM 38-L03-17. When the tactical situation prevents the use of ADPE, your personnel have to operate under a manual system, using ARs 710-2 and 725-50 and DA Pamphlet 710-2-2 as guides. Your office is responsible for most of this paperwork. Personnel of your office receive, store, issue, and ship supplies. They also conduct inventories and reorder supplies.

Receipt. When supplies are shipped to the company, your office receives a notice from the MMC. Your soldiers inform the operating platoons of the shipment so that they can prepare to receive the supplies. When the supplies arrive, platoon soldiers check them against the receipt documents. Then your office notifies the MMC of the receipt.

Storage. Your office maintains a stock locator card file. The file contains a DA Form 2000-3 for each assigned location in use or reserved at your storage site. You send the forms showing the storage locations to the MMC. The MMC then provides your office with a printout showing the locations. You do not have to notify the MMC of alternate storage sites. DA Form 2765-1 is prepared manually and sent to the MMC when a change is made in a storage location. Local SOPS state whether locations for supplies are assigned by the MMC or by your office. More about stock locator files is in FM 10-15 and TM 38-L03-17.

Issue. Some supplies are issued to the requesting units at the supply point. Issue starts when your office receives an MRO from the MMC. Your office tells the operating platoons to prepare the supplies for issue. When supplies are ready for issue, your office informs the MMC. MMC personnel then notify the requesting unit to pick up the supplies. Supported DSUs make arrangements for requesting units to pick up supplies at your company supply point.

Shipment. The shipment of Class VII supplies is based on MROs received from the MMC. When items or supplies are ready for shipment, your office notifies the MMC. The MMC informs the MCC of transportation requirements. The MCC arranges for drivers and vehicles to pickup supplies at your supply point and deliver them to the DSU Class VII point, linkup point, regeneration site, or to the user. The operating platoons load supplies at the supply point.

Inventory. Materiel storage and handling specialists in the operating platoons conduct inventories. They conduct inventories annually on selected items determined by the MMC. The supply operations office coordinates the inventory of equipment and supplies. Supply operations office personnel prepare inventory reports and send them to the MMC.

Reorder. Stock replenishment is an automatic function performed by the MMC. Your office coordinates with the MMC to ensure that reordering is on schedule. The operating platoons should plan to have enough personnel and MHE available to process the receipts.

Stock Location

The materiel control and accounting specialists maintain the stock locator file in your office. Your office has records of all supplies stored in the operating sections of the company. The file is in national stock number sequence. It shows the national stock number, location, and unit of issue for each item. Make sure your supply clerks have a locator file for all supplies on hand and that they keep it up to date. Your supply clerks keep the locator file current by processing the inventory cards they receive from the operating sections and the MMC. They should check the cards to make sure entries are complete and correct. For more on inventory cards, see AR 710-2, Chapter 3; DA Pamphlet 710-2-2, Chapter 9; and FM 10-15.

Data Processing

Your office has ADPE to assist in stock control and coordination with the MMC. The equipment consists of a 6-ton van that houses the card punch, a collator, a card terminal, and data transmission equipment. For details on work load scheduling, maintenance, operations management, ADPE support during wartime, utilization times, and record keeping, see AR 18-7. Maintenance information is in DA Pamphlet 18-7. Refer to manufacturer's manuals for preventive maintenance checks and services authorized at the operator level. Make sure that your soldiers maintain the temperature and humidity in the ADPE vans as specified by the manufacturer.

Transportation

The MMC is responsible for informing the MCC of company transportation needs. Your office confirms the transportation requirements with the MCC or the movement control team that supports your company. The MCC then notifies the transportation unit so that it can arrange for transportation or designate drivers to make the pickup.

Section IV
DEPROCESSING PLATOON

This section is for the platoon leader.

MISSION AND ORGANIZATION

The platoon mission is to deprocess all combat-tactical and special-purpose vehicles for issue.

Your platoon headquarters provides the supervisory and inspection personnel responsible

for the activities of the deprocessing platoon. Personnel must perform maintenance inspections on mechanical items in storage. They must also perform outprocessing functions prior to shipment or issue.

PLATOON HEADQUARTERS OPERATIONS

The platoon headquarters provides supervisory and inspection personnel responsible for deprocessing Class VII items. You and your personnel perform the actions outlined below.

Supervision

You and your personnel supervise deprocessing platoon and maintenance operations. Make sure you issue brief, concise directives to your sections. You should observe your soldiers to ensure that they are providing required services in an efficient and safe manner. Get out to meet and know your soldiers.

Inspection

The platoon headquarters inspectors conduct initial and final inspections of Class VII items deprocessed by the platoon. They determine the type and extent of repairs required. They then advise you whether your platoon can make the repairs or whether the DS maintenance activity will make them.

Coordination

Your personnel coordinate operations between the supply operations office and the operating sections of the platoon. Your platoon is responsible for issuing all Class VII equipment from storage. The supply operations office notifies you when it receives an MRO. Once the item is ready for issue and final inspections have been made, your headquarters notifies the supply operations office. Coordination for item pickup is handled by the supply operations office.

Fuel Dispensing

Your personnel fuel vehicles, as required, before shipping them. They must use the safety and grounding procedures outlined in FM 10-69.

Tool Issue and Control

Operations personnel cannot do their jobs without the proper tools. TOE 42427L prescribes the tool kits and sets that they need. It is up to your headquarters personnel to control and maintain the kits and sets. Make sure that all tools are clean and serviceable. If some tools need to be replaced, have the company supply specialist take action to have them replaced. When tools are issued, make sure they are issued on a hand receipt. For more on controlling tools, see DA Pamphlet 710-2-1, Chapter 6.

Records and Reports

The equipment records and parts specialist in your headquarters prepares, reviews, and consolidates records and reports before he sends them to the correct headquarters. He maintains the files and records. As a rule, he consolidates reports received from the deprocessing section and forwards them to the MMC. For guidance on preparing vehicle records and shipping documents, see DA Pamphlet 710-2-1, Chapters 2 and 3 and DA Pamphlet 738-750.

Weapon System Replacement

Your platoon deprocesses incoming weapons systems from CONUS. They do this at or near the port of entry. Weapons systems are then transported to corps or a division area where they

are prepared for issue. The weapons system stored in pre-positioned war reserve stocks at corps must be at a low level of preservation. Thus, they may be made ready for issue in a few hours rather than several days had they been in Level A storage. The weapons systems are transported from theater army to corps by rail. Replacement crews arrive in the theater at the rear of the corps.

DEPROCESSING SECTION OPERATIONS

Your section is responsible for the care and servicing of combat and tactical vehicles. Your personnel inspect, maintain, process, and issue combat-tactical vehicles. They also stock the repair parts needed for in-storage maintenance of these vehicles.

Inspection

Repair personnel visually inspect incoming vehicles to determine damage that has occurred during transit. They perform unit maintenance and make sure DA Form 2404 is completed for each item inspected and repaired. The form should show the action taken to correct deficiencies and when the action was taken. DA Pamphlet 738-750, Chapter 3 has more on completing this form. Items that have maintenance defects requiring a higher level of maintenance are evacuated to an intermediate DS maintenance unit. After the items are repaired, they are returned to your section where they are prepared for storage. The repair personnel also assist platoon headquarters inspectors when needed.

Maintenance

Repair personnel and mechanics perform in-storage and unit maintenance on vehicles and the communications equipment mounted on them. The maintenance clerk prepares and updates maintenance forms and records using DA Pamphlet 738-750. Section mechanics salvage usable components from vehicles and artillery turned in as unserviceable equipment. Arrange with the DS activity for repairs above unit maintenance. Make sure DA Form 2407 is prepared and sent with the item to the maintenance activity.

Repair Parts Stockage

Your section stocks repair parts and PLL replacement parts used for unit maintenance. Make sure your section has a microfiche reader and the AMDF. Your soldiers should use them to find the correct supply source for the items they need for making repairs. The materiel storage and handling specialists prepare and submit requests for repair parts as required. They prepare DA Form 2064 for repair parts or PLL replacement parts requested from your intermediate maintenance activity. The document register serves as a suspense file for open supply transactions. For more on procedures, preparation of request forms, and record keeping for repair parts, see DA Pamphlet 710-2-1, Chapter 8 and FM 29-2. The equipment records and parts specialists store and issue parts to the mechanics. They also check stock received for correct nomenclature and stock number and advise inspectors and maintenance personnel on the interchangeability of repair parts. They keep a DA Form 3318 for each repair part authorized. The record of demands is a visible file and a record of items on requisition. Store repair parts where their requests are prepared. Make sure the parts are clearly identified and protected from damage. Separate by job all parts for unserviceable items that are awaiting more parts and make sure they are clearly marked. Have your soldiers verify the nomenclature and stock number on all repair parts. For more on how to record demands, how to add items to or delete them from the PLL, and how to store repair parts, see DA Pamphlet 710-2-1, Chapter 8 and FM 29-2.

Item Deprocessing

Your soldiers deprocess items requested from storage. Once you receive an MRO from the supply operations office, your soldiers prepare the vehicle for issue. They install, inspect, and test any communications equipment that is mounted on the vehicle. They fuel and lubricate the vehicle. Your soldiers then review vehicle records to make sure they are complete and accurate. The operator of the recovery vehicle goes with mechanics and repair personnel to the storage site when deprocessing a vehicle. He helps section personnel load the basic ammunition load on the vehicle. The senior ammunition specialist of the equipment storage platoon supervises the loading. Inspection personnel from platoon headquarters conduct a final inspection before issuing the vehicle. They make sure-

- BII are complete for all vehicles and equipment.
- MRO information for each item is accurate.
- Vehicle and equipment TAMMS records are accurate.
- Maintenance deficiencies and faults are corrected.
- Equipment is lubricated and fueled properly.
- Proper loading equipment is present.
- Method of loading is correct and quantity of basic load of ammunition is accurate.
- Items are secured and proper loading and lashing procedures are followed.
- Proper towing procedures are followed.
- A shipping document accompanies the item.

Issue

Once the item is ready for issue, notify platoon headquarters. The deprocessing platoon leader will coordinate with the supply operations officer. They decide on the time and date the items will be shipped to the supported unit.

Section V
SUPPLY PLATOON HEADQUARTERS

This section is for the platoon leader.

MISSION

The supply platoon headquarters supervises, directs, and coordinates supply platoon operations. This includes setting up and operating the materiel storage and handling section and the materiel storage and maintenance section.

HEADQUARTERS OPERATIONS

Your headquarters soldiers must monitor supply operations to make sure that section soldiers follow operating procedures. You ensure that the sections have their ASL items on hand. You must also coordinate with supported units about hours of operation, issues, and turn-ins.

Site Selection

Before the platoon moves to a site, do an on-site reconnaissance of the area. In this way, you can determine the best locations for the sections of the platoon. There are some other factors, in addition to the details in FM 10-27-3, to consider when selecting a site. In a low-intensity conflict, your company is a prime target. Every distribution

point operation must use the most concealment and cover possible. Select a site reasonably close to the main supply route and the airfield or heliport for resupply purposes. The site should be located on relatively level ground. It should provide access to concealed issue areas. It should also have a separate entrance and exit to prevent traffic congestion. Select an area large enough to allow ample dispersion of equipment and supplies. You want to avoid total destruction from a single hit. The entire area should be far enough from other supply points to minimize damage due to fire and contamination.

Distribution Point Layout

Key supervisors in each section can help plan the layout. They know the amount of space they will need. Plan the layout according to the amount of supplies that passes through the distribution point. Disperse operations enough to ensure the safety of supplies while maintaining security. When laying out the distribution point, consider the location of each activity, traffic plans, security, camouflage, communications, and defense.

Site Establishment

The first element set up should be the platoon headquarters. This is your office. It should be near the entrance to the distribution point. In the headquarters you will have the platoon leader and platoon sergeant. You may also want to include a working area for your section chiefs. They have paperwork to do, and it may be the best place for them. You may locate the headquarters in the same general area as the supply sections. Make sure there are entrance and exit routes, traffic holding areas, and enough space for storing and sling-loading supplies.

Section VI

MATERIEL STORAGE AND HANDLING SECTION

This section is for the materiel storage and handling supervisor.

MISSION

The materiel storage and handling section operates on a 24-hour basis to receive, store, and issue authorized Class VII supplies. Each shift works 12 hours and is staffed to operate simultaneous issue and receiving points. Each shift will store and inventory stocks, assist with in-storage unit maintenance, ensure that towed vehicles are properly attached to the correct prime mover, and properly load and brace equipment on transporting vehicles.

OPERATIONS

Your platoon is responsible for the storage of all Class VII items your company stocks. Your personnel unload incoming materiel, deliver it to the deprocessing platoon for inspection and repair, and move it to the storage locations. Make sure materiel in the storage area is grouped by type of equipment. This will make it easier to do in-storage maintenance and issue. Your soldiers perform all combat-loading of Class VII supplies. They make sure that BII are complete on all items.

They also make sure towed vehicles are attached to prime movers and are in proper convoy position when shipped.

Receipt

You are notified of equipment arrival by the supply operations office. Have the MHE operators, lifting and loading operators, or heavy-vehicle drivers unload the equipment. Check equipment logbooks for completeness and service entries, Make sure storage specialists inspect items for correct nomenclature and stock numbers, Deprocessing platoon personnel will inspect equipment at the unloading site to determine any repairs required before storage. See that they set aside items or supplies that are received damaged. Procedures for handling the items are in AR 735-5. For unloading guidelines, see DOD 4145.19-R-1.

Storage

Once personnel have inspected items and made necessary repairs, the items are ready for storage. The supply operations office designates storage locations. Report any changes in storage locations or alternate locations at once to the supply operations office. The storage platoon must maintain a storage locator card file. Segregate and store items in location by type. The categories for storage locations are wheeled vehicles, tracked vehicles, towed and self-propelled artillery, and special-purpose vehicles. Materiel storage and handling specialists store the equipment in the designated locations. You and your soldiers must make sure all items stored are protected from theft and environmental hazards. Since it is more difficult to protect supplies in open storage, take special measures to safeguard them. Have your key personnel help you prepare a plan for the security and safe storage of supplies. For guidance on storing Class VII items, see TM 38-L03-17, DOD 4145.19-R-1, and FM 10-15.

Inspection

Your platoon sergeant and materiel storage and handling sergeants make daily visual inspections of storage areas. Maintenance personnel, mechanics, and operators perform operator maintenance and in-storage preventive maintenance checks and services. When items require unit or higher-level maintenance, notify deprocessing platoon personnel. The deprocessing platoon performs the maintenance or arranges with supporting DS maintenance unit for repairs. Your recovery vehicle operators perform operator maintenance on tracked vehicles in storage and help the deprocessing platoon to perform unit maintenance. They, as well as other equipment operators, tow disabled or inoperable vehicles to the deprocessing platoon for unit maintenance. For procedures and correct use of maintenance forms, see DA Pamphlet 738-750.

Ammunition Support

The ammunition specialists are responsible for requesting, picking up, or arranging for delivery of ammunition for combat vehicles. The deprocessing platoon coordinates with the storage platoon in deprocessing combat-tactical or special-purpose vehicles requiring a basic load of ammunition. The ammunition specialists determine the amount and type of ammunition required for the various types of vehicles and equipment. One ammunition specialist requests the ammunition using DA Form 581. For preparation of DA Form 581, see DA Pamphlet 710-2. Proper storage, handling, and loading procedures for ammunition and explosives are covered in FM 9-13 and DOD 4145.19-R-1.

Section VII
MATERIEL STORAGE AND MAINTENANCE SECTION

This section is for the motor sergeant.

MISSION

The section operates on a two-shift, 24-hour basis to store and provide in-storage unit maintenance for Class VII items. Each shift assists in in-storage maintenance and vehicle transfers and the initial steps of deprocessing. The section is also responsible for fueling operations. Personnel coordinate all work with the materiel storage and handling section and the deprocessing platoon.

OPERATIONS

Your section is responsible for the care and servicing of vehicles. Your personnel inspect, maintain, process, and issue vehicles. They also stock the repair parts needed for in-storage maintenance of these vehicles. See pages 2-10 and 2-11 for a description of the duties of your personnel.

CHAPTER 3

THE QUARTERMASTER REPAIR PARTS SUPPLY COMPANY, GENERAL SUPPORT

Section I
THE COMPANY

This section is for the company commander.

MISSION

The mission of the quartermaster repair parts supply company is to establish and operate a Class IX (repair parts) supply point. Your company provides repair parts to divisional and nondivisional maintenance units in division and corps area and to nondivisional maintenance units in the COMMZ. Your company does not provide repair parts for aircraft or missiles or for airdrop, cryptographic, or topographic materiel. Your company is responsible for maintaining stock location, performing inventories, and processing MROs. Your company also provides status reports to the MMC. The MMC maintains stock accounting. The MMC also directs the issue of repair parts. Your company serves as a storage site for the MMC. The two repair parts supply platoons receive, store, and issue parts for which they are responsible. Packing and crating requirements are handled by a separate section subordinate to the supply operations office. The electronics parts section has been merged into the general equipment parts platoon. There is no requirement for your company to deliver to any customer.

ORGANIZATION

The organization is designed to meet mission requirements in changing situations. The quartermaster repair parts supply company is organized as shown in Figure 3-1, (page 3-2).

ASSIGNMENT AND ALLOCATION

As a rule, the quartermaster repair parts supply company is attached to the HHC, S&S battalion. The S&S battalion is attached to the COSCOM or TAACOM and operates under the control of the COSCOM corps support group or the TAACOM area support group. The quartermaster repair parts supply company is designated a Category II unit when employed in the corps rear of the area COMMZ. Whether operating in the COSCOM or the TAACOM, the unit Class IX allocation or throughput policies are the same. Eighty percent of ALOC Class IX supplies is throughput directly to the DSUs. The remaining 20 percent is handled by a quartermaster repair parts supply company. For non-ALOC Class IX supplies, the situation reverses. Twenty percent is throughput directly to

the DSUs. Eighty percent of the non-ALOC work load is handled by a quartermaster repair parts supply company.

CAPABILITIES

A unit's capabilities are determined by the personnel strength levels prescribed in its TOE. The capabilities of the quartermaster repair parts supply company, organized under TOE 42419L, are described below.

TOE Strength Level 1

At TOE Strength Level 1, your company is at full strength. It can receive, store, and issue 102 short tons of Class IX supplies in the corps and 111 short tons in the theater army. Your company does not handle aviation, missile, cryptographic, topographic, medical, airdrop, or Class V repair parts. When augmented, your unit provides aviation repair parts. Your company also maintains a 15-day stock of Class IX non-ALOC and a 30-day supply of maintenance-related Class II and Class IX ALOC supplies. Your company can stock up to 20,000 ASL line items.

TOE Strength Levels 2 and 3

At these levels, your company is at reduced strength. At Strength Level 2, your company operates at 90 percent capacity. At Strength Level 3, your company operates at 80 percent capacity. For more on strength levels, see AR 220-1.

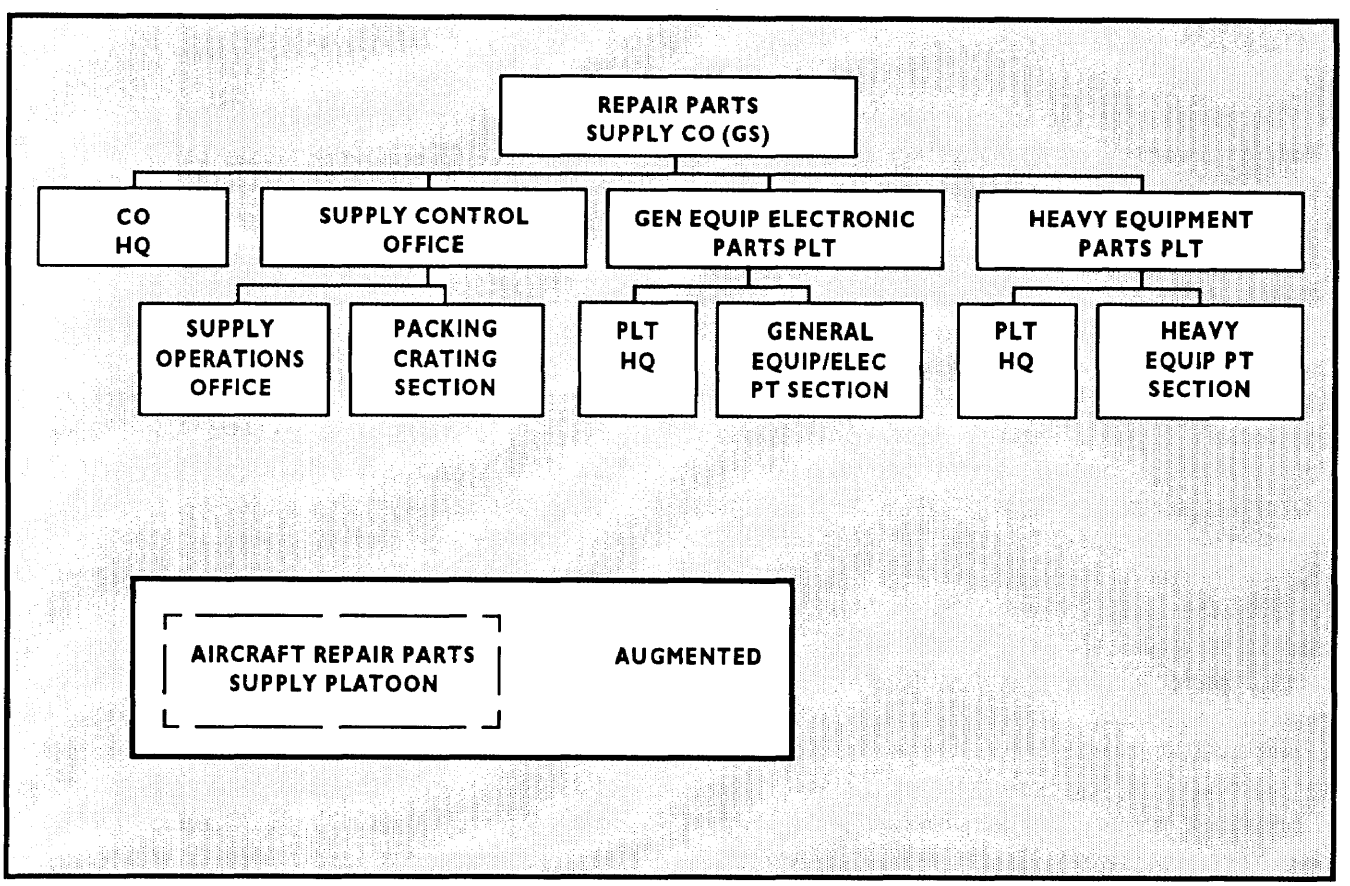


Figure 3-1. Quartermaster repair parts supply company, TOE 42419L

Support. Your company depends on elements of the corps or theater army for religious, medical, legal, personnel, finance, and administrative services. It also depends on corps or TA transportation support for pickup and delivery of repair parts to customers. It depends on the COSCOM MMC or the TAACOM MMC for supply management and on the light equipment maintenance company for unit maintenance of CE equipment. Your company will need additional security forces when physical security or defense needs exceed your company's capability. It also depends on the aircraft repair parts platoon, TOE 42519LA00 for aircraft repair parts and the repair parts team, host-nation support, TOE 42519LB00, for host-nation support coordination of repair parts.

Mobility. The mobility of your company is limited by the number of vehicles and personnel you have and the number of personnel and the amount of equipment and supplies you must move. If your company has to move at one time, you must arrange for more vehicles. Your company can transport 1,030,500 pounds (22,443.0 cubic feet) of TOE equipment. It needs transportation for non-TOE equipment and supplies and for 164,012 pounds (14,152. 1 cubic feet) of TOE equipment. This unit must be able to transport 50 percent of its TOE equipment in a single lift using its authorized organic vehicles.

COMMUNICATIONS

Communications help the unit perform company missions, carry out administrative duties, maintain contact with higher headquarters, transmit tactical information, and defend the company. Your soldiers must communicate with higher headquarters, adjacent units, and both supporting and supported units. The wiring diagram shown in Figure 3-2 (page 3-3) supports your company. Wire installers under the supervision of the combat signaler team chief install and operate it. See TC 24-20 for details on field wire activities and the general characteristics of equipment used with field wire systems. Radio is your main method of communication with your elements that are mobile or do not have access to the telephone system. A proposed company radio net is shown in Figure 3-3 (page 3-4).

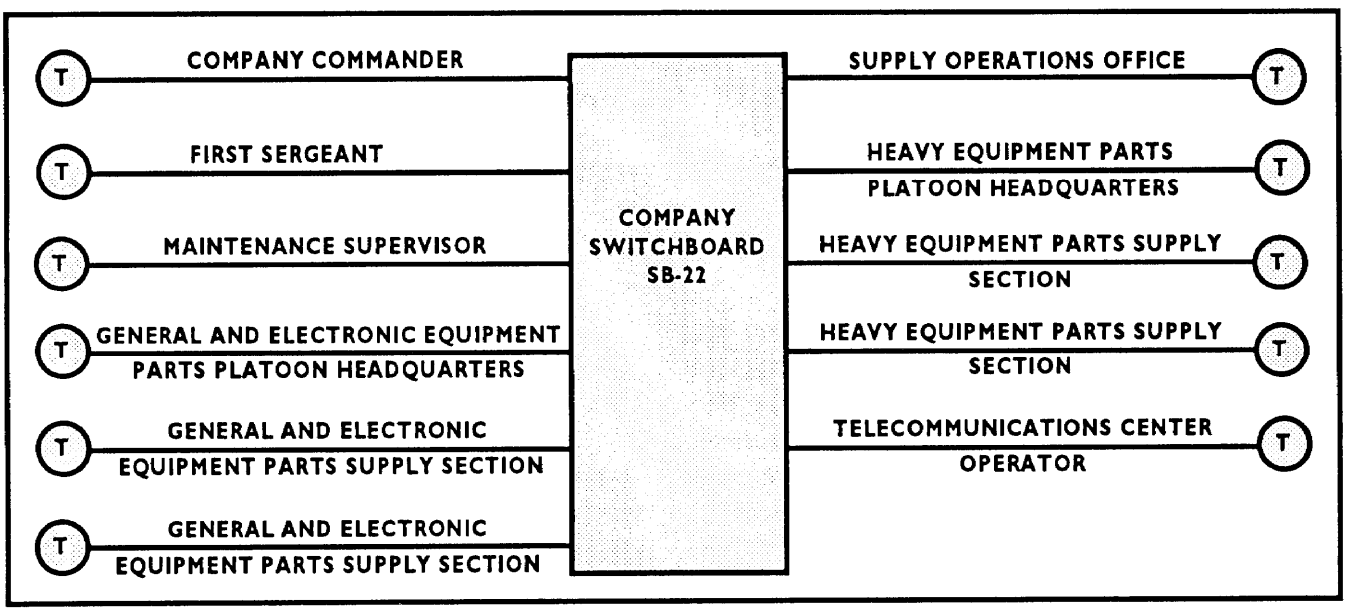


Figure 3-2. Wire net diagram of a quartermaster repair parts supply company

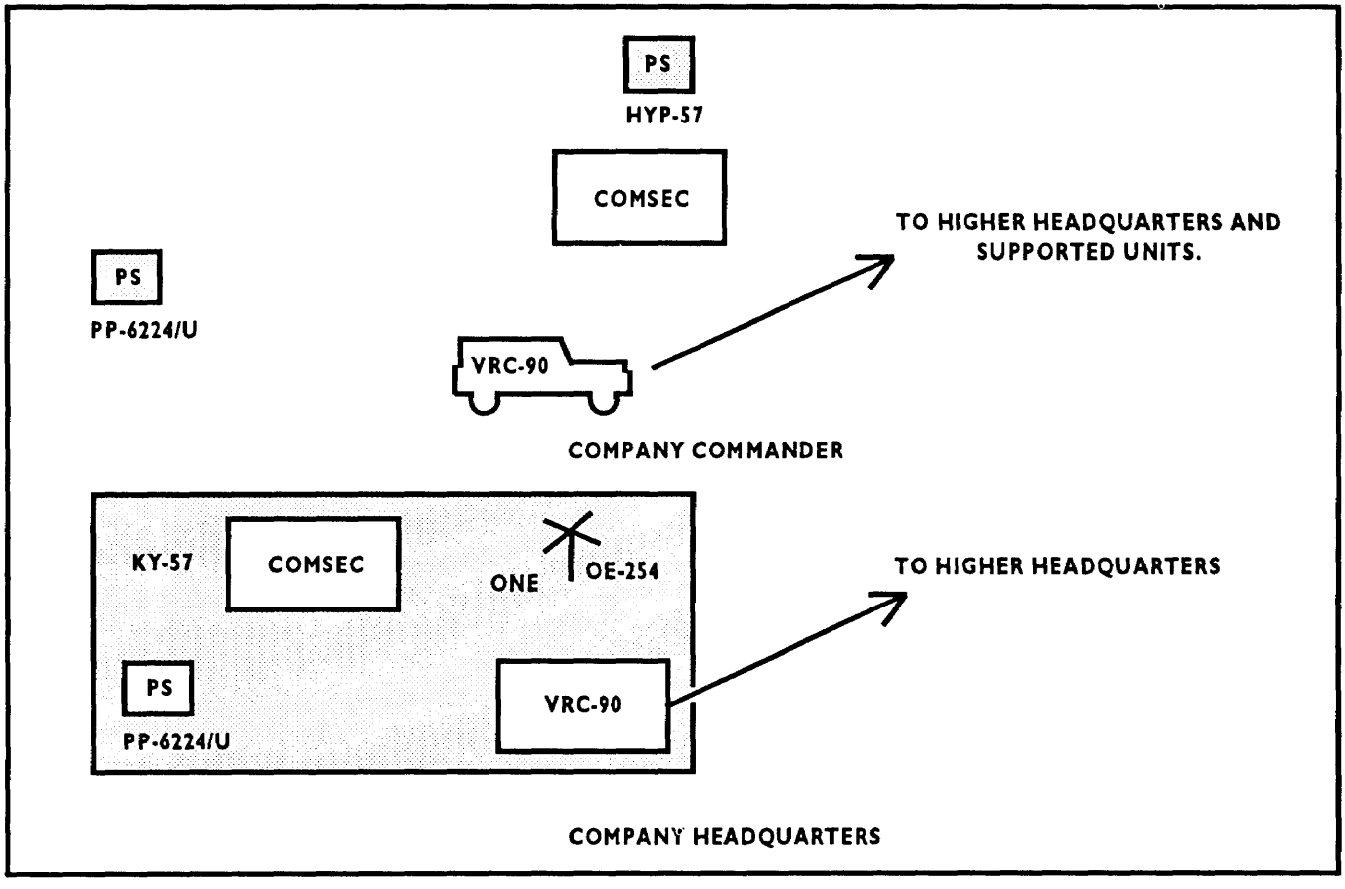


Figure 3-3. Radio net of a quartermaster repair parts supply company

Section II
COMPANY HEADQUARTERS

This section is for the company commander.

MISSION

Company headquarters personnel support the company elements and are responsible for the effectiveness of company operations. The headquarters staff provides command and control, administrative, logistical, food service, and unit maintenance support and tactical direction to the company elements. It provides technical inspection support to operation elements of the company. It is responsible for the training, discipline, billeting, and security of the company.

OPERATIONS

Your headquarters provides supervision and directs the overall operation of the company. You and your staff operate the command post and oversee support functions, including food service, supply, maintenance, defense, and communications. For further details on company headquarter operations, see FM 10-27-3.

Section III
SUPPLY OPERATIONS OFFICE

This section is for the supply operations officer.

MISSION

The mission of the supply operations office is to act as the control element of the company repair parts supply activities. Your office ensures that the company follows directives received from the COSCOM or TAACOM MMC about the receipt, storage, and issue of repair parts. Your soldiers prepare plans and schedules of incoming and outgoing repair parts. They prepare and forward required reports to the MMC battalion logistics operations branch and to the parts platoons. They coordinate transportation, maintain stock locator records, and operate ADPE when it is assigned.

COMMUNICATIONS

Your office must stay in close contact with the MMC. There must be no interruption in receiving or transmitting messages. Soldiers in the advance party, including the combat telecommunications operators, lay and install wire for telephones, switchboards, and teletypes according to the wire net diagram. Communications equipment should be allocated as needed to accomplish the mission. Communications equipment allocated to the supply operations office is shown in Figure 3-4 (page 3-5) . In a tactical situation, you may have to give up phones to fighting positions. When the communications equipment arrives, the operators ground it, connect wire, and test the connections and circuits. Equipment operators should then check their equipment before operating it. Make sure that all security equipment is installed and operating properly when power is provided. Be prepared to provide 24-hour service. For more details, see FMs 24-1, 24-16, and 24-18. Designate someone to process incoming and outgoing messages. Outgoing messages should be marked according to priority designation. See FM 24-1. Your message service personnel log copies of messages sent and received.

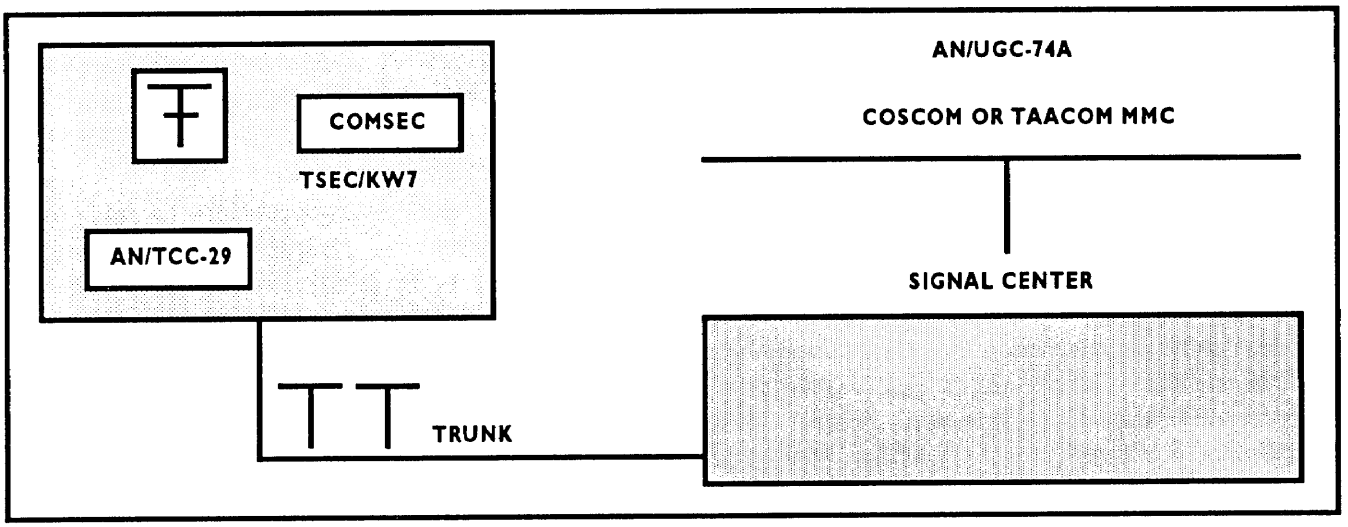


Figure 3-4. Communications equipment for the supply operations office

OPERATIONS

Your office is the focal point for company operations. Personnel in the section supervise and direct the company repair parts supply activities. As supervisor, you monitor document input and output from the TACCS. Your soldiers prepare plans and schedules of incoming and outgoing supplies and maintain stock locator records.

Control

Your office is the control element of the company. Your soldiers coordinate supply activities with the MMC and the operating platoons. The MMC manages your supply assets. You receive supply directives and documents from the MMC and submit reports to the MMC. Make sure that personnel post charts and logs when information is received. Your computer interfaces with the TACCS computer at the MMC. When the tactical situation prevents the use of ADPE, your soldiers have to operate manually, using AR 710-2 and DA Pamphlet 710-2-2 as guides. Your office is responsible for most of this paperwork. Soldiers in your office are involved in receiving, storing, issuing, and shipping supplies and conducting inventories.

Receipt. When supplies are shipped to the company, your office receives a notice from the MMC. Your soldiers inform the parts platoons of the shipment so they can prepare to receive the supplies. When the supplies arrive, platoon soldiers check them against the receipt documents. Report to the MMC any shipment discrepancies or damage on the proper receipt documents. Verify the DD Form 1384 with the materiel prior to processing the receipt. Distribute copies of the TCMD according to your SOP. You should also have material receipt cards prepared and entered into the TACCS. Make sure that stock locations are entered on the receipt documents and that incoming material is routed to the proper storage area.

Storage. The parts platoon personnel maintain the stock locator card file. The file contains a DA Form 2000-3 for each assigned location. When you change any locations, you must notify the supply operations section so that the change can be entered in TACCS. More about stock locater files is in FM 10-15.

Issue. The issue process begins when a supported unit submits a request. If the supplies are not in the supporting DS maintenance unit but are available for issue from the repair parts company, an MRO will be generated. The MRO will be sent to the issue section, where the stock will be pulled and placed in the unit's issue bin awaiting pickup. The timeframe for processing MROs depends on the priority designator and whether the requirement is for a nonmission capable supply condition. For more on MROs, see AR 710-2, AR 725-50, and DA Pamphlet 710-2-2.

Shipment. The shipment of repair parts is usually based on MROs received from the MMC. The MMC informs the CMCC or theater army movement control agency of the transportation requirement. The MMC or movement control agency arranges for drivers and vehicles to pick up supplies at your supply point. They will deliver them to the intermediate DS or GS maintenance unit. The remaining 20 percent of repair parts for ALOC are handled by the company. The operating platoons are responsible for loading supplies at the supply point.

Inventory. Storage specialists in the parts platoons conduct the inventories. The purpose of an inventory is to determine the condition and quantity of stock by a physical inspection and count. Inventory types include wall-to-wall, scheduled, cyclic, or special. The supply operations section determines the need for an inventory, and it will generate the inventory count cards and inventory control list. These will be forwarded to the parts platoon for action. Upon completion of the inventory, soldiers in the parts

platoons send inventory cards to you for posting to the stock record account. Additional cards are prepared, as required, from results of the continuing inventory process. Use an inventory adjustment report to record item discrepancies according to ARs 710-2 and 735-5. Your soldiers prepare and forward inventory reports to the MMC.

Reorder. The replenishing of the ASL requests is an automatic function of TACCS based upon stockage position and authorization. The supply operations section should forward ASL replenishment requests to the MMC immediately for processing to the source of supply.

Data Processing

Your office has ADPE to help in stock control and coordination with the MMC. The equipment consists of a 6-ton van which houses a remote keyboard visual display unit and a TACCS computer system. Arrange your work load schedules to make sure the ADPE is used to meet priority demands. Analyze when the ADPE is used. Then you can project accurate time requirements into the daily schedule. Schedule a steady flow of material to be processed so that equipment and operators are used to best advantage. See DA Pamphlet 18-7 for help in making schedules. You must maintain the proper humidity and temperature for the ADPE as outlined by its manufacturer. All doors of the van must be kept tightly closed. Set up a cleaning schedule, and make sure it is followed to keep the van as free of dust as possible. Maintenance of ADPE is covered in DA Pamphlet 18-7. Refer to the manufacturer's manual for preventive maintenance checks and service authorized at operator level.

Section IV
PACKING AND CRATING SECTION

This section is for the packing and crating section chief.

This section implements STANAG 2827.

MISSION

The mission of the packing and crating section is to handle all packing and crating functions of the company. Your section is subordinate to the supply operations office. The packing and crating functions have been consolidated into one section. This increases productivity and makes it easier to command and control the company. You will have many packing and crating requirements, especially for repair parts that you have to send back to TAACOM. Make sure that your soldiers conform to the provisions of STANAG 2827, if appiicable, and TMs 38-230-1 and 38-230-2 when performing packing and crating operations.

OPERATIONS

Few repair parts are shipped in the containers in which they were originally packed. Repair parts must be repacked in suitable bags, boxes, or other containers to make them easy to deliver and to protect them. Before repacking repair parts, see if they have been damaged by weather or shipment. If they have been damaged by weather, you will probably have to have them cleaned. Be sure your soldiers have the proper tools to clean them and the necessary cleaning and drying materials. See that they use the correct methods for cleaning and drying supplies. See TM 38-230-1, Chapter 1, for more details. Repair parts that have been cleaned

and dried must be preserved and repacked. You may receive repair parts in containers that are damaged or unsuitable for field conditions. These will also have to be repacked in containers according to TM 38-230-2, Chapter 1. When selecting the type of containers to use, consider the-

- Protection it gives from the elements.
- Reusability.
- Cost.
- Ease of assembly and closure.
- Type of load.
- Destination.
- Item characteristics.
- Weight and cube.
- Availability.
- Mode of transportation.

If a repair part does not fill the container, make sure it is adequately blocked, braced, and cushioned. For details, see TM 38-230-2, Chapter 1. Items that are light in weight need to be cushioned carefully. Large items need to be braced carefully and anchored to the base of the container. Be sure that your soldiers use the necessary protective barriers to protect the repair parts from the effects of the weather. Barriers, such as case liners, plastic bags, and overwraps, also protect items from dust, dirt, water, and other foreign matter. Once containers have been wrapped, your soldiers need to close, band, and stencil them with the proper identification according to Military Standard 129. Make sure that shipping papers are affixed to the outside of the container in a weatherproof envelope. Your soldiers can speed up delivery and handling by combining several containers into unit loads. These loads will be delivered in the theater as far forward as practical to various areas of the corps, the division, and the brigade. Classify unit loads and bulky goods according to the classification standards from STANAG 2827 in Table 3-1 (page 3-8).

Table 3-1. Classification standards

CATEGORY		STANDARD
A. Standard Unit Loads	NATO	A height limit of 1 meter and a weight limit of 1 metric ton. Tolerances: In height, up to 1,050 millimeters (41 inches) and in weight, up to 1,130 kilograms (2,500 pounds).
	United Kingdom	A height limit for all defense materiel, except ammunition of 1,575 millimeters (62 inches) and for ammunition, of 1,372 millimeters (54 inches). A weight limit of 1,814 kilograms (4,000 pounds).
B. Containers		1,524 millimeters (60 inches) 2,032 millimeters (80 inches) 3,048 millimeters (120 inches) 6,096 millimeters (240 inches)

Table 3-1. Classification standards (continued)

C. Bulky Goods (loose or packaged)

Group	Weight (tons)	Dimensions		
		Length Millimeters (inches)	Width Millimeters (inches)	Height Millimeters (inches)
1	1 to 5	to 2,500 (98)	2,300 (91)	1,600 (63)
2	6 to 9	2,500 (98)	2,300 (91)	1,600 (63)
3	9 to 16	2,500 (98)	2,300 (91)	1,600 (63)
4	over 16	2,500 (98)	2,300 (91)	1,600 (63)
5	1 to 5	2,000 (79)	2,300 (91)	3,500 (138)
6	6 to 9	4,000 (157)	2,300 (91)	3,500 (138)
7	9 to 16	6,000 (236)	2,300 (91)	3,500 (138)
8	over 16	over 6,000 (236)	over 2,300 (91)	over 3,500 (138)

Section V
PARTS PLATOON HEADQUARTERS

This section is for the parts platoon leaders.

MISSION AND ORGANIZATION

Parts platoon headquarters personnel supervise, direct, and coordinate the activities of the supply parts sections. Included is the receipt, storage, in-storage maintenance, and preparation for shipment of general, electronic, and heavy equipment spare parts. There are two platoons in the company. One is the general and electronic equipment parts platoon. The other is the heavy equipment parts platoon. Each platoon has two supply sections.

The General and Electronic Equipment Parts Platoon

The platoon soldiers maintain a stock of repair parts for end items. These include cooking and heating equipment, office machines, and small arms. Your platoon also maintains a stock of common hardware items. Your platoon ASL will have the line items. Your platoon consists of a platoon headquarters and two general and electronic equipment parts supply sections.

The Heavy Equipment Parts Platoon

The platoon stocks heavy equipment repair parts for wheeled and tracked vehicles, heavy weapons, and service equipment. Your platoon ASL will have the line items. Your platoon consists of a platoon headquarters and two heavy equipment parts supply sections.

OPERATIONS

No matter which platoon you head up, you are responsible for its activities and operations. Make sure that your personnel have correctly annotated

and researched all documents. Direct the continuous care of supplies in storage projects. Instruct all newly assigned soldiers on storage procedures and company platoon policies and requirements.

Standing Operating Procedure

Develop an SOP to provide concise directives for platoon soldiers. The platoon must receive, store, inspect, and issue repair parts efficiently and safely. Include in your SOP guidance to make sure soldiers process repair parts quickly and accurately. Note records that are to be maintained or forwarded. Include the following in the SOP:

- Instruction for proper handling of materiel release denials by both warehouse workers and warehouse administrative personnel.
- Procedures for handling paperwork of each warehouse duty position.
- Fire and safety instructions.
- Controlled-entry procedures.
- Plans and procedures for the cross training of all soldiers.
- Procedures for the control and maintenance of housekeeping supplies and equipment.
- Procedures for the control and maintenance of equipment and for the training of MHE operators.
- A formal chain of command within the warehouse to be followed by all warehouse personnel and teams.
- Provisions for the protection of classified equipment according to directions in AR 380-5.

Documents

Platoon sergeants are responsible for managing the flow of documents to and from the supply operations office. You should establish away to account for documents. The normal flow is from the supply operations office, through you, to the materiel storage and handling supervisor. He reviews the documents and passes them onto the materiel and storage specialists. They process the documents and put them into sequence. The specialists then send them back to the warehouse supervisor, who inspects the documents to make sure they are correctly annotated. He makes sure all denials (full and partial) have one signature. He then has each docurnent placed in serial-number sequence and sent through you to the supply operations office.

Parts Control

You are responsible for the handling of and accounting for repair parts, to include the following:

Off-loading procedures. Personnel must off-load parts in a safe and orderly manner within the time dictated by volurne and mission requirements.

Shipping discrepancies. Have your personnel compare parts received with receipt documents. Note any discrepancies on the document. See ARs 55-38 and 735-11-2 for details.

Repair parts inspection. Incoming parts must be visually inspected to determine any in-transit damage. Note damaged items on shipping documents. Prepare discrepancy reports to report damage to the shipper. Prepare work orders for items that require repairs or for items to be turned in. Sign receipt documents for stock items.

Receipt procedures. Procedures for handling receipt of repair parts are covered in DA Pamphlet 710-2-2. If your company receives supplies from another nation, personnel of the supplying nation will load the vehicle. Your soldiers will be responsible for handling and moving the supplies, but you may request assistance from the supplying nation.

Location Surveys

The supply operations office schedules location surveys. You must form location survey teams

and issue serially numbered locator cards. The teams check each location to see if the items stored match the locator card, bin tag, and NSN. Double-check before you change the cards. When the location survey supervisor is satisfied that all valid locations have been surveyed, collect the locator cards. Return them to the supply operations office. See AR 710-2 and FM 10-15 for more details.

Inventories

When the supply operations office schedules periodic inventories, your soldiers conduct them. The procedures for controlling and processing inventory count cards are in DA Pamphlet 710-2-2. The three types of inventories are scheduled wall-to-wall, scheduled cyclic, and special. The scheduled wall -to - wall inventory is the counting of all items located within your area as of a scheduled date. The scheduled cyclic inventory is the counting of equal parts of your assets each week, month, or quarter. A special inventory is the counting of selected items for a specific reason. It is conducted when-

- A credit balance is recorded (negative balance).
- A materiel release denial or disposal release denial is processed.
- A location survey finds an item in an unrecorded location or in the wrong location.
- There is evidence of illegal, forced, or unauthorized entry into a warehouse.
- The stock record office, SSA commander, or other commander in the SSA chain of command directs it.

Handling Procedures

Handle repair parts as little as possible. When you must move supplies, plan in advance. Include in your plan protection of supplies from weather and breakage, use of unitized loads, and safety hazards. Consider the number, size, and weight of items to be moved to determine the best way to handle them. Choose the right equipment, and stay within its capabilities. Permit only licensed drivers to operate equipment.

Section VI
PARTS SUPPLY SECTIONS

This section is for the parts supply section chiefs.

MISSION

The mission of the parts supply sections is to receive, store temporarily, perform in-storage maintenance, and issue repair parts to supported units in its area of operation. There are two supply sections in each of the platoons as noted in Section V.

The General and Electronic Equipment Parts Supply Sections

These sections maintain a stock of repair parts for all general and electronic equipment. This includes items such as resistors, capacitors, connectors, relays, electronic tubes, transistors, and crystals.

The Heavy Equipment Parts Supply Sections

These sections maintain a stock of repair parts for heavy equipment. This includes items such as wheels and motors for self-propelled and towed vehicles.

OPERATIONS

No matter which section you lead, the operation of the section is basically the same. When repair parts are issued, make sure that MROs are processed according to priority. Check the completed documents for signatures. Make sure that documents and reports are prepared and forwarded correctly. Make sure your materiel storage and handling specialists know all phases of receipt, storage, in-storage maintenance, and issue operations.

Receipt

When repair parts arrive at your section, make sure your soldiers inspect them and verify the receipt documents. Have your soldiers match the receipt documents with the pre-positioned receipt cards, and verify the NSN, quantity, and location. Items will either be put into a designated location or issued. If the item is not due in, determine a storage location and have a temporary location card prepared. Make sure the item is placed in the location shown on the document. Send the receipt documents and the temporary location card to the storage location with the carrier. For more details, see FM 10-15.

Storage

Soldiers in the supply operations office assign storage locations. Make sure that they segregate and store items in locations by item type. Your materiel storage specialists are responsible for storing the items in the assigned locations. Report any change in location and alternate locations to the supply operations office. Attach the pre-positioned receipt cards to the receipt documents. Place in a separate area any containers or repair parts that are damaged. Report any shipment discrepancies. Store heavy items on the bottom. If time permits, rotate stock for first-in, first-out issue. Make sure all shipment documents and reports are sent through platoon headquarters to the supply operations office. Make sure you protect repair parts from adverse weather; the effects of nuclear, biological, or chemical attacks; and insect and rodent damage. Make sure repair parts are protected from pilferage by surveillance or other physical security methods. Develop a security plan. See AR 190-51 and DOD 4145.19-R-1 for more details.

In-Storage Maintenance

Your materiel storage and handling supervisors are responsible for in-storage maintenance. An effective in-storage maintenance program will result in a savings of money and time. Thus, your goal is to have an in-storage maintenance program that covers the inspection, minor repair, testing, preservation and packaging, and packing of supplies in storage. You are responsible for making sure the location and condition of supplies in storage are known and recorded. Use AR 740-3 to strengthen your operation. It will provide ideas for consolidating stock, making manual location surveys, repacking parts, and labeling and cleaning bins. Make sure your specialists place repair parts on dunnage or in bins. Bag or wrap loose items to protect them from dust, moisture, and foreign matter. Place sensitive items in a locked or controlled security area. Store bulk-type boxed or crated items outside in a neat stack. Cover items with canvas or similar material to protect them from rodents and the weather. Maintain random surveillance to prevent pilferage.

Issue

When you receive MROs, verify that the total number received agrees with the total number of MROs shown on the MMC MRO printout (picking station report). Then identify the DD Forms 1348-1 that do not have locations printed on them.

Obtain missing locations from your locator card file. Your SOP should have local control procedures for issuing sensitive and pilferable stock from the storage location. When the quantity requested is not available or when only part of it is available, check the locator deck to see if the items are available at another location. If they are, your soldiers should process the MRO. If only a part of the quantity requested is available for issue, they should process the MRO for the quantity available. They should process materiel release denials for the quantify not available (see FM 10-15). Items not available when the request was processed will come later from the receiving section. They will be placed in a temporary holding area until an MRO is received from the stock control section. Then the issue will be processed. The two ways in which issues of items are posted are by prepost and postpost. Prepost transactions are those in which you credit the stock accounting records before on-hand stocks are made available for issue. Postpost transactions are those in which you issue on-hand stocks before the stock accounting record is credited. After your soldiers release stock, they send a materiel release confirmation to the platoon headquarters.

Section VII
QUARTERMASTER AIRCRAFT REPAIR PARTS SUPPLY PLATOON (AUGMENTED)

This section is for the platoon leader and the parts storage and handling supervisors.

MISSION AND ORGANIZATION

The mission of the platoon is to provide GS aircraft repair parts supply in support of a corps or theater. The platoon is authorized when the company assumes the repair parts mission for Army aircraft. Your platoon consists of a platoon headquarters and two repair parts supply sections.

RESPONSIBILITIES

Your responsibilities are the same as those of the parts platoon headquarters. See pages 3-9 through 3-12 for a description of the duties of your personnel.

PARTS SUPPLY SECTIONS MISSION AND OPERATIONS

The mission of the parts supply sections is to receive, store temporarily, perform in-storage maintenance, and ship aircraft repair parts handled by the platoon. There are two supply sections in each of the platoons. No matter which section you lead, the operation of the section is basically the same. When repair parts are shipped, make sure that MROs are processed according to priority. Make sure that documents and reports are prepared and forwarded correctly. Make sure your materiel storage and handling specialists know all phases of receipt, storage, in-storage maintenance, and shipping operations.

Receipt

When repair parts arrive at your section, make sure your soldiers inspect them and verify the receipt documents. Have your soldiers match the receipt documents with the pre-positioned receipt cards and verify the NSN, quantity, and location. Items will either be put into a designated location or issued. If the item is not due in, determine a

storage location and have a temporary location card prepared. Make sure the item is placed in the location shown on the document. Send the receipt document and the temporary location card to the storage location with the carrier. For more details, see FM 10-15.

Storage

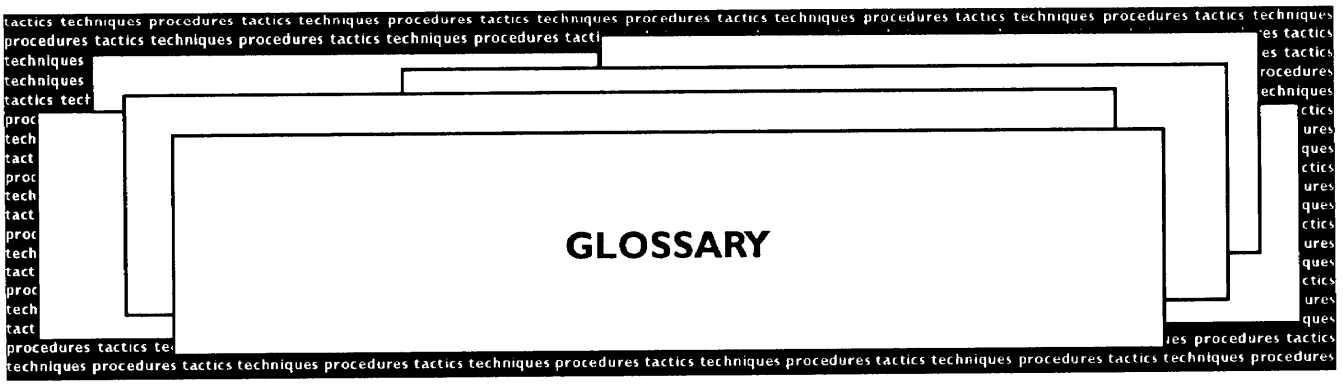
Soldiers in the supply operations office assign storage locations. Make sure they segregate and store items in locations by item type. Your materiel storage specialists are responsible for storing the items in the assigned locations. Report any change in location and alternate locations to the supply operations office. Attach the pre-positioned receipt cards to the receipt documents. Place any damaged containers or repair parts in a separate area. Report any shipment discrepancies. Store heavy items on the bottom. If time permits, rotate stock for first-in, first-out issue. Make sure all shipment documents and reports are sent through platoon headquarters to the supply operations office. Make sure you protect repair parts from adverse weather; the effects of nuclear, biological, or chemical attacks; and insect and rodent damage. Make sure repair parts are protected from pilferage by surveillance or other physical security methods. Develop a security plan. See AR 190-51 and DOD 4145.19-R-1 for more details.

IN-STORAGE MAINTENANCE

Your materiel storage and handling supervisors are responsible for in-storage maintenance. An effective in-storage maintenance program will result in a savings of money and time. Thus, your goal is to have an in-storage maintenance program that covers the inspection, minor repair, testing, preservation and packaging, and packing of supplies in storage. You are responsible for making sure the location and condition of supplies in storage are known and recorded. Use AR 740-3 to strengthen your operation. It will provide ideas for consolidating stock, making manual location surveys, repacking parts, and labeling and cleaning bins. Make sure your specialists place repair parts on dunnage or in bins. Bag or wrap loose items to protect them from dust, moisture, and foreign matter. Place sensitive items in a locked or controlled security area. Store bulk-type boxed or crated items outside in a neat stack. Cover items with canvas or similar material to protect them from rodents and the weather. Maintain random surveillance to prevent pilferage.

ISSUE

When you receive MROs, verify that the total number received agrees with the total number of MROs shown on the MMC MRO printout (picking station report). Then identify the DD Forms 1348-1 that do not have locations printed on them. Obtain missing locations from your locator card file. Your SOP should have local control procedures for issuing sensitive and pilferable stock from the storage location. When the quantity requested is not available or when only part of it is available, check the locator deck to see if the items are available at another location. If they are, your soldiers should process the MRO. If only a part of the quantity requested is available for shipment, they should process the MRO for the quantity available. They should process materiel release denials for the quantify not available (see FM 10-1 5). Items not available when the request was processed will come later from the receiving section. Place them in a temporary holding area until an MRO is received from the stock control section. Then your personnel will process the shipment and post the MRO. The two ways in which issues of items are posted are by prepost and postpost. Prepost transactions are those in which you credit the stock accounting records before on-hand stocks are made available for shipment. Postpost transactions are those in which you issue on-hand stocks before the stock accounting record is credited. After your soldiers release stock, they send a materiel release confirmation to the platoon headquarters.



ACWT average customer wait time

ADPE automatic data processing equipment

ALOC air lines of communication

AMDF Army master data files

AR Army regulation

ARTEP Army Training and Evaluation Program

ASG area support group

ASL automated stockage list

attn attention

BII basic issue items

BSA brigade support area

cdr commander

CE communications-electronics

CMMC Corps Materiel Management Center

COMMZ communications zone

COMSEC communications security

CONUS continental United States

COSCOM corps support command

CP command post

CSG combat service group

CSS combat service support

CTA common table of allowances

DA Department of the Army

DC District of Columbia

DD, DOD Department of Defense

DISCOM division support command

DMMC Division Materiel Management Center

DS direct support

DS4 direct support unit standard supply system

DSA division support area

DSU direct support unit

elec electronic

equip equipment

F Fahrenheit

FM field manual

ft feet

GBL Government bill of lading

gen general

GS general support

GSU general support unit

hdlg handling

HEMTT heavy expanded mobility tactical truck

HHC headquarters and headquarters company

HNS host-nation support

HQ headquarters

hvy mat heavy material

in inch

MACOM major Army command

maint maintenance

MAIT Maintenance Assistance and Instruction Team

mat material

MCC Movement Control Center

MHE materials-handling equipment

MMC Materiel Management Center

MOPP mission-oriented protection policy

MPL mandatory parts list

MRE meal, ready to eat

MRO materiel release order

MSR main supply route

NA not applicable

NATO North Atlantic Treaty Organization

NBC nuclear, biological, chemical

NCO noncommissioned officer

NCOIC noncommissioned officer in charge

NIIN national item identification number

NMCS not mission capable supply

no number

NSN national stock number

ofc officer

op operations

PD priority designator

petrl petroleum

pkg packaged

PLL prescribed load list

plt platoon

PM preventive maintenance

PS power source

pt point

PWMRS prepositioned war materiel reserve stock

PX post exchange

QM quartermaster

QSS Quick Supply Store

RSI receive, store, and issue

S&S supply and service

SAILS Standard Army Intermediate Level Supply System

SB supply bulletin

sec section

SOP standing operating procedure

SSA supply support activity

STANAG Standardization Agreement

STON short ton

stor storage

sup supply

svc service

TA theater army

TAACOM Theater Army Area Command

TACCS Tactical Army Combat Service Support (CSS) Computer System

TAMMC Theater Army Materiel Management Center

TAMMS the Army Maintenance Management System

TASG Theater Army Support Group

TC training circular

TDA tables of distribution and allowance

temploc temporary location

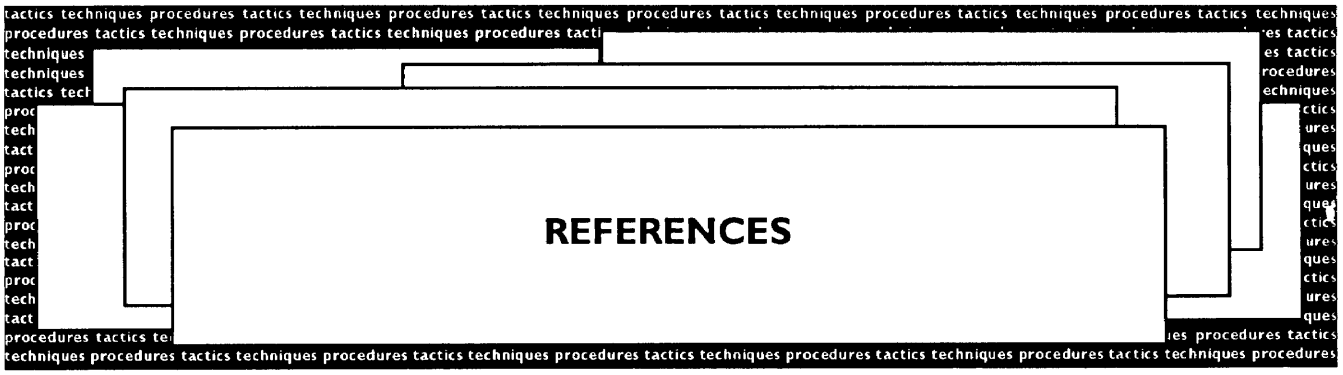
TM technical manual

TOE table of organization and equipment

TRADOC United States Army Training and Doctrine Command

US United States (of America)

VA Virginia



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Available from:
Chief
US Army Materiel Command Catalog
Data Activity
ATTN: DRXCA-BTM
New Cumberland Army Depot
New Cumberland, PA 17070-5010

STANAG 2827 *Materials Handling in the Field*
Available from:
Commander
Naval Publications Center
5801 Tabor Avenue
Philadelphia, PA 19120-5099

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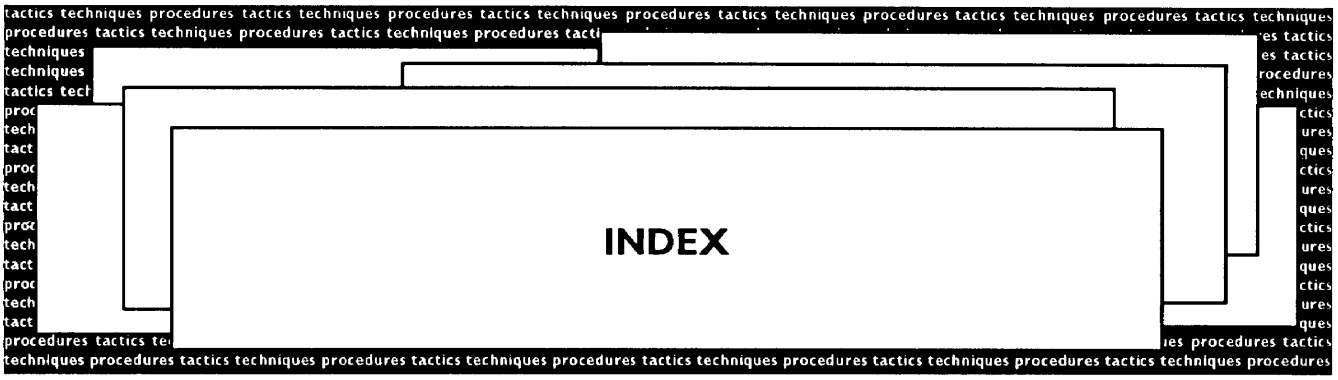
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