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TM 38-220

WAR DEPARTMENT TECHNICAL MANUAL

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STOCK CONTROL MANUAL FOR STATIONS

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WAR DEPARTMENT TECHNICAL MANUAL

TM 38–220

This manual supersedes TM 38–220, 9 May 1944, including C 1, 6 September 1944

STOCK CONTROL MANUAL FOR STATIONS

WAR DEPARTMENT • MAY 1945

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WAR DEPARTMENT

Washington 25, D. C., 10 May 1945

TM 38–220, Stock Control Manual for Stations, is published for the information and compliance of all concerned.

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BY ORDER OF THE SECRETARY OF WAR:

OFFICIAL:

J. A. ULIO
Major General
The Adjutant General

G. C. MARSHALL
Chief of Staff

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CONTENTS

		Paragraph	Page
SECTION I.	DEFINITIONS		
	Definitions	1	1
II.	SUPERVISION		
	General	2	5
	Service Commands, Air Forces Commands, etc.	3	5
	Technical Services	4	6
	Routing of Reports	5	6
III.	UNIT AND ORGANIZATION SUPPLY POLICIES		
	Organizational Requisitioning	6	8
	Editing of Organizational Requisitions	7	8
IV.	STATION SUPPLY POLICIES		
	Submission of Station Requisitions	8	10
	Editing of Station Requisitions	9	11
	Due-Outs and Extracts	10	11
	Stock Record Account	11	11
	Stock Levels	12	12
	Changes in Station Control Levels	13	13
	Memorandum Receipts	14	14
	Unserviceable Property	15	14
	Excess Stocks in the Hands of Organizations and Activities Located at Stations	16	14
	Excess Station Stock	17	15
	Station Stock Status Reports (Control Approval Symbol DDI–24)	18	18
	Inventories	19	19
V.	OPERATION OF SPECIAL ACTIVITIES AT STATIONS		
	Model Stocks	20	20
	Supply Plan for Schools, Replacement Training Centers, and Similar Commands and Activities	21	20
VI.	PORTS OF EMBARKATION		
	General	22	22
	Responsibility of Port Commander	23	22
	Stocks	24	22
	Reports	25	23

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CONTENTS—*Continued*

	Paragraph	Page
VII. SPECIAL TECHNICAL SERVICE INSTRUCTIONS		
PROCEEDINGS FOR POST ENGINEER REPAIR AND UTILITIES PROPERTY		
General	26	24
Responsibilities for Repairs and Utilities Property	27	24
Replenishment of Station Stocks	28	24
Station Reports of Excess	29	25
MEDICAL		
Liaison Between Depots and Hospitals	30	25
Station Control Levels	31	25
Activities of Hospitals	32	25
ORDNANCE DEPARTMENT		
General	33	26
QUARTERMASTER		
General	34	26
Class "X" Clothing and Equipage	35	26
Assignment of Stock Numbers	36	27
Disposition of Excess Property	37	28
Inventories	38	28
Stock Status Reports (DDI–24)	39	28
TRANSPORTATION CORPS		
Supply of Transportation Corps Supplies and Equipment	40	29

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FOREWORD

TM 38–220, Stock Control Manual for Stations, contains stock control policies and methods for supply echelons below that of depot in the continental limits of the United States. These policies and methods are applicable to troop and similar local supply at all installations, including ports and staging areas, arsenals, depots, and separate repair installations. For detailed procedures, see TM 38–403 and other directives applicable to specific types of supply.

This manual is applicable to supplies and equipment of all technical services. It does not apply to Army Air Forces procured materiel nor to items of Army Service Forces procured materiel which are peculiar to the Army Air Forces and for which the Army Air Forces has been designated as the sole storage and issue agency; nor does it apply to ammunition, explosives, pyrotechnics, antitank mines, training films, and controlled items of equipment. Special instructions applicable to certain technical services are covered in separate sections.

The objective of stock control is to provide an adequate amount of supplies at the proper place and at the proper time without overstocking in any point of supply. Specifically, it will provide a means for—

a. The stocking of stations to insure adequate and prompt supply of troops, in reasonable relationship to needs.

b. The prompt disposition and utilization of excess serviceable supplies as well as the disposal of surplus unserviceable, obsolete, and outmoded stocks.

c. Securing inventories and necessary information for the scheduling of procurement, allocation of materials, and distribution of supplies in accordance with approved levels.

d. Providing better use of critical materials and labor and assisting civilian economy by improved distribution, proper allocation of supplies to each distributing point, and the scheduling of requirements in accordance with needs.

Proper stock control depends upon periodic replenishment of levels, established in accordance with actual issue requirements. The Commanding General, Army Service Forces, and the Commanding General, Army Air Forces, will coordinate and supervise this program. All echelons of supply are encouraged to submit suggestions to facilitate the execution of the program. Suggestions, submitted formally or informally, should be addressed to the Commanding General, Army Service Forces, Attention: Distribution Division.

Procedures and instructions contained herein become effective as of the date of publication. Circulars and directives in conflict herewith are being rescinded or modified accordingly.

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This manual supersedes TM 38–220, Stock Control Manual for Posts, Camps, and Stations, 9 May 1944, including C1 6 September 1944

SECTION I

DEFINITIONS

1. Definitions

a. AIR FORCE COMMANDER. The term "air force commander" as used in this manual will be interpreted to mean the commanding general of an Army air force or an Army air force command.

b. AUTHORIZED ALLOWANCES OF EQUIPMENT. The quantity of items authorized for an individual unit or organization in accordance with Tables of Allowances (T/A), Tables of Equipment (T/E), Tables of Organization and Equipment (T/O & E), or special authorizations.

c. CONTROLLED ITEM OF EQUIPMENT. Any item over which it is desired by the War Department to maintain centralized control of distribution because the item is scarce, costly, essential for organizational missions, or of a design peculiar to certain units or missions and to insure that the item is issued to the proper units and oversea commands, in accordance with the priority set up by the War Department.

d. DEPOT. A supply establishment for the receipt, storage, and shipment of supplies. It may also perform such activities as inspection, classification, maintenance, repair, salvage, procurement, manufacturing, assembly, and other special functions as directed by higher authority.

(1) *Classification as to category.* (*a*) *Army Air Forces depot.* A depot under the command of the Commanding General, Army Air Forces, which handles supplies peculiar to the Army Air Forces.

(b) Army Service Forces depot. A depot designated as an Army Service Forces depot by the Commanding General, Army Service Forces, which has been placed under one technical service or service command for administration and in which space is normally allocated to two or more technical services.

(c) Technical service depot. A depot so designated by the Commanding General, Army Service Forces, which normally handles the supplies of one technical service. A technical service depot may, when directed by the Commanding General, Army Service Forces, store and handle supplies and perform other duties for one or more additional technical services or agencies. In such cases, the duties and responsibilities of each technical service or agency concerned in the arrangement will be as prescribed by the Commanding General, Army Service Forces.

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(2) Classification as to mission. (a) Distribution depot. A depot assigned responsibility for storage and shipment of supplies to posts, camps, and stations located within a certain geographic area.

(b) Filler depot. A depot designated to store and issue supplies to ports of embarkation for filling oversea requisitions, or supplying last-minute shortages of supplies in oversea shipments.

(c) Key depot. A depot established for the purpose of centrally storing selected items and supplying stations, other depots, and ports of embarkation.

(d) Reserve depot. A depot for storing designated items in bulk for special purposes, as well as supplies in excess of current needs. Generally, such depots will make bulk shipments to other depots and ports of embarkation.

e. DUE-IN. Quantity of supply represented by outstanding requisitions of any organization or any supply installation.

f. DUE-OUT. The term applied to requisitions, to property issue slips, or to parts thereof, requesting supplies which are not shipped pending their availability.

g. EDITING (STOCK CONTROL). The examination of requisitions and issue slips for specific purposes as follows:

(1) *Authorization.* Determination that items are within authorized allowances and have not yet been received.

(2) *Availability.* Determining whether the material requested can be supplied, or is to be recorded as "due out", extracted, etc.

(3) *Computation of allowances.* An examination by the organization supply officer in full detail or on a "test check" basis to determine that the quantities requested are properly computed in accordance with authorized allowances.

(4) *Nomenclature.* Determining whether or not the items are properly identified, including correct stock numbers.

h. EXCESS STOCK. The quantity of stock on hand ready for issue that exceeds the quantity authorized for a particular organization or supply installation.

i. EXTRACT. A requisition, or portion of a requisition, forwarded by one supply point to another supply point for handling.

j. HOUSEKEEPING EQUIPMENT (STATION PROPERTY). Items listed in Tables of Allowances which are required for the shelter, health, welfare, and administration of personnel and which are issued on memorandum receipt to users with accountability remaining with the station supply officer.

k. INVENTORY. A physical count of supplies or equipment on hand.

(1) *Complete inventory.* The counting of all supplies and equipment at a supply installation as of a particular date.

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(2) *Cycle inventory.* Partial inventories designed to complete an inventory during a given period of time.

(3) *Special inventory.* A counting of certain items only.

l. INVENTORY ADJUSTMENT. The term applied to the correction of the balance on hand, as entered on the stock record card, to agree with the inventory as of that date in accordance with procedure prescribed in current War Department instructions.

m. ISSUING SCHEDULE. Dates designated by the station commander upon which organizations or other users will submit issue slips to station supply officers, thereby staggering the load on station supply facilities.

n. LOCATION SURVEY. A survey of storage areas to determine the items but not quantities thereof stored in such areas.

o. LOCATOR RECORD. A record which is maintained to show the exact location of stored supplies.

p. MAJOR COMMAND. The major commands are the Army Ground Forces, the Army Air Forces, and the Army Service Forces.

q. MODEL STOCK. Predetermined list of items and specific quantities thereof needed for the normal operation of a given supply activity.

r. ORGANIZATION. Units, organizations, installations, activities including consuming agencies within hospitals, and separately numbered companies not an organic part of a higher headquarters and drawing materiel and supplies direct from supply officers.

s. PARENT STATION. A station designated to supply specified types of supply to the units or organizations at a satellite station through the satellite station supply officer.

t. PORT OF EMBARKATION. The agency through which troops, supplies, and equipment move overseas. It may include a staging area where troops are quartered and subsisted under control of the port commander pending embarkation.

u. PROPERTY ISSUE SLIP. WD AGO Form 446, on which a request is made by an organization to a station supply officer for the issue of supplies and equipment.

v. REORDER POINT. Three-fourths of the station controlled level.

w. REQUISITION (SUPPLIES). A request made for supplies when the request is made by a station supply officer or a higher echelon of supply to a depot.

x. REQUISITIONING SCHEDULE. Dates designated by depot commanders upon which requisitions are submitted to depots, thereby staggering the load on the depots.

y. SATELLITE STATION. An installation at which are located one or more units or organizations that are based for specified types of supply on a parent station.

z. STAND-BY (UTILITY) ITEMS. Stand-by (utility) items are those items of supply which are needed to safeguard health, to insure uninter-

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rupted operation of station facilities, and to prevent destruction of property. Such stocks are limited to the quantity required to meet the immediate emergency or need.

aa. STATION. A post, camp, station, Army air force base or field, port of embarkation, or other similar installation concerned with direct local supply.

ab. STATION COMMANDER. The commanding officer of a station. Specific duties assigned hereinafter in this manual to the station commander may be delegated by him as necessary, although all responsibility for their performance will remain with him.

ac. STATION CONTROL LEVEL. The maximum quantity of supplies permitted to be on hand, and/or due in at any time (see paragraph 14*b*).

ad. STATION REQUISITION NUMBER. A combination of the station number and requisition number used by stations on all requisitions.

ae. STOCK NUMBER AND NOMENCLATURE. The words "stock number and nomenclature" will be deemed to include the usual designated unit of measure in which an item is issued.

af. SURPLUS. An amount declared in accordance with existing War Department regulations, by authority of the Secretary of War, to be, or deemed to be, above the amount for which there is an immediate or definitely forseeable need for use in the War Department.

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SECTION II

SUPERVISION

2. General

a. The commanding generals of service commands, Army Service Forces, the commanding generals of Army Air Forces or Army Air Forces commands, commanders of ports of embarkation, and the chiefs of technical services or administrative agencies for class IV installations are responsible for the supervision of stock control operations in stations within their respective commands, except for approval of station control levels. The chiefs of technical services, through depots, are responsible for the approval of control levels at stations and for the disposition of excess and obsolete stocks.

b. The commanding generals of service commands, Army Service Forces, the commanding generals of Army Air Forces commands, and similar commands referred to in *a* above, may transfer articles of station property as listed in the appropriate Tables of Allowances from one station to another within their respective commands, as necessary to meet unforseen requirements. Normal distribution of supplies and control of excess station stocks remain the responsibility of depot commanders.

3. Service Commands, Air Forces Commands, Etc.

The commanders designated in paragraph 2 are responsible that stock control procedures, as prescribed, are carried out by station commanders. Inspections of stations by service command, Army Service Forces, or air force command personnel, etc., will make certain that—

a. Requisitioning procedures are being followed.

b. Property issue slips are being filled promptly by station supply officers.

c. Obvious overissues are not being made.

d. Stock record cards are up to date.

e. Stock record cards reflect physical quantities of stock on hand.

f. Inventories, as prescribed, are being taken.

g. All serviceable property is properly and promptly charged to stock record accounts.

h. Turned-in property is classified expeditiously into serviceable, repairable, and salvage categories.

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i. Repairable property is repaired and returned to supply channels without delay, in accordance with current instructions.

j. Station control levels are established and regularly reviewed and, when necessary, revised.

k. Revised station control levels are promptly recorded on stock record cards.

l. Accurate reports as required herein are submitted to depots.

m. Excesses are promptly disposed of upon receipt of disposition instructions.

n. The chief of technical service concerned and Headquarters, Army Service Forces, are advised if depots do not fill requisitions promptly and do not take prompt action to issue disposition instructions regarding excesses.

4. Technical Services.

a. Chiefs of technical services, through depots, are responsible for the supply of stations. Specifically, these responsibilities are as follows:

(1) Prompt processing and supply of station requisitions.

(2) Approval of station control levels as prescribed herein.

(3) Determination that established levels are for the minimum possible period under the particular circumstances.

(4) Prompt recall or other disposition of all excesses at stations.

(5) Review of items stocked at stations for the purpose of eliminating those not required or unauthorized for station stocks.

(6) Issuance of instructions for disposition of obsolete and nonstandard items in accordance with existing directives.

(7) Editing requisitions for stock number, nomenclature, availability, and to correct obvious errors.

b. It is necessary for depot commanders or the technical service supply officer at ASF depots to assign personnel to accomplish these responsibilities. It is essential that they make regular station visits once every 90 days. However, stations which do not stock items for issue need not be visited. Further, chiefs of technical services may authorize visits less frequently than once every 90 days, in each specific instance when the quantities stocked are small and inconsequential. Where distribution of various commodities within a service for the same region is the responsibility of more than one depot the chief of technical service may assign the review responsibility to one depot only. Depot commanders will furnish the commanding general of the service command or appropriate Army air force commander concerned with an itinerary of all visits.

5. Routing of Reports

Reports of field inspections will be routed as follows:

a. The original report will be given or forwarded to the commanding

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officer of the station or activity inspected. The commanding officer will in turn forward the report with his comment, statement of action taken on matters within his authority, and recommendations on matters beyond his authority to the appropriate technical service or staff division, through command channels. Each successive echelon of command will indorse the report to include appropriate comment, action taken on matters within the authority of such command echelons, and recommendations on matters beyond the authority of such command echelon.

b. A carbon copy of the report will be submitted promptly to the agency represented by the inspecting officer. Unless especially requested, reports of inspection and carbon copies thereof need not be forwarded to any headquarters higher than the one ordering the inspection.

c. Where the commander of the station or activity inspected is aware of any deficiencies and where such local commander has initiated corrective action, reports of field inspections will habitually so indicate.

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SECTION III

UNIT AND ORGANIZATION SUPPLY POLICIES

6. Organizational Requisitioning

a. Units and organizations will use property issue slips (WD AGO Form 446) or authorized substitute, to obtain supplies and equipment. The policies for organizational requisitioning established herein will not supersede or invalidate applicable provisions of POM and Air POM.

b. Property issue slips must be complete as to information required thereon, except for T/E 21 items as prescribed in TM 38–403. Whenever it is impracticable to complete this information on consolidated property issue slips, commanding officers of stations will determine what information can be supplied without placing an unreasonable burden on the organizations, or unnecessarily delaying the requisitioning process. Special issue requirements will be fully justified as to need or use.

c. Schools, replacement training centers, unit training centers, and similar commands and activities will submit requests for supplies and equipment based upon allowances authorized in Tables of Allowances, in special directives augmenting Tables of Allowances, or by competent authority for limited periods for special training purposes in the same manner and on forms prescribed for units and organizations.

d. Each station commander will establish a schedule for the submission of property issue slips by organizations and station complement requesting supplies and equipment. This schedule should provide for the staggering of property issue slips so that the load will be distributed and the schedule completed prior to the submission of the station replenishment requisition to supplying depots.

e. Station commanders are responsible that immediate supply action is taken on all property issue slips. In every case, the requesting unit or organization will be advised as to action taken on a copy of the property issue slip; the copy thereof indicating immediate supply, due out, or other action. The station supply officer will notify the organization when the due out items are available; if they cannot be made available, he will promptly notify the organization that such items have been canceled.

7. Editing of Organizational Requisitions

a. The organization supply officer will edit all property issue slips from his units to determine that they are correctly prepared and that the items

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requested are needed. He will determine that the quantities are not in excess of authorized allowances and his signature on the requisition guarantees its correctness. However, the signature of the organization supply officer is not final and the station commander will review property issue slips to the extent necessary to satisfy himself that they are properly prepared and that the items are authorized for issue and the quantities not in excess of allowances.

b. Where the station commander considers an error has occurred, he will communicate promptly and informally with the organization supply officer to effect adujstment. In the event the matter cannot be adjusted in this manner, he will furnish that part of the quantities requested that are considered authorized, and will refer the request for the balance to the chief of technical service through the air, service, or other command for action. Quantities in excess of authorized allowances will not be issued except as prescribed in TM 38–403.

c. Station commanders will also edit organization requisitions for stock number, nomenclature, availability, and substitution, if necessary.

d. Request for supplies from schools, replacement training centers, unit training centers, and similar commands and activities will be edited in the same manner as requisitions from units and organizations.

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SECTION IV

STATION SUPPLY POLICIES

8. Submission of Station Requisitions

a. Detailed procedure for the submission of station requisitions to depots is set forth in TM 38–403.

b. The chiefs of technical services designate distribution depots responsible for normal supply, and key depots responsible for the supply of certain items. Separate requisitions will be prepared for each technical service and will be submitted in accordance with the following:

(1) Separate requisitions will be prepared for the replenishment of station stocks within authorized levels.

(2) Separate requisitions will be submitted in case of emergencies should it be necessary to obtain a large quantity of supplies out of proportion to the established levels.

(3) Separate requisitions will be prepared for items requiring special authorization.

c. Prior to the date specified by the depot requisitioning schedule, the station supply officer will review stock record cards. Where the quantity on hand, plus that due in, minus due out, is less than three-fourths of the station control level, a requisition will be placed for the difference. Depots are authorized to revise quantities to a minor degree to avoid shipments that require the breaking of standard packages. Stations, in returning excesses, will also follow this policy and ship standard packages to the extent possible.

d. The organization schedule for the submission of property issue slips will be prepared so that property issue slips will be submitted to the station supply officer in time to complete the supply of organizations prior to the preparation of the station replenishment requisition to the depot. Stations will submit requisitions to the supplying depot monthly according to the schedule prescribed by the depot. The following exceptions are permitted:

(1) Weekly consolidated requisitions will be submitted for items not stocked at the station.

(2) In emergencies, when stock is not available at the stations, requisitions may be submitted as required. However, not more than one emergency requisition for items of a particular technical service will be sub-

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mitted to a given depot on a single day, except under the following circumstances:

(a) When necessary to obtain supplies and equipment need to equip units under POM.

(b) In special emergencies, when authorized by air or service commands. In such instances, a notation will be made on the requisition that it is submitted in accordance with verbal instructions by the commanding general of the air or service command.

(3) A cycle, more frequent than monthly, may be established as directed by the depot commander in order to permit the station control level to be set at the minimum possible.

9. Editing of Station Requisitions

Depots are authorized to edit replenishment requisitions against authorized station control levels. Special requisitions will be edited as necessary. Excess quantities will not be shipped and stations will be advised by notation on the action copy of the requisition of action which has been taken to correct errors, together with the reason therefor. Possible differences of opinion will be referred to the chief of technical service concerned by the station, through the air, service, or other commander concerned.

10. Due-Outs and Extracts

a. The action copy of a station requisition, returned by the supplying depot will indicate editing action and the action taken to supply items. It will indicate that items not supplied immediately have been set up as due out by the depot or have been extracted to another depot or to the chief of technical service for supply.

b. Zone of interior due-outs not shipped by a depot within 90 days after creation thereof will be canceled and the station notified. If the items are still required, the station will return the cancelation notice to the depot, noting those items still needed, thus reinstating them in the same priority originally established. The provision for the cancelation of "due-outs" does not apply to controlled items or special POM and Air POM requisitions.

c. At anytime that a station finds that a quantity due in to it is no longer required either because of a change in the station control level or any other factor, the station will notify the supplying depot immediately to cancel the requisition.

11. Stock Record Account

a. Postings to the stock record will be kept up to date at all times, except that issues of expendable supplies will be posted in accordance with paragraph 1*c*(2), AR 35–6620. Where expendable supplies are issued

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frequently in a single day, commanding officers should require that the periodic postings be at least weekly.

b. Stock record cards will be established on each individual item of supply and equipment carried in station stock, unless an exception is specifically authorized by the War Department. Where exceptions are authorized, other controlling procedures will be provided, applying to the individual item or classification of supplies.

c. Separate cards will be set up for each size, model, etc., unless otherwise prescribed.

12. Stock Levels

a. The "station control level" is the greatest quantity of an item authorized to be on hand and on order at any one time. Since this "station control level" represents the sum of "on hand" and "on order," actual stocks on hand should not reach this level. The War Department prescribes in other publications the maximum quantity authorized to be on hand in stations at any time.

b. Based upon an objective stockage of 45 days expected issues which is currently prescribed by the War Department as authorized to be on hand in a station, a 60-day station control level is prescribed generally. This allows a 15-day order and shipping time. Where proximity to the depot or other circumstances permit the use of an order and shipping time of less than 15 days, the depot is authorized to prescribe a station control level of less than 60 days. Conversely, if replenishment requires more than 15 days ordering and shipping time, the depot is authorized to prescribe a station control level of more than 60 days.

c. Based upon the prescribed number of days' supply, a station control level will be established quantitatively by the station commander for all items authorized by the chiefs of technical services for station stock for which there is recurring demand at the station. This level should reflect at all times anticipated future demands for the prescribed number of days. The following will be taken into consideration in establishing station control levels:

(1) Stock levels will not be established and stock will not be carried for slow-moving items that have been issued less than three times during the preceding 90 days. However, an exception is made of items of a stand-by or utility nature required to be on hand in case of emergency. Lists of stand-by or utility items will be maintained by station commanders for any services on the post. Prior to establishing any item as a stand-by or utility item, it will be approved by the station commander. He will review and approve the list of such items at least quarterly. A notation will be made on the stock record card to indicate the stand-by or utility nature of the item.

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(2) Previous issue experience will be used as a guide in determining anticipated future issues.

(3) Troop strength and type of organizations past, present, and near future, as determined by the rate of activation, movement orders, etc.

(4) Out-of-stock condition in the past resulting in smaller issues of one item and excess issues of another item that may have been substituted therefor.

(5) Nonrecurring initial issues, transfers, and issues to special units, will be excluded in the computation of station control levels. The station control level will be computed, however, to provide for anticipated issues to units under POM within the next 60 days, except for T/E 21 items. T/E 21 items for units under POM will be requisitioned and stocked in accordance with instructions issued by the Commanding General, Army Service Forces.

(6) Seasonal requirements will be recognized in adjusting levels. From time to time, stations will receive instructions for the adjustment of levels to meet seasonal requirements from the chiefs of technical services.

(7) On an item not previously stocked at a station, temporary station control levels may be based on replacement factors or approved allowances as prescribed by the chiefs of technical services. However, as soon as possible, these temporary levels will be adjusted on the basis of actual experience to reflect anticipated needs.

(8) Exceptions to the above methods are:

(*a*) Station control levels for nonexpendable medical supplies (see par. 31).

(*b*) Quartermaster subsistence supplies (see par. 34).

d. Once each month, where practicable, and prior to the date on which requisitions to the depot are to be prepared the station commander will review the stock record cards to determine the necessity for upward or downward revision of levels. Comparison will be made between the level and past issue experience as well as considering the various factors outlined in *c* above.

e. Minor or inconsequential adjustments in station control levels will not be made.

13. Changes in Station Control Levels

a. The depot is responsible for the approval of station control levels. This task may be accomplished in several ways:

(1) By regular visits of depot personnel to stations.

(2) By examination of notifications of interim changes in levels originated by stations.

(3) By review of periodic reports to the extent practicable.

b. In the event the station does not agree with the action taken by the depot with respect to levels, it is authorized to communicate either formally

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or informally with the depot to obtain reconsideration. If the matter cannot be adjusted satisfactorily, a formal reconsideration will be requested by the station through its command channel to the chief of the technical service involved.

c. Review of levels and revision, as necessary, will be made during periodic visits of depot personnel.

d. Changes may be initiated by stations in accordance with the following:

(1) Stations are authorized to make downward or upward revisions of quantitative station control levels.

(2) Upward revisions are subject to subsequent depot approval, and the depot will be furnished figures promptly representing the old level, the proposed new level, and the basis for the increased level. In the case of items designated by the chiefs of technical services, upward revision of levels must be approved prior to such increase.

14. Memorandum Receipts

a. A record of the total quantity of each item issued on memorandum receipt will be maintained in accordance with TM 38–403 or other pertinent directives. The "Balance on Hand" column of the stock record card will reflect only items available for issue.

b. When submitting requisitions for replenishment of station stock, the quantity issued on memorandum receipt will not be considered as part of the balance on hand, except for nonexpendable medical equipment, repairs and utility property, and nonexpendable training equipment. In such cases, the total on hand as reflected on the "Balance on Hand" column, plus that issued on memorandum receipt, will be the quantity on hand with which the level is compared.

15. Unserviceable Property

The stock record account of the supply officer will not reflect unserviceable items. Separate records will be maintained for unserviceable property.

16. Excess Stocks in the Hands of Organizations and Activities Located at Stations

Excess supplies and equipment in the hands of organizations and activities over and above authorized allowances will be turned in to the appropriate station supply officer. In the case of schools, replacement training centers, unit training centers, and similar commands and activities, unless specifically authorized for retention by the major command concerned, excesses will be returned promptly to the station supply officer. Controlled items of equipment will be processed by the station commander in accordance

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with current War Department instructions. Other serviceable items will be taken up in regular station stock.

17. Excess Station Stock (Reported on Control Approval Symbol DDI-62)

a. Determination and Reporting of Excess.

(1) Excess stocks will be reported to depots once every 30 days in accordance with schedules furnished by the depot for items falling within the following classifications:

(*a*) Items for which the quantity on hand exceeds the station control level.

(*b*) Items which have been issued less than three times during the preceding 90 days.

(2) The following exceptions to (1) above, are authorized and such items and quantities need not be reported unless the item is specifically designated by the chief of technical service as critical and subject to reporting irrespective of the quantity in excess of the station control level:

(*a*) Items of a stand-by or utility nature required to be on hand in case of emergency and nonexpendable medical items issued only on memorandum receipt.

(*b*) Excess quantities that can be liquidated at the station within 30 days or less (normally 50 percent of the station control level). When a station desires to utilize this exception, only the quantity in excess of the station control level *plus* the expected issues in the next 30 days will be reported in the excess column of the Station Excess Serviceable Stock Report.

(*c*) Quantities which are less than the standard package or packing unit in which the item was received. Nonstandard and obsolete items will be reported irrespective of the quantity in excess of the station control level.

(*d*) For items of forage, fuel, gasoline, lubricants, and subsistence, see paragraph 34.

(*e*) Housekeeping equipment, as authorized by appropriate Tables of Allowances, will be reported pursuant to instructions of the Commanding General, Army Air Forces, for class III installations and the Commanding General, Army Service Forces, for class I, II, and IV installations.

(3) The report of excess, except for repairs and utilities items will be prepared in accordance with figure 1. Forms prepared and furnished by the depot may be used or if not available, figure 1 will be reproduced locally on paper approximately 8 x 10½ inches. Repairs and utilities items will be reported in accordance with paragraph 29.

(4) The report will be prepared in triplicate; will carry the station number; and will be numbered serially. Two copies of the report will be

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forwarded to the appropriate depot designated by the chief of technical service, and the third will be retained.

(5) The station commander is responsible that only serviceable stocks which are carried on the station stock record accounts are reported on excess stock reports. When such excess stocks are reported, they will immediately become subject to the control of the depot and will not be issued by the station without depot authority except in emergencies. The release of quantities required for issue by stations may be obtained by written request properly annotated "Release of Reported Excesses" or by telephone request, confirmed by a written request. A copy of the request will be returned to the requesting station properly annotated by the depot. This will serve as formal authorization for the release of excess stocks. In cases of emergency, stations may use stocks as necessary and immediately notify the depot of stocks consumed. See paragraph 37 for specific provisions regarding the handling of quartermaster stocks reported as excess.

(6) Quantities reported to the depot as excess will be shown on the stock record card in the form of a memorandum entry and in preparing subsequent excess reports this entry will be referred to in order to avoid reporting the same quantity more than once.

b. Action by Depot. (1) Upon receipt of the station excess report, the depot will indicate action to be taken by the station to dispose of all excesses listed thereon. Such action will be taken and the station advised prior to the date of preparation of the next scheduled excess report. In no event, however, will this period exceed 30 days from the date of the report.

(2) Disposition action will require shipment to a depot, shipment to another station, storage at the station under depot control, and accountability or declaration as surplus in accordance with current policy.

(3) Disposition action may be accomplished by the depot by either of two methods:

(*a*) The depot may return the action copy of the excess report to the station indicating thereon disposition instructions for each item reported, or

(*b*) The depot may send personnel to the station to inspect the excesses reported and furnish the station supply officer with disposition instructions.

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STATION EXCESS SERVICEABLE STOCK REPORT Control Approval Symbol DDI–62.

....

(Station and excess report No.) (Technical service section) (Station)

Date ..... Page.....of.....pages

Item No.	Stock number	Nomenclature	Unit	Station control level	On hand	Excess	Station remarks	Depot action

Figure 1.

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c. Action by Station Supply Officer in Carrying Out Disposition Instructions. (1) Upon receipt of disposition instructions from depots, the station supply officer will—

(*a*) Prepare the necessary shipping documents to accomplish disposition directed by the depot. Each shipping document will be identified by the number of the excess report on which the items were originally reported in addition to the voucher number shown thereon.

(*b*) Forward the following documents to the depot:

1. Advance copy of the War Department Shipping Document if shipment is made from the station to the depot or to another station.
2. Copy of the shipping documents covering transfers from station stock to storage under depot control and accountability at the station or at another station.

(*c*) Physically segregate from station stock excesses transferred to depot accountability and drop the items from stock record cards.

(2) In the event subsequent inspections indicate that certain of the excess items reported are unserviceable and were therefore improperly reported, the items will be dropped from stock record accounts and picked up on unserviceable property records in accordance with procedure prescribed in TM 38–403. A copy of the document used to drop the items will be forwarded to the depot to accompany the shipping documents referred to in (1) (*b*) above, so that disposition is indicated for the entire amount reported to the depot on the excess report.

(3) Items which the depot has authorized for disposition as surplus will be dropped immediately from station stock records and picked up on station surplus record accounts as prescribed in AR 35–6520.

(4) When excesses are ordered returned to the depot, shipment will be made promptly as directed unless there have been unexpected changes in the stock demand at the station and specific authority is obtained from the depot canceling or reversing the shipping instructions. Station commanders are responsible that excess stocks are returned only on instructions from depots, that the items shipped are serviceable and ready for reissue, that the items are packed in accordance with current War Department instructions, and packages marked so that depots can identify the items shipped. The depot will report flagrant or recurrent instances of noncompliance with these instructions to the appropriate air, service, or other commander. Failure of depots to issue disposition instructions within the time limits and in the manner prescribed herein will be reported to the Commanding General, Army Service Forces, through the service command or other commander concerned.

18. Station Stock Status Reports (Control Approval Symbol DDI-24)

a. Station stock status reports will be prepared semiannually on items selected by the chiefs of technical services. Special nonrecurrent reports

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on selected items will be submitted in accordance with instructions initiated in the office of the chief of technical service concerned. Requests for such reports will cite instructions of the chief of technical service. An informational copy of all requests to class III stations for stock status reports will be furnished the Commanding General, Army Air Forces. Recurrent reports will not be requested without the approval of the Commanding General, Army Service Forces.

b. Stock status reports will be prepared from stock record cards. The semiannual stock status report of selected items will show the following information.

(1) Stock number, nomenclature, and unit of measure.
(2) Station control level.
(3) Balance on hand.
(4) Balance on hand memorandum receipt account.
(5) Balance due in.
(6) Balance due out.
(7) Cumulative initial issues, past 6 months.
(8) Cumulative replacement issues, past 6 months.
(9) Remarks column, or accompanying letter.

c. The depot responsible for supplying a particular station will furnish preprinted forms, on which these data may be entered.

19. Inventories

a. Station stocks will be inventoried at least once every 6 months. Either a complete or cycle inventory may be prescribed by the station commander. Special inventories may be directed by the commanding generals of the major commands, as required. Results of inventory will be immediately posted to stock record cards. Action will be taken without delay to adjust differences in accordance with current War Department instructions.

b. Whenever the stock record balance is reduced to zero or a warehouse refusal is received, a physical inspection will be made to confirm the out-of-stock condition. If an error is found, immediate action will be taken to adjust stock record cards.

c. A location survey will be made at least once every 6 months to insure that all locations of all items are listed on locator records. Separate location surveys are unnecessary when a complete inventory is prescribed during a 6-months' period, since such an inventory in itself will accomplish the location survey. In order to insure that locator records are always correct, additional location surveys will be made whenever it is found that locator records are inaccurate.

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SECTION V

OPERATION OF SPECIAL ACTIVITIES AT STATIONS

20. Model Stocks

a. GENERAL. The Commanding General, Army Ground Forces, the respective air forces commanders, the chiefs of technical services, with respect to class IV installations, and the commanding generals of the service commands are authorized to prescribe the establishment or to approve requests of station commanders for permission to establish model stocks. It is not the intent of this manual to direct or authorize numerous model stocks where they are not required.

b. POLICY. (1) Where a model stock has been authorized, the commanding officer of the station will establish a model stock to be carried by a particular activity. The model stock will be specified as a number of days' supply. This level will not exceed a 15-days' supply although station commanders are authorized to establish less than 15 days when deemed advisable.

(2) Stock carried by the model stock activity will be considered as a part of and not in addition to the station stock and will remain on the records of the station supply officer.

(3) Model stocks will not include items other than those carried in station stock.

c. OPERATING PROCEDURE. The detailed operating procedure covering model stock record-keeping and requisitioning is contained in TM 38–403.

d. MONTHLY INSPECTIONS. The commanding officer of the station at which the model stock is located is responsible that a monthly inspection of the model stock is made to determine compliance with pertinent instructions and regulations.

21. Supply Plan for Schools, Replacement Training Centers, Unit Training Centers, and Similar Commands and Activities

a. The supply plan for subject training activities will be as determined by the commanding generals of the major commands concerned who will prescribe either that the training activity will have an accountable officer to whom authorized supplies and equipment will be shipped, who will pick up these items on the records of the training activity, or that the activity will *not* have an accountable officer and that authorized items will be issued

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to the training activity on memorandum receipt by the station supply officer.

b. The accountable officer herein established, is not authorized to carry station stocks in the manner authorized for station supply officers but is only permitted to maintain accountability for items authorized for the activity. The accountable officer will not submit requisitions to depots but will obtain supplies by requisition on the appropriate supply officer of the station at which located or the station on which the activity has been based for supply.

c. Whether the method followed by the particular training activity employs an accountable officer or not, the commanding officer of training activity will designate a supply officer for the activity. The supply officer will have responsibilities similar to that of a supply officer of an organization, that is, consolidation of property issue slips for organizational and similar equipment for submission to station supply officers, where practical, etc.

d. In those instances where an accountable officer has been designated in accordance with the authorization in *a* above, training items will be shipped to the training activity by the station supply officer, except as prescribed in *f* and *g* below.

e. In those instances where no accountable officer has been designated by the major command concerned, training items will be issued by the appropriate station supply officer to the training activity on memorandum receipt.

f. All T/A 20, T/20–1 and T/20–2 items will be issued by the appropriate station supply officer to the training activity on memorandum receipt.

g. Individual clothing and equipment will be handled in the manner prescribed in existing War Department instructions for units and organizations.

h. Authorized expendable items will be issued as required, by station supply officers to the training activity in the same manner as to units and organizations.

i. Records of items shipped to accountable officers, as prescribed in *d* above, will be maintained on appropriate War Department stock record forms.

j. Items which must be returned to accountable or responsible officers wil be issued to integral units of the training activities or to individual students or trainees thereof on memorandum receipt or hand receipt, as best suited to the needs of the activity, as prescribed by the commanding officer thereof.

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SECTION VI

PORTS OF EMBARKATION

22. General

a. The general principles of stock control as outlined in other sections are applicable to stocks at ports of embarkation and installations under the port commander, with exceptions set forth in this section.

b. Special procedures applicable to a particular port or ports will be issued by directives of the Commanding General, Army Service Forces, from time to time, which will supersede provisions of this manual.

23. Responsibility of Port Commander

The supervision of stock control procedures at all installations under the control of the port is charged to the commanding general of the port who has the same responsibilities for these installations as service commanders for stations within service commands. (See par. 3.)

24. Stocks

Stocks located at installations under the control of the port commander are in three categories: station stocks, port stocks, and stocks used to fill oversea requisitions.

a. STATION STOCKS. Stocks at staging areas, and installations of a similar nature, under the port commander, are considered to be station stocks and will be controlled as prescribed generally in this manual. These stocks are replenished by periodic requisitions by stations direct to supplying depots designated by the chief of the technical service concerned. Limited stocks of controlled and materiel status report ordnance items may be stocked in staging areas in accordance with directives of the Commanding General, Army Service Forces. These stocks are used for the purpose of supplying station complements and needs of organizations while at the station as well as equipping organizations preparing for movement overseas with items which were not supplied at home stations.

b. PORT STOCKS. (1) Stocks located in the port proper are known as port stocks. They are authorized to be used for—

(*a*) The supply of the station complement of the port.

(*b*) Equipping casuals passing through the port.

(*c*) Supplying last-minute shortages of individual clothing and equipment for troops departing for overseas.

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(*d*) Filling requisitions for supplying Army transports.

(2) Port stocks will be maintained within the same levels as prescribed for station stocks. Replenishment of these stocks will be accomplished by periodic requisitions on depots designated by the chiefs of technical services.

(3) Limited stocks of controlled and materiel status report ordnance items may be included in port stocks in accordance with directives of the Commanding General, Army Service Forces.

(4) Each port commander will maintain stocks of items for which he is responsible based upon issues or in accordance with the special method of stocking described above. Transportation Corps will not duplicate the port stocks carried by the other technical services. Supplies and equipment required to equip Army transports will be obtained by the Superintendent of the Water Division from port stocks of the various services in accordance with the latest War Department and Army Service Forces directives.

c. STOCKS TO FILL OVERSEA REQUISITIONS. Items stocked at ports to fill oversea requisitions are not considered to be station stocks. These stocks are in lieu of filler depot stocks, and are subject to instructions pertaining thereto.

d. SPECIAL STOCKS. "Ship project" or conversion material shipped to ports by technical services for installation in a designated transport or harbor craft will be held, segregated by project number or other marking, pending such installation. Such material will be picked up on the stock record account but will not be reported as excess until installation has been completed or the requirement canceled. Any residue after installation will be promptly reported if excess to the port stock.

25. Reports

Stock status reports and excess reports on port and staging area stocks will be submitted as prescribed in paragraphs 17 and 18, except for controlled material status report ordnance items referred to in paragraph 24*a* and *b*(3), and items referred to in paragraph 24*c*. Reports on these items will be submitted in accordance with directives of the Commanding General, Army Service Forces, and the chiefs of technical services concerned.

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SECTION VII

SPECIAL TECHNICAL SERVICE INSTRUCTIONS

PROCEDURE FOR POST ENGINEER REPAIR AND UTILITIES PROPERTY

26. General

All definitions and general policy prescribed in preceding sections apply to post engineer supply for maintenance, construction, and repairs and utilities functions, except where in conflict with the provisions that follow.

27. Responsibilities for Repairs and Utilities Property

a. The commanding general, service command (service command engineer) will exercise command functions as expressed in paragraph 3 for class I, II, and IV installations. The air force commander will exercise this command function for class III installations.

b. The commanding general, service command (service command engineer) will, with respect to repairs and utility property at class I, II, III, and IV installations, exercise the responsibilities expressed in paragraph 4.

c. The Chief of Engineers, through division engineers and service command engineers, is responsible for redistribution and disposal of excess and surplus repairs and utilities property at class I, II, III, and IV installations in accordance with instructions of the Commanding General, Army Service Forces.

28. Replenishment of Station Stocks

a. Post engineer stocks will be replenished by one of the following methods:

(1) Requisition on service command engineer.

(2) Local purchase.

b. The procedure for submitting requisitions is the same as that prescribed in paragraph 8 for other supplies.

c. Materials for the accomplishment of approved individual projects (WD AGO Form 5–25) will be submitted to the service command engineer showing station control level, on hand, due in, and quantity desired. Such requisitions should include all items not available at the post in quantity necessary to accomplish the project. The quantity to be requisi-

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tioned should include sufficient quantities for the project, plus quantities to bring stock up to the station control level.

29. Station Reports of Excess

a. Station commanders of class I, II, III, and IV installations are responsible for the submission of excess reports (Control Approval Symbol EUG–74) to the service command complying with instructions contained in paragraph 17 and such supplemental instructions as issued by the Commanding General, Army Service Forces.

b. Excesses of a fast moving item, or items for which there is a known immediate requirement within the service command, will be redistributed to stations by the service command. The commanding general of the service command is authorized to prohibit the local purchase of such items and require that they be requisitioned from his headquarters in order that they may be filled from existing excesses.

MEDICAL

30. Liaison Between Depots and Hospitals

Depot stock control liaison officers are authorized to consult with responsible officers of consuming agencies within fixed hospitals to assist in coordinating the consuming agencies stock requirements.

31. Station Control Levels

a. Station control levels for nonexpendable items will be established by the station commander considering the assigned mission or missions, size, function, etc., and approved by the depot. Warehouse stock of nonexpendable items will not be maintained unless required for replacement of tactical unit equipment and replacement of hospital equipment based on replacement issue experience. For such nonexpendable items, the status of stock to be compared with the level includes both stock outstanding on memorandum receipt to all post fixed installations and stock in station warehouses.

b. Station control levels of expendable items will be established in accordance with paragraph 12.

32. Activities of Hospitals

a. Allowance of nonexpendable items will be established by the post surgeon based upon the assigned mission of the consuming agency.

b. Expendable items stocked in wards, departments, and other consuming agencies will not be in excess of an estimated or computed requirement for operation of the consuming agency during any one issue period as established by the station commander. Authorized allowances for expendable items will be reviewed and revised whenever necessary by the station and responsible officer for each consuming agency.

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ORDNANCE DEPARTMENT

33. General

a. The station commander is charged with the definite responsibility of maintaining a current record of the weapon and vehicle population of the organizations located at his station, such information to be furnished to the depot or source of supply as requested.

b. When requisitioning new items on which no issue information exists, the initial order will be computed by reference to the SNL "Higher Echelon Spare Parts and Equipment (Addendum)" for the number of days' supply authorized. Special requisitions of this nature must state clearly the basis for such items.

c. There are no items of ordnance general supplies that fall into the category of stand-by and utility items.

QUARTERMASTER

34. General

Certain quartermaster items set forth below will be stocked in accordance with special procedures.

a. FORAGE, FUEL, GASOLINE, AND LUBRICANTS. Stock levels for these items will not exceed the maximum days of supply for stations in the zone of the interior contained in current War Department directives. Excess reports and stock status reports as required in paragraphs 17 and 18 will not be submitted. Reports in connection with these items will be submitted in accordance with instructions issued by The Quartermaser General.

b. LAUNDRY SUPPLIES. Supply procedures for laundry supplies are described in TM 10–355. Excess reports and stock status reports will be submitted in accordance with paragraphs 17 and 18.

c. SUPPLEMENTAL TARIFF SIZES OF CLOTHING. Stations at which reception centers are located are authorized to carry an additional stock of certain supplemental tariff sizes of clothing and shoes. Supplemental tariff sizes of clothing and shoes may also be carried at certain other stations when specifically authorized by The Quartermaster General.

d. SUBSISTENCE. Nonperishable subsistence will generally be requisitioned so that there will be on hand at the beginning of a month the amount of each item required for sales and issues during that month. Detailed procedures regarding requistioning, stock status reports, etc., of subsistence are contained in TM 10–215.

35. Class "X" Clothing and Equipage

a. Only stations at which clothing and equipage repair shops or prisoner of war camps are located are authorized to stock class "X" clothing and

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equipage. The commanding generals of service commands and air force commanders may limit stockages to a limited number of such stations under their commands. Normally, all prisoner of war camps will maintain stocks of class "X" items. Stations stocking class "X" clothing and equipage will establish levels in the normal manner as prescribed in this manual, taking into consideration the requirements of stations based upon them for supply.

b. Stations not authorized stockage will obtain supply of class "X" clothing and equipage from the station to which it forwards its clothing and equipage for repair or another station, as directed by the commanding general of the service command or the air force commander concerned. A monthly report entitled, "Report and Requisition for Class "X" Clothing and Equipage," Control Approval Symbol DDI–109, will be prepared by stations stocking class "X" clothing and equipage and forwarded to depots designated by The Quartermaster General. Stations at which prisoner of war camps are located, which are based upon other stations for supply, need not submit the above report.

c. The commanding general, service command, and the air force commander will collaborate and integrate plans in accomplishing the requirements of *a* and *b* above, in order to provide an economical supply system which will utilize facilities under either commanders.

d. Stocks of class "X" clothing and equipage above immediate requirements at stations not authorized a stock level for these items will be turned into the station upon which they are based for supply.

e. (1) Repair shops located at stations will turn over repaired class "X" clothing and equipage to the station supply officer.

(2) Regional repair shops under service command jurisdiction not located at stations and quartermaster repair sub-depots under the control of The Quartermaster General will ship repaired class "X" itms to depots designated by The Quartermaster General. However, commanding generals of service commands may designate such regional repair shops to supply prisoner of war camps to the extent class "X" clothing and equipage is available.

36. Assignment of Stock Numbers

*a.*Stock numbers are assigned to all items which are regularly procured, stored, and issued by the Quartermaster Corps. Correct stock numbers are a necessary part of a properly prepared station requisition and will result in more expeditious supply from the depot.

b. All supplies which are received from a depot have stock numbers on the shipping tickets; however, in many instances of local purchases and direct shipments from contractors, items are received by the station for which no stock numbers are assigned by the depot. Such items may be

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so-called standard stock items (regularly stocked by depots) or they may be nonstandard stock items.

c. In the case of items which are consolidated, stations should request the depot to assign a stock number to the consolidated grouping so that a uniform method of reporting the same items will be followed by all stations in the area of the depot.

d. When a station receives supplies for which the stock number is not known, application should be made to the distribution depot for a stock number. Frequently, depots will indicate to the station that a stock number is not to be assigned since the item involved is not an item regularly stocked, and need not be reported to the depot on excess reports or station stock status reports.

e. Stations are informed as to assigned stock numbers through the preprinted listings which are received from the depot and through standard stock number lists which are distributed by the depot.

37. Disposition of Excess Property

If a station has not received disposition instructions from the depot within 30 days from date of an excess report or stock status report, the station will contact the depot. If disposition instructions are not furnished immediately, the station will ship such excesses to the depot. Advanced copy of the War Department Shipping Document will be sent to the depot by fastest means of communication available.

38. Inventories

a. Warehouse stocks of all clothing items and individual equipment will be physically inventoried once every 30 days. However, individual stations may request permission from the appropriate commander in paragraph 2 to take such inventories less frequently than monthly, but all warehouse stocks of clothing items and individual equipment must be inventoried once every 90 days. This authority will not be granted by these commanders until inspection of the station indicates that stock records are accurate and up to date.

b. Warehouse stocks of subsistence will be inventoried on a monthly basis, without exception, in accordance with current War Department instructions.

39. Stock Status Reports (DDI-24)

a. Recurrent monthly and quarterly stock status reports for selected items will be submitted by stations. The information required will be identical with that in paragraph 19 except that issues will be for a 3 months' period.

b. Station stock status reports (Control Approval Symbol DDI-24) will be used in lieu of station excess stock report (Control Approval Symbol

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DDI–62) in accordance with current directives from The Quartermaster General. When these monthly reports are submitted, Reports of Excess (Control Approval Symbol DDI-62) are not required. Station excess stock reports will be used for all quartermaster items not reported on station stock status reports.

c. The Quartermaster General, through regional distributing depots, will advise stations of the items to be reported, and the frequency of their transmission.

40. Supply of Transportation Corps Supplies and Equipment

a. Equipment and material are furnished by the Transportation Corps to all services for the purpose of maintaining Transportation Corps equipment.

b. A Transportation Corps supply officer or acting Transportation Corps supply officer is located at all posts, camps, and stations where requisitions for Transportation Corps equipment and material will originate or be processed.

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