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ARMY INFANTRY SCHOOL FORT BENNING GA
LOGISTICS HANDBOOK. (U)
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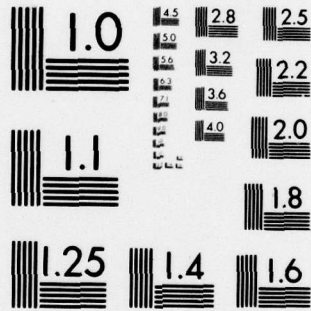
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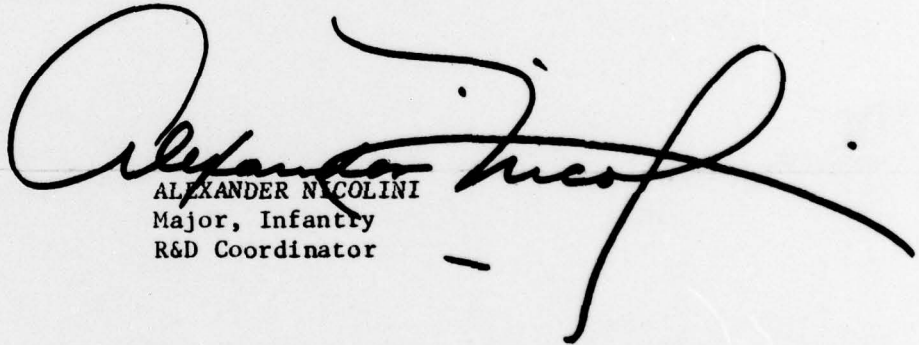
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ALEXANDER NICOLINI
Major, Infantry
R&D Coordinator

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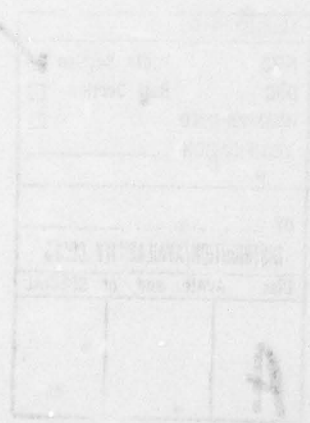
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CHAPTER 1

SUPPLY PROCEDURES

Section I. INTRODUCTION

1.1 GENERAL.

a. This handbook sets forth the principles and policies governing supply and property accounting procedures as they relate to requesting, receiving, and accounting for supplies at the battalion level. The battalion S4 is the key individual in the battalion supply system, for he is the link between the user (the individual soldier) and the source (the division support command). Supply and property accounting in its simplest form is a major logistical function. The current supply system is founded on the basic principle that each unit should have the supplies/equipment necessary to accomplish its mission. The type and quantity of supplies authorized (What You Are Authorized) are stated in tables of organization and equipment, tables of allowance, supply manuals, Army regulations, and by special authorizations. The supplies listed in the organization property book(s) as being on hand (What You Actually Have) may differ from what you are authorized. The difference between what you are authorized and what you do not actually have constitutes a shortage(s) (What You Are Short). To obtain what you are short or what you need (How To Get What You Need), you must anticipate requirements and request the supplies; requests must include the authorization or basis for the supplies. Allied to the requirement to determine what you are authorized, what you actually have on hand, what you are short, and the action to obtain what you need, is the requirement to maintain, store, secure, and conserve the supplies and property you have on hand (How To Keep What You Have).

b. Determining the requirements and/or taking the action indicated in the parentheses above involves a continuous operation. The required coordination, control, and effectiveness are achieved when each officer, having any degree of responsibility or accountability for government property, uses the procedures set forth in this text. Current regulations governing this basic supply system have made significant progress toward reduction of the administrative requirements at the unit level and more firmly fixed the responsibilities of all commanders concerned. If advantage is taken of this progress through effective training, supervision, and inspections, a definite economy can be realized, both to the government and to each individual - in dollars - materiel - and manpower.

1.2 ARMY MATERIEL COMMAND. At Department of the Army (DA) level, the Army Materiel Command (AMC) is responsible for the procurement, testing and distribution of items of property used by the Army except for common items used by all the military services, which are provided by the Defense Supply Agency (DSA) and the General Services Administration (GSA). To perform its mission, AMC is organized with seven commodity type commands and a Test and Evaluation command. See Figure 1 for the organization of these commands.

1.3 MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES. Installation supply personnel request and receive needed property from supply support activities maintained by the AMC, DSA and the GSA. Installation supply personnel order goods and report their current stocks to higher supply agencies using Military Standard Requisitioning and Issue Procedures (MILSTRIP). This system provides uniform procedures for the requisitioning of all types of supplies and is common to all the armed services. MILSTRIP provides for the electronic transmission of coded terms for the ordering of goods and the reporting of current stocks and anticipated needs. The introduction of MILSTRIP provides the Army with a supply requisition and reporting system which is responsive to the needs of the user.

1.4 INSTALLATION SUPPLY ACTIVITIES. Installations, such as Fort Benning, provide tenant units with supply support. This supply support consists of securing, storing and issuing to tenant units authorized items of property and needed supplies. Installation commanders administer property under their control by monitoring the supply activities of using organizations and processing supply reports. All items of public property must be accounted for, and, at the installation level, accountability for all except medical property is maintained by the accountable installation property officer. The accountable officer is assisted by commodity managers for technical types of property. The commodity managers provide technical assistance to the accountable officer and to units served by the installation. Medical property and supplies are procured and distributed through medical channels by the medical accountable supply officer, who also maintains the installation medical accountable records.

1.5 DIVISION SUPPORT COMMAND. Division level supply activities are conducted by the division support command. Items of property except medical items and repair parts are procured, stored and issued to subordinate units by the supply and transport battalion. Medical items of equipment and repair parts for medical equipment are secured and issued by the medical battalion. Repair parts, except medical, are secured and issued to supported division units by the maintenance battalion. Battalions of the division deal directly with the support command in requesting and receiving supplies and property. The line of supply control for requesting and issue of property is as shown in Figure 2.

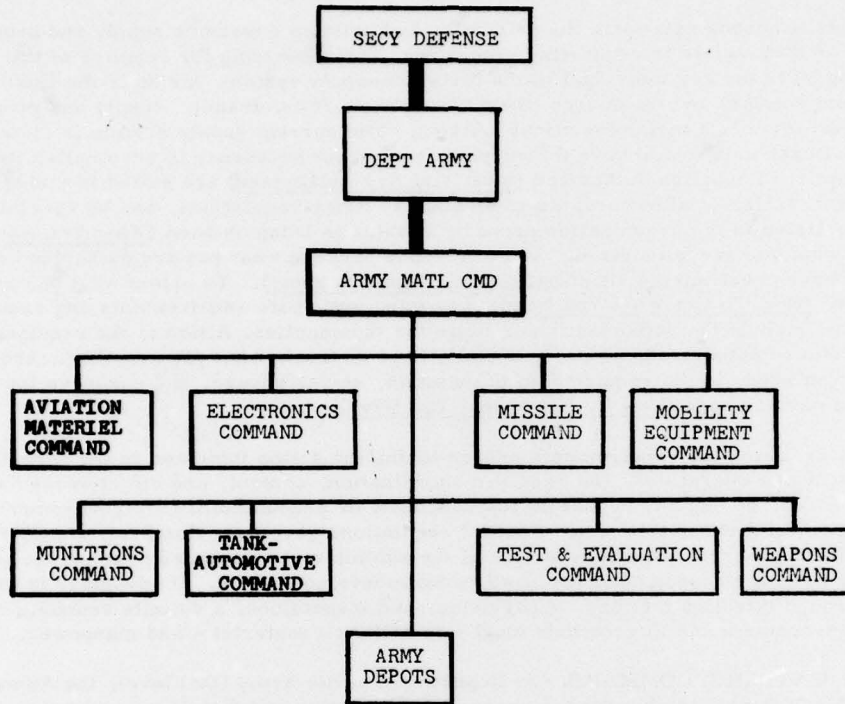


Figure 1. Organization of Army Materiel Command.

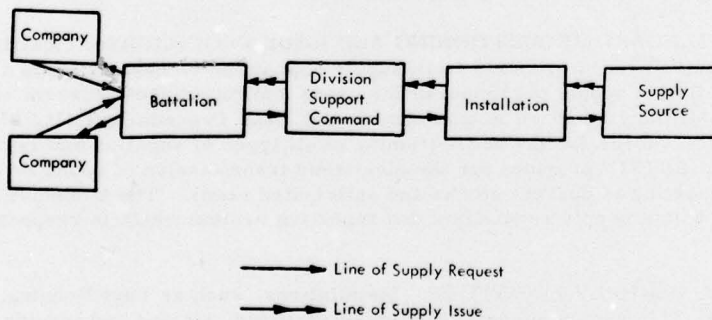


Figure 2. Line of Supply Control.

Section II. PUBLICATIONS

1.6 INDEXES TO PUBLICATIONS. The essential DA pamphlets of the 310-series and what they contain are as follows:

- a. DA Pam 310-1, Index of Administrative Publications.

Army Regulations.
Special Regulations.
DA Pamphlets.
DA Circulars.
DA Posters.
JCS Publications.
Miscellaneous Publications.

- b. DA Pam 310-2, Index of Blank Forms.

DD Forms.
DA Forms.
Miscellaneous Forms.
DA Labels.
Standard Forms. (Some of these are being renamed Stock Forms.)

- c. DA Pam 310-3, Index of Doctrinal, Training, and Organizational Publications.

Field Manuals.
Reserve Officers' Training Corps Manuals.
Training Circulars.
Army Training Programs.
Army Training Tests.
Army Subject Schedules.
Firing Tables and Trajectory Charts.
Tables of Organization and Equipment.
Type Tables of Distribution.
Tables of Allowances.

- d. DA Pam 310-4, Index of Technical Manuals, Technical Bulletins, Supply Manuals (Types 7, 8, and 9), Supply Bulletins, Lubrication Orders, and Modification Work Orders.

- e. DA Pam 310-6, Index of Supply Catalogs and Supply Manuals. (Excluding Types 7, 8, and 9.)

Index of Commodities to FSC Classes and Groups.
Index of FSC Classes to Publications.
Index of Cross-Reference Lists.
Index of Components Lists (Sets, Kits, and Outfits Components Lists).
List of Superseded and Rescinded Supply Catalogs and Manuals.

1.7 TABLES OF ORGANIZATION AND EQUIPMENT (TOE).

a. TOE prescribe normal mission, organizational structure, and personnel and equipment required for a military unit. A TOE has three sections--General, which outlines organization, mission, normal unit assignment, and capability; Organization, which outlines personnel authorization and unit strength under various circumstances; and Equipment, which lists the minimum quantities and types of equipment the unit must have to accomplish its mission. A listing of TOE is found in DA Pam 310-3.

b. At the present time there are three methods by which TOE may be modified--General Orders, columns within the TOE itself, and changes issued through Department of the Army to make permanent alterations. The method of modifying TOE is in the process of change and will necessitate revision of all related regulations.

c. The current AR 310-44 implements the new Department of Defense Equipment Allowances and Authorization Policy. The new TOE will provide for strength and equipment levels of 100 percent,

90 percent, 80 percent as well as for variations related to mission and situation. The levels will be in consonance with the readiness system prescribed in AR 220-1.

1.8 TABLE OF ALLOWANCES (TA).

a. Tables of allowances prescribe the authorization of equipment for activities and organizations. These tables are of two basic types: those which are common to all military elements and those which apply to specific activities such as the U.S. Army Quartermaster School. A listing of tables of allowances is found in DA Pam 310-3.

b. NAADS (New Army Authorization Documents System) prescribes tables of distribution and allowances (TDA) for the organizational structure, personnel and equipment authorizations, and requirements of a military unit to perform a specific mission for which there is no appropriate TOE. The TDA relates in one document current personnel requirements, current personnel authorizations, equipment requirements, and equipment authorizations. TDA replaces the current TA which apply to a specific activity. The TA which apply to all military elements are referred to as Common-Type Tables of Allowances (CTA).

c. Modification tables of distribution and allowances (MTDA) are prescribed to adjust the TDA because of change in mission, capabilities, organization, personnel and/or equipment to meet the needs of a TDA unit.

d. Common-type tables of allowances (CTA) provide recommended allowances of common items of equipment which are required worldwide. These tables, by providing a common basis of issue for each item, serve as a guide in developing total requirements for specific units. CTAs will replace some of the current TAs.

1.9 FEDERAL SUPPLY CATALOG SYSTEM. The Federal supply catalog system is designed to standardize supply and cataloging throughout all Federal agencies. The objective of this system is to provide one name, one description, and one identification number for each property item. It provides the same identification for the same item of supply regardless of the using service, manufacturer, or supplier. Catalogs containing approved Federal identification and related management data are published by the following:

a. General Services Administration (GSA). A catalog of commercial-type items common to all Federal agencies, military and civilian.

b. Department of Defense (DOD). Catalogs prepared by the Defense Supply Agency (DSA) supply centers on items common to two or more military services.

c. U.S. Army Materiel Command (USAMC). Catalogs compiled by various Army national inventory control points.

1.10 TECHNICAL MANUALS (TM).

a. Technical manuals cover a wide variety of subjects and serve several different purposes. The TM discussed in this handbook provide descriptions of materiel and instructions for operation, handling, and maintenance of particular pieces of equipment. A repair parts and special tools list is usually published as a separate part of the TM.

b. Numbering System for TM (Figure 3):

(1) Consists of four groups of numbers. The first group identifies the former technical service; the second, the Federal class number of the item; the third, a sequential number assigned to the TM for a particular item within the FSC group or class; and the fourth, the category of maintenance for which the TM is prepared.

(2) In the fourth group, the number 1 indicates operator maintenance; 2, organization; 3, direct support; 4, general support; and 5, depot. The following combinations in the fourth group illustrate the use of these numbers to indicate the maintenance levels included in the publication:

- 10 Operator maintenance.
- 20 Organization maintenance.
- 30 Direct support maintenance.
- 40 General support maintenance.
- 50 Depot maintenance.
- 12 Operator and organization maintenance.
- 13 Operator through direct support maintenance.
- 14 Operator through general support maintenance.
- 15 Operator through depot maintenance.
- 23 Organization and direct support maintenance.
- 24 Organization through general support maintenance.
- 25 Organization through depot maintenance.
- 34 Direct support and general support maintenance.
- 35 Direct support through depot maintenance.
- 45 General support and depot maintenance.

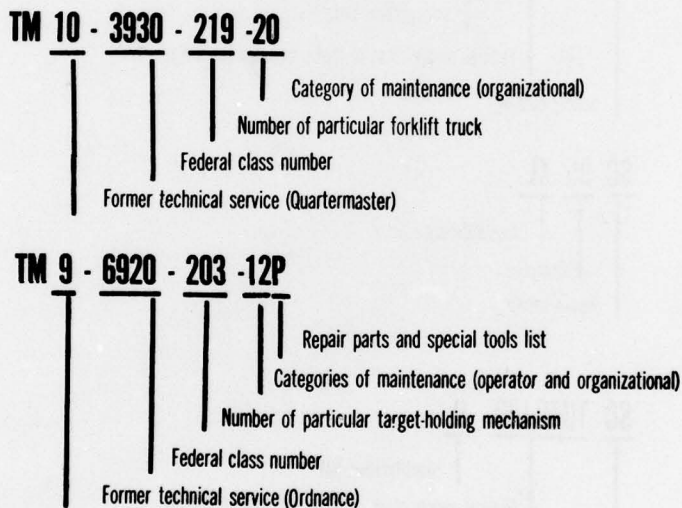


Figure 3. Numbering System for Technical Manuals.

- (3) The suffix P indicates that the TM contains a list of repair parts and special tools.
- (4) The former technical service reference numbers (first group) are as follows:

- Chemical-- 3.
- Engineers-- 5.
- Medical-- 8.
- Ordnance-- 9.
- Quartermaster-- 10.
- Signal-- 11.
- Transportation-- 55.

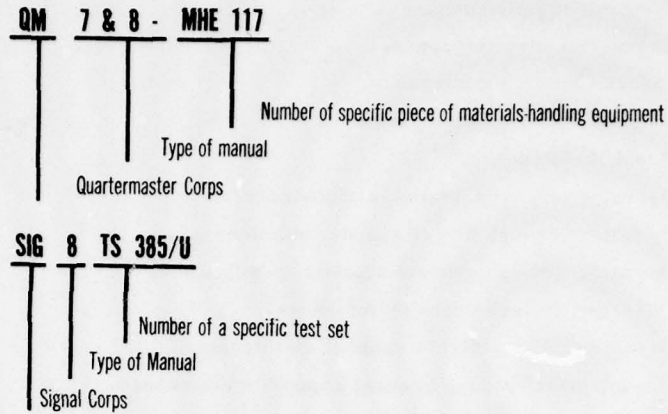


Figure 4. Numbering System for Supply Manuals-- Types 7 through 9.

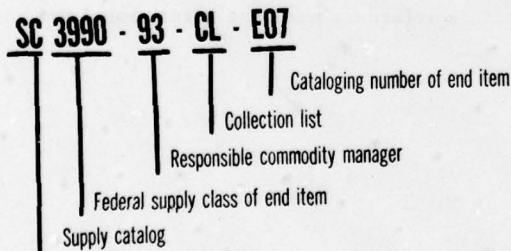
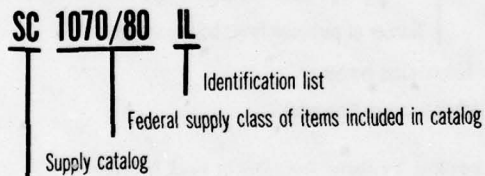
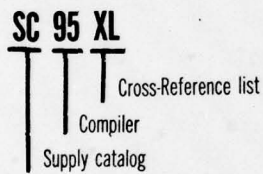
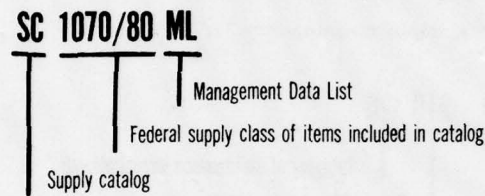


Figure 5. Numbering System for Supply Catalogs, Types ML, XL, IL, and CL.

1.11 SUPPLY MANUALS (SM).

a. Supply manuals give item identification and operational information. Although being superseded, some are still in use as the only source of information about some items. Here is what they contain:

(1) Type 4. Complete information about items issued and identified as assortments, kits, or outfits.

(2) Type 7. List of all accessories and components for each item for which maintenance parts are furnished to using organizations as well as the allowances of repair parts necessary to maintain the item at organizational maintenance level.

(3) Type 8. The same information for direct support, general support, and depot maintenance activities as type 7 contains for using organizations.

(4) Type 9. List of all service parts for an item of equipment.

(5) Types 7 and 8. Repair parts allowances and item identification for organization, direct and general support and depot maintenance. (Consolidation of type 7 and type 8 is an economy measure that eliminated publication of two manuals. It is generally done where there is so little information required for organization maintenance that a separate publication would not be practical.)

b. The numbering system for SM that are types 7, 7 and 8, 8, and 9 (Figure 4) is as follows: a letter symbol (abbreviation for the technical service), the SM type number, and a combination of letters and numbers identifying the item of equipment discussed.

1.12 SUPPLY CATALOGS (SC).

a. The following DA supply catalogs replace existing supply manuals as indicated:

(1) Identification List (IL)--type 1 and type 5.

(2) Management Data List (ML)--type 2.

(3) Cross-Reference List (XL)--type 3.

(4) Sets, Kits, and Outfits Components List (CL)--type 4.

b. Examples of supply catalog numbering system is shown in Figure 5.

1.13 SUPPLY BULLETIN (SB). An SB is a publication that gives instruction and information on the more technical aspect of supply matters, such as compilation of logistical data, purchase notice agreement, and lists of regulated items. SB do not contain administrative supply instructions.

1.14 TECHNICAL BULLETIN (TB). A TB is a publication that presents technical information about weapons and equipment procured and issued by the preparing service or about professional techniques over which the preparing service has exclusive jurisdiction.

Section III. TYPES AND CATEGORIES OF PROPERTY.

1.15 TYPES OF PROPERTY. Property which is a concern of the company and battalion is arranged by types to facilitate requisitioning, turn-in, and recording. The various types of property and the publications which authorize each type are listed below.

a. Organization property is any property authorized by applicable tables of organization and equipment (TOE), and common type tables of allowances (CTA) such as CTA 50-901, CTA 50-902 and CTA 50-914.

(1) The property authorized by TOE is the minimum essential quantity and type of equipment necessary to accomplish the combat mission of the unit. It is the responsibility of the commander to

maintain organizational property at prescribed levels and in serviceable condition. Examples of organizational property authorized by TOE for an infantry company are weapons, vehicles and radios.

(2) Organizational clothing and equipment is that discretionary organizational clothing and equipment authorized by CTA 50-901 or CTA 50-902. CTA 50-901 is applicable for peace and CTA 50-902 is applicable for mobilization. The allowance may vary in quantity and type in accordance with geographical locations of individuals or units, type of unit, individual job titles, and may further vary in peace and war. Examples are steel helmets, mess kits, canteens and field jackets.

b. Installation property is the equipment and supplies authorized, except organization property, in published authorization media for use by units, organizations, and personnel while stationed at an installation. Installation property is issued to units for the comfort and convenience of personnel. Without specific authority, this property does not accompany units on a change of installations. Examples of installation property are cots, mattresses, sheets, pillows, wall lockers, and footlockers.

c. Personal clothing is that individual clothing, the issue of which is governed by the clothing allowance system (AR 700-8400-1). Personal clothing is repaired and replaced by means of a cash maintenance allowance. Personal clothing consists of military apparel needed by the individual for everyday wear such as trousers, shirts and shoes.

d. Real and installed property consists of buildings and those items of accessory equipment which are required for operations and are affixed as a part of the building. This type of property has no basic publication authorizing allowances but rather is based upon regulations concerning housing capacities and utilization and engineer contract authority or specific tables of allowances for accessories affixed to the buildings. Examples of this type of property are barracks buildings, lavatories, commodes, mirrors and heating and ventilating equipment.

1.16 CATEGORIES OF PROPERTY. The types of property may be placed in one of the following categories.

a. Expendable property, broadly defined, pertains to items of supply that may be consumed in use, lose their identity in a large assembly, and items classified as expendables because of their minor cost. Expendable items are listed as such in Department of the Army supply manuals. Some common expendable items are paint, foot powder, soap, toilet paper and office supplies.

b. Nonexpendable property includes all items not classified as expendables. Nonexpendable items of supply retain their identity during the time they are being used. Examples of nonexpendable property found in the infantry company are weapons, radios, and vehicles.

c. Minor nonexpendable items of property consist of those items of nonexpendable property which have a unit value of less than \$25.00. Commanders are concerned with minor nonexpendables in conjunction with the quarterly report of operational loss.

Section IV. COMPANY AND BATTALION SUPPLY PERSONNEL

1.17 SUPPLY RESPONSIBILITIES. All military personnel who have military property in their possession or under their control have certain responsibilities regarding this property. These responsibilities are outlined below.

a. Command Responsibility. Inherent in command is the requirement that the commander must insure that the property of his command is safeguarded properly, accounted for, and administered. It is essential for both supply and tactical purposes that commanding officers be assured that the required property is on hand or on request, that it is in serviceable condition, and that it is cared for and used properly. It is equally important that there be no accumulation of property beyond authorized levels or allowances. The proper administration of supplies and supply accounting are functions of command. Commanding officers are not exempt from pecuniary liability for loss, damage, or destruction of government property pertaining to their commands.

b. Direct Responsibility. As distinguished from command responsibility, direct responsibility applies to any individuals to whom public property has been entrusted. An individual with direct responsibility for military property is charged with the care and safekeeping of the property whether

such property is in his personal possession, in use, or in storage. The signature of an individual on a hand receipt for property is prima facie evidence that the individual has accepted responsibility for the care and safekeeping of the property. The assignment to duty, such as command of a unit in which responsibility for property is inherent, is also prima facie evidence that the individual so assigned is charged with responsibility for the care and safekeeping of the military property of the unit.

There are two types of direct responsibility, personal and supervisory. Personal responsibility is the relationship between an individual and arms or equipment issued or otherwise acquired for, or converted to his exclusive personal use, with or without receipt. Supervisory responsibility is the relationship between an individual and property under his control or supervision within the scope of his employment but for which he does not have personal responsibility.

1.18 BATTALION SUPPLY PERSONNEL.

a. Battalion Commander. The overall logistical management of the battalion is the responsibility of the battalion commander. The battalion commander's obligation for government property stems from the general and specific requirements of command responsibility. The battalion commander is assisted by various members of the battalion in fulfilling his supply responsibilities.

b. Battalion S4. The battalion staff officer who has staff responsibility for logistics is the S4. The S4 makes logistical estimates and plans to meet anticipated supply needs, and supervises the execution of such plans after they have been approved by the battalion commander. The battalion S4, assisted by other battalion logistical personnel, is responsible for:

- (1) Editing requests and preparing issue and turn-in forms for property requested by hand receipt holders and forwarding them to the division support command.
- (2) Conducting at least annually an inspection of the battalion property records.
- (3) Informing companies of all changes in their authorized allowances of equipment.
- (4) Maintaining required supply records to meet the obligation of informal accountability.
- (5) Insuring by inspections and inventories that the authorized allowances of equipment for each unit of the organization are complete and serviceable and that there is no waste, misuse or excess of property.
- (6) Assisting units in all matters pertaining to supply.
- (7) Keeping the battalion commander and battalion staff officers informed of the battalion's logistical situation.
- (8) Monitoring and consolidating documents submitted by companies to secure relief from responsibility for loss, damaged, or destroyed military property.

c. Battalion Support Platoon. The support platoon leader is the principal assistant to the S4 in battalion logistical matters. The support platoon leader uses the support platoon to perform the routine day to day activities necessary to maintain an efficient supply operation. The elements of the support platoon and their functions are as listed:

(1) Supply Section - This section is composed of the supply section leader (a warrant officer who is a specialist in supply procedures), supply sergeants, supply clerks and general supply specialists. The functions of the supply section are to:

(a) Determine the battalion supply requirements. Usage factors for supplies are determined from records maintained by the supply section. The supply section also determines supply requirements from requests received from companies of the battalion for supplies and property.

(b) Prepare turn-in and issue forms (DA Forms 2765 & 2765-1). See Figure 11 for property required from or turned in to the division support command or garrison supply facilities.

(c) Turn-in to and receive property from the division support command or garrison supply facilities.

(d) Prepare and keep current the battalion property records.

(e) Issue to and receive from the companies TOE and installation property.

(f) Receive from the companies and turn in to higher supply agencies items of property for salvage.

(2) Transportation Section - This section is composed of a section sergeant, drivers and ammunition handling personnel. The functions of this section are to:

(a) Provide transportation for the movement of battalion supplies and property to include water if needed.

(b) Store and issue ammunition and petroleum, oil and lubricants (POL) to battalion elements.

(3) Mess Section - This section is composed of the mess stewards and cooks who receive, prepare and serve food to the members of the battalion. The mess section is organized with a mess team for each of the companies. The mess section may be operated on a centralized (battalion) basis or on a decentralized (company) basis depending upon the facilities available and the battalion commander's desires.

d. Other Battalion Personnel. In addition to the supply section of the support platoon, other personnel become involved in requesting supplies. These include the battalion surgeon who requests, through medical channels, and controls expendable medical supplies; the battalion motor officer who is responsible for securing automotive repair parts, through maintenance channels; and, the battalion communications officer who is responsible for securing signal repair parts, also through maintenance channels. These personnel also provide technical advice and assistance to the S4 regarding property and supplies in their areas of interest.

1.19 COMPANY SUPPLY PERSONNEL.

a. Company Commander. The overall responsibility for supply activities in the company are charged to the company commander and this responsibility cannot be delegated. Specific requirements of the company commander are to:

(1) Insure all authorized equipment is on hand or that a request has been submitted to the battalion supply section for equipment authorized but not on hand.

(2) Determine by frequent inspections that all company property is complete and serviceable.

(3) Insure that company supply personnel are trained properly in their duties.

(4) Insure that all members of the company know how to properly maintain unit property.

(5) Insure that no property is on hand which is not authorized by proper authority.

(6) Initiate rapidly the appropriate measures to account for company property which has been lost, damaged or destroyed.

(7) Complete DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies) for individuals authorized to receipt for supplies in the company.

(8) Develop unit SOPs for the security of all unit property.

b. Executive Officer. The executive officer normally is the company commander's principal assistant in the area of supply. As the unit supply officer, his duties include but are not limited to:

(1) Receiving for and controlling TOE and installation property for the company headquarters when authorized by the company commander.

(2) Assisting the company commander in conducting inspections and inventories of unit property.

(3) Coordinating with battalion supply personnel on company supply matters.

(4) Supervising the company supply sergeant.

c. Platoon Leader. The platoon leader has direct responsibility for the property of his platoon. The platoon leader's specific supply functions include:

(1) Insuring that members of the platoon properly maintain property under their control. The platoon leader must insure that members of his platoon are trained in proper maintenance procedures and that they have the supplies necessary to accomplish required maintenance.

(2) Conducting frequent inspections of platoon property to make sure the property is being maintained in a satisfactory manner and that the required amount of property is on hand or on request from the battalion.

(3) Timely submission of the proper adjustment documents for platoon property lost, damaged or destroyed.

(4) Storing of the authorized property when it is not being used by a member of the platoon.

(5) Receiving for the platoon property using hand receipts (DA Form 2062) when authorized by the battalion commander.

d. Supply Sergeant. The supply sergeant differs from other members of the company in that supply is his principal duty. His duties are to:

(1) Prepare and maintain company supply records.

(2) Secure supplies and property stored in the company supply room.

(3) Process unit laundry to include receipt of laundry from individuals, delivery to the military laundry, and return to the individual.

(4) Handle the issue and turn-in of supplies between the company and individuals.

(5) Assist the executive officer and platoon leaders in supply matters.

(6) Determine the needs and secure selected expendable supplies for the company.

(7) Receipt for company property as authorized by the company commander.

d. Armorer. The armorer performs organizational maintenance on the weapons of the company. In the infantry and airborne rifle company, he is supervised by and assists the supply sergeant. In the mechanized rifle company, the armorer is assigned to the maintenance section and is supervised by the maintenance section leader.

Section V. BATTALION SUPPLY RECORDS AND PROCEDURES.

1.20 BATTALION PROPERTY ACCOUNTING RECORDS.

a. Responsibility for Property Accounting. One of the requirements inherent in command is that the commander must account for the property of his unit. The battalion commander accomplishes this requirement by appointing, on orders, an accountable officer who has the obligation to maintain battalion property records. Any officer of the battalion may be appointed as the battalion accountable officer. The accountable officer must be in a position to control the receipt and issue of the property of the

battalion. The supply section leader normally is appointed as the accountable officer. Records of accountability maintained at the battalion level are informal as contrasted with formal accountable records which are maintained using a stock record system at the installation level.

b. Battalion Property Records. The battalion accountable officer, assisted by the supply section, maintains organization and installation property books to account for battalion property; thus, the accountable officer is called the battalion property book officer. To complete the system of accounting for battalion property, the property book officer maintains four other supply records. These records support entries made in the property books, show the location of battalion property and provide a log of battalion supply transactions to include actions not completed. Listed below are the property records maintained by the property book officer and a brief description of the purpose of each record.

(1) Organization Property Book. The organization property book is used to account for all TOE property and discretionary organizational property on hand within the battalion. A property book page is prepared for each item listed in the TOE using DA Form 3328 (Organization (Installation) Property Record). (See Figure 6) The back of the DA Form 3328 shows: the date of hand receipt posting for the current hand receipt; the location of all items by physical location or by hand receipt file numbers; the quantity, and serial numbers or USA numbers if they must be recorded. (See Figure 6)

(2) Installation Property Book. To account for the installation property in the possession of the battalion, the property book officer establishes and maintains an installation property book. The installation property book is maintained using either DA Form 3328 or DA Form 3329 (Installation Property Record).

(3) Document File. A file of documents supporting transactions posted to the property book(s) and receipt and turn-in of nonexpendable items such as components of kits and sets. Documents pertaining to repair parts and most expendable items are not retained in this file.

(4) Document Register. The property book officer uses the document registers to administratively control battalion supply transactions. The document registers are established using DA Form 2064 (Document Register for Supply Actions). (See Figure 7) Document numbers are assigned to each supply transaction document and recorded in the document register. The document register provides a log of battalion supply transactions. Units maintain separate document registers for non-expendable and expendable property.

(5) Due-in Suspense File. A due-in suspense file reflects the current status of items requested for which there is a delayed supply action. These files, properly maintained, will permit ready follow-up to obtain status of items due-in.

(6) Hand Receipt Files. The property book officer uses the hand receipt, DA Form 2062 (Hand Receipt/Annex No) (see Figure 8) to record the transfer of direct responsibility for battalion property to the elements of the battalion who will use the property. The DA Form 2062 lists the end items which have been issued to subordinate units. When an end item is issued with nonexpendable components over and/or short, a hand receipt annex is prepared using DA Form 2062 (see Figure 9). The hand receipt annex shows the number of the item(s) over and/or short and assists in the inventory of the components and in requesting replacement components. The property book officer may use DA Form 3122 (Request for Issue or Turn-in) (see Figure 10) for issue and turn-in of property between the battalion and hand receipt holders. When the property book officer uses DA Form 3122 to issue property, copy number one of the form is filed with the Property Book Officer's hand receipt file and copy number two is given to the hand receipt holder. When DA Form 3122 is used to turn in property to the property book officer, copy number one is given to the hand receipt holder and copy number two is retained by the property book officer and filed with the hand receipt file. Copy number three of the form is disposed of by the property book officer. Hand receipt balances (DA Form 2062) affected by these forms, other than hand receipts for quarters occupants, will be adjusted and all copies of the form destroyed at the end of each six month period or sooner if there is a change in responsible individuals.

1. FROM		2. TO		3. ACCOUNTING AND FUNDING DATA		4. END IDENTIFICATION		5. STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES		6. MODEL		7. PUBLICATION		8. REQUEST NUMBER	
FROM	TO	ACCOUNTING AND FUNDING DATA	END IDENTIFICATION	STOCK NUMBER, DESCRIPTION AND CODING OF MATERIAL AND/OR SERVICES	MODEL	PUBLICATION	REQUEST NUMBER	ISSUE NO. OF SHEETS	DATE MATERIAL REQUIRED	VOUCHER NUMBER	POSTED DATE	BY	DATE	BY	
2/76 Inf (Mech)	Hard receipt file No. 1			220-542-472 Truck, Utility, 4Ton, 4x4											
				M51, USA No: 285499											
//////////NOTHING FOLLOWS//////////															
<input type="checkbox"/> FUNDED <input type="checkbox"/> UNFUNDED <input type="checkbox"/> CONSUMABLE <input type="checkbox"/> CREDITABLE <input type="checkbox"/> NON-CREDITABLE <input type="checkbox"/> NON-CONSUMABLE <input type="checkbox"/> TURN-IN--U-UNSERVICABLE <input type="checkbox"/> RECEIVED QUANTITY ACTION COLUMN															
*ISSUE--I Initial, R Replacement, S Serviceable TO ISSUE OR TURN-IN QUANTITIES IN UNITS REQUESTED DATE BY DATE BY															
DA FORM 3122 1 APR 66 REPLACES DD FORM 1150 (for Army use) SUPPLIES OF WHICH WILL BE USED UNTIL EXHAUSTED															

2
 3

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Figure 10.

1.21 BATTALION SUPPLY PROCEDURES FOR TOE AND INSTALLATION PROPERTY.

a. Procurement of Major Items of TOE and Installation Property.

(1) A user having a requirement for nonexpendable TOE or installation property which his unit is authorized, but does not have on hand, requests this property from the battalion supply section by the most expeditious means available. The user prepares no request, but by telephone, messenger, or personal visit notifies the supply section of his requirement.

(2) The property book officer verifies the authorization for the item and has a formal request prepared for the required property. This request is prepared on an "issue or turn-in form" (DA Forms 2765 & 2765-1). (See Figure 12) The request is posted in the battalion property records and then forwarded to the division support command.

(3) The division support command processes the request and forwards it to installation. Installation supply personnel issue the property to the support command and support command personnel subsequently issue the property to the battalion.

(4) Upon receipt of the property by the battalion, the requesting unit is notified to pick up the item of equipment. The property is posted to the appropriate property book and the other battalion property records are completed for the supply transaction to include the posting of the property in the appropriate hand receipt file. The requesting account checks the property for completeness and serviceability and acknowledges acceptance of direct responsibility for the item by signing the two copies of the hand receipt.

b. Turn-in of TOE and Installation Property. When nonexpendable items of TOE or installation property become excess to current authorization or worn out through fair wear and tear, turn-in is accomplished as follows:

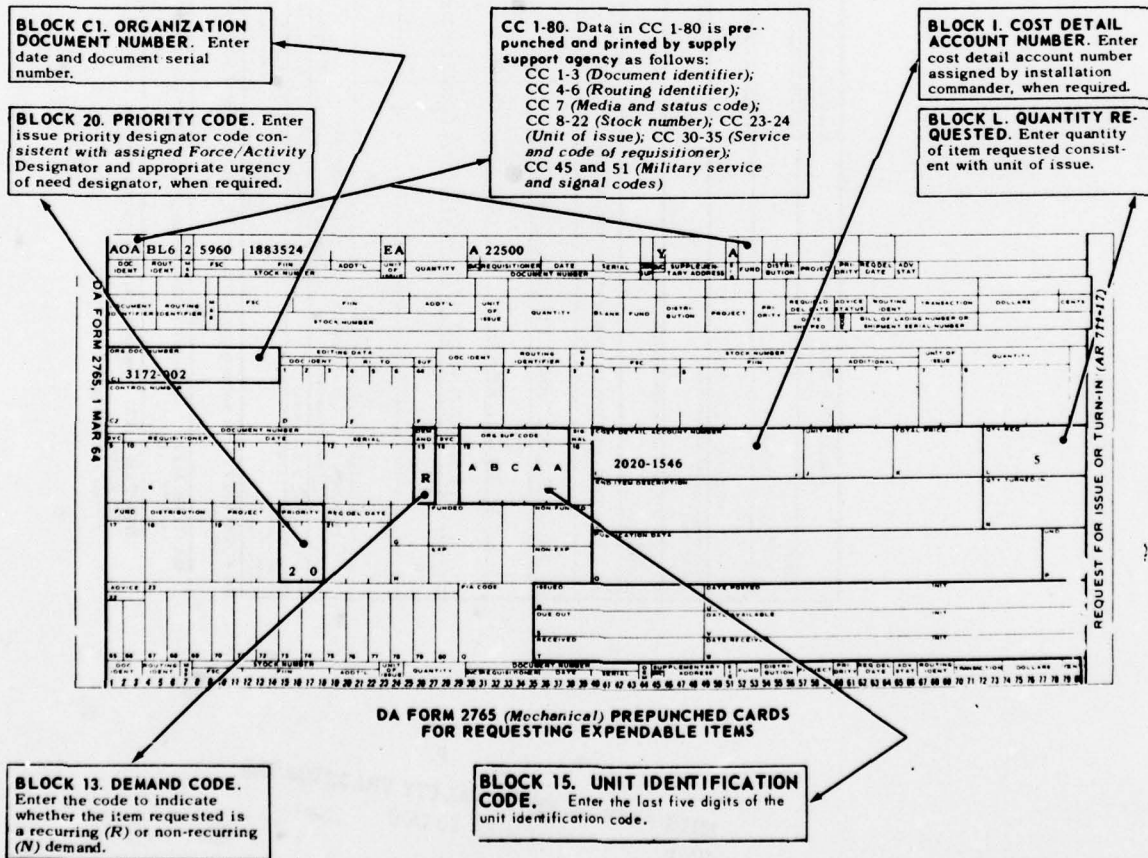


Figure 11.

(1) The hand receipt holder prepares no turn-in slip but simply takes the item of equipment to be turned in to the property book officer. The hand receipt holder receives credit for the turn-in on the hand receipt or on a DA Form 3122.

(2) The property book officer checks the equipment to assure completeness and subsequently credits the turn-in to the appropriate hand receipt file. A turn-in slip is prepared for the property using the DA Form 2765 or 2765-1 and processed through the battalion supply section. The property and the turn-in slip are then forwarded to the division support command and the battalion property book is credited with the turn-in.

c. Procurement of Selected Expendables. Expendable items, excluding repair parts and medical expendables, which are not available for purchase at the installation self-service supply center are procured using the procedures outlined in paragraph 1, 21a above, except they are not posted to the property books on the hand receipt files. However, the property book officer may maintain a record of issues to assist in determining amounts to be requested.

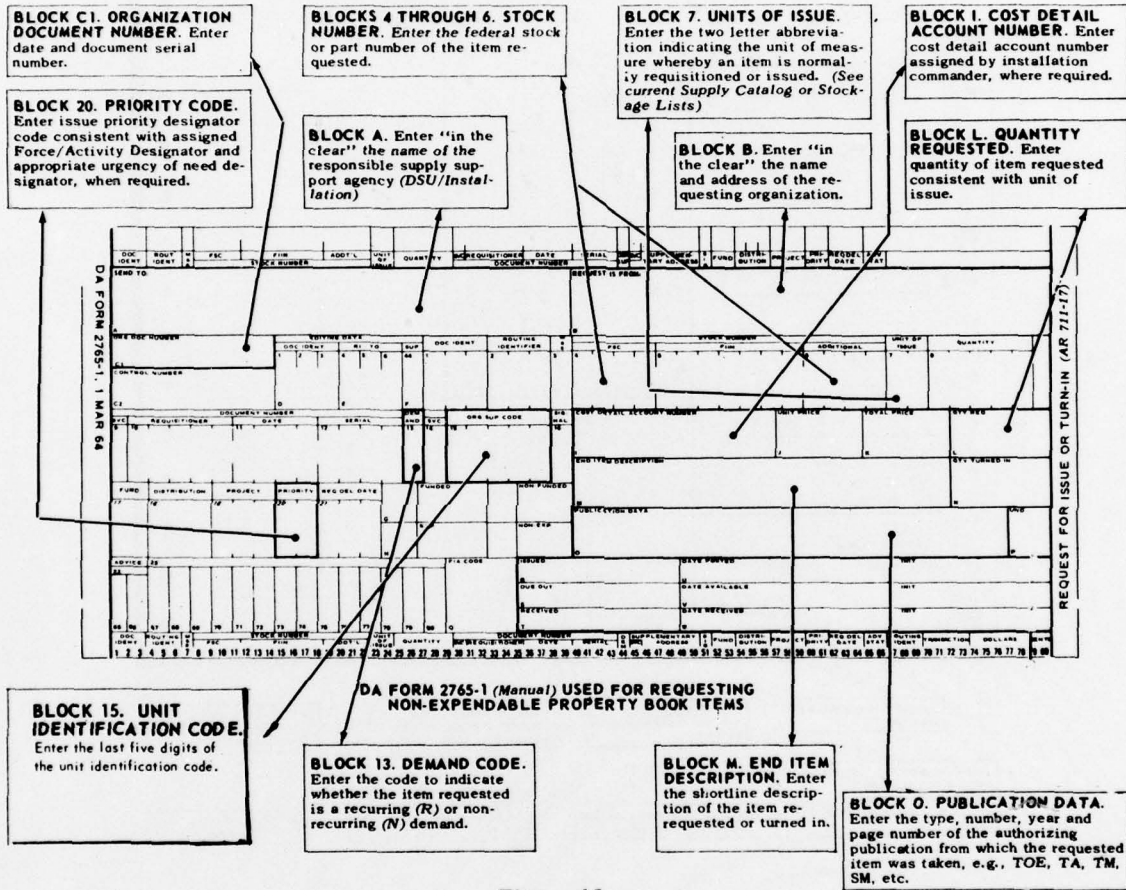


Figure 12.

1.22 BATTALION REPAIR PARTS RECORDS AND PROCEDURES.

a. Major items of TOE and installation property are not stocked at levels below installation; however, automotive repair parts for items of equipment authorized the battalion normally are stocked at the battalion level by the maintenance platoon. Automotive repair parts are requested and distributed through maintenance channels. The prescribed load list (PLL) is a document which indicates those quantities of repair parts and maintenance related items required to be on hand at user level. Normally this is considered to be 15 days of supply. The PLL will consist of those items designated in appropriate technical manuals or 7-8 series manuals for initial stockage to support the organizational

maintenance capability for assigned equipment and any additional repair parts which have generated three or more demands within six 30-day review periods (180 days). Major ZI and oversea commanders determine the number of prescribed loads of repair parts units and organizations may have on hand. The maintenance platoon maintains repair parts records using a visual file folder or similar file or cabinet. Repair parts records maintained in the files are as follows:

(1) Title insert (Informal Accountability) (DA Form 1543). The title insert is prepared and inserted in the file for all repair parts authorized for stockage. (See Figure 13)

DA FORM 3318
REPLACES DA FORM 1543, 1 MAY 62 AND DA FORM 2527, 1 MAR 62 WHICH ARE OBSOLETE

RECORD OF DEMANDS - TITLE INSERT
(AR 735-33)

STOCK NUMBER 2990-678-4695

ORGANIZATION DEMAND NUMBER	QUANTITY DEMANDED	CUMULATIVE QUANTITY DEMANDED	BALANCE ON HAND	ORGANIZATION DEMAND NUMBER	QUANTITY DEMANDED	CUMULATIVE QUANTITY DEMANDED	BALANCE ON HAND	ORGANIZATION DEMAND NUMBER	QUANTITY DEMANDED	CUMULATIVE QUANTITY DEMANDED	BALANCE ON HAND
5006	0	0	4	5104-004	6	13	0				
5107-001	6	6	0	5109-003	6	19	5				
5107-008	2	8	0	5110-001	6	24	0				
5108-003	3	11	1	5120-001	6	30	5				
5110-004	1	12	0	5126-004	7	37	0				
5121-002	3	15	4	5130-001	9	46	5				
5128-011	4	19	0	5132-004	7	54	0				
5133-013	6	24	4	5136-009	6	60	5				
5142-002	2	26	2	5140-002	5	65	0				
5144-004	4	30	4	5146-001	5	70	5				
5144-002	2	32	0	5160-022	4	74	1				
5154-003	1	33	0	5165-004	2	76	0				
5162-002	1	34	4	5175-001	6	82	5				
5170-003	2	36	0	5180-002	7	89	0				
5173-INV	-	47	4	5188-006	7	94	5				
5191-010	1	50	3	5190-002	2	96	0				
5192-002	2	52	0	5192-004	8	104	5				
5191-008	2	54	0								
5192-019	6	60	4								
5197-004	1	61	3								
5211-001	1	62	5								

REMARKS: T.A.R. M.C. U/I
 T.M. 9-230-223-20P

STOCKAGE CODE: MS 412 4
 AUTHORIZED STOCK: 4
 LOCATION: 4
 STOCKAGE QUANTITY: 5F

DETACHED FROM 3318, 1 May 68

TITLE INSERT

Stockage code (ref para 6-4c (2) (f), date and initial Stockage quantity)

Quantity outside circle denotes quantity still due-in. Erase entry upon receipt.

Entry when not circled indicates entire quantity still due-in.

Date line indicates end of "review" period.

"Circle" indicates a quantity of items has been received.

Informal pencil entry indicates current balance on hand.

Date of periodic informal inventory.

This entry depicts a "review" period during which no demands were recorded. Review date shown in "Date" column.

Figure 13.

(2) Record of Demands (DA Form 2527). The record of demands is designed to record quantities of repair parts requested by the battalion from the support command. This card enables the battalion to adjust quantities of repair parts authorized, based upon actual demand experience (See Figure 14).

(3) Suspend copies of request for repair parts made on request for issue or turn-in forms (DA Form 2765). Upon receipt of items of property, the suspend copy is removed from the files and destroyed.

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b. Repair Parts Supply Procedures.

(1) When the mechanic working on a piece of battalion equipment needs a repair part, he obtains the part from the maintenance platoon. Repair parts on the battalion direct exchange list which are inoperative are prepared for exchange using the Exchange Tag (DA Form 2402). The exchange tag has four parts. Part one of the tag stays tied to the repair part except when it is placed on the end item of equipment and indicates whether the part is serviceable or not serviceable. Parts two, three and four are used as receipts if a replacement part is not available for direct exchange. The mechanic takes the repair part to be exchanged to the maintenance platoon supply specialist and an exchange is made. If the part is not available for exchange, the maintenance platoon supply specialist gives the mechanic part four of the exchange tag as a receipt for the part that is being turned in. When the part is available for issue, the mechanic surrenders the receipt and receives the repair part from the maintenance supply specialist.

(2) The maintenance platoon maintains a stockage of repair parts by direct exchange of un-serviceable items on the direct exchange list and by requesting other repair parts using the request for issue or turn-in form (DA Form 2765). Repair parts are secured from the maintenance battalion of the division support command.

1.23 INVENTORIES.

a. General. To insure that supply control is being maintained properly, inventories are made at the times specified below. Commanders may require additional inventories or inspections as they deem necessary to insure that unit property is being administered properly.

b. Inventory of Property Recorded on Hand Receipts. When there is a change of individuals holding hand receipts, a joint physical inventory must be taken by the incumbent and the individual assuming responsibility. Discrepancies discovered during the inventory are adjusted by the incumbent using the report of survey or an authorized substitute, as appropriate. Property transactions involving property on the hand receipt using DA Form 3122, Request For Issue or Turn-In, must be posted to the hand receipt before a new individual assumes responsibility for the property. The individual accepting the property will acknowledge receipt and responsibility by listing in the next unused column of the hand receipt (also the copy in the possession of the property book officer) the results of the inventory. "Per Inventory," date, and signature of the person assuming responsibility will be indicated following the last numerical entry in the column. Individuals holding property on hand receipts must make an inventory at least annually of such property, to include all components. Results of this inventory are listed on both copies of the hand receipt and the responsible individual signs the appropriate column of the hand receipt. This inventory is past due one year from the date that there was an inventory during a change of responsible individuals or one year from the last inventory if there has been no change of responsible individuals. Discrepancies discovered during this inventory, as well as other inventories, must be adjusted immediately by the responsible officer.

c. Inventory of Property Recorded on Property Books. When there is a change of property book officers, a joint physical inventory must be accomplished by the incumbent and the individual assuming property book accountability of items in the custody of the incumbent property book officer and not issued to using units on hand receipts. The individual assuming property book accountability must also verify that the property balances shown on the pages of the property books are correct and that property locations are supported by hand receipts. This is accomplished by ascertaining that the entries on the reverse of the property book page are supported by valid hand receipts. Quantities on hand receipts should be verified by physical inventories of property covered by a representative sample of hand receipts. Discrepancies discovered during the exchange of property accountability must be adjusted by the incumbent property book officer. The property book officer makes an inventory at least annually of those items listed on the property books which are not accounted for by hand receipts. The property book officer must also insure by inventory that all entries in the property books as to the quantity of property within the battalion are correct. Acknowledgment of accomplishment of the joint inventory and other inventories is made on each page of the property book by the responsible individual signing his initials after posting the balance of the item of the property book. A physical inventory will be taken at a frequency not to exceed 12 months between inventories by the property book officer of those items recorded on the property book which are not covered by hand receipts.

1.24 COMPANY SUPPLY RECORDS.

a. General. Supply records maintained at the company level are not records of accountability. The records and files established and/or maintained at the company level assist the company commander in effecting sound supply control within the unit.

b. One record that is maintained by company supply personnel is the individual/organizational clothing and equipment record (DA Form 3327) (see Figure 14).

INDIVIDUAL/ORGANIZATIONAL CLOTHING AND EQUIPMENT RECORD (Male)															
(AR 735-35)															
PART I - PERSONAL CLOTHING															
NAME (Last, First, Middle Initial) AND SOCIAL SECURITY ACCOUNT NUMBER (If available, addressograph plate may be used)				Use pencil for authorized allowances, sizes and balances; ink for remaining entries.											
Smith, Donald J. (Typed) 26766133				ISSUES OR TURN-INS (Date)											
				1	2	3	4	5	6	7	8	9	10	11	12
MANDATORY CLOTHING ALLOWANCES (AR 700-8400-1)	AUTH ALLOW	SIZE	1	2	3	4	5	6	7	8	9	10	11	12	BALANCE
BAG, DUFFLE OD	1		/	/											1
BELT, TROUSERS, COTTON, WEB	1	M	/	/											1
BOOTS, COMBAT, LEATHER, BLK	2	8K	2												2
BUCKLE, BELT	1		/	/											1
CAP, GARRISON AG-344	1	7	/	/											1
CAP, SERVICE AG-44															
CAP, UTILITY OG-108	1	7	/	/											1
COAT, WOOL, AG-44	1	38R	/	/											1
COAT, LW AG-344															
DRAWERS, COTTON WHITE															
GLOVE, INSERTS, WOOL OG-108															
GLOVE, SHELLS, LEATHER BLACK															
HANDKERCHIEF, WHITE															
INSIGNIA, BRANCH OF SERVICE EP															
INSIGNIA, BRANCH OF SERVICE, U.S., EP															
INSIGNIA, SERVICE CAP, BRONZE EM															
NECKTIE, WOOL, BLACK	1		/	/											1
OVERCOAT, WL, AG-44	1	M	/	/											1
RAINCOAT, AG-274															
SHIRT, CTN, KHAKI SS	2	15733	1	2											2
SHIRT, CTN/POLYESTER, SH 446	3	M	3												3
SHIRT, UTILITY OG-107															
SHOE, DRESS OXFORD, BLACK															
SOCKS, COTTON, BLACK															
SOCKS, CUSHION, SOLE, OG 408															
TOWEL, BATH, WHITE															
TROUSERS, WOOL, AG-44	1	32	/	/											1
TROUSERS, LW WP AG-344															
TROUSERS, COTTON, KHAKI	2	32133	2												2
TROUSERS, UTILITY OG-107	3	M	3	1	1										3
UNDERSHIRT, COTTON, 1 SLEEVE, WHITE															
NECKLACE, PERSONNEL, ID TAG															
TAG, IDENTIFICATION PERS															
TYPE OF ISSUE OR TURN-IN															
LEGEND FOR															
ISSUE	K - ISSUE IN KIND G - GRATUITOUS ISSUE M - PURCHASE FROM MAINTENANCE ALLOWANCE B - BALANCE CARRIED OVER FROM OLD FORM														
TURN IN	A - AUTHORIZED TURN-IN C - ADMINISTRATIVE CREDIT														
ENLISTED INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING IN APPROPRIATE COLUMNS.															
SIGNATURES - ENLISTED (Issues) OFFICER (Turn Ins)															
<i>Donald Smith</i> <i>Donald Smith</i> <i>Henry Brown, etc</i>															

DA FORM 3327

THIS FORM, TOGETHER WITH DA FORM 3326, 1 APR 55, REPLACES DA FORM 10 102, 1 MAY 55 AND DA FORM 10 106, 1 MAY 55, WHICH ARE OBSOLETE.

Figure 14 (1).

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(1) Personal Clothing. Part I of the individual/organizational clothing and equipment record, is used to record issues of personal clothing. Personnel normally receive this clothing upon entry on active duty from a clothing issue point. When the individual receives his initial issue of personal clothing, he acknowledges receipt of the clothing by signing the DA Form 3327. The record is then sent to the unit of the individual and maintained in the company supply room by the supply sergeant. The supply sergeant is responsible for posting required entries to this record while the individual is assigned to the unit. This form accompanies the personnel records of the individual when he is transferred.

(2) Organizational Clothing and Equipment. Part II of the individual/organizational clothing record, is used to record issues and turn-in of organizational clothing and equipment. It is also used by the company supply sergeant to record the issue and turn-in of items of installation property (bed, pillow, sheets) needed by the individual while he is assigned to the company. Individuals receive organizational clothing and equipment when they are assigned to a unit from a central issue facility operated by the installation or division support command. When the individual receives the authorized

PART I - PERSONAL CLOTHING (Continued) (SUPPLEMENTAL ALLOWANCES AND ORGANIZATIONAL CLOTHING)			ISSUES OR TURN-INS (Date)													
SUPPLEMENTAL ALLOWANCES	AUTH ALLOW	SIZE	ISSUES OR TURN-INS (Date)												BALANCE	
			1	2	3	4	5	6	7	8	9	10	11	12		
UNDERSHIRT, CTN/WOOL																
BAR. SERVICE O'SEAS																
DRAWERS, CTN/WOOL																
INSIGNIA, GRADE EP																
INSIGNIA, SS																
STRIPE, SERVICE																
ORGANIZATIONAL CLOTHING																
BAG, BARRACKS	/	/														/
CAP, FIELD	/	7														/
COAT, COTTON, WRS, WR	/	Med Reg														/
OVERCOAT OG-107	/	Med Reg														/
TYPE OF ISSUE OR TURN-IN																
ENLISTED INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING IN APPROPRIATE COLUMNS			DONALD SMITH													
																SIGNATURES - ENLISTED (Issues)

Figure 14 (2) .

clothing and equipment, he acknowledges receipt by signing an abstract of issue and his individual/organizational clothing and equipment record. The abstract of issue is retained by the central issue facility and the individual/organizational clothing and equipment record is sent to the parent unit of the individual where it is maintained by the company supply sergeant. When the individual transfers from the installation or the major command, he processes through the central issue facility and turns in the items of organizational clothing and equipment not authorized for retention. The company schedules and supervises the direct exchange of organizational clothing and equipment items which are unserviceable through fair wear and tear. Such items are normally turned in to the company supply room by the individual and exchanged at the central issue facility by the supply sergeant. Temporary records are established to control the exchange by the supply sergeant.

c. The company establishes any files necessary to administer company supply activities. Some files which are normally established include the hospital and absence without leave file, gratuitous issue file, maintenance request file, and laundry file.

PART II - ORGANIZATION/INSTALLATION CLOTHING AND EQUIPMENT															
INDIVIDUAL EQUIPMENT	AUTH ALLOW	SIZE	ISSUES OR TURN-INS (Date)												BALANCE
			1	2	3	4	5	6	7	8	9	10	11	12	
DISCRETIONARY															
BAG, WATERPROOF CLO OG-107	/		/												/
BELT, PISTOL			/												
BLANKET, BED WL	2		2												/
CANTEEN, WATER	/		/												/
CARRIER, INTRENCH TOOL			/												
CARRIER, SLEEPING BAG			/												
CASE, FIELD FIRST AID			/												
CASE, SA AMMO			/												
COVER, CANTEEN WATER			/												
CUP, CANTEEN	/		/												/
FIELD PACK, CANVAS			/												
FORK, FIELD MESS	/		/												/
INTRENCHING TOOL, COMBIN			/												
KNIFE, FIELD MESS	/		/												/
MATRESS, PNEUMATIC			/												
PAN, MESS	/		/												/
SHELTER HALP. W/LP&P	/		/												/
SLEEPING BAG			/												
SLING, CARRYING BAG AND CASE			/												
SPOON, FIELD MESS	/		/												/
SUSPENDERS, FIELD PACK			/												
TYPE OF ISSUE OR TURN-IN															
ENLISTED INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING IN APPROPRIATE COLUMNS															
			<i>Donnell</i>	<i>Donnell</i>	<i>Donnell</i>										
			SIGNATURES - ENLISTED (Issues) OFFICER (Turn-Ins)												

Figure 14 (3).

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1.25 PROCUREMENT OF EXPENDABLES. Expendables, with certain exceptions at specific installations, are obtained by the company from self-service supply centers operated by the installation. Monetary credit allocations are provided each company on a quarterly basis. Personnel of the company submit requests for expendables to the supply sergeant. The supply sergeant or other personnel authorized by the company commander visit the self-service store and select the desired expendable supplies. The monetary value of the selected items is computed by self-service store personnel and deducted from the monetary allocation. The proper management of the funds available to purchase expendables is a command function and, therefore, the company commander must establish guidelines and procedures relative to the purchase and use of expendables.

CHAPTER 2

ACCOUNTING FOR PROPERTY LOST, DAMAGED OR DESTROYED

Section VI. METHODS OF RELIEF FROM PROPERTY RESPONSIBILITY

2.1 GENERAL. When government property has been lost, damaged or destroyed, the individual with direct responsibility for the property must initiate immediately action to obtain relief from property responsibility. There are several methods of obtaining relief from property responsibility, each with specific requirements. The method selected must meet the specified requirements and should be the most economical method available as determined by the amount of administrative action required to accomplish relief. Methods available for relief are the quarterly report of operational loss, statement of charges, cash collection voucher and the report of survey. The least economical method of obtaining relief is the report of survey, thus, the other methods should be used, if appropriate.

2.2 QUARTERLY REPORT OF OPERATIONAL LOSS.

a. The quarterly report of operational loss is a simple and economical means of obtaining relief from property responsibility for items of minor nonexpendable property lost without fault or neglect. Unit commanders report to the property book officer items of minor nonexpendable property which have been lost without fault or neglect during the quarter. The property book officer consolidates the lists of lost items submitted by the battalion units and prepares the quarterly report of operation loss on Department of Defense Form 200 (see Figure 15). The report is sent to the installation commander for approval.

b. The installation commander reviews the quarterly report of operational loss and if the losses are not excessive, approves the report. If losses of items are excessive, the report is returned to the battalion and the disapproved items must be covered by a report of survey.

c. When the property book officer receives an approved copy of the quarterly report of operational loss, credit entries are posted to the property books and appropriate hand receipt files. The items are then requested using the procedures outlined in paragraph 1.21a.

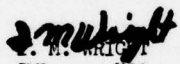
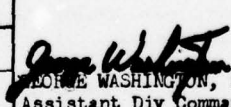
d. Eligibility of organizations and/or units for their commanders (responsible property officers) to prepare and submit quarterly reports of breakage and loss will be determined by installation commanders and published in installation orders or like directive media. The publication of notice of eligibility of an organization or unit to submit droppage reports will include the maximum dollar amount determined by the installation commander as acceptable on any single submission. Normally organizations designated as eligible to submit reports will be those maintaining property books.

2.3 STATEMENT OF CHARGES.

a. When property having a value of less than \$100.00 is lost, (except weapons), damaged, or destroyed by an enlisted man, reimbursement to the government for the property may be accomplished using a statement of charges.

b. In order to use the statement of charges, the enlisted man must voluntarily admit liability and agree to use the statement of charges to reimburse the government for the loss. The statement of charges is prepared on Department of Defense Form 362 (see Figure 16). The enlisted man signs the form thus acknowledging that the charges contained on the form are correct. The form is then sent to the finance office responsible for the individual's pay.

c. Personnel of the finance office cause the amount of the loss to be deducted from the pay of the responsible individual. A validated copy of the statement of charges is then sent to the battalion property book officer. Battalion Property records are posted by battalion supply personnel and the property is replaced or repaired, as appropriate.

QUARTERLY REPORT/ESTIMATED OPERATIONAL LOSS/BREAKAGE			For instructions on filling out form and for routing, ARMY see AR 735-11 AIR FORCE, see AFM 177-111.	
1. CLASS OF PROPERTY		2. STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD AND STATION		3. NO.
Installation		2d Bn, 76th Mech Inf, Ft Benning, Ga		Q-114
4. ACCOUNTABLE OR RESPONSIBLE OFFICER (Name, grade, service No., and designation)			5. DATE	
I. M. WRIGHT, CWO, W245368, Property Book Officer			31 December 1967	
6. STOCK NUMBER	7. ARTICLES	8. QUANTITY	9. TOTAL COST	10. DISPOSITION
7210-171-1099	Sheet Bed: Cotton, White	13 ea	\$21.84	
7210-292-2326	Pillowcase: Cotton, White	19 ea	\$13.49	
8460-248-3781	Brief Case: Leather, Brown, Smooth Expandable	1 ea	\$10.18	
GRAND TOTAL			\$45.51	
11. FOR LOSS		12. FOR DAMAGE		
RECOMMENDED PECUNIARY CHARGE				
13. DATE AND CIRCUMSTANCES				
FOUR PREVIOUS QUARTERS				
1 Oct - 31 Dec 1966		\$42.38		
1 Jan - 31 Mar 1967		\$35.04		
1 Apr - 30 Jun 1967		\$27.62		
1 Jul - 30 Sep 1967		\$39.99		
PERIOD COVERED BY THIS REPORT: 1 OCT - 31 DEC 1967				
I certify that the articles listed on this report were lost, damaged, or destroyed without fault or neglect on my part and to the best of my knowledge without fault or neglect of any person.				
 I. M. WRIGHT CWO USA Property Book Officer				
14. AFFIDAVIT		15. CERTIFICATE		17. THIS SPACE RESERVED FOR ACTION BY AUTHORITY OF THE SECRETARY OF THE
I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.		I certify that the loss, destruction, damage, or unserviceability of the articles of public property shown above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and is, in my opinion, worthless for further public use.		<input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE Hq, 52d MECH Inf Div Ft Benning, Georgia 13 Jan 1968 Approved to relieve all concerned of responsibility for the listed property.  GEORGE WASHINGTON, Brig Gen Assistant Div Commander
SIGNATURE		SIGNATURE ACCOUNTABLE OR RESPONSIBLE OFFICER		
GRADE, SERVICE NO., AND ORGANIZATION		GRADE, SERVICE NO., AND ORGANIZATION		
SUBSCRIBED AND SWORN TO (or affirmed) BEFORE ME AT		16. HEADQUARTERS		
THIS DAY OF 19		STATION	DATE	
SIGNATURE		TO		
GRADE, SERVICE NO., AND ORGANIZATION OR TITLE: IF NOTARY PUBLIC, AFFIX SEAL		YOU ARE APPOINTED SURVEYING OFFICER		
		BY ORDER OF		
		SIGNATURE OF ADJUTANT		
				18. PROPERTY VOUCHER NO.

DD FORM 200
1 JUN 59

PREVIOUS EDITIONS ARE OBSOLETE.

Figure 15.

STATEMENT OF CHARGES FOR GOVERNMENT PROPERTY LOST, DAMAGED OR DESTROYED					MILITARY PAY ORDER NO.	DATE 15 Dec 1967					
CLASS OF PROPERTY Organization			ORGANIZATION Co A, 2d Bn, 76th Mech Inf		FOR MONTH OF January 1968						
STOCK RECORD ACCOUNT OR OTHER RECORD OF ACCOUNTABLE OFFICER J. P. ... MILITARY, CWO, FBO			STATION Fort Benning, Georgia								
STOCK NO.	ARTICLES	QUANTITIES							TOTAL ARTICLES	UNIT PRICE	TOTAL
		1	2	3	4	5	6	7			
6605-223-7064	Compass, Wrist, Induction Damped (\$3.23)	1							1	2.43*	2.43
6230-264-8216	Flashlight, MX-991/U (\$1.30)	1		1					2	.98*	1.96
8405-240-2461	Liner, Parka, Mans, Mohair, Frieze, OG, Shade 107 (\$10.35)		1						1	7.99*	7.99
8405-223-7623	Parka, Mans, Ctn-nylon Oxford, OG, 107, w/o liner (\$11.45)		1						1	9.49*	9.49
*Depreciation allowed											
CERTIFICATE OF RESPONSIBLE INDIVIDUALS										GRAND TOTAL	\$21.87
<p>I CERTIFY THAT MY SIGNATURE HEREON CONSTITUTES:</p> <p>A. AN ACKNOWLEDGEMENT OF THE JUSTNESS OF THE CHARGE SET OPPOSITE MY NAME.</p> <p>B. AN AUTHORIZATION TO RECOVER THE AMOUNT OF INDEBTEDNESS BY PAYROLL DEDUCTION.</p> <p>C. A WAIVER OF THE RIGHT TO DEMAND A REPORT OF SURVEY UNDER AR 738-10 (AFM 67-1 FOR USAF).</p> <p>D. AN AFFIRMATION THAT THE ARTICLES ARE NOT NOW IN MY POSSESSION.</p> <p>E. AN AGREEMENT TO TURN IN TO THE APPROPRIATE SUPPLY OFFICER ALL ARTICLES LATER RECOVERED, IT BEING UNDERSTOOD THAT THE UNITED STATES GOVERNMENT RETAINS TITLE TO THE ARTICLES LISTED HEREON.</p>											
COL. NO.	NAME, GRADE, AND SERVICE NUMBER	CAUSE FOR CHARGE	TOTAL CHARGE	SIGNATURE OF INDIVIDUAL							
1	Bishop, D. M., Sp-4 RA17 567 289	Destroyed thru neglect	\$3.41	<i>DM Bishop #3.41</i>							
2	Green, J. A., Sgt RA19 524 748	Lost thru neglect	\$17.48	<i>J.A. Green \$17.48</i>							
3	Scott, H. L., PFC US14 777 444	Lost thru neglect	\$.98	<i>H.L. Scott \$.98</i>							
4											
5											
6											
7											
GRAND TOTAL			\$21.87								
<p>ORGANIZATION COMMANDER STATEMENTS THE STATEMENTS HEREON ARE COMPLETE AND CORRECT. THE ALL DAMAGED PROPERTY HAS BEEN DISPOSED OF IN ACCORDANCE WITH CURRENT DIRECTIVES, AND THAT THE CHARGES HAVE BEEN COMPUTED IN ACCORDANCE WITH THE PROVISIONS OF AR 738-10.</p>				<p>DISBURSING OFFICER OR PAYROLL CERTIFYING OFFICER THE THE CHARGE SET OPPOSITE THE NAME OF EACH PERSON LISTED HEREON HAS BEEN ENTERED ON THE APPROPRIATE PAY RECORD OR PAYROLL, OR THE DD FORM 139 HAS BEEN PREPARED AND FORWARDED FOR COLLECTION.</p>							
DATE 18 Dec 67	SIGNATURE <i>David B. Youngblood</i> DAVID B. YOUNGBLOOD Captain Infantry	DATE 5 Jan 68	SIGNATURE <i>Henry C. ...</i> PROPERTY VOUCHER NUMBER 486								

DD FORM 362
1 AUG 67

Figure 16.

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CASH COLLECTION VOUCHER		DISBURSING OFFICE COLLECTION VOUCHER NO. 2684		
		RECEIVING OFFICE COLLECTION VOUCHER NO. 631		
RECEIVING OFFICE	ACTIVITY (Name and location) 2d Battalion, 77th Mechanized Infantry, Fort Benning, Georgia			
	<i>[Signature]</i> <small>(Printed name, title and signature)</small> CWO, USA Property Book Officer			DATE 1 Dec 67
DISBURSING OFFICE	ACTIVITY (Name and location) 15th Finance Disbursing Officer, Fort Benning, Georgia			
	<i>[Signature]</i> <small>(Printed name, title and signature)</small> 1st Lt, FC, Disbursing Officer		DISBURSING STATION SYMBOL NO. C-76	DATE RECEIVED SUBJECT TO COLLECTION 1 Dec 67
PERIOD: FROM TO				
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
1 Dec	Richard M Lowe 17524747	Bayonet-knife: Rifle 7.62mm M6 for M14 1005-722-3007	\$1.00*	231511
	*Depreciation Allowed			
	USED IN LIEU OF A REPORT OF SURVEY: PARAGRAPH 2-7, AR 735-11			
TOTAL			\$1.00	

DD FORM 1131
1 APR 57

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE.
☆ GPO: 1963 714-873

Form approved by Comptroller General, U. S.
24 January 1956

Figure 17.

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REPORT OF SURVEY			For instructions on filling out form and for routing, ARMY see AR 735-11 AIR FORCE, see AFM 177-111.	
1. CLASS OF PROPERTY Organizational		2. STOCK RECORD ACCOUNT OR OTHER PROPERTY RECORD AND STATION 2 Bn, 76th Inf (Mech), Ft Benning, Georgia		3. NO. 67-27
4. ACCOUNTABLE OR RESPONSIBLE OFFICER (Name, grade, service No., and designation) Ivan M. Wright, CWO, W245368, Property Book Officer			5. DATE 2 July 1967	
6. STOCK NUMBER 1290-650-6569	7. ARTICLES Compass, Magnetic, Unmounted, M2 Non-maintainable, w/equipment.	8. QUANTITY 1 ea	9. TOTAL COST \$38.96	10. DISPOSITION 0
GRAND TOTAL			\$38.96	
11. RECOMMENDED PECUNIARY CHARGE		11. FOR LOSS	12. FOR DAMAGE	
13. DATE AND CIRCUMSTANCES On 28 June 1967, at 2000 hours, 2d Lt Ira H Green returned to his HQ (BLDG 365, Ft Benning, Ga) after participating in FTX DRAGON TOOTH with his unit. Lt Green removed the M2 Compass from his belt, placed it upon his desk, and walked down the hall to take a shower. Upon his return to his room, he discovered the compass and case to be missing. A thorough search of the area with the civilian custodian, Mr. Joseph M. Ball, failed to find the missing compass. The loss was then reported to Captain Guy M Elliot, the commanding officer of Company C, 2/76 (Mech) Infantry, Lt Green's company. "Exhibits A to D Attached"				
14. AFFIDAVIT I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property shown above and/or on attached sheets were lost, destroyed, damaged, or worn out in the manner stated, while in the public service.		15. CERTIFICATE I certify that the loss, destruction, damage, or unavailability of the articles of public property shown above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that each article listed with a view to elimination by destruction has been examined by me personally, has never been previously condemned, and is, in my opinion, worthless for further public use.		17. THIS SPACE RESERVED FOR ACTION BY AUTHORITY OF THE SECRETARY OF THE <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE HQ 52d Mech Inf Div Ft Benning, Ga 3 August 1967
SIGNATURE <i>Ira H Green</i> IRA H GREEN		SIGNATURE ACCOUNTABLE OFFICER <i>Ivan M Wright</i> IVAN M WRIGHT		Approved to hold 2d Lt Ira H Green, 04083543, pecuniarily liable in the amount of \$38.96.
GRADE, SERVICE NO., AND ORGANIZATION 2d Lt, 04083543 Co C, 2-76 (Mech) Inf		GRADE, SERVICE NO., AND ORGANIZATION CWO, W245368, 2-76 (Mech) Inf		By authority of the Secretary of the Army <i>Henry S Star</i> HENRY S STAR, Brig Gen, USA Assistant Div Commander
SUBSCRIBED AND SWORN TO (or affirmed) BEFORE ME AT Ft Benning, Ga THIS 3 DAY OF July 1967		16. HEADQUARTERS 2 Bn, 76th (Mech) Inf STATION Ft Benning, Ga DATE 5 Jul 67		
SIGNATURE <i>W R Stewart</i>		TO Capt Lee S Bell		
GRADE, SERVICE NO., AND ORGANIZATION OR TITLE: IF NOTARY PUBLIC, AFFIX SEAL W R Stewart, Capt, Inf 072513, 2-76 (Mech) Inf Adjutant		YOU ARE APPOINTED SURVEYING OFFICER BY ORDER OF Lt Col Glenn P Thompson SIGNATURE OF SURVEYING OFFICER <i>W R Stewart</i>		18. PROPERTY VOUCHER NO. A-7567

DD FORM 200
1 JUN 59

PREVIOUS EDITIONS ARE OBSOLETE.

Figure 18 (Front).

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19. HEADQUARTERS 2d Bn, 76th Mech Inf	20. STATION Ft Benning, Georgia	21. DATE 15 July 1967
22. FINDINGS-I HAVE EXAMINED ALL AVAILABLE EVIDENCE AS SHOWN IN EXHIBITS A TO D AND AS INDICATED BELOW HAVE PERSONALLY INVESTIGATED THE SAME AND IT IS MY BELIEF THAT THE ARTICLES LISTED HEREON AND/OR ON ATTACHED SHEETS, TOTAL COST \$ 38.96 was lost through fault or neglect on the part of 2d Lt Ira H Green, 04083543, who had personal responsibility for the compass at the time of its loss.		
<p>The affidavit of Lt Green establishes the fact that he failed to secure the compass in accordance with his unit's security SOP (Exhibit "B") which states that items of this type will always be locked in the company arms room when not in actual use. The affidavit of Captain Guy M Elliot, Lt Green's company commander, substantiates the fact that Lt Green was briefed on this security SOP upon his assignment to the company. The affidavit of Mr. Joseph M Ball, the civilian custodian of the HQ, establishes the fact that upon Lt Green's assignment to the HQ on 1 January 1967, he was given a copy of a letter from the office of the deputy post commander (Exhibit "C") that warned HQ occupants not to leave valuables unsecured in the HQ area.</p> <p>RECOMMENDATIONS: That 2d Lt Ira H Green, 04083543, be held pecunarily liable in the amount of \$38.96 and that all others concerned be relieved of property accountability and responsibility.</p> <p style="text-align: right;">15 July 1967 <i>Lee S Bell</i> LEE S BELL Capt Inf Surveying Officer</p> <p>Exhibit "E" has been considered and my original recommendations are adhered to.</p> <p style="text-align: right;">17 July 1967 <i>L. L. B.</i></p>		
23. I HAVE EXAMINED THE FINDINGS AND RECOMMENDATIONS OF THE SURVEYING OFFICER ON THIS REPORT OF SURVEY AND THE EXHIBITS A TO D AND <input checked="" type="checkbox"/> DESIRE TO MAKE A STATEMENT WHICH IS ATTACHED HERETO; <input type="checkbox"/> DO NOT DESIRE TO MAKE A STATEMENT. I AM AWARE OF MY RIGHT TO LEGAL ADVICE IN PREPARING THE STATEMENT AND, IF A PECUNIARY CHARGE IS FINALLY APPROVED, TO REQUEST RECONSIDERATION, TO MAKE APPEAL AND (if an entitled man) MY RIGHT TO REQUEST REMISSION OF INDEBTEDNESS.		
DATE 15 July 1967	NAME, GRADE, SERVICE NO. <i>Ira H Green</i> 2d Lt, Inf, 04083543	
24. I HAVE WITNESSED THE DESTRUCTION OF THE ARTICLES TO BE DESTROYED AND/OR RECEIVED THE ARTICLES TO BE TURNED IN TO SALVAGE		
DATE	OFFICER WITNESSING DESTRUCTION, OR SALVAGE OFFICER	
25. APPROVED: Any damaged property shown above and/or on attached sheets has been inspected by me, or by a disinterested officer of suitable grade and arm or service, and the disposal indicated is in the best interests of the public service.	26. RESERVED FOR ACTION OF INSTALLATION COMMANDER	27. REVIEWED BY THE FINANCE OFFICER
		HEADQUARTERS
SIGNATURE OF APPROVING AUTHORITY <i>Glenn P Thompson</i>		DATE
TYPED NAME AND GRADE Glenn P Thompson, LTC		NO. INITIALS
HEADQUARTERS 2d Bn, 76th Mech Inf	28. FOR ACTION OF REVIEWING AUTHORITY ONLY	
STATION Ft Benning, Georgia	NOTE: THE WORDING IN THIS EXHIBIT IS FOR ILLUSTRATIVE PURPOSES ONLY AND IS NOT INTENDED TO PRESCRIBE STANDARD PHRASEOLOGY FOR REPORTS OF SURVEY.	
DATE 19 July 1967		

Figure 18 (Back).

2.4. CASH COLLECTION VOUCHER.

a. When property is lost (except lost weapons) damaged, or destroyed having a value of less than \$100.00 by either enlisted personnel or officers, reimbursement to the government may be accomplished using a cash collection voucher.

b. As with the statement of charges, the officer or enlisted man must voluntarily admit liability and agree to use the cash collection voucher to reimburse the government for the loss if this method is to be used. The cash collection voucher is prepared on Department of Defense Form 1131 (see Figure 17), and signed by the individual admitting responsibility. The cash collection voucher along with the cash payment is taken to the finance office of the responsible individual.

c. When the cash payment is accepted by the finance office, the cash collection voucher is validated and a copy returned to the battalion property book officer. Battalion property records are posted by battalion supply personnel to indicate the action reflected on the cash collection voucher and the property is replaced or repaired, as appropriate.

2.5. REPORT OF SURVEY.

a. When other methods are not appropriate to secure relief for lost, damaged or destroyed government property, a report of survey must be submitted regarding the loss. The report of survey contains the facts and circumstances regarding the lost, damaged, or destroyed property necessary to make a determination if individual or individuals are responsible for the loss to the government. The responsibility for the initiation and proper preparation of reports of survey, unless otherwise specified, is upon the individual who has direct responsibility for the articles which have been lost, damaged, or destroyed. It is of the utmost importance that reports of survey be initiated and placed in survey channels as promptly as possible, in order that any investigation necessary may be conducted while the facts are fresh in the minds of the individuals concerned and those individuals are still available. Five working days should be used as a target for initiation of survey action or processing with 30 working days as the maximum permissible delay.

b. When a report of survey must be submitted, the property book officer must insure that the report of survey is properly prepared on Department of Defense Form 200 (see Figure 18). The survey must contain all facts and circumstances known regarding the loss to the government. After the report of survey is prepared, it is checked for proper format by the property book officer and submitted to the battalion commander (appointing authority).

c. The battalion commander reviews the report of survey. When the facts and circumstances are complete and indicate that no individual or individuals should be held responsible and no investigation is required by regulations, the battalion commander makes a recommendation and forwards the report of survey to the installation commander. If further investigation is required, the battalion commander appoints a surveying officer.

d. The surveying officer must make a complete and impartial investigation regarding the lost or damaged property. All further actions regarding the report of survey are taken based upon the information contained in the survey after it is returned to the appointing authority by the surveying officer. After the surveying officer completes his investigation, he develops findings and recommendations which must be supported by the facts and circumstances regarding the loss, and returns the survey to the battalion commander.

e. The battalion commander may approve the recommendations of the surveying officer or make new recommendations. The survey is then submitted to the installation commander who takes the following action by authority of the Secretary of the Army:

(1) Final action on cases establishing a pecuniary charge against an individual(s) where the total value of the article(s) lost or destroyed and/or the amount of damage does not exceed \$500.00.

(2) Final action to approve relief from responsibility and pecuniary liability for losses not exceeding \$5,000.00. In cases where the installation commander does not have the authority to take final action, he makes a recommendation and forwards the report of survey to the review authority (Army Commander) who takes final action.

f. Persons held pecunarily liable for loss of government property are notified by the installation commander. Such individuals must reimburse the government for the property loss. However, persons found pecunarily liable have two courses of action which may result in relief from responsibility. These are a request for reconsideration and an appeal.

(1) A request for reconsideration must be submitted within 60 days of notification of liability for loss of government property. A request for reconsideration may contain any facts or evidence not given in the survey that might cause the individual who took final action on the survey to grant relief. The request for reconsideration is prepared in letter form and is submitted through the appointing authority to the authority taking final action on the survey. The headquarters responsible for taking final action on the report of survey will give full consideration to any request received and may either sustain the action previously taken or order the survey reopened. Written notification of the action taken is furnished the individual submitting the request.

(2) Appeals must be submitted within three years after notification of liability, and, they are routed in the same manner as requests for reconsideration. In the event, however, that the headquarters charged with the responsibility for taking final action on the report of survey disallows the appeal, that office prepares a memorandum and sends the appeal to Department of the Army. Final action on the appeal is then taken by the Secretary of the Army and the report of survey is closed.

g. Determination of pecuniary liability for losses caused by members of the Army are made according to the following standards.

(1) Individuals having supervisory responsibility for property will be charged with any loss caused by their willful misconduct or gross negligence. Gross negligence is the failure to exercise even slight care or extreme departure from the course of action expected of a reasonable man under the circumstances.

(2) Individuals having personal responsibility for property may be charged for any loss caused by their simple negligence, gross negligence or willful misconduct dependent upon the nature of the property. Simple negligence is the failure to comply with laws or regulations or the failure to exercise due care.

CHAPTER 3

MESS MANAGEMENT

Section VII. MESS OPERATIONS

3.1 GENERAL. The battalion commander is responsible for mess operations in his command. The personnel and equipment required to conduct mess operations are organic to the battalion's support platoon and are organized into a mess section of one headquarters and headquarters company mess team and three rifle company mess teams. The battalion is organized pursuant to a table of organization and equipment (TOE) and, therefore, is designed specifically for combat operations; however, because of its dual capability, the mess section is adaptable to the requirements of garrison mess operations. The mess section has the capability to operate either on a centralized or decentralized basis.

a. In combat, because of the usual operating conditions, the mess section is employed most often on a centralized basis, i. e., under battalion control, preparing the food in one location and delivering it to the units.

b. The battalion frequently operates in a garrison environment and this results in a change in criteria regarding the implementation of mess operations. In garrison, the criteria for implementing mess operations are the desires of the battalion commander and the availability of mess facilities. When garrison mess facilities are available in each company area, the mess section may be employed on a decentralized basis, i. e., a mess team attached to each company, and operating under company control, prepares and serves the food in the company mess area. On the other hand, the mess section may be employed on a centralized basis, i. e., under battalion control; this may involve operating a single battalion consolidated mess or operating separate messes for one or more companies.

3.2 DUTIES OF PERSONNEL IN GARRISON MESS OPERATIONS. Two types of functions must be performed if the messes in a battalion are to be operated efficiently. The first function involves the administrative actions required to secure rations, account for meals served and cash collected for meals. The second function involves the actions necessary to prepare and serve food and to maintain the cleanliness of the mess area(s). Both of these functions must be performed properly if a mess is to operate in a satisfactory manner. The individual who supervises these functions is the mess officer. The individuals who implement these functions are the mess stewards, cooks, and kitchen police personnel.

a. Mess Officer. If the mess section is employed on a centralized basis under battalion control, the commander appoints an officer the additional duty of battalion mess officer. If the mess section is employed on a decentralized basis under company control, each company commander appoints an officer in his unit the additional duty of company mess officer. When the mess section is employed on a decentralized basis under company control, supervision at the battalion level is effected by the battalion S4. The duties and responsibilities listed below are applicable to both the battalion mess officer and company mess officers. The mess officer:

- (1) Obtains the required subsistence, equipment and supplies necessary for operating the mess and feeding the troops.
- (2) Makes frequent inspections of the mess to insure that -
 - (a) All subsistence is stored properly.
 - (b) The menu is being followed and only authorized substitutes are used.
 - (c) The cook's worksheet (DA Form 3034 series) (see Figure 19) is followed for details of preparing, cooking, and serving the food.
 - (d) All mess equipment is maintained and used properly.
 - (e) All aspects of sanitation are enforced.
 - (f) Equipment records and mess accounts are kept in accordance with pertinent regulations.

(3) Supervises the mess personnel through the mess steward.

b. Mess Stewards. The mess stewards are responsible to the mess officer for the operation and control of the mess(es). Specific duties of the mess stewards are to:

(1) Inspect mess personnel, equipment and buildings for cleanliness and insure that the mess area and equipment are kept in a sanitary condition.

(2) Prepare cook's worksheet for the compliance of the cooks in preparing, cooking and serving food.

(3) Prepare estimates for the number of rations required.

(4) Supervise the preparation, cooking and serving of the food.

(5) Record amounts of money collected for meals from persons subsisted in the mess. Prepare and maintain accounts, records and related reports.

(6) Report promptly all breakage to the mess officer to enable him to establish responsibility.

c. Cooks. The primary duty for all cooks is to prepare, cook and serve food. Cooks are assisted in their duties by cooks' helpers. The cook's detailed duties are to:

(1) Study the cook's worksheet and insure the timely preparation of food.

(2) Follow the recipes when preparing each food item and observe the proper cooking time and temperatures for the various foods.

(3) Prepare the correct quantities of food.

(4) Observe the rules of personal hygiene, mess hall sanitation, and safety precautions when preparing food.

d. Kitchen Police. Personnel are provided by the commander to the mess stewards for the purpose of performing many of the cleaning tasks and other activities required in operating the mess. Duties performed by the kitchen police are to:

(1) Clean the dining, kitchen and storeroom areas.

(2) Wash dishes, trays, pots, pans and tablewear.

(3) Prepare fruits and vegetables for cooking.

(4) Collect and dispose of waste material.

3.3 MESS ADMINISTRATION. Mess administration is concerned primarily with requesting required food, accounting for meals and for cash collected for meals.

a. Units request rations using DA Form 2970 (Subsistence Report and Field Ration Request) This form is also used to delete or reduce in quantity items to be issued, and to report strengths, head count, and other feeding data. Ration requests are used by personnel from the division support command as the basis of issue to the requesting unit. (Figure 20)

b. The battalion receives its subsistence from the ration breakdown points established by the division support command and, on some installations, by direct delivery of items purchased from local vendors. The DA Form 10-260 (Field Ration Issue Slip) is used to record all field ration issues. Vendors may deliver local-purchased items to the unit mess. When this procedure is used, the mess officer or his authorized representative signs for the supplies when they are delivered on DA Form 1687 (Notice of Delegation of Authority - Receipt for Supplies). The completed DA Form 1687 is submitted to installation subsistence personnel.

c. Positive measures must be employed by the mess officer to account for the number of meals consumed and for the money collected from personnel for meals consumed in the mess. The following procedures are necessary in mess accounting:

(1) An individual must count the number of people who eat each meal in the battalion mess(es). The individual who performs this duty is call the "head counter." The head counter enters the number of people present for each meal in the appropriate block of DA Form 3033 and verifies the entry by signing his payroll signature and grade. The head counter determines personnel authorized to eat in the mess without charge by checking individuals for the possession of DD Form 714 (Meal Card). The meal card is issued to each person authorized to eat in the unit mess without charge.

(2) The head counter or other individual designated by the mess officer collects the cost of the particular meal and surcharge, if applicable, from individuals who must reimburse the Government for subsistence. Individuals who reimburse the Government must sign their payroll signature, grade and the cost of the meal and surcharge, if applicable, in the appropriate spaces on DD Form 1544 (Cash Meal Payment Sheet). (Figure 21)

(3) Cash collected for meals and the Cash Meal Payment Sheet are turned in by the head counter to the mess officer who verifies and signs it. The officer in charge of the consolidating headquarters will prepare DD Form 1131 and turn in the cash to the finance and accounting officer. A validated copy of DD Form 1131 is then returned to the unit and filed.

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Normally the number of portions to be prepared will be for the same number of meals to be prepared. Troop acceptability for some food items may vary, however, and more or fewer portions may be required.

Prior to completing this column, review the Master Menu to determine the number of portions which can be prepared from the issue quantity.

The size of portions will normally be that which is listed in the recipe. Troop acceptability, size of container issued, size of utensil to be used, variation in issue quantity may affect the size of the portion to be served.

Circle, if the size of the portion to be served differs from that which is listed in the recipe. Explain in the special instruction column.

If preparation time is unusually early, enter the time of preparation. For example, in the instance of yeast breads, in order to ensure that the bread is prepared on time for the meal, the special instructions should be, "Start preparation of dough at 1300 hours."

When size of portions to be same as listed in the recipe portions will be entered if 267 portions of cake are sheet cakes serving 50 each to obtain at least 267 portions instructions will be "Prep

List menu items in order of appearance on the Master Menu.

Indicate Cook who is to prepare item.

If the difference in the size of the portion is small, for example, when the recipe for applesauce cake specifies a 2 oz portion, and it is planned to serve a 2 1/4 oz portion, a plus or minus may be used in conjunction with the size portion to be served to indicate a size change, e.g., 2 oz + and then circled.

For items which have no recipes such as lemon wedges for tea, enter the quantity of ingredients to be used.

When leftovers are added as an ingredient to a menu item, enter the quantity and preparation method in RED.

Enter instructions which cannot be entered in columns a thru d and f. For example:

To indicate progressive to be cooked at separate times in this column. For example buttered carrots are to be times, if sufficient space lines, if space is not available enter in this column, 1115, 75 portions at 1200.

Enter TM 10-412 recipe number as listed in the Master Menu or menu note number of the Master Menu, or the mess SOP number for items which do not vary in preparation, and have no recipe, such as bread, butter, fresh milk and fruit juices.

Enter the time to Subtract the time prepare the menu time serving will

COOKS' WORKSHEET		PREPARATION		DATE		MEAL NUMBER		DAY OF WEEK	
DA FORM 3034-1		Reg. Co., U.S. Army Garrison		26 Nov 6		0550 TO 0715		Wednesday	
Item	Person Assigned	Quantity	Preparation	Special Instructions	Time	Quantity	Preparation	Quantity	Preparation
Fresh Beans	Allen	110	SOP-9	Prepare 72 recipe portions	0610	110	1 1/2 hr		
New Wheat Cereal	Allen								
Assorted Dry Cereal	Allen								
Fresh Milk	Allen								
Condensed Milk	Allen								
Hot Maple Syrup	Allen								
Pastry Buttered Biscuits	Allen								
Tea	Allen								
Bread	Allen								
Jelly	Allen								
Butter	Allen								
Coffee	Allen								

COOKS' WORKSHEET		PREPARATION		DATE		MEAL NUMBER		DAY OF WEEK	
DA FORM 3034-1		Reg. Co., U.S. Army Garrison		26 Nov 6		1100 TO 1315		Wednesday	
Item	Person Assigned	Quantity	Preparation	Special Instructions	Time	Quantity	Preparation	Quantity	Preparation
Country Style Chicken	Allen	275	1 quarter	no records until 1300	1100	275	1 1/2 hr		
Giblet Gravy	Allen	275	1/2 cup	Prepare 100 recipe portions	1100	275	1 1/2 hr		
Mashed Potatoes	Allen	225	1/2 cup	Use left over butter	1115	225	1 1/2 hr		
Buttered Corn	Allen	100	1/2 cup	Prepare 100 recipe portions	1115	100	1 1/2 hr		
Mashed Peas Salad	Allen	275	1/2 cup	Prepare 72 recipe portions	1200	275	1 1/2 hr		
Waffles	Allen	275	1/2 cup			275	1 1/2 hr		
Butter	Allen								
Applesauce - Cake	Allen	240	1/2 cup	Prepare 72 recipe portions	1200	240	1 1/2 hr		
Hot Tea	Allen	10	1/2 cup	Use 1/2 lb butter for wedges	1120	10	1 1/2 hr		
Coffee	Allen	100	1/2 cup			100	1 1/2 hr		
Milk	Allen								

Enter in red to be used in

Enter quantity to be discarded.

Enter comments results of cooking such as quality over or under portions should excessive loss if 26 pieces entry might

Enter remarks included in For example of late meal

Enter topics at mess at is mess use this

Mess Stew when the

Mess Officers has been the close

Add or subtract Columns cumulative today. A is overdrawn (1+4=5), on one day other, so the result over space

Enter the number of box lunches to be prepared.

Enter the menu to be followed in the preparation of box lunches to be prepared.

Enter the number of box lunches actually issued and the person to whom issued.

Enter the actual anticipated number of persons to be fed (Do not adjust to the number of meals drawn).

Enter the number of meals actually fed, as shown on the Headcount Record.

Enter the number of meals drawn as shown on the Field Ration Issue Slip. When there is an authorized interchange of meals, entries for meals drawn will be changed. For example, if 100 dinners and 125 suppers were drawn and the meals interchanged, entries would reflect 125 dinners and 100 suppers.

If the number of meals served is less than the number drawn, enter the difference in the space provided for the appropriate meal. (Column P)

If the number of meals served is more than the number drawn, enter the difference in the space provided for the appropriate meal. (Column Q)

Enter the cumulative over or underdrawn from Column S of the previous day Cooks' Worksheet.

REVERSE SIDE

If desired, when feeding strengths are not an even 100, the quantity of ingredients can be calculated and entered. In the first column, the menu for the meal will be entered. The meal menu may be clipped out of the Master Menu and attached.

Figure 19

usually early, enter the
 For example, in the instance
 to ensure that the bread
 the meal, the special
 Start preparation of

recipes such as lemon
 quantity of ingredients

as an ingredient to a
 quantity and preparation

cannot be entered in
 For example:

When size of portions to be served is not the same as listed in the recipe, the number of recipe portions will be entered. For example, if 267 portions of cake are required and 6 sheet cakes serving 50 each must be prepared to obtain at least 267 portions, the special instructions will be "Prepare 300 recipe portions".

To indicate progressive cookery, the quantities to be cooked at separate times will be entered in this column. For example, if 175 portions of buttered carrots are to be cooked at two different times, if sufficient space is available use two lines, if space is not available, a remark will be entered in this column, "Cook 100 portions at 1115, 75 portions at 1200."

Number as
 on or menu
 ter Menu, or
 or items which
 on, and have no
 butter, fresh

Enter the time to begin cooking. Subtract the time required to prepare the menu item from the time serving will start.

Enter in red the quantity of leftovers to be used in subsequent meals.

Enter quantity of leftovers to be discarded.

DATE	TIME	ITEM	QUANTITY	REMARKS
11/10	11:00	1/2 gal	1	very good
		small loaf	1	
		good product	1	
		poor texture	1	
		1/2 gal	1	too much

Prepare to check
 first made this early
 Bacon Overcooked
 Curries-Cake Baking Problems

Enter comments pertinent to the results of cooking and serving such as quality of food served, over or under cooking, number of portions short, and causes of excessive leftovers. For example, if 26 pieces of cake are left, entry might be, "Poor texture".

Enter remarks which cannot be included in columns a thru k. For example, include the number of late meals to be fed.

Enter topics to be discussed at mess steward meeting. Both the mess-steward and cook may use this section.

Mess Stewards will sign the worksheet when the sheet is prepared.

Mess Officer will review and sign the worksheet after the last meal has been served, but no later than the close of the following workday.

Add or subtract the figures in Columns P, Q and R, to determine cumulative over or underdrawn for today. Add the figures if the meal is overdrawn for both days or underdrawn for both days, i.e., (1+4=5). If a meal is overdrawn on one day and underdrawn the other, subtract smaller figure from the larger, i.e., (12-3=9). Enter the results in appropriate under or over space.

Enter the cumulative over or underdrawn from Column S of the previous day Cooks' Worksheet.

er of meals
 ss than the
 wn, enter the
 n the space
 r the appro-
 . (Column P)

er of meals
 ore than the
 wn, enter the
 n the space
 r the appro-
 . (Column Q)

Not
 with
 because of overcooking
 shells for bananas

DATE	TIME	ITEM	QUANTITY	REMARKS
9				
5				

Charles J. Cohen, Stk
 Joan H. Brea, 1st Asst

SUBSISTENCE REPORT AND FIELD RATION REQUEST (AR 30-46)				<input checked="" type="checkbox"/> UNIT	<input type="checkbox"/> CONSOLIDATED
				<input type="checkbox"/> SUBSISTENCE REPORT ONLY	PERIOD OF
TO: Division Supply Office 52d Infantry Division (Mechanized)			FROM: 2/76 (Mech) Inf Bn		
SECTION A - SUBSISTENCE REPORT					
1.	DATE(S) →	3 Feb 68	4 Feb 68		
	a	b	c	d	
ASSIGNED ACTIVE ARMY ENLISTED PERSONNEL					
2.	TOTAL NUMBER	791	791	1582	1560
AUTHORIZED BASIC ALLOWANCE FOR SUBSISTENCE					
3.	MESS SEPARATELY	152	162	314	340
4.	RATIONS IN KIND NOT AVAILABLE				
5.	EMERGENCY ALLOWANCE				
6.	LEAVE	41	48	89	82
7.	IN TRAVEL STATUS	14	14	28	21
8.	ALL OTHER ABSENCES	5	4	9	6
9.	SUBTOTAL (3 through 8)	212	228	440	449
10.	AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT	579	563	1142	1111
ATTACHED ACTIVE ARMY ENLISTED PERSONNEL PRESENT FOR DUTY					
11.	TOTAL NUMBER	10	10	20	20
AUTHORIZED BASIC ALLOWANCE FOR SUBSISTENCE					
12.	MESS SEPARATELY	5	5	10	10
13.	RATIONS IN KIND NOT AVAILABLE				
14.	EMERGENCY ALLOWANCE				
15.	AUTHORIZED TO BE SUBSISTED WITHOUT REIMBURSEMENT				
OTHER PERSONNEL					
16.	ASSIGNED ENLISTED PERSONNEL OTHER THAN ACTIVE ARMY				
17.	ATTACHED ENLISTED PERSONNEL OTHER THAN ACTIVE ARMY				
SECTION B - FIELD RATION REQUEST					
18.	DATE(S) FOR WHICH MEALS ARE RQR	11 Feb 68	12 Feb 68		
19.					
	B	580	520		
	D	575	550		
	S	565	575		
THE FOLLOWING MENU ITEMS ARE TO BE DELETED OR REDUCED IN QUANTITY, AS INDICATED					
	ITEM	QUANTITY	ITEM	QUANTITY	
	Beans, wax, no 10 cn	A11			

DA FORM 2970
1 MAY 65

Figure 20 (Front).

SECTION C - FIELD RATION FEEDING DATA							
21.	DATE(S) \rightarrow	3 Feb 68	4 Feb 68		TOTAL OF COLUMNS (b+c+d)	ACCUMULATED FROM LAST REPORT	CUMULATIVE TOTAL TO DATE (e+f)
NUMBER OF PERSONNEL ACTUALLY SUBSISTED					e	f	g
22. HEADCOUNT	B	580	542		1122	1092	2214
	D	565	516		1081	1157	2238
	S	520	572		992	1028	2020
23. TOTAL NUMBER OF MEALS FOR WHICH CASH PAYMENT WAS RECEIVED	B	20	14		34	28	62
	D	11	3		14	31	45
	S	2	6		8	14	22
24. TOTAL NUMBER OF MEALS FOR WHICH PAYMENT WAS ACCOMPLISHED BY MPV	B						
	D						
	S						
25. TOTAL NUMBER OF MEALS FURNISHED TO TRANSIENTS	B						
	D						
	S						
SECTION D - MEALS SERVED REQUIRING CROSS SERVICE REIMBURSEMENT							
26. U.S. ARMY RESERVE (Including 6 month trainees)	B						
	D						
	S						
27. ARMY NATIONAL GUARD (Including 6 month trainees)	B						
	D						
	S						
28. OTHER (Specify)	B						
	D						
	S						
29. OTHER (Specify)	B						
	D						
	S						
30. OTHER (Specify)	B						
	D						
	S						
31. OTHER (Specify)	B						
	D						
	S						
SECTION E - STATUS OF MEALS							
32. THE CUMULATIVE MEALS FOR THIS UNIT ON		4 Feb 68		IS			
		(Date)					
		NUMBER		OVERDRAWN	UNDERDRAWN		
BREAKFAST		41		X			
DINNER		17			X		
SUPPER		27			X		
REMARKS							
DATE	TYPED NAME, GRADE AND TITLE			SIGNATURE			
5 Feb 68	FRANK K. BLACK, CPT, Infantry			<i>Frank K. Black</i>			

Figure 20 (Back).

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CASH MEAL PAYMENT SHEET										SERIAL NO. 000 000 00	
To be completed when the Government is to be reimbursed for meals furnished											
ORGANIZATION OR DINING HALL A Co. 2/76 (Mech) Inf Bn						INCLUSIVE DATES COVERED FROM 25 Nov 1968 THROUGH 26 Nov 1968					
FOOD CHARGES			SURCHARGES (S/C)			PER DIEM SURCHARGE					
27 60 45 08 10 10 18			50 50								
GRADE	NAME	DOLLAR VALUE				GRADE	NAME	DOLLAR VALUE			
		D	S	S/C	D			S	S/C		
Capt	Richard Mott	27			.08		BALANCE BROUGHT FORWARD	1.08	6.00	2.25	.48
Sgt	David Seidel	27				Pfc	John Lee				.45
Cpl	Roy Davis	.27				M/	R. J. Cone				.45
Sgt	D. V. Farley	27				Wd	Phillip Brown				.45
Pfc	William Jensen	.60				25	25 Nov 1968 Jensen				
Sp 5	Robert Duncan	.60				Pfc	Frank Black	27			
Sp 5	James E. Smith	.60				Capt	Richard Mott	.27			.08
M/	Edward Fisher	.60				Sp 5	Robert Duncan	.27			
Cpl	Joe Peterson	.60				Pfc	Paul Allen	.27			
Pvt	Charles Black	.60				Pvt	Charles Black	.60			
Pfc	Glenn Healy	.60				Sp 5	Sam Bower	.60			
M/	Arthur Brown	.60				M/	Arthur Brown	.60			
Sgt	Peter Klean	.60			.50	Sp	Peter Klean	.60			
Cpl	John Hall	.60				Cpl	Roy Davis	.60			
Sp 5	Sam Bower				.45	Pfc	William Jensen	.60			
Cpl	Alfred Jones				.45	Sp 4	Michael Green	.60			
Sp 4	Michael Green				.45	Pfc	John Lee				.45
Cpl	Wayne Morris				.45	M/	R. J. Cone				.45
Sp	Peter Klean				.45		TOTAL	2.16	10.20	4.50	.76
TOTAL		108	6.00	2.25	.48	TOTAL VALUE OF MEALS SOLD (B + D + S)		17.72			
SIGNATURE OF UNIT COMMANDER OR CONSOLIDATED MEAL OFFICER Ivan M. Bross						SIGNATURE OF LAST OR ONLY COLLECTOR Richard L. Jones Sp-5					

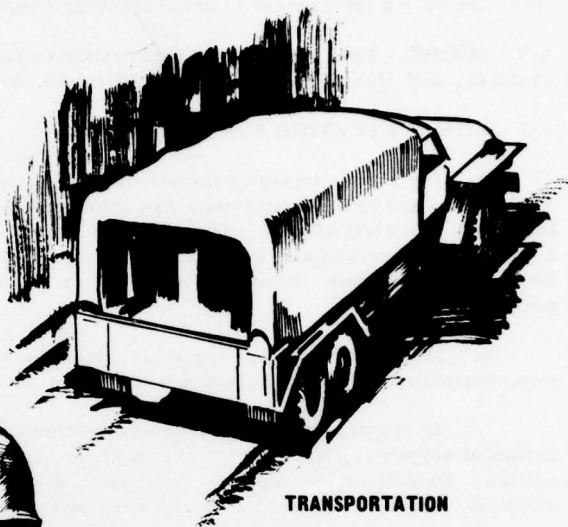
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Figure 21.

COMBAT LOGISTICS



SUPPLY



TRANSPORTATION



MISCELLANEOUS RELATED ACTIVITIES
(LOGISTICAL PLANNING)



MAINTENANCE



OTHER SERVICES

CHAPTER 4

INTRODUCTION TO COMBAT LOGISTICS

Section VIII. GENERAL

4.1 PURPOSE. The following chapters of this handbook are designed to provide the student with a single source reference on the logistical portion of the combat service support system within the division, and to aid the student in understanding combat logistics.

4.2 SCOPE. This portion contains definitive considerations of logistical organizations, trains, operations, and planning at the combat battalion, brigade, and to a lesser degree, the division level.

4.3 COMBAT SERVICE SUPPORT.

a. The army division consists of combat, combat support, and combat service support units. The combat service support units are those that provide support in the fields of personnel management, logistics, and civil affairs. When the functions included in these three fields are implemented, we have a combat service support system. This handbook is designed to provide information and guidance in the field of logistics and, therefore, will consider in detail the logistical portion of the combat service support system.

b. The field of combat logistics encompasses five major areas or activities: supply, transportation, maintenance, other services and miscellaneous related activities.

(1) Supply involves the determination of requirements, requesting, storage, and distribution of supplies. When items are in short supply, their issue must be controlled by establishing priorities. Priorities for supplies that have a direct bearing on tactical operations (fortification materials, weapons, radios, vehicles, fuel and ammunition) must be coordinated with the operations officer.

(2) Transportation refers to the provisions of transportation for logistical support. Transportation organic and attached to units for logistical operations may be used for the movement of troops in tactical operations. When used for this purpose, coordination must be effected with the operations officer regarding its disposition. By and large, though, it will be used for logistical support operations. Traffic control is another aspect of the area of transportation. This aspect encompasses the classification of routes and the establishment of regulatory measures to obtain the maximum use of the available roads and bridges.

(3) Maintenance involves all action taken to retain materiel in a serviceable condition or to restore it to serviceability. The maintenance battalion of the support command provides the division with direct support maintenance service for all equipment except medical, cryptographic, electrical accounting machine, and airdrop equipment (maintenance for these items is provided by a field army support group). It also provides the division with repair parts for the equipment it maintains. The combat battalion has an organic maintenance platoon which performs selected organization maintenance for the units of the battalion.

(4) Other services embodies the provision of food service, laundry and clothing exchange, and bath service.

(5) Miscellaneous related activities is the function of logistics that is performed almost exclusively by the S4 himself, for this area involves the preparation of the logistic estimate, the plan for logistical support to include the designation of trains areas, and the preparation of administrative instructions for dissemination. Other aspects of this area include area damage control throughout the entire unit area of responsibility, and those aspects of rear area security pertaining to the defense of logistical installations against enemy ground and air attack.

Section IX. PRINCIPLES OF LOGISTICS

4.4 GENERAL. The principle that transcends all of the functions of logistics is that the impetus is from the rear to the front. All combat service support units have one function in common - to SUPPORT, i. e., to provide SERVICE. Implementation of this principle is accomplished when combat service support units make their particular type of support available to the combat battalion as needed.

4.5 SUPPLY.

a. The division normally employs unit distribution for all types of supplies except ammunition. Specifically, the division delivers supplies to the combat battalions whenever possible rather than requiring the battalions to come to the rear to pick up their supplies.

b. Only those supplies required for mission accomplishment are maintained in forward areas. The combat battalions do not have the organic personnel or transportation to maintain large stocks of supplies.

c. The logistical system must provide for a continuous flow of supplies to the combat battalions. This principle is a corollary to the previous one. If only those supplies required for the accomplishment of the mission are maintained in the forward areas, then it follows that there must be a continuous flow of supplies forward to replace those consumed. Not all supplies are consumed at a uniform rate. Some, such as food, fuel, and ammunition, are used in measurable quantities on a daily basis. Others, such as weapons, vehicles, and radios, must be available as the need for replacement arises.

d. Supply economy must be practiced in combat. Prudent use of equipment to perform the task at hand and maintaining accountability of property results in conservation of supplies.

4.6 TRANSPORTATION.

a. Avoid transloading of supplies. Transportation used to deliver supplies should go as far forward as the tactical situation permits, desirably directly to the user. When feasible, this principle should be followed to preclude transloading, which is time consuming and entails rehandling of supplies. An example of this principle is the delivery of fortification materials directly to the construction site.

b. Exercise minimum control over traffic. The objective of traffic regulation and control is to obtain the maximum use of available routes and maximum flow of traffic. This is accomplished by exercising only that control necessary to avoid confusion and interference with tactical operations. Over control is to be avoided because it normally results in less than maximum flow of traffic and poor utilization of routes.

4.7 MAINTENANCE.

a. Preventive maintenance is the keystone of a good maintenance program. Proper and timely maintenance service will usually keep equipment operating at peak efficiency and extend the life of the equipment.

b. When a deficiency develops on an item of equipment, repair is accomplished as far forward and by the lowest unit possible, preferably on-site. If an item cannot be repaired on-site, it is evacuated only as far to the rear as necessary to effect the repair, consistent with the nature of the repair and the capability of the maintenance unit. Implementation of this principle results in the return to service of the equipment at the earliest practicable time.

c. Maintenance units must be as mobile as the units they are supporting. If a maintenance unit does not have mobility equal to that of the supported unit, it will not be able to move at the same speed and, thus, not be able to provide the required service for the unit.

4.8 LOGISTICAL PLANNING.

a. Logistical planning must be continuous and comprehensive to provide for contingency missions, support of current operations, preparation for forthcoming operations, and anticipated emergencies.

b. Minimize vulnerability of logistical resources to enemy indirect fires. This principle has primary application at the combat battalion level and is implemented by dividing the battalion's logistical resources between a forward location and a rear location.

c. Locate logistical installations where they will not interfere with tactical operations. This principle has application at all echelons of command, but, at the combat battalion level, it also involves minimizing the size of the forward logistical installation to reduce confusion and to provide maximum maneuver space for combat elements.

d. Employ logistical units where they best can accomplish their mission. If a logistical unit, all or in part, can accomplish its mission best from a forward location, it should be so located. On the other hand, some logistical units, all or in part, can accomplish their mission best in a rear location and should not be employed forward just to be close to the supported unit.

CHAPTER 5

LOGISTICAL ORGANIZATIONS AND TRAINS

Section X. LOGISTICS OFFICERS

5.1 GENERAL. A logistics officer may be a planner, an operator, or both. A logistical planner is one whose primary concern is planning logistical support. A logistical operator is one whose primary concern is the implementation of logistical functions, i. e., performing logistical operations, such as requesting, receiving, storing and distributing supplies. The logistics officer's role is determined, in part, by the presence or absence of units capable of implementing action in the field of logistics and, in part, by the responsibilities inherent in his assignment. If he is a logistics staff officer, he has an inherent responsibility for planning; thus, all logistics staff officers are planners and may be operators, but not all logistics officers are planners. Example: the support command commander's principal function is operating - he is the division level logistical operator. (He does plan for the use of his resources in executing the logistical portion of the division administrative plan; however, this planning is a function of his operational responsibilities, not a principal function itself.) If a logistics officer has direct control of units capable of implementing action in the areas of supply, transportation, maintenance and other services, he is a logistical operator. Within the division, there is a logistics staff officer at every echelon or level of command, except the combat company.

5.2 DIVISION. The member of the division commander's staff charged with general staff responsibility for logistics is the G4. He is a planner rather than an operator. In carrying out his responsibilities, he coordinates with the other general staff officers, particularly the G3, to insure proper and timely logistical support for the division's tactical operations. Another officer at division level directly concerned with logistics is the division support command commander; this officer is charged with the responsibility of implementing the logistical portion of the division administrative plan. In essence the division support command commander is the logistical operator at division level.

5.3 BRIGADE. The member of the brigade commander's staff charged with staff responsibility for logistics is the S4. His primary function is to advise the commander on logistical matters. In accomplishing this function, he provides the commander with information on, and makes recommendations for, logistical support for brigade operations. This function represents WHAT he does; his other functions are discernible by considering HOW he executes his responsibilities. In executing his duties, the brigade S4 performs as a planner and a coordinator. He does not become directly involved in requesting, receiving, storing, or distributing supplies or providing transportation or maintenance support for the units attached to the brigade; he is not a logistical operator. He accomplishes his planning function by analyzing the brigade mission to determine the logistical requirements, with particular attention to special requirements, such as the need for additional engineer support for maintenance of a supply route or additional boats/rafts to facilitate logistical operations in support of a river crossing. Definitively stated, he makes a logistical estimate. After determining the logistical requirements, he analyzes the capability of the attached combat battalions and the support command forward elements to satisfy these requirements. Based on his conclusions, he makes recommendations to the brigade commander and, when appropriate, makes requests to the division G4 or support command commander for additional or special support. He culminates his planning for a specific operation by preparing and disseminating information and instructions to the attached units; instructions usually are disseminated by paragraph 4 of the operation order and/or fragmentary orders. He implements his coordinating function by monitoring the activities of the attached units and the forward elements of the division support command to insure the attached units are receiving the required support and to be knowledgeable about the capabilities of the support command elements and the logistical elements of the attached combat battalions. Exceptions to his normal planner-coordinator role are fourfold:

a. Regardless of whether the brigade is operating independently or as part of the division, he has operational responsibility for the brigade trains. This responsibility entails designation of general areas within the brigade trains for elements located therein, displacement of the trains, and rear area security for and area damage control in the brigade trains area.

b. Processing requests for Class IV supplies, as these requests may require command authorization at this echelon, and making recommendations to the commander regarding approval or disapproval.

c. Processing requests for aerial resupply. The brigade S4 becomes involved in these requests because he is the link between the combat battalion S4 and division G4 (whose responsibility it is to obtain the delivery means), because the brigade commander may desire to establish a priority if more than one unit requests aerial resupply and both missions cannot be fulfilled simultaneously, and because he has the authority (through the brigade commander) to follow through and insure the supplies and delivery means are obtained and united and dispatched to the requesting unit in the minimum time.

d. When the brigade is operating independently, it will normally have elements of the division support command attached, and in such instances the brigade S4 does become, and has the wherewithal to become, a logistical operator.

5.4 BATTALION.

a. The battalion S4 is the member of the battalion commander's staff charged with the staff responsibility for logistics. He supervises the activities of all logistical support elements in the battalion, both organic and nonorganic.

b. His duties include:

- (1) Advising and keeping the commander informed on logistical matters.
- (2) Planning, coordinating, and supervising all matters pertaining to logistics within the battalion.
- (3) Coordinating with the higher headquarters on logistical matters.
- (4) Assisting subordinate commanders with logistical matters.
- (5) Providing for control of the battalion trains.
- (6) Submitting logistical reports as directed.
- (7) Accomplishing area damage control planning.
- (8) Preparing administration instructions.

c. In addition, the S4 coordinates and supervises the activities of the following personnel:

- (1) Support platoon leader (assistant S4).
- (2) Battalion motor officer.

5.5 COMPANY. At the combat company level there is no officer designated as a logistics officer; however, the company executive officer serves as the company commander's principal assistant for planning, organizing, and supervising the logistical operations of the company. The executive officer is responsible for preparing the company feeding plan and supervising feeding of the unit, initiating timely requests to battalion for fuel, ammunition, water, and replacement TOE items, supervising the distribution of fuel and ammunition within the company and supervising organizational maintenance of equipment (particularly vehicles and radios). The company supply sergeant is the commander's principal enlisted assistant for supply matters; he operates the company trains and assists the executive officer as required.

5.6 PLATOON. The platoon leader's responsibilities in the field of logistics consist of being cognizant of the status of ammunition within his platoon and making timely requests by type and amount; keeping abreast of the status of TOE equipment and requesting replacement items for equipment that is lost, damaged or destroyed (when lost as a result of other than combat loss, he must initiate action to

determine responsibility for the loss); insuring his men receive water resupply as required; and, in defensive operations, determining requirements for fortification materials. In almost all instances, the responsibility to initiate action or accomplish the above functions rests with the platoon leader. There are other logistical matters which he must consider but, by and large, action in these matters is initiated by the company or higher headquarters. These matters include such items as food and transportation, and the provision of special clothing or equipment required for special operations or climatic conditions.

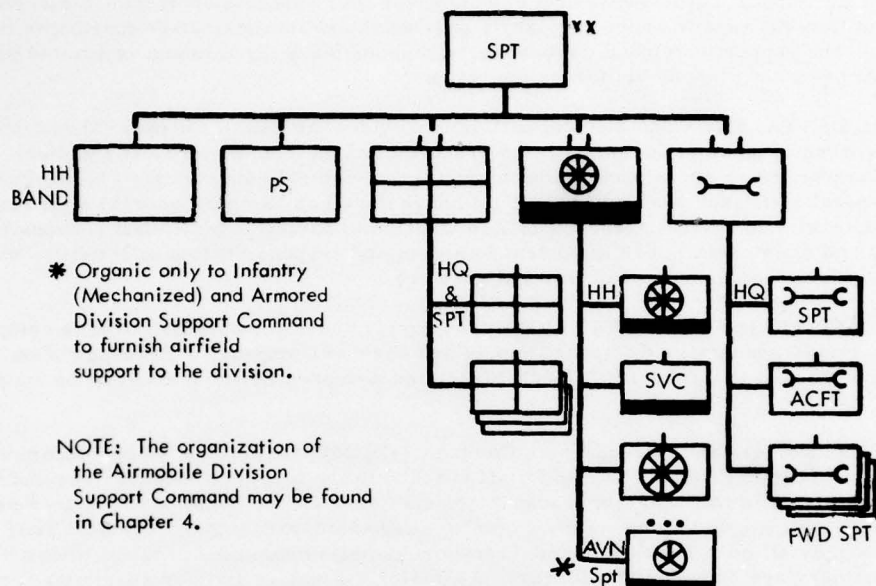


Figure 22. Division Support Command (Inf, Inf (Mech), and Armored).

Section XI. DIVISION SUPPORT COMMAND (INF, INF (MECH), AND ARMORED)

5.7 GENERAL.

a. The division support command (Fig 22) is part of the division base of each type-division and, with two exceptions, is the same in each division. The first exception is the Aviation Support Detachment; this unit is organic to the Infantry (Mechanized) and Armored Divisions only. It provides the division with one instrumented air field facility. The second exception is in the authorized strength of the support command in each of the divisions. The armored division support command is the largest, the mechanized infantry division, the next largest, the infantry division being somewhat smaller, and the airborne division the smallest. The airborne division support command consists of a headquarters and headquarters company and band, administration company, medical battalion, supply company (rather than a supply and transport battalion), quartermaster air equipment support company (not found in the Inf, Inf (Mech), and Armored divisions), and a maintenance battalion.

b. The unit staff of the support command is comparable to that of the brigade and assists the commander in his three roles of commander, logistical operator, and adviser on logistical support matters. The support command commander is the logistical operator of the division. In fulfilling his responsibilities for implementation of the division administrative plan, he is supervised by division staff officers in the same manner as the other major subordinate commanders of the division.

c. The support command commander provides advice and assistance to the division commander and staff on quartermaster, medical, ordnance, and transportation matters and on all supply and direct

support maintenance matters (except cryptographic) which are the operational responsibility of the support command. Within the policies of and authority delegated him by the division commander, the support command commander exercises technical supervision over supply, transport (except aircraft), service, and maintenance matters, to include training, throughout the division.

5.8 HQ & HQ CO & BAND AND THE ADMINISTRATION COMPANY. The Headquarters and Headquarters Company and Band consists of the unit staff for the support command commander, the company headquarters, the division band, and the division ammunition office. The administration company though a part of the support command is under the general staff supervision of the G1 who normally has the Adjutant General supervise the company's personnel and administrative operations in support of the division. The support command commander's responsibility for this unit is limited primarily to supporting it; he is not responsible for its operations.

5.9 MEDICAL BATTALION. The medical battalion provides division level medical service, organizational maintenance of medical equipment, and procures and distributes medical supplies. It is organized with a headquarters and support company and three medical companies. The medical battalion is under the general staff supervision of the G1 (although the G1 is assigned general staff responsibility for the medical service functional area, the G4, in addition to having general staff responsibility for medical supply and maintenance, has important interests and responsibilities in activities either integral to medical service or in support of medical service).

5.10 SUPPLY AND TRANSPORT BATTALION. The Supply and Transport Battalion is comprised of a Headquarters and Headquarters Company, Supply and Service Company, a Transportation Motor Transport Company, and in the Infantry (Mechanized) and Armored Division an Aviation Support Detachment.

a. The Headquarters and Headquarters Company (Fig 23) provides the battalion commander with a unit staff and a "technical staff." The unit staff is found in the battalion headquarters and the necessary enlisted assistants in the battalion headquarters section. The company headquarters provides personnel to perform the usual company level combat service support. The "technical staff" is found in the division supply office. The Supply and Transport Battalion commander is the division supply officer. His primary assistant for this function is a major, assistant division supply officer; it is this officer who actually operates the division supply office on a day-to-day basis. Requests for all equipment and supplies to include, engineer, ordnance, quartermaster, signal, etc, are processed through the DSO. The transportation section is headed by a Transportation Corps captain, who is a motor transportation plans officer; specifically, he coordinates the activities of the Transportation Motor Transport Company and insures that the transportation required by the Supply and Service Company to effect distribution of supplies is available and is scheduled to meet the requirements. The two technical services not included in the division supply office are Medical and Chemical. The Medical Battalion is responsible for the provision of medical supplies. In combat there may be a chemical support unit attached to the Supply and Transport Battalion. If attached, this unit processes requests for chemical supplies and procures and distributes them. If this unit is not attached to the battalion the requests are processed in the division supply office as directed by the assistant division supply officer. It is through the division supply office that requests flow for all supplies, except Class V, repair parts, medical, and electrical accounting machine supplies. (See paragraph 6.1 for Class V supply, paragraph 6.1 for repair parts and medical supplies; EAM supplies are a function of the Administration Company since it is the unit that has the electrical accounting machines.)

b. The Supply and Service Company (Fig 24) is the operating agency of the Supply and Transport Battalion. It includes a main supply platoon, which operates division Class I-IV, and Class VII distributing points in the division support area; three forward supply sections; and a bath section and a graves registration platoon. The forward supply sections operate Class I and III forward distributing points in each of the brigade trains areas. The forward Class I distributing point is also capable of processing selected items of Class II, IV, and VII supplies. The bath section is capable of establishing nine bath points, each bath point having an eight shower head capacity. Exchange of clothing is no longer accomplished by the bath team; however, arrangements are usually made to have the Field Army provide teams at each bath point for the exchange of clothing. The graves registration platoon consists of

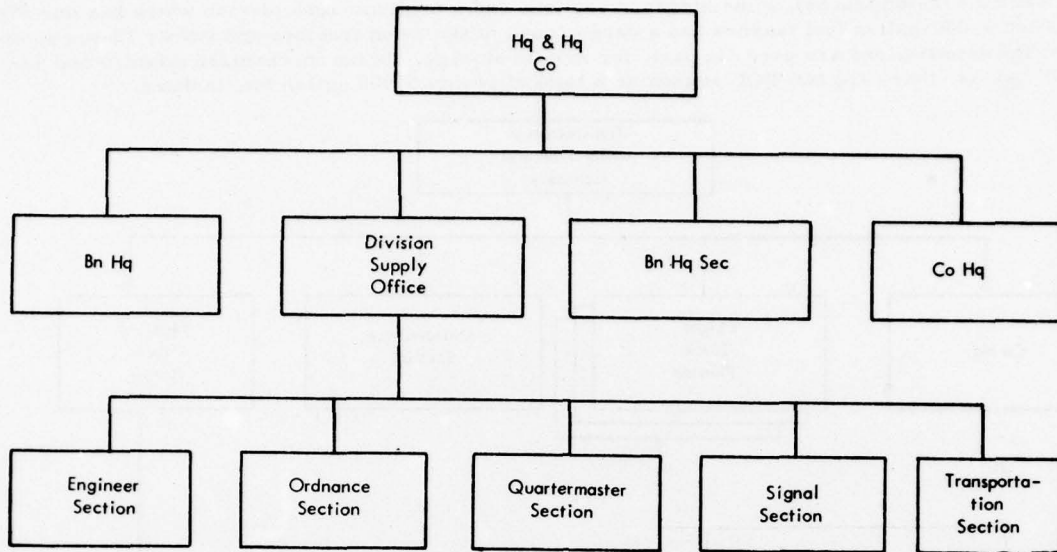


Figure 23. Headquarters and Headquarters Company, Supply and Transport Battalion.

a division collecting, identification, and evacuation section which operates the division GRREG collecting point located in the division support area; this point is the place to which the dead are evacuated. The platoon also has three collecting and evacuation sections, one normally operating in each brigade trains area. Units are responsible for evacuating their dead to the collecting point in the brigade trains area and from there they are evacuated by the section to the division support area. Graves registration units operate under the staff supervision of the S1/G1.

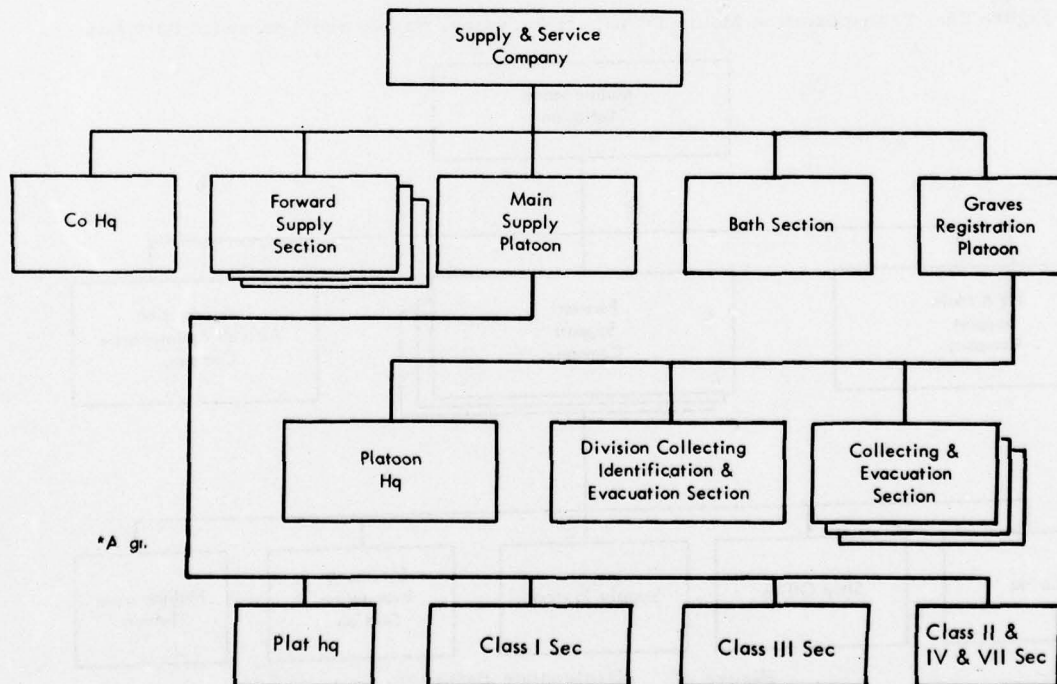
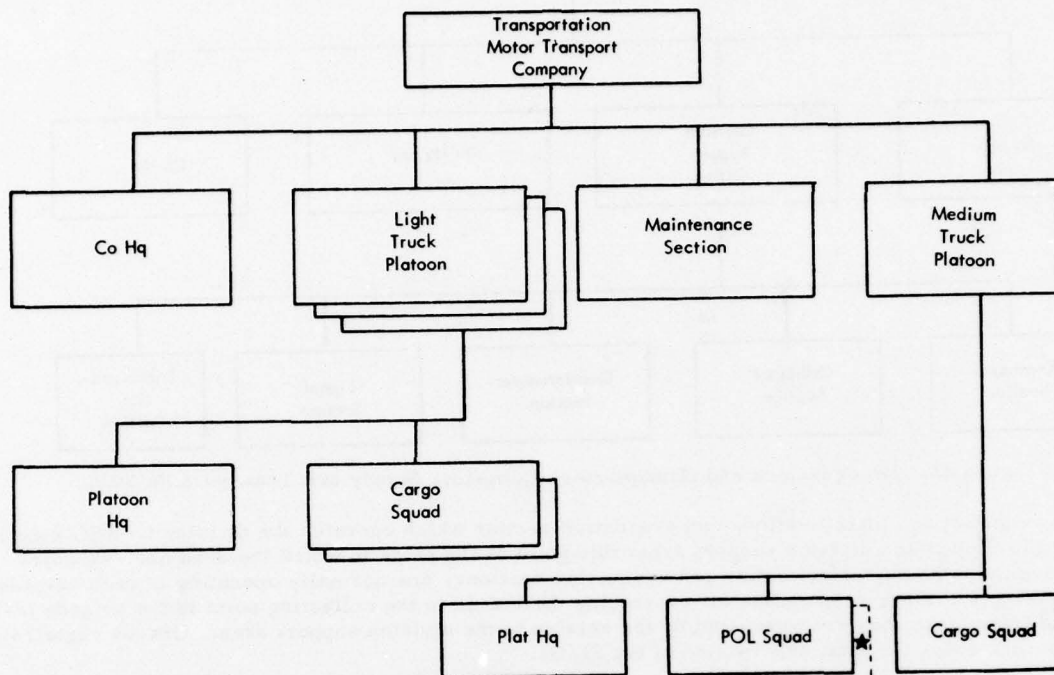


Figure 24. Supply and Service Company, Supply and Transport Battalion.

c. The Transportation Motor Transport Company (Fig 25) consists of three light truck platoons (a total of 60 2 1/2-ton trucks), a maintenance section, and a medium truck platoon which has one POL squad of ten 5,000-gallon fuel tankers and a cargo squad of ten 5-ton tractors and twenty 12-ton semitrailers; the semitrailers are used, in part, for mobile storage. In the mechanized infantry and armored divisions, there are two POL squads or a total of twenty 5,000 gallon fuel tankers.



★ 2 POL Sqds each in armor and mechanized divisions

Figure 25. Transportation Motor Transport Company, Supply and Transport Battalion.

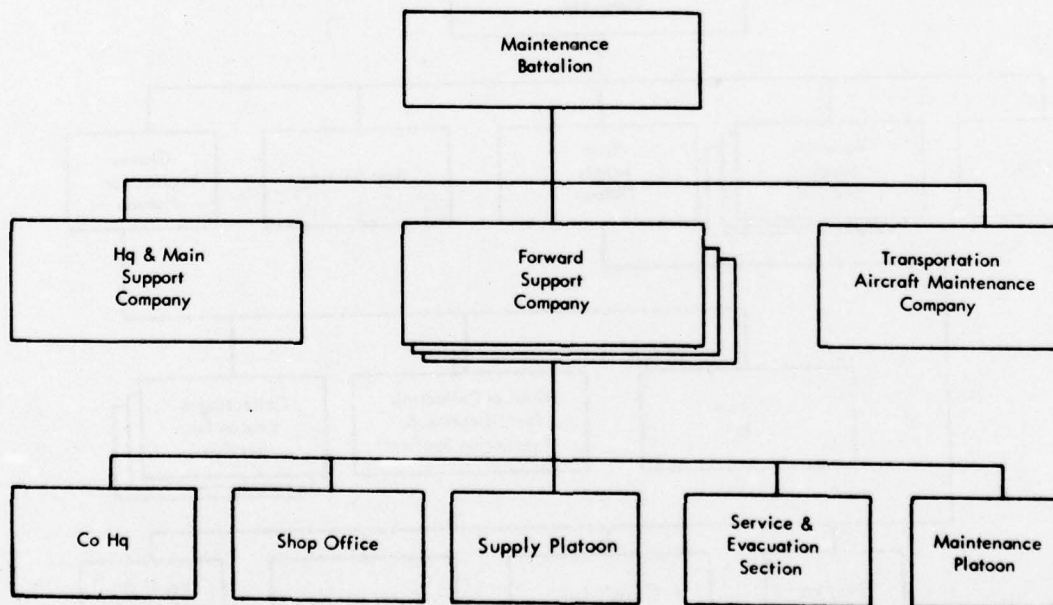


Figure 26. Maintenance Battalion.

5.11 MAINTENANCE BATTALION. The Maintenance Battalion (Fig 26) performs direct support maintenance for all equipment in the division except for cryptographic (performed by the Signal Battalion), EAM (performed by the Administration Company), medical (performed above division level through the Medical Battalion) and airdrop equipment. The Maintenance Battalion also provides repair parts for all equipment for which it is responsible to maintain, vehicle recovery and evacuation service, and operates maintenance collecting points in the division support area and the forward areas. The Headquarters and Main Support Company is located in the division support area and provides back-up support to the forward support companies and direct support maintenance for division troops. One Forward Support Company is normally located in each of the brigade trains areas; it provides direct support maintenance service and repair parts to all the units attached to the brigade as well as other units operating in the vicinity of the brigade area. This unit, in conjunction with the forward supply section of the Supply and Service Company, also establishes a maintenance and salvage collecting point in the brigade area and/or along the brigade axis of supply and evacuation. The Aircraft Maintenance Company provides direct support maintenance and aircraft repair parts for all aviation units within the division; its service is by no means limited to the Aviation Battalion. In fact, it will frequently send a maintenance contact team forward to the brigade area to support the brigade aircraft. The maintenance battalion of the airborne division has a headquarters and headquarters detachment, a ground maintenance company, and a transportation aircraft maintenance company.

Section XII. LOGISTICAL ELEMENTS IN THE COMBAT BATTALION

5.12 KEY LOGISTICS PERSONNEL, COMBAT BATTALION. The key logistics personnel in the infantry battalion, in addition to the S4, are the support platoon leader, and the motor officer (Fig 28). Each is a special staff officer and directly controls a combat service support unit in the battalion and is under the staff supervision of the S4. The support platoon leader functions in two roles; in addition to being the support platoon leader, he is the assistant S4. When he is assisting the S4 in planning logistical support, he is functioning as the assistant S4; when he is executing logistical actions, he is performing in his role as the support platoon leader. He commands the support platoon and is responsible for the operation of the battalion field trains. The motor officer's primary responsibility is maintenance; however, in the infantry battalion, he also assists the S4 in the operation of the battalion combat trains. In the mechanized infantry or tank battalion, he will probably not have the time to devote to this function because of the magnitude of maintenance operations in these units; therefore, the S4 of the mechanized infantry or tank battalion will normally be found in the combat trains. The motor officer exercises operational control over the maintenance platoon, which is commanded by a warrant officer. Though not shown in Figure 27 as one of the key logistics officers in the battalion, the communication officer does have logistical responsibilities. He was not shown because his primary responsibility is to operate the battalion communications system. His logistical responsibilities are twofold: the communication platoon requests signal repair parts from the maintenance battalion and is responsible for selected organizational maintenance of the signal equipment in the battalion. When problems arise regarding his logistical responsibilities, he informs the battalion S4 and seeks his assistance as appropriate. In implementing his responsibility for the operation of the battalion communication system, he is under the staff supervision of the battalion S3. See Appendix V, for duties of key logistics personnel at the infantry battalion and company level.

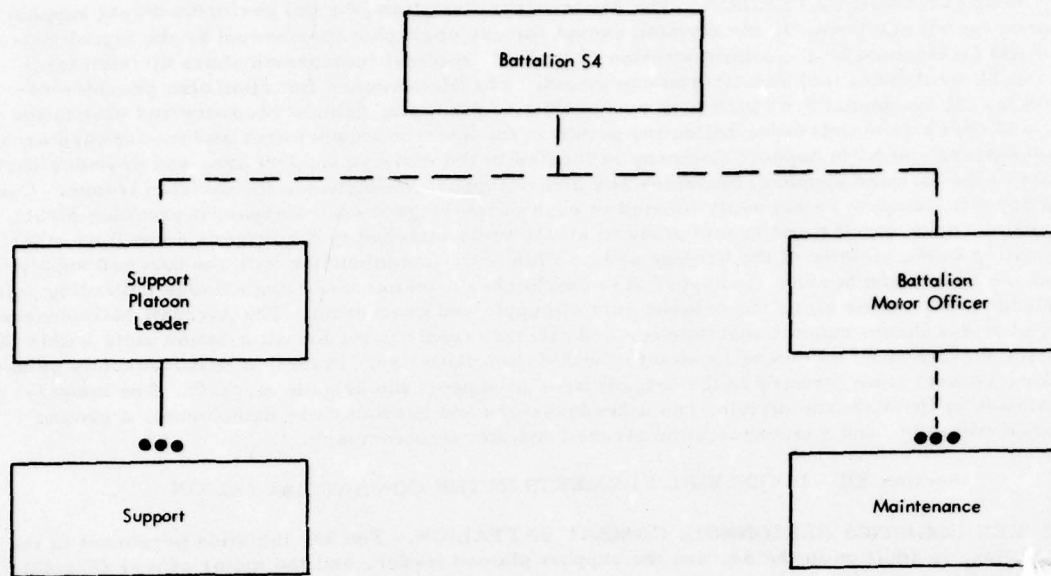


Figure 27. Key Logistics Personnel, Infantry Battalion.

5.13 SUPPORT PLATOON. The support platoon is responsible for the procurement and distribution of Classes of Supply I-V and VII, and for the preparation of rations. In addition to the platoon headquarters, there is a supply section, transportation section, and a mess section (Fig 28).

a. The supply section is under the direct supervision of the supply warrant officer. It is this section that prepares formal requests for the battalion, except for medical expendables and automotive and communications repair parts. Medical expendables are requested by the medical platoon and obtained through medical channels. Automotive repair parts are requested by the maintenance platoon. Communications repair parts are requested by the communications platoon. This division of responsibility results in greater responsiveness by permitting users to deal directly with the forward support companies which provide repair parts. The users maintain their own repair parts records and thus know when the need exists to replenish stock; further many of the repair parts transactions are on a direct exchange basis. The supply section is also responsible for computing data on usage factors for each class of supply; operating the support platoon CP; maintaining the battalion property book; and supervising the distribution of Class II, IV and VII.

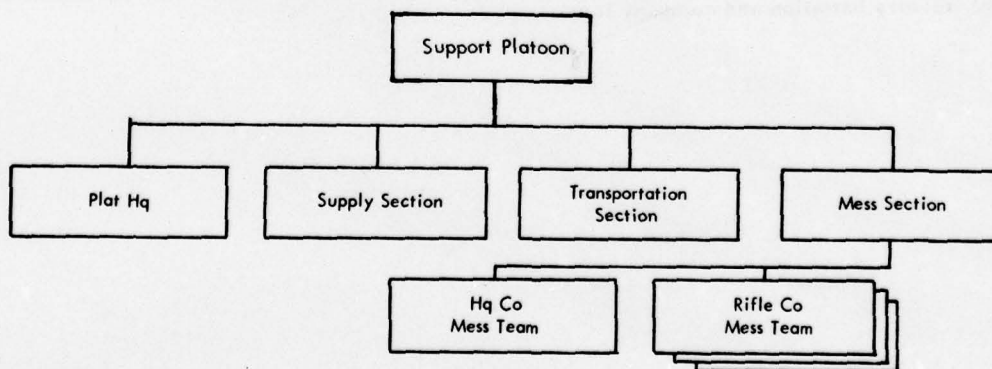


Figure 28. Support Platoon, Infantry Battalion.

b. The transportation section of the infantry battalion consists of two 5-ton trucks, six 2 1/2-ton trucks, four 1 1/2-ton cargo trailers, four 1 1/2-ton water trailers, two truck-mounted tank and pump units, and two trailer-mounted tank units; the mechanized infantry battalion transportation section has fourteen 5-ton trucks, eight 1 1/2-ton cargo trailers, four 1 1/2-ton water trailers, four truck-mounted tank and pump units, and four trailer-mounted tank units. This section is concerned primarily with the distribution of Class III and V supplies. Each truck-mounted tank and pump unit consists of two 600-gallon fuel tanks and a power driven pump; each trailer-mounted tank unit consists of one 600-gallon fuel tank with a gravity flow dispenser. The tank and pump unit and the tank unit are portable and air droppable. In the infantry battalion, the tank and pump units are transported on the two 5-ton trucks and the tank units on two of the 1 1/2-ton cargo trailers; the six 2 1/2-ton trucks and the remaining two 1 1/2-ton cargo trailers are used to transport ammunition. Likewise, in the mechanized infantry battalion, the four tank and pump units are carried on 5-ton trucks and the four tank units on 1 1/2-ton trailers, leaving ten 5-ton trucks and four 1 1/2-ton cargo trailers to transport ammunition. The two truck-mounted tank and pump units coupled with the two trailer-mounted tank units give the infantry battalion a 3600 gallon fuel carrying capability; with four of each of three units in the mechanized infantry battalion, it has a fuel carrying capability of 7200 gallons. Since the tank and pump units and the tank units are portable and can be removed from their carriers by the 5-ton wrecker, the 5-ton trucks and 1 1/2-ton cargo trailers can, if necessary, be used to carry ammunition or other supplies for limited periods of time.

c. The mess section of the Infantry Battalion has 29 enlisted personnel and four 2 1/2-ton trucks with 1 1/2-ton trailers. It is capable of operating on a centralized or decentralized basis. In combat the section will normally operate on a centralized basis in the battalion field trains. For organization of the tank battalion support platoon, refer to Infantry Reference Data. See Appendix VI for detailed organization of the Infantry Battalion Support Platoon; Appendix VII for detailed organization of Mechanized Infantry Battalion Support Platoon.

5.14 MAINTENANCE PLATOON. The organization of the maintenance platoons of the Infantry and Infantry (Mechanized) Battalions are shown in figures 29 and 30. For the organization of the tank battalion maintenance platoon, refer to the Infantry Reference Data. See Appendix VIII for detailed organization of the Infantry Battalion Maintenance Platoon; Appendix IX for detailed organization of Mechanized Infantry Battalion Maintenance Platoon.

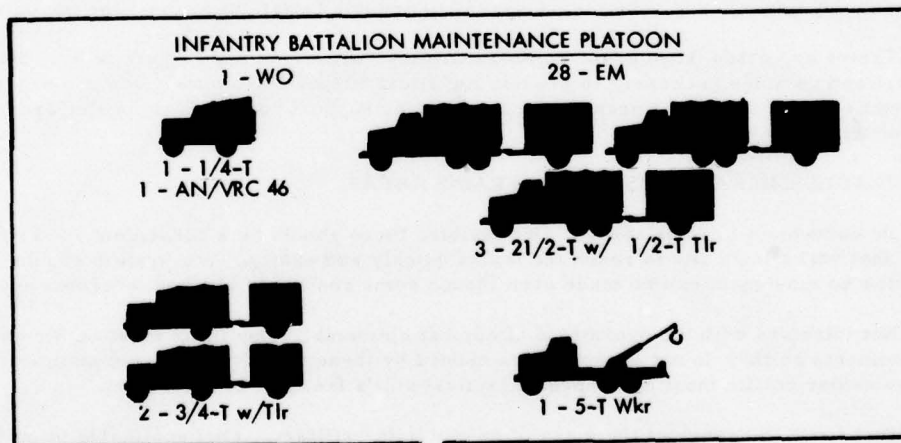


Figure 29. Vehicles and Radios in the Maintenance Platoon, Infantry Battalion.

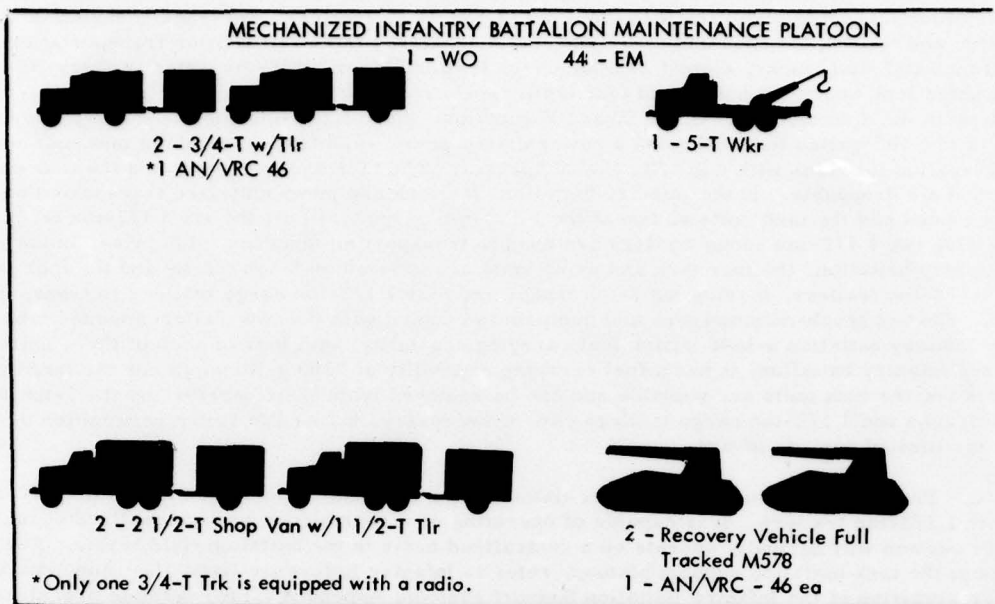


Figure 30. Vehicles and Radios in the Maintenance Platoon, Mechanized Infantry Battalion.

Section XIII. TRAINS

5.15 GENERAL.

a. The trains area is the place where logistical operations are conducted. The trains consist of the personnel, equipment, and vehicles necessary to provide logistical support for the unit.

b. Trains are established at the combat company, battalion, and brigade level. The personnel, equipment and vehicles necessary to provide logistical support for the division are organic to the division support command, and the area where the division support command is located is identified as the Division Support Area (Fig 31).

5.16 DESIRABLE CHARACTERISTICS OF TRAINS AREAS.

a. Be convenient to units served. If possible, there should be a convenient road net from front to rear that will allow units to reach the trains quickly and easily. The system should contain alternate routes so movement can be made even though some roads are blocked by enemy activity.

b. Not interfere with the operations of combat elements. The areas must be far enough from the combat elements so they do not occupy space needed by these units. Supply and maintenance activities and vehicular traffic must not impede a tactical unit's freedom of movement.

c. Be beyond the range of the mass of enemy light artillery. (Not applicable to battalion combat trains or company trains.)

d. Contain sufficient space to permit dispersion of vehicles and activities.

e. Offer concealment from hostile ground and aerial observation.

f. Offer firm ground for vehicles.

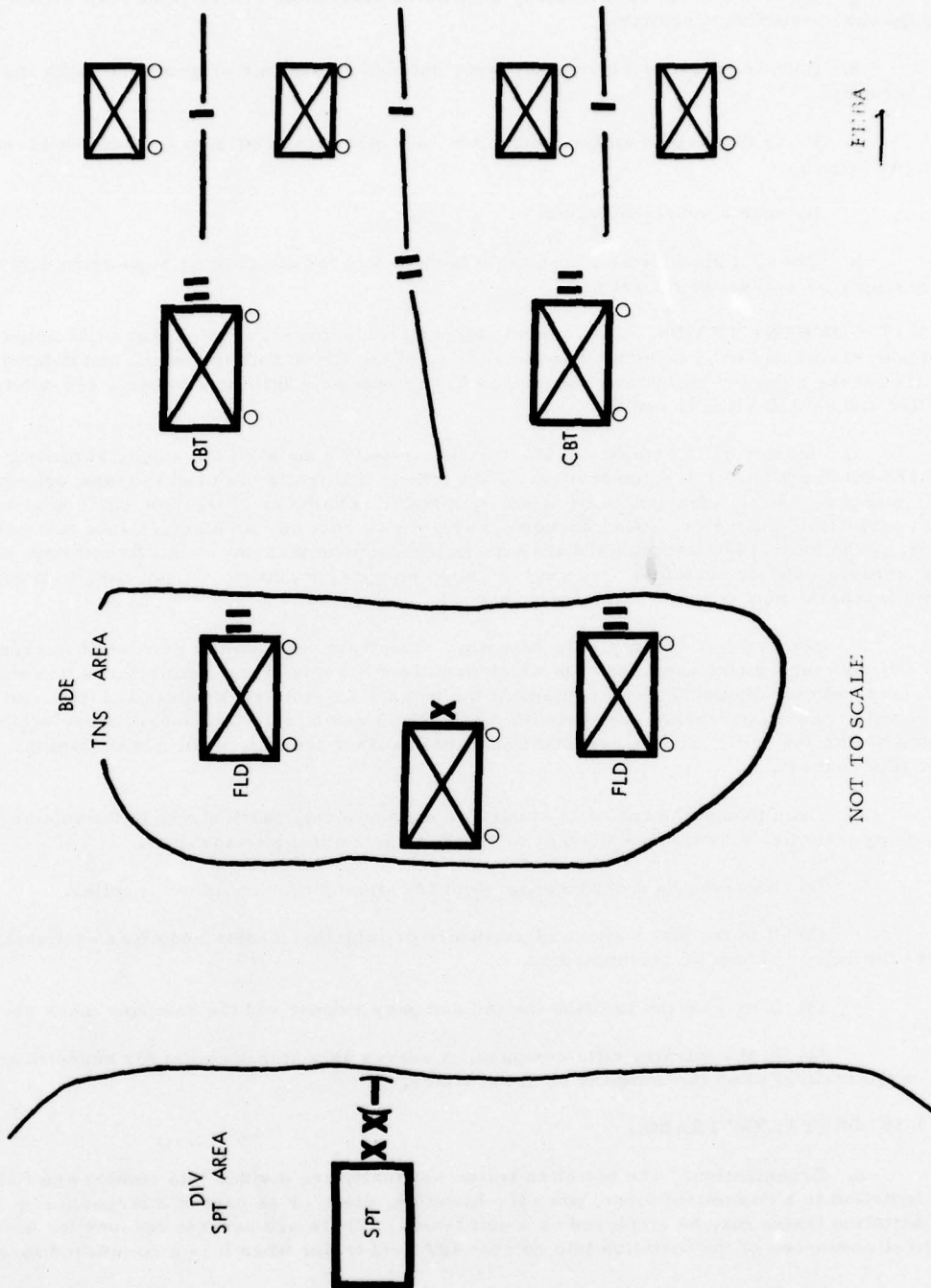


Figure 31. Relative Location of Company, Battalion, and Brigade Trains, and Division Support Area (Schematic).

g. Be where no terrain feature, such as an unfordable river, is or may become a barrier to supply and evacuation operations.

h. Contain terrain features that favor defense against air or ground attacks and facilitate local security.

i. Be so disposed that, in conjunction with other installations, they do not present a lucrative nuclear target.

j. Be near a source of water.

k. Offer, if appropriate, a suitable landing site for attached or supporting aircraft employed in resupply or evacuation operations.

5.17 COMPANY TRAINS. The combat company is the lowest echelon that establishes a trains. The company trains normally is located in the vicinity of the CP in both the attack and defense. The activities of the company trains are supervised by the executive officer who has a 1/4-ton truck with trailer and an AN/VRC-47 radio.

a. Infantry rifle company. The trains normally consist of the supply sergeant, armorer, and a 2 1/2-ton truck with 1 1/2-ton trailer. This vehicle and trailer is used to transport a portion of the rifle company's basic load and some of its equipment. Examples of the type equipment are: lister bag, field wire, field cook sets, squad burners, radio repair tool kit, an electron tube test set, and pioneer tools. (The four 3/4-ton trucks and trailers in the weapons platoon, basically weapons carriers and ammunition resupply vehicles, also may be in the company trains area from time to time; further, the radio mechanic may operate in the trains area.)

b. Mechanized infantry rifle company. The trains of this unit consist of the supply sergeant and a fifteen man maintenance section which performs organizational maintenance on vehicles, weapons, and radios. Major items of equipment include a 2 1/2-ton truck with 1 1/2-ton trailer, 3/4-ton truck with trailer, personnel carrier with AN/VRC-53 radio, full-tracked recovery vehicle (M578) with AN/VRC-46 radio, and an organizational maintenance tool kit, radio repair tool kit, and an electron tube test set.

c. Even though the trains is small at company level, particularly in the infantry company, the following activities may be conducted at or found in the company trains area.

(1) It serves as a distributing point for ammunition and other supplies.

(2) It is the place where maintenance of vehicles, radios and other equipment is performed if on-site repair cannot be accomplished.

(3) It may be the location for the company aidpost and the company mess area.

(4) In the infantry rifle company, it serves as a storage point for bedrolls (on the 1 1/2-ton cargo trailer) when the company is in the attack.

5.18 BATTALION TRAINS.

a. Organization. The battalion trains habitually are divided into combat and field trains when the battalion is a committed force; when the battalion, alone or as part of a larger force, is in reserve, the battalion trains may be employed as a unit trains. There are several reasons for dividing the logistical resources of the battalion into combat and field trains when it is a committed force.

(1) This division of the battalion's logistical resources provides optimum support. The combat trains is located relatively close to the forward companies and, thus, is in a position to provide immediate, responsive logistical support. The field trains is located farther to the rear, specifically, in the brigade trains area; locating the field trains in the brigade trains area facilitates logistical support operations between the combat battalion and the division support command which also has elements located there.

(2) Employment of the battalion trains as a unit trains in the brigade trains area would not provide immediate responsive support for the forward companies since the brigade trains may be located from six to thirty kilometers in rear of forward friendly dispositions.

(3) Employing the entire battalion trains as a unit trains in a forward area has two distinct disadvantages. It places all of the battalion's logistical resources within range of the majority of the enemy's light artillery. A heavy shelling or the employment of a small yield nuclear round could result in loss of most of the battalion's logistical capability. Additionally, and no less important, employing a unit trains in the forward area negates the benefits and value of having support command elements in the brigade trains area.

b. Battalion Combat Trains.

(1) Composition. The combat trains, with its mission of providing immediate, responsive logistical support, is tailored to meet the requirements of the battalion mission or situation; it is not a fixed organization. It normally includes Class III and V distributing points, a maintenance element (consisting of several mechanics and at least one recovery vehicle) from the maintenance platoon, and the battalion aid station. The exact composition will depend on the mission and situation. As an example, in a defensive situation where there is little vehicular movement, there may be little or no Class III in the combat trains. The Class III vehicle may be sent forward from the field trains at night to top off the vehicles of the units as required.

(2) Tactical employment.

(a) Infantry Battalion.

1. Offense. In the employment of the infantry battalion combat trains in offensive operations it must be remembered that dismounted attacks are relatively slow moving and objectives shallow; accordingly, the combat trains will normally remain in the position it is occupying (assuming the battalion is attacking from a defensive posture) at the time the attacking companies cross the line of departure and then *displace forward in a single move when the battalion objective has been seized.* If the battalion commander has designated an intermediate objective, the combat trains may displace to a point in rear of the intermediate objective and then on to the vicinity of the final objective at the appropriate time. (Figure 32) This technique permits ammunition resupply for the attacking companies at the intermediate objective and facilitates evacuation of the wounded and dead. In implementing this technique, however, the nature of the terrain must be considered; if the combat trains is exposed to enemy observation and direct fire weapons, it should not be displaced prior to seizure of the final objective. When it is tactically infeasible to displace to the vicinity of an intermediate objective or if there is no intermediate objective, an ammunition vehicle(s) can be sent forward to a point near the attacking units to provide ammunition resupply. Under these circumstances, another approach is to have the companies use one of their 3/4-ton trucks, which is smaller and more maneuverable than a 2 1/2-ton truck, pick up small arms ammunition at the combat trains and deliver it to the company. Regardless of whether the combat trains is displaced once or twice, medical evacuation procedures are basically the same, the only difference being in the distance evacuation must be effected.

2. Defense. In defensive operations (Fig 33), the battalion combat trains is located between 1 1/2- to 2 1/2 kilometers behind the FEBA, depending on the nature of the terrain, the location of the battalion reserve, and the available road net. Additionally, it usually is located in the vicinity of the battalion CP.

(b) Mechanized Infantry Battalion.

1. Offense. In considering the employment of the mechanized infantry battalion combat trains in offensive operations, it is necessary to consider both slow moving attacks against shallow objectives (4 - 10 KM) and fast moving attacks involving extended distances (10 - 100 KM).

a. Slow moving attacks. In supporting a slow moving attack, the combat trains of the mechanized infantry battalion is employed in the same manner as the combat trains of the infantry battalion supporting a dismounted attack.

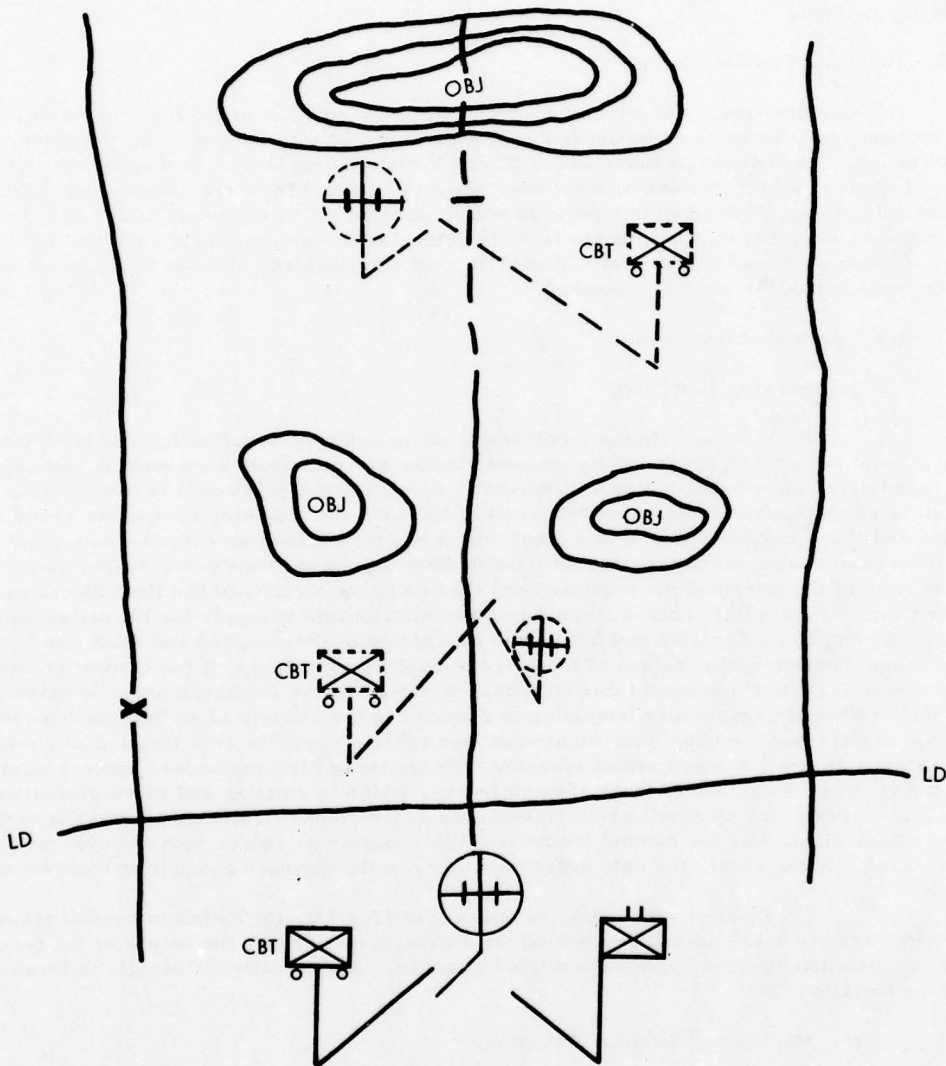


Figure 32. Employment of the Combat Trains in the Attack.

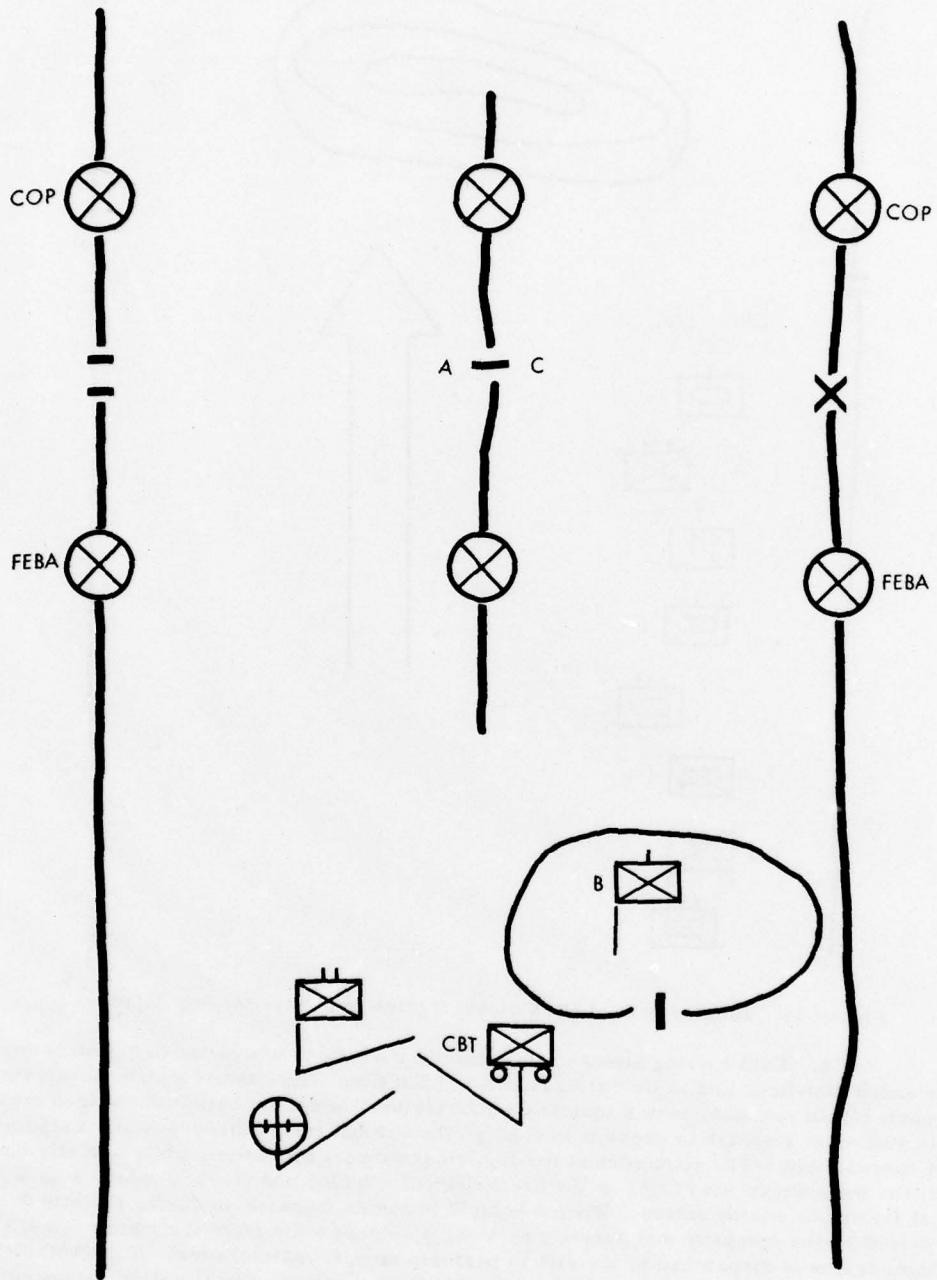


Figure 33. Employment of the Combat Trains in the Defense.

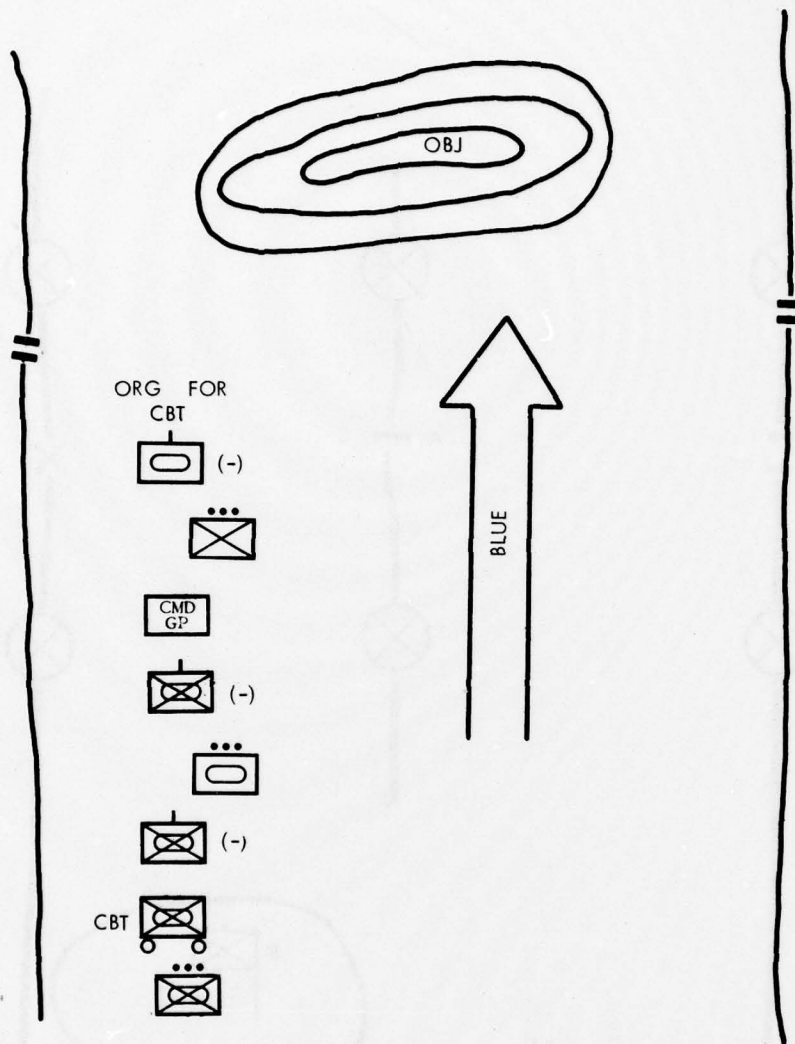


Figure 34. Employment of the Combat Trains in a Fast Moving Attack.

b. Fast moving attacks. In mounted operations where the battalion is moving rapidly over extended distances and in its carriers most of the time, the combat trains moves with the battalion (Figure 34); in essence, it is a mobile combat trains. When the battalion engages enemy resistance in sufficient strength to cause it to deploy, the combat trains disperses and seeks available cover and concealment. The requirement for logistical support operations while actually on the move is limited; the main exception to this is the breakdown of wheeled and tracked vehicles as a result of mechanical failure or enemy action. When a vehicle becomes inoperative during the attack and cannot be repaired by the company maintenance section, a contact team from the maintenance element in the combat trains is dispatched to the site to perform on-site maintenance. If the vehicle cannot be repaired on site, it is evacuated to the battalion ASE by a company or battalion recovery vehicle; it will then be picked up by the field trains or the forward support company when the brigade trains displaces. Fuel and ammunition resupply is seldom a problem in this type of operation. All vehicles of the mechanized infantry battalion have an operating range of at least 100 kilometers on fuel tank capacity, and most vehicles carry one or more cans of fuel. Further, it is unlikely the battalion

would move more than 100 kilometers without having some type of an objective, if only an intermediate objective. When the battalion seizes its objective, fuel vehicles are sent forward to top off all vehicles before the attack continues. In like manner, ammunition is seldom a problem when movement is rapid. If ammunition resupply is required, it is because the battalion has been forced to deploy several times or at least been temporarily delayed. In such instances, ammunition resupply is effected by sending ammunition vehicles forward to the companies at a time when the battalion is deployed and after it has eliminated the resistance. When the battalion reaches its final objective, ammunition resupply is effected again as required. When fuel and ammunition stocks in the combat trains begin to diminish, the S4 directs the support platoon leader in the field trains to send replacement Class III and V vehicles forward; he then consolidates loads and dispatches empty vehicles to the field trains.

2. Defense. In defensive operations, there is no significant difference in employment of the combat trains between the infantry and mechanized infantry battalion. However, the magnitude of logistical support is significantly increased.

c. Battalion Field Trains.

(1) Composition (Fig 35). Generally, it consists of those elements not in the combat trains. Specifically, it includes the remaining Class III and V vehicles of the support platoon's transportation section, the remaining elements of the maintenance platoon, and the support platoon headquarters, supply section, and mess section. The mess section is located in the battalion field trains when the messes are operating on a centralized basis. The installations depicted in Figure 35 represent the activities required in the battalion field trains for efficient operation and adequate backup support for the battalion combat trains. The Class V distributing point, operated by the transportation section of the support platoon, is located away from the maintenance area and the Class III distributing point to preclude traffic confusion and enhance safety. An additional consideration, though not discernible from a schematic drawing, is that this installation should be located on firm ground. Ammunition vehicles, when loaded, are very susceptible to becoming bogged down in soft or swampy areas due to the weight of the ammunition. The support platoon CP, which is also the field trains CP, is located near the entrance to the field trains to serve as a logistics information center. The platoon CP is operated and manned by the personnel of the supply section. The salvage collecting point should be located close to the support platoon CP as the personnel of the supply section are responsible for its operation. The kitchen area is positioned away from the main road to avoid contaminating the food during cooking with dust and dirt caused by traffic. Additionally, it is desirable to locate it near a separate road to facilitate delivery of rations by division and pickup by the companies when supply point distribution is employed. The Class I distributing point, shown as a proposed installation in this case, is not required when the mess section is operating a centralized cooking facility in the field trains. When the mess section is divided into company teams for operations in each company area, a Class I distributing point is required to break down the rations into company lots. The maintenance area and motor parks are located adjacent to each other to facilitate the operation of the maintenance platoon. When vehicles have been repaired, they can be removed from the maintenance area and placed in the motor park until the units can pick them up. The Class III distributing point is located near the maintenance area to provide a ready source of POL to facilitate maintenance operations and near the motor park since this is the point where all vehicles are parked when personnel visit the field trains. Another consideration in locating this installation is to position it near a turn-off road or trail that continues back to the main road; this will permit a vehicle to turn off the main road, refuel, and continue in the same direction back to the main road.

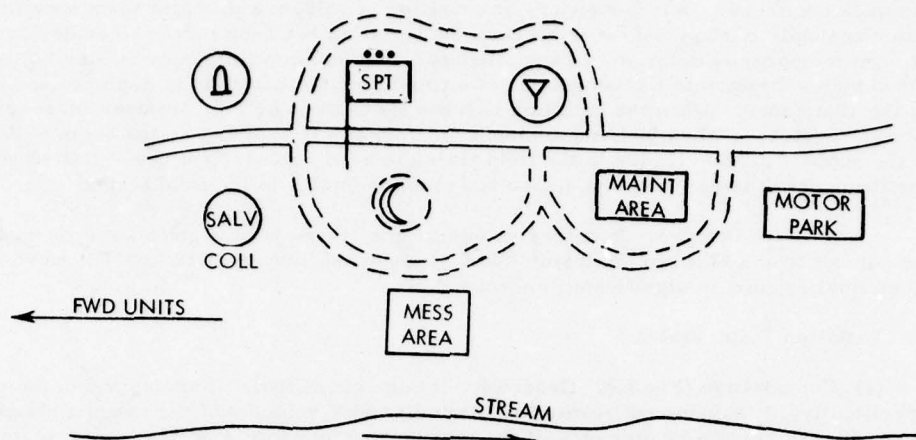


Figure 35. Interior Organization of the Battalion Field Trains (Schematic).

(2) Function. The field trains is the focal point of logistical activity in the battalion. It is in the field trains that formal requests are prepared, that action is taken to physically obtain supplies, that mess operations are conducted, and that the majority of organizational vehicular maintenance is performed. It is from the field trains that supplies are sent forward and organizational maintenance support emanates.

(3) Location. By and large the field trains is located in the brigade trains area. Occasionally, however, the battalion commander may have reason to want his field trains closer and may employ them independently of the brigade trains; this is the exception rather than the norm.

5.19 BRIGADE TRAINS.

a. Composition. The usual composition of the brigade trains (Fig 36) lends itself to a four-fold classification: a coordinating element representing the brigade S4, the field trains of the attached units, the forward support elements from the division support command, and a water point from the engineer battalion. It is at the brigade trains that logistical operations are effected between the support command and the combat battalions. The brigade's responsibility for the trains is to designate locations for each of the installations in the trains and to control the movement and security of the trains. The forward support units from division operate under the control of their parent units, and the field trains of the battalions operate under the control of their parent battalions. This fact does not mean that the brigade S4 (or his assistant) has no function in the trains. He determines when and where the trains will displace, coordinates the security of all elements in the trains, and is present to solve any immediate problems of operation between the elements from division and the battalion field trains. (Usually the assistant brigade S4 is physically located in the trains while the brigade S4 operates from the brigade CP.)

(1) Coordinating element in the brigade trains.

(a) Source: Brigade S4 section.

(b) Composition: Assistant brigade S4, food service warrant officer, chief supply sergeant, supply specialist (clerk), material readiness NCO, and assistant material readiness NCO.

(c) Functions:

1. Establishes and operates the brigade trains CP.

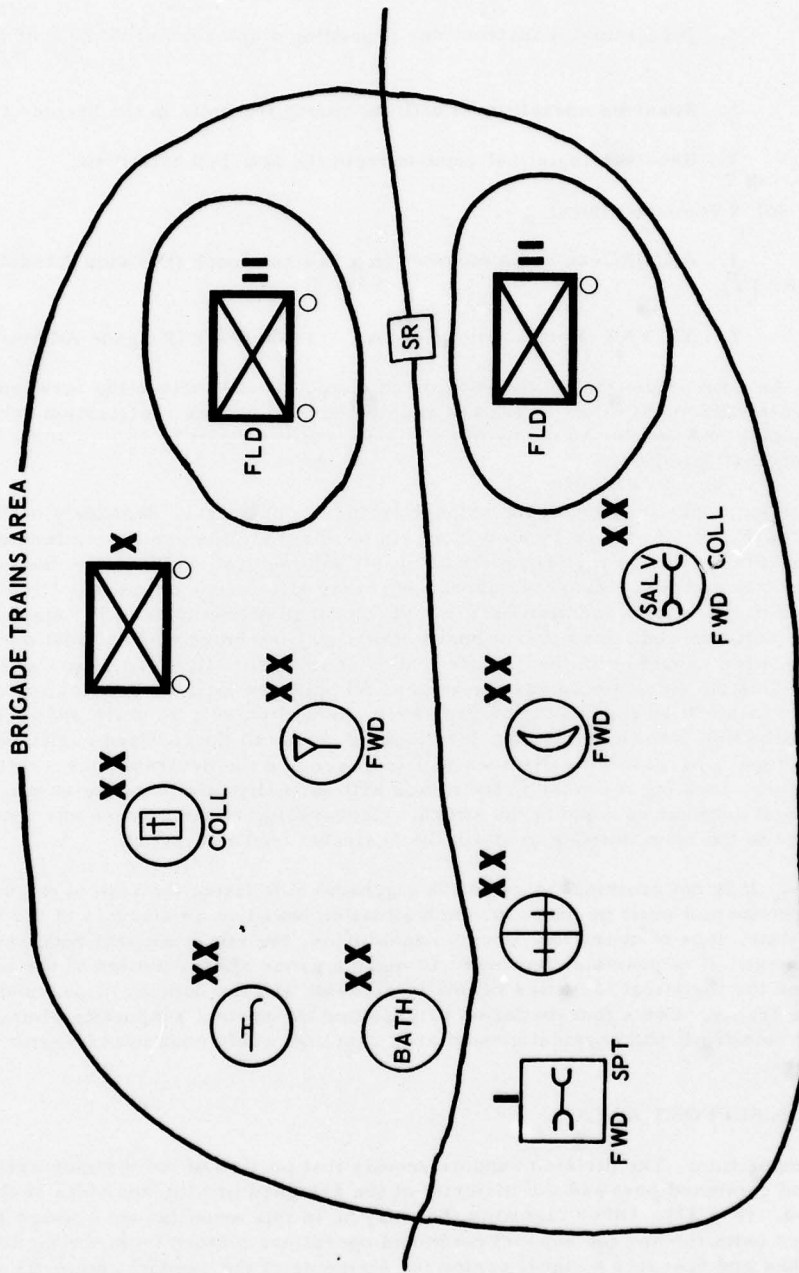


Figure 36

- brigade trains.
2. Establishes communications and security with and between the units in the
 3. Serves as a logistics information center for the brigade trains.
 4. Designates general sites for the location of units in the brigade trains.
 5. Disseminates instructions regarding displacement to the unit in the brigade
- trains.
6. Resolves operational conflicts among the units in the brigade trains.
 7. Receives logistical reports from the attached battalions.

(d) Communications:

1. AN/GRC-46 radio mounted in a 3/4-ton truck (Division Administrative Logistical Net--RATT).
2. AN/VRC-46 radio mounted in a 1/4-ton truck (Brigade Admin/Logistical Net).

(2) As a minimum the support command elements will include the forward support company from the maintenance battalion; a forward supply section, graves registration section, and a bath team from the supply and service company of the supply and transport battalion; and a medical company from the medical battalion.

b. Location. The location of the brigade trains is, of course, dependent on the tactical situation. As a rule of thumb, it may be located from six to thirty kilometers behind friendly forward dispositions. In the attack it will range from six to twenty kilometers, while in the defense it will be six to twelve kilometers, and in a retrograde operation twenty kilometers or more. Prominent characteristics to consider in selecting a location are: out of the range of the mass of the enemy's light artillery, convenient to the units served, and not in a position that will interfere with tactical operations. Additionally, the location should be in the brigade's area of responsibility, i. e., forward of the brigade rear boundary. This consideration gives the brigade S4 optimum latitude in selecting a location. If it is necessary to locate it in rear of the brigade area, he will usually be more restricted and must effect prior coordination with the division. It is located closer to the forward positions in the attack because as the attack progresses the distance will increase and the desirable characteristics will be attained. Moreover, locating it closer in the attack will normally minimize the number of times the brigade trains must displace to support the attack. Conversely, in the defense and retrograde, it must be located farther to the rear initially to attain the desirable characteristics.

c. Size. It is not practical to establish a general rule fixing the size of the brigade trains area. This determination must be made for each situation based on an analysis of the terrain, availability of real estate, type of operation, enemy capabilities, logistical support requirements, and the nuclear environment. It is possible, however, to make a gross approximation of the minimum area required based on the logistical facilities normally present, and the number of personnel and vehicles in a type brigade trains. For a four-battalion brigade and the normal supporting elements from the division support command, the physical ground area required would encompass approximately six square kilometers.

5.20 DIVISION SUPPORT AREA.

a. Composition. The division support area is that portion of the division area in which the support command command post and the majority of the assigned or attached units of the support command are located. (Fig 37). Other elements that may be in this area include a water supply point from the engineer battalion and the support command operations platoon from the signal battalion. This platoon establishes and operates a signal center for elements of the support command and other units and installations within the division support area.

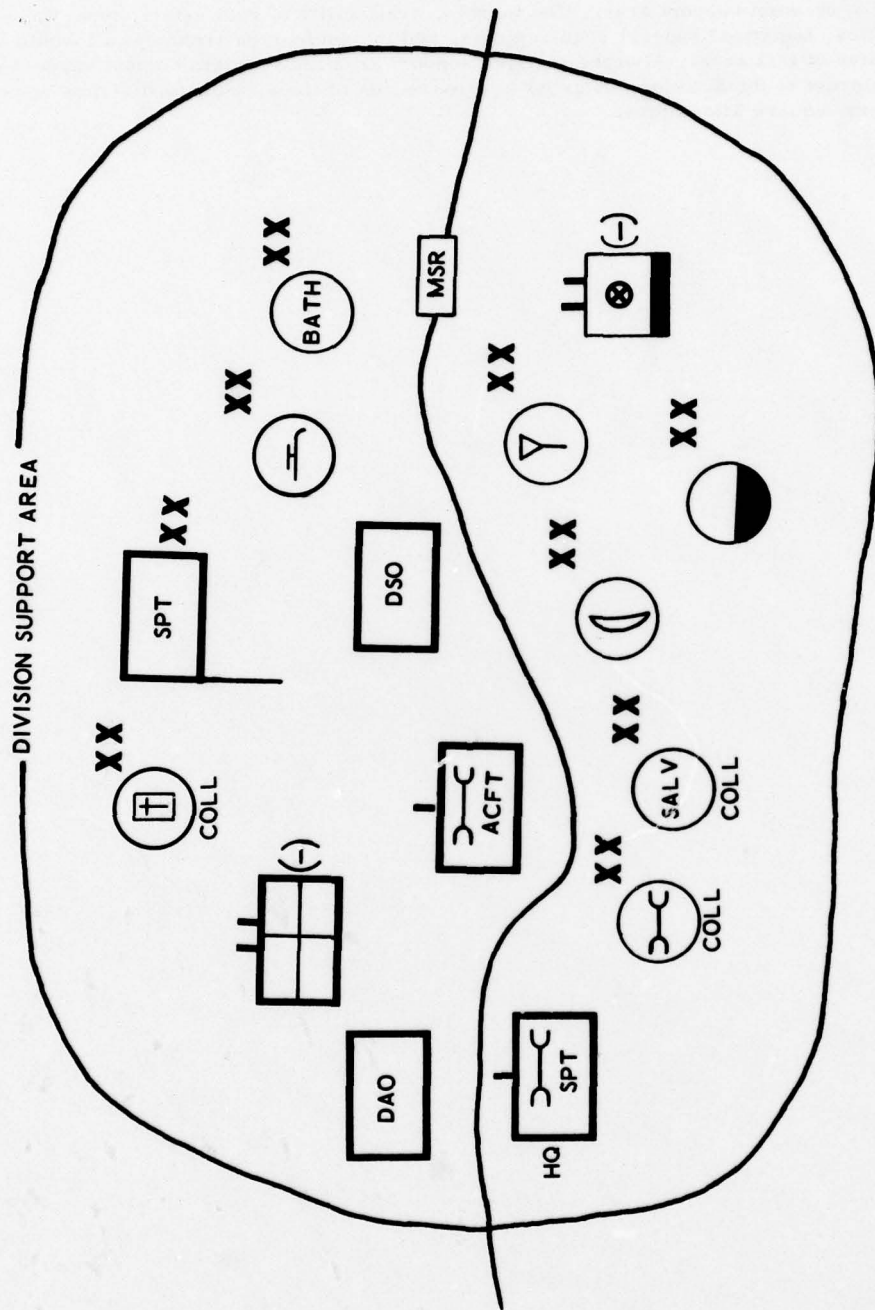


Figure 37.

b. Location. The location of the support command is based on (1) the ability to accomplish the mission (situation, available road net, etc), (2) dispersion and (3) defensibility. Desirably, it should be located well to the rear and centrally in the division area. It may range from twenty to fifty kilometers behind friendly dispositions, and even farther in retrograde operations.

c. Size. As with the brigade trains area, it is not practical to establish a general rule fixing the size of the division support area. The terrain, availability of real estate, type of operation, enemy capabilities, logistical support requirements, and the nuclear environment all would have an effect on the size of this area. Also the division support area may contain combat support units operating in support of the division. A gross approximation of the size of the division support area would be about twenty square kilometers.



CHAPTER 6

IMPLEMENTATION OF LOGISTICAL FUNCTIONS

Section XIV. SUPPLY

6.1. CLASSES OF SUPPLY.

a. General. To facilitate requisitioning, storage, and distribution procedures, supplies are categorized into ten major classes and miscellaneous supplies.

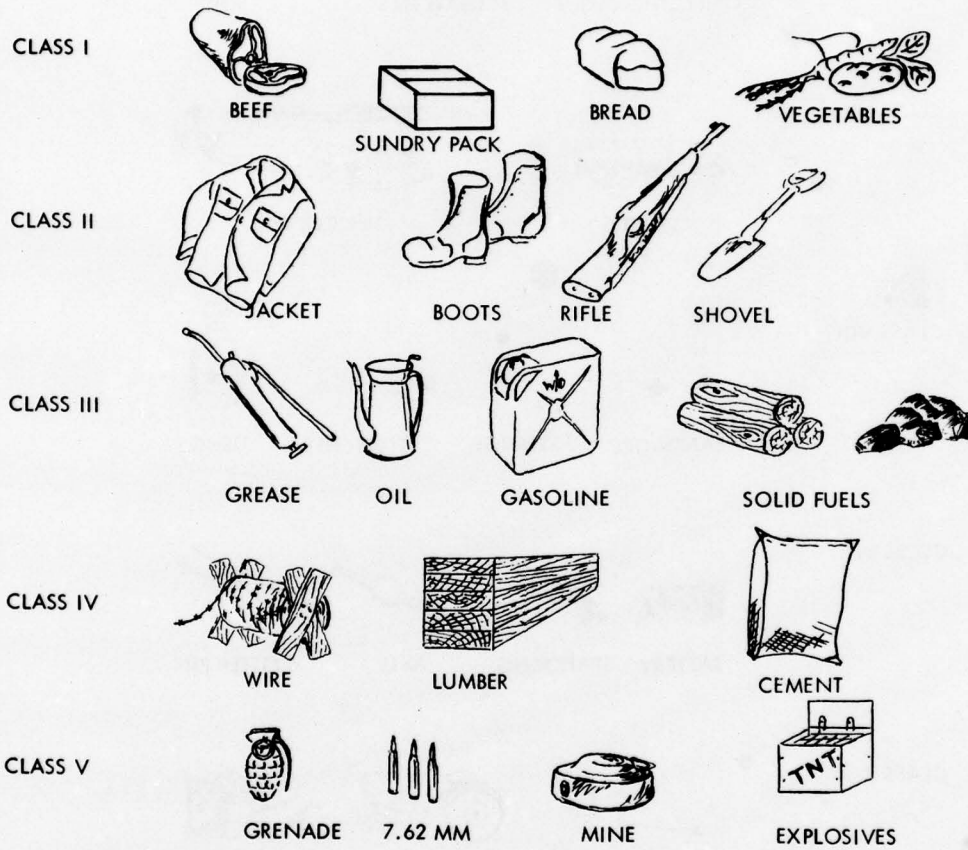


Figure 38.

Figure 38 (Cont).

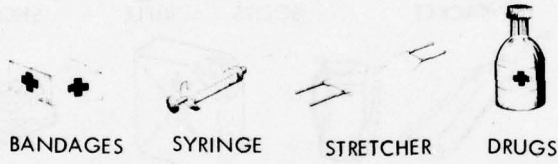
CLASS VI



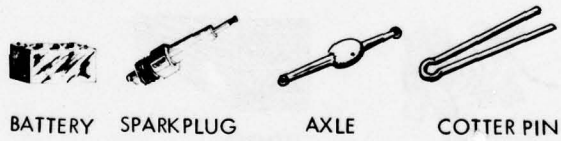
CLASS VII



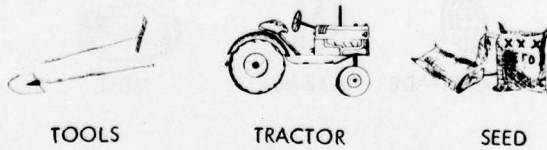
CLASS VIII



CLASS IX



CLASS X



MAJOR CLASSIFICATION

SUBCLASSIFICATION^{1/}

CLASS I - Subsistence

R - Refrigerated subsistence
S - Non-refrigerated subsistence
(less combat rations)
C - Combat rations^{2/}

CLASS II - Clothing, individual equipment, tentage, organizational tool sets and tool kits, hand tools, administrative, housekeeping supplies and equipment.

B - Ground support material^{3/}
E - General Supplies
F - Clothing and textiles
M - Weapons
T - Industrial supplies^{4/}

CLASS III - POL: Petroleum fuels, lubricants, hydraulic and insulating oils, preservatives, liquid and compressed gases, bulk chemical products, coolants, de-icing and antifreeze compounds, together with components and additives of such products, and coal.

A - Air
W - Ground

CLASS IV - Construction: Construction materials to include installed equipment, and all fortification/barrier materials.

CLASS V - Ammunition: Ammunition of all types (including chemical, biological, radiological and special weapons), explosives, mines, fuzes, detonators, pyrotechnics, missiles, rockets, propellants and other associated items.

A - Air
W - Ground

CLASS VI - Personal Demand Items
(Non-Military Sales Items)

CLASS VII - Major End Items: A final combination of end products which is ready for its intended use, e.g., tanks, mobile machine shop, vehicles.

A - Air
B - Ground support material^{3/}
D - Administrative vehicles^{5/}
G - Electronics
K - Tactical vehicles
L - Missiles
M - Weapons
N - Special Weapons

MAJOR CLASSIFICATION

SUBCLASSIFICATION

CLASS VIII - Medical Materiel Including Medical Peculiar Repair Parts

CLASS IX - Repair Parts (Less Medical Peculiar Repair Parts): All repair parts and components to include kits, assemblies, subassemblies, reparable and non-reparable, required for maintenance support of all equipment.

A - Air
B - Ground support material ^{3/}
D - Administrative vehicles ^{5/}
G - Electronics
K - Tactical vehicles
L - Missiles
M - Weapons
N - Special Weapons
T - Industrial supplies ⁴

CLASS X - Materiel to Support Non-Military Programs (e. g., Agricultural and Economic Development) Not Included in Classes I - IX.

b. Subclassifications have been established within Classes I, II, III, V, VII and IX. Bases for subclassification were:

- (1) Special transportation requirements.
- (2) Intended use of the item.
- (3) Special packaging requirements.
- (4) Peculiar storage requirements.
- (5) Customer orientation.

1/ The Alpha Code for subclassification of Classes II, VII, and IX represents material category designators used in supply management, with the exception of A (Air) which is used throughout all classes of supply as applicable. In accordance with JCS terms of reference that subclassifications have a unique meaning, alpha codes not utilized as material category designators have been assigned to the subclassifications for Class I, III, and V. (See Fig 40)

2/ Includes gratuitous health and welfare items.

3/ Includes power generators and construction, barrier, bridging, fire lighting, petroleum and mapping equipment.

4/ Includes bearings, block and tackle, cable, chain, wire rope, screws, bolts, studs and steel rods, plates and bars.

5/ Commercial vehicles utilized in administrative motor pools.

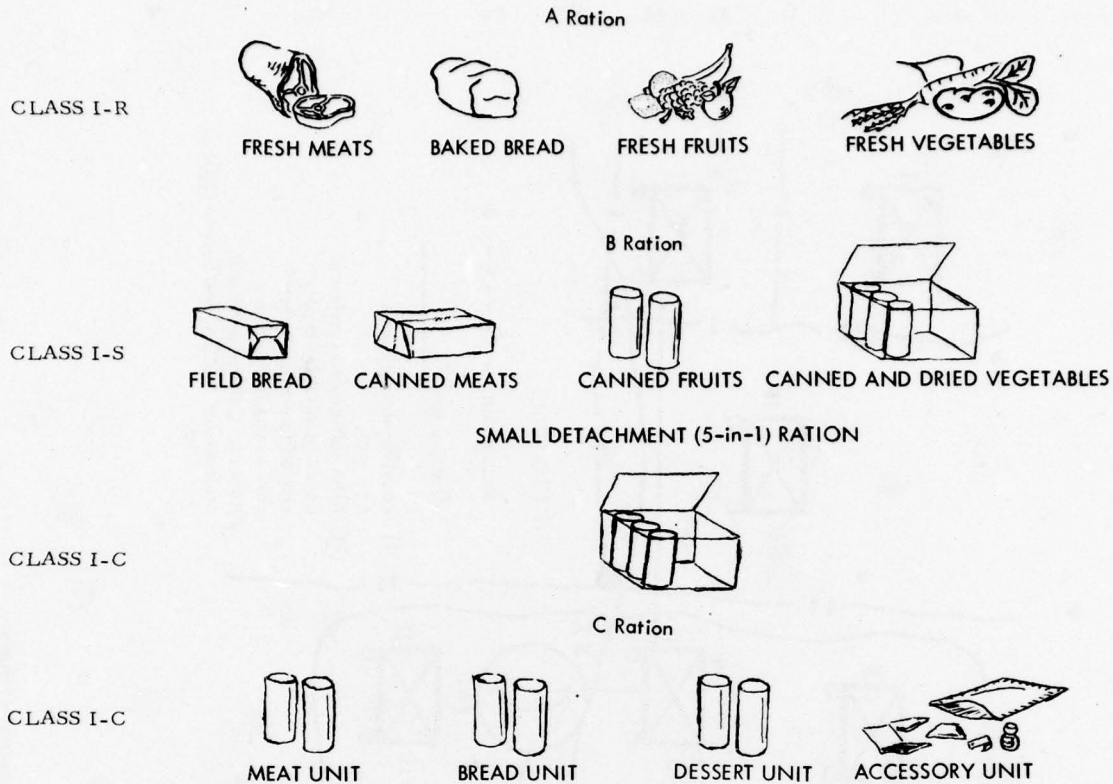


Figure 39.

6.2. CLASS I SYSTEM (Fig 40).

a. Requisitioning. The division adjutant general provides the division supply office with estimated strength figures for the division. Using these figures as a basis, the division supply office prepares the division daily ration request and dispatches it to the field army Class I supply facility supporting the division 72 hours prior to the time rations are to be delivered. Normally electrical means are used to transmit the request. The supply section of the support platoon submits a daily ration request to the division supply office if required. (Only periodic reports indicating unusual variations in type or quantity of ration will be required once the division supply office has sufficient issue experience.)

b. Distribution. The field army supply installation supporting the division normally delivers Class I supplies to the division distribution point located in the division support area. Division will deliver the rations to the forward Class I distribution point in the brigade trains area; however, if the division coordinates with army, the rations may be delivered directly to the forward Class I distribution point by army. At the forward Class I distribution point, rations are broken down into battalion lots for distribution to the battalion mess sections. If the battalion is operating a decentralized mess, it may be necessary to further break the rations down into company lots at the field trains for distribution to the companies. With the centralized mess, rations are prepared by the mess section of the support platoon in the field trains and delivered to elements of the battalion employing either unit or supply point distribution or a combination of both.

c. Mess management. (Though not a part of the Class I system, mess management is considered here to permit elaboration on the distribution aspects of the Class I system.)

(1) Organization. The battalion mess section is organized to provide a consolidated mess for the battalion or teams of cooks and kitchen equipment to support any or all companies of the battalion separately. Usually the mess section is located in the battalion field trains and operates under the supervision of the support platoon leader. His principle assistants are the mess stewards of each of the company mess teams.

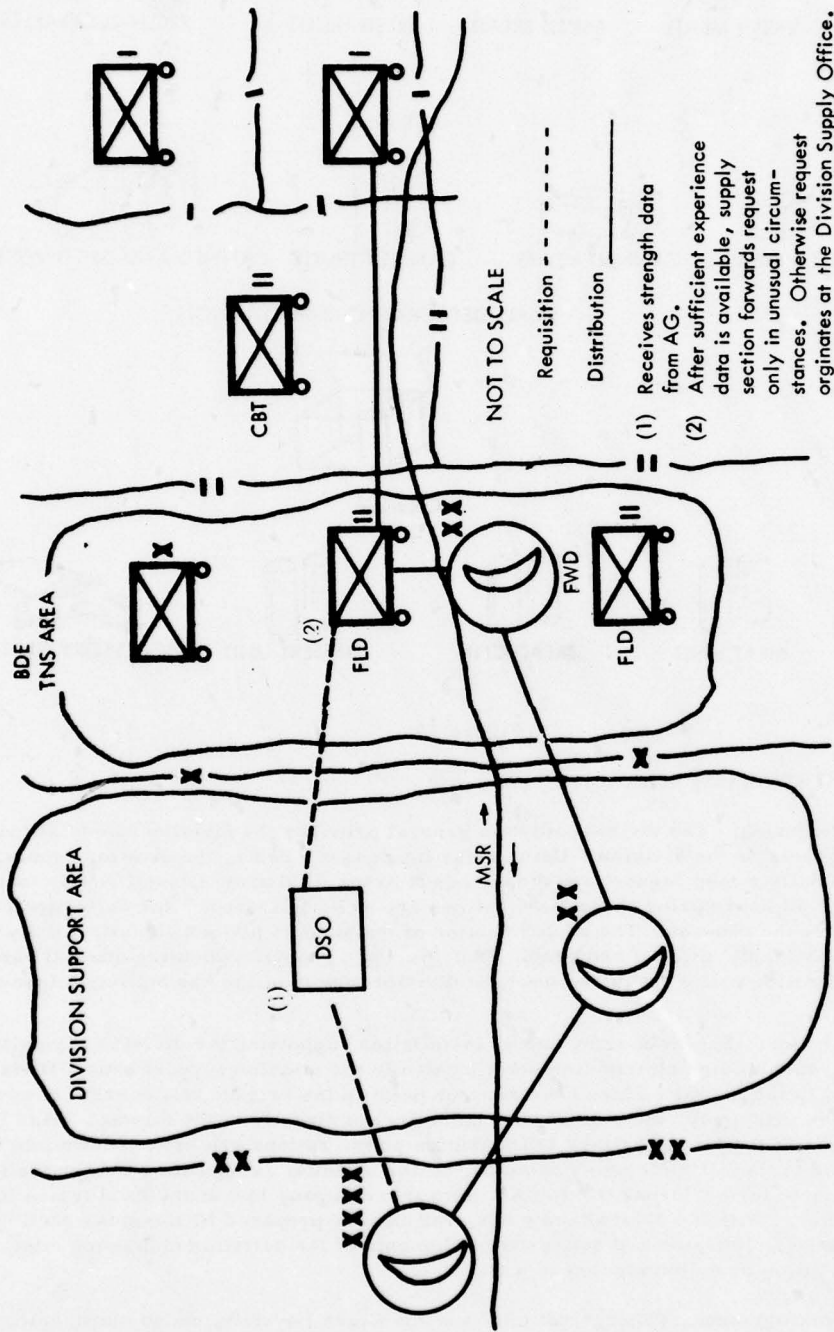


Figure 40. Class I System of Supply.

(2) Feeding Plan. Though not a formal, written plan, it is a set of instructions, usually disseminated by fragmentary orders, designed to provide information regarding the WHEN and HOW feeding will be effected within the battalion.

(a) Battalion Feeding Plan. The S4 or support platoon leader disseminates feeding instructions as early as possible to facilitate the planning of unit commanders. These instructions may include all or part of the following:

1. Time and place of meal issue and methods for cleaning mess gear.
2. Location of kitchens.
3. Method of distribution and vehicles to be used for delivery.
4. Additional items of supply which are to be sent forward with the meal.
5. Time vehicles will leave (or report to) kitchen area.
6. Requirements for guides and designation of release point.
7. Time vehicles are released to unit control, and time they revert to battalion control.
8. Any restrictions on movement.

(b) Unit feeding plan. Upon receipt of the battalion feeding plan, the company executive officer will prepare a company feeding plan. The company feeding plan is based on the battalion feeding plan and includes all or part (as applicable) of the following information and instructions:

1. Type of ration to be fed.
2. Location of company mess area.
3. Arrangements for vehicles, guides, and carrying parties.
4. Release and return of vehicles.
5. Supervision of vehicles while under unit control.
6. Arrangements for feeding attached personnel.

(3) Ration Cycle and Preparation of Rations.

(a) A ration cycle is the time covering one day's ration. It may begin with any meal but usually begins with the supper meal; this permits delivery of rations by division and the separation of rations into meals by the mess stewards during daylight. Rations are normally delivered to the battalion on a daily basis because the battalion does not have the capability of transporting the rations required for a two or three day period. (The battalion carries a minimum of one day's reserve "C" rations to meet emergency needs.)

(b) When rations arrive at the kitchen area, the mess stewards separate them into meals. The mess personnel, with the feeding plan as a guide, then prepare the proper amount of food and place it in food containers for delivery to the units.

(4) Delivery of Rations.

(a) The situation will dictate whether food and water can be delivered to forward positions from the kitchen area during daylight or darkness. Food and water are usually transported to unit mess locations by 2 1/2-ton trucks or 1/4-ton trucks with trailers. In rough terrain, the use of pack animals or hand-carrying parties may be necessary. Indigenous personnel may be used for hand carry operations to maintain combat strength of the units.

(b) Any combination of methods may be used to effect distribution. Food may be delivered directly to unit mess locations in the 2 1/2-ton trucks (unit distribution); the units may be directed to send transportation to the field trains to pick up the food (supply point distribution); or the 2 1/2-ton trucks may deliver the food to a forward point (usually the combat trains) for transloading to unit vehicles for delivery to unit mess locations (combination of unit and supply point distribution).

(c) Often the tactical situation will not permit one or more of the forward platoons to come back to the unit mess location. When this occurs, the platoon is fed by delivering the food in a 1/4-ton truck or by carrying party to the platoon position.

(d) The unit commander selects the mess location. It should be convenient to the troops, accessible to vehicles carrying food, large enough to permit dispersion of troops while eating, provide for concealment from hostile observation, and offer protection from flat trajectory fire.

(5) Water Resupply.

(a) Water, although a miscellaneous item of supply is generally delivered with meals. The battalion obtains its water by sending the water trailers (organic to the transportation section of the support platoon) to a water supply point established by the engineers in the brigade trains area. Water is then delivered in 5 gallon cans to the units.

(b) If water is not readily available from engineer water supply points, several expedients may be used to purify water. Such methods include use of calcium hypochlorite, individual water purification tablets, and boiling.

6.3. CLASS II & VII SYSTEM OF SUPPLY (Fig 41).

a. Requesting. The system of obtaining Class II & VII supplies can be illustrated by considering the requirement for binoculars. Assume that binoculars organic to a rifle company has been destroyed by enemy action. The rifle company executive officer or supply sergeant makes an informal request (by message, wire, or radio) to the supply section of the support platoon. The supply section then prepares a request and submits it to the division supply office located in the Headquarters and Headquarters Company, Supply and Transport Battalion. The request is processed and forwarded to the field army supply point. For immediate response to a request, the alternative is to issue the item from the division maintenance float, assuming the float contains this item. *The requisition is still submitted as the float must be replenished.* (A maintenance float is a quantity of end items in excess of TOE. These items are stocked at units having field maintenance responsibility to provide immediate replacement for items turned in for repair. Normally, these items are only issued to replace items turned in for repair, but in an emergency can be used to replace items destroyed by enemy action. The items which make up the division maintenance float are controlled by the supporting field army.)

b. Distribution. Fast moving Class II and VII supplies are delivered directly by the supporting field army supply point to the division distributing point in the division support area. The supplies are then delivered to the Forward Class I distributing point located in the brigade trains area. Within the forward Class I distributing point there are personnel who are trained to check out the equipment and tag it for identification before it is issued to the battalions. Normally the battalions will be called to pick up its supplies and they will distribute them to the using units using either unit or supply point distributing or a combination of both. *The division normally does not carry a large reserve of Class II and VII supplies.* It does, however, carry a small stock of fast moving Class II and VII supplies in the division support area. Battalions may be required to pick up large items such as trucks and armored personnel carriers from designated supply points in the division support area or from the supporting field army.

c. Accountability. From the accountability standpoint, the binoculars must be turned in for salvage, or, if this is not feasible, some action must be initiated to determine cause of loss. The tactical situation may not permit this action to be accomplished immediately; however, within a reasonable period of time, some form of accountability must be effected. One procedure that may be used to account for property lost in combat is the Certificate of Combat Loss, a statement by the unit commander verifying that the equipment has been lost, damaged, or destroyed as a result of combat action. When approved, this certificate is used as a voucher for property book adjustment.

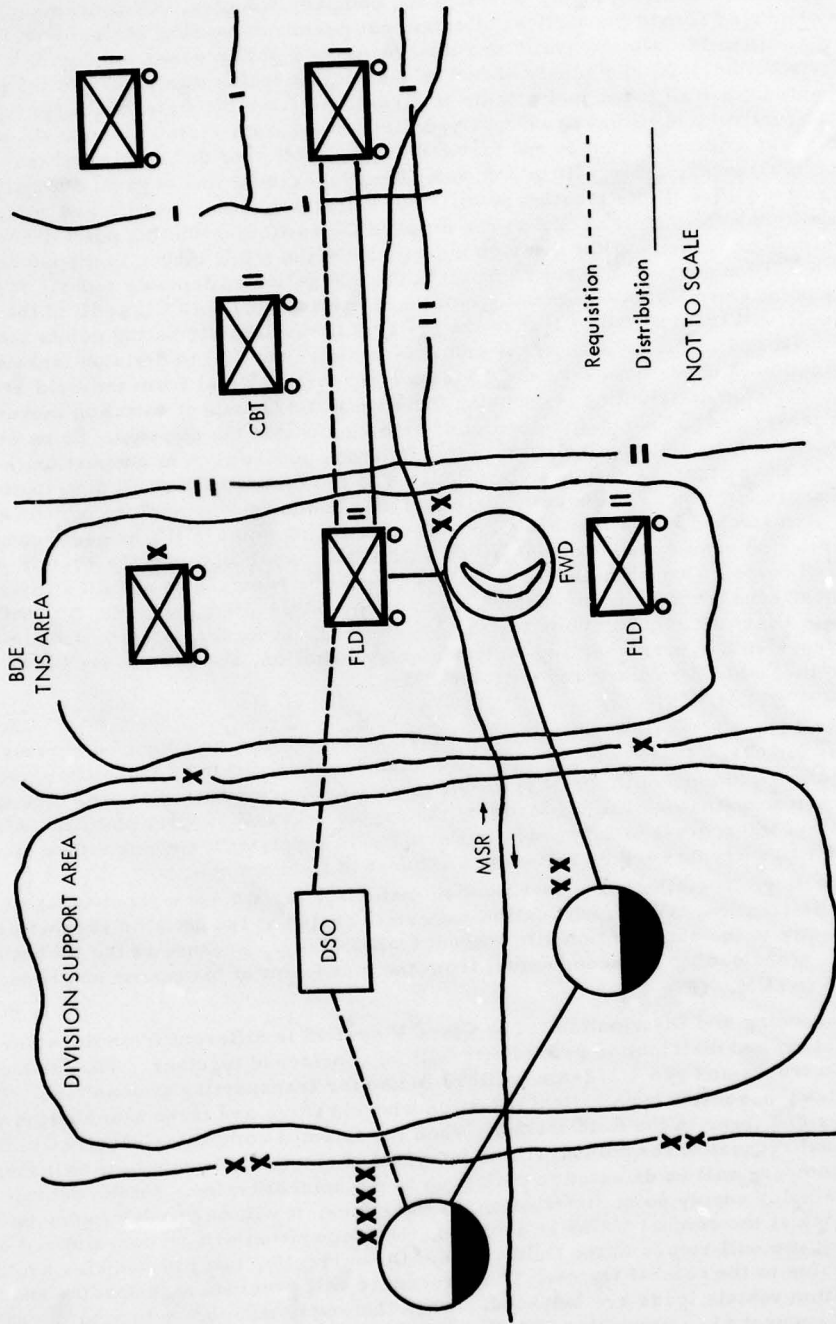


Figure 41. Class II and VII System of Supply.

6.4 CLASS III SYSTEM. (Fig 43) Requisitioning and distribution. Inasmuch as the system for Class III supplies is considerably different from the Class I, II and IV system, requisitioning and distribution procedures will be considered together. For the purpose of this discussion, assume there is one 5-ton fuel vehicle with trailer in the combat trains and one in the field trains. When the forward units require fuel, they notify the combat trains. The 5-ton fuel vehicle in the combat trains is sent forward to each company area, usually at night, to refuel the company vehicles. Of course supply point distribution may be employed should the tactical situation not permit movement of the 5-ton fuel vehicle in the forward area. (Another alternative is to refuel by using 5 gallon cans, employing either unit or supply point distribution.) As the supply of fuel in the combat trains diminishes to the point that re-supply is warranted, the full 5-ton fuel vehicle is dispatched from the field trains to the combat trains. The empty 5-ton fuel vehicle returns to the brigade trains and immediately goes to the division forward Class III distributing point operated by the forward supply section of the supply and transport battalion. Under most circumstances, there will be a 5,000 gallon fuel tanker and several 500 gallon collapsible tanks at the forward Class III distributing point. The 5-ton fuel vehicle refills and returns to the battalion field trains. As the supply of fuel at the forward Class III distributing point diminishes, the 5000 gallon fuel tanker returns to the division support area and a full tanker is dispatched to the brigade trains or a full tanker comes forward to refill the 500 gallon collapsible tanks. A combination of unit and supply point distribution is normally employed in supplying bulk Class III to the division. The field army usually will transport bulk fuel to the division Class III distributing points located in the division support area and in the brigade areas and then transfer the fuel to division tankers. When supply point distribution is used, however, the division transports its fuel from the field army supply installation to the division distributing point using the supply and transport battalion tankers. Unit distribution using tankers is the normal method of distribution within the division. Some of the tankers operate from the Class III distributing point in the division support area to support units in the division rear area. Some of the tankers may also be allocated to the forward Class III distributing points in the brigade trains areas, in which case a combination of unit and supply point distribution is used. Oil and lubricants are also stocked at the forward Class III distributing point in the brigade trains area. In effect, then, there is no requirement to requisition fuel at the battalion level; the system operates on a refill as required basis. Occasionally the battalion S4 may be required to submit a forecast of fuel requirements, but normally the division supply office, based on the planning of the G4, will be able to accurately estimate Class III requirements for the division without forecasts from the combat battalions. Though this discussion has been centered on the Infantry battalion, the system for Class III supply is the same in the mechanized infantry and tank battalions.

6.5 CLASS IV SYSTEM. (Fig 42).

a. Requesting. The basis for requesting Class IV supplies is an approved barrier construction plan. A request for Class IV supplies requires command authorization at each echelon to include the brigade. This allows commanders at all echelons to establish priorities of issue. The initial request for barrier/fortification material is prepared by the supply section, support platoon. After validation at the brigade level the request is forwarded to the division supply office which either issues the items if sufficient quantities are on hand or forwards a request to field army.

b. Distribution. Distribution of fortification materials is, almost without variance, accomplished by unit distribution. Once fortification materials arrive at the division support area, they are transported directly to the construction site without transloading. Because of the weight and bulk of these materials, transloading is uneconomical from the standpoint of manpower and time.

6.6 CLASS V SYSTEM. (Fig 44).

a. Requisitioning and Distribution. The Class V system is different from the other systems; again, requisitioning and distribution procedures will be considered together. The infantry battalion has six 2 1/2-ton trucks and two 1 1/2-ton trailers to use for transporting ammunition. To illustrate the Class V system, assume a hypothetical situation wherein there are three ammunition vehicles in the combat trains and three in the field trains. When the forward companies require ammunition, they submit an informal request to the combat trains by type and amount. Ammunition will then be sent forward or the company will be directed to pick it up at the combat trains. (In the defense, the battalion will usually employ supply point distribution; in the attack, it will normally employ unit distribution.) As the stock at the combat trains is depleted, the ammunition will be consolidated on one vehicle and the remaining two will return to the field trains. Concurrently, two full vehicles are dispatched from the field trains to the combat trains. This procedure will preclude transloading and work effectively if ammunition vehicle loads are balanced. When the empty vehicles return to the battalion field trains, a formal request for ammunition (DA Form 581) is prepared by the supply section of the support platoon and the vehicles are dispatched to the field army ASP. En route, a stop is made at the

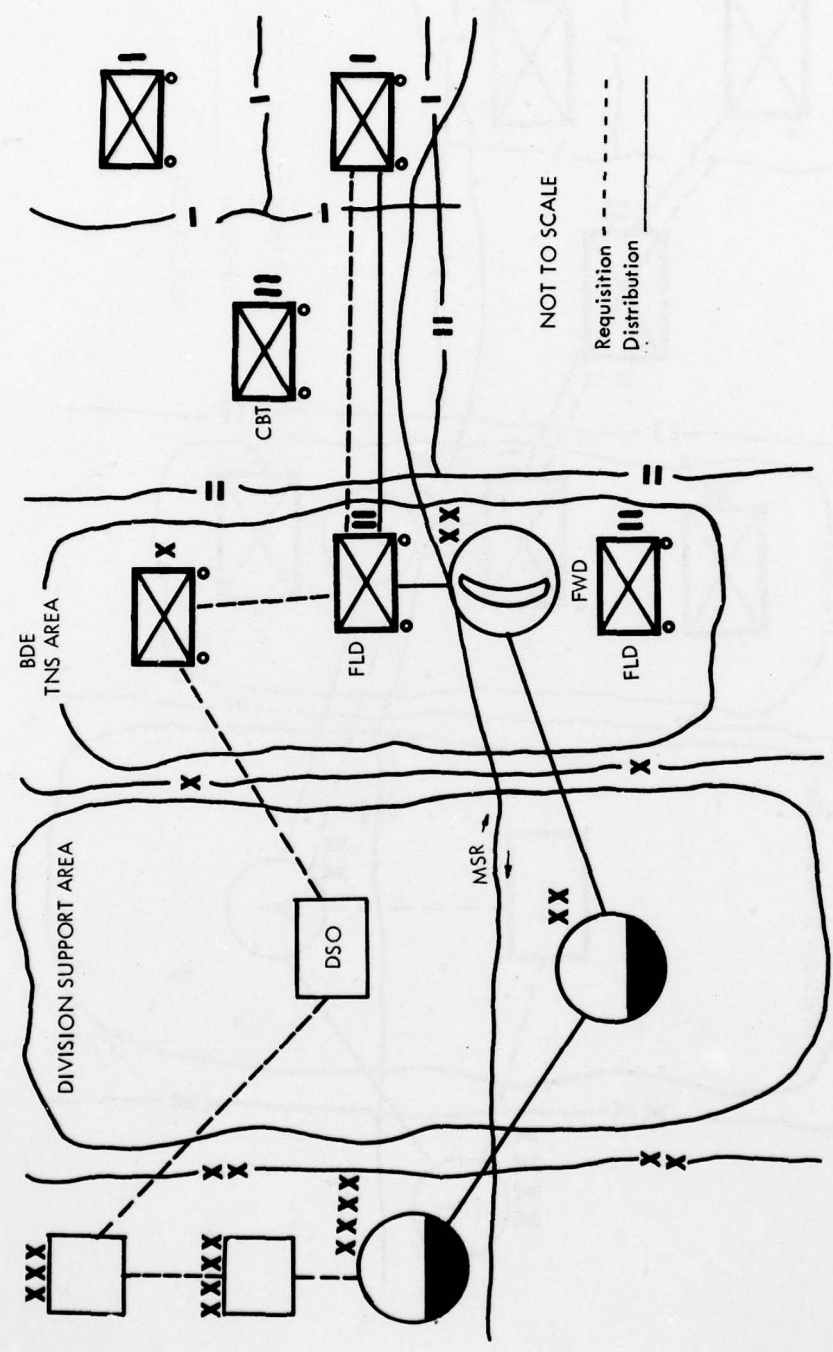


Figure 42. Class IV System of Supply.

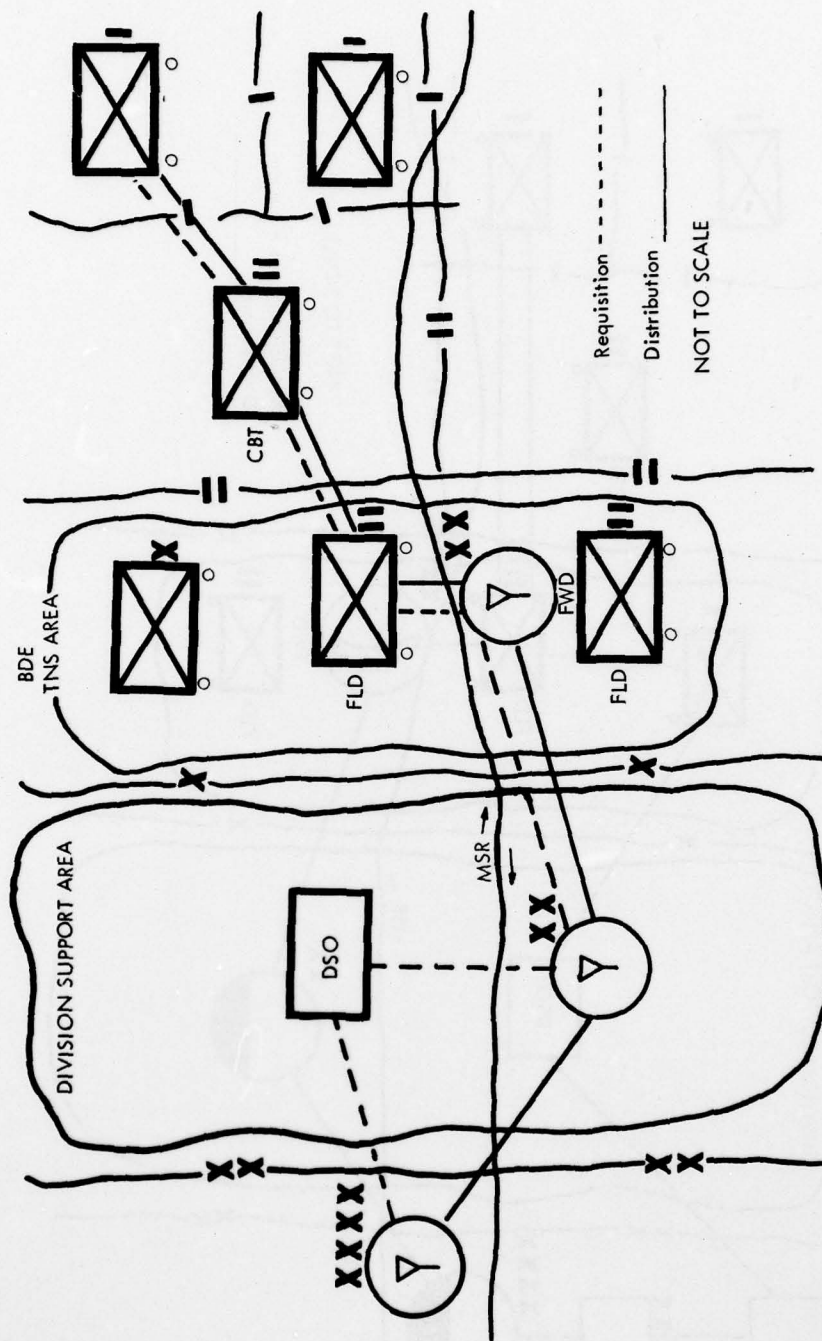


Figure 43. Class III System of Supply.

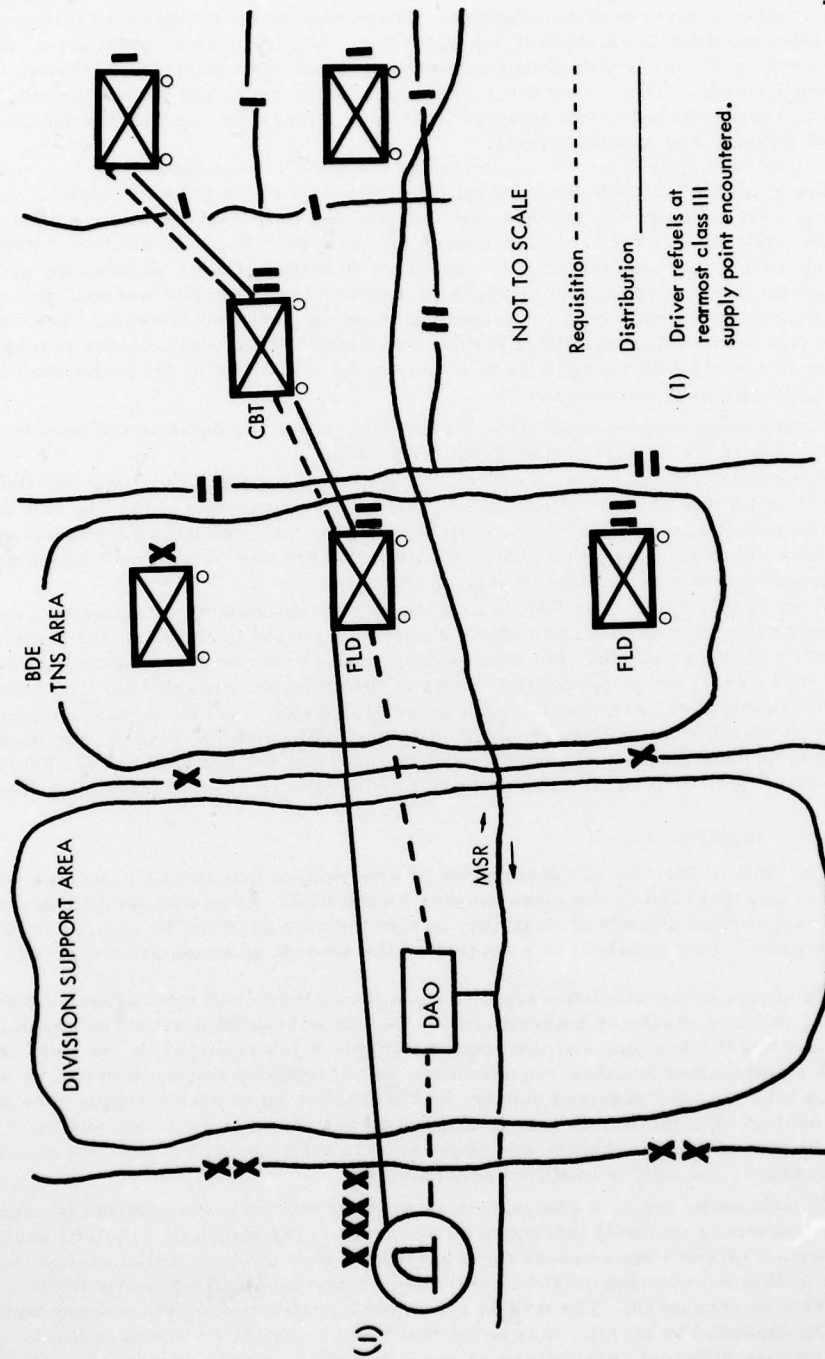


Figure 44. Class V System of Supply.

Division Ammunition Officer (DAO) to have the request validated. By this procedure, the DAO administratively controls ammunition expenditures within the division. The normal authorization for ammunition is the replenishment of the basic load; however, if there is an Available Supply Rate (ASR) in effect (a restriction on ammunition allowances), the DAO insures that the battalion is not exceeding the ASR. Upon obtaining the ammunition at the army ASP, the vehicles return to the battalion field trains and the cycle is completed. It is apparent then that the division does not operate an ammunition distributing point nor carry a reserve of ammunition. There may be an exception to this procedure as in the case of a division involved in an exploitation operation. Under such circumstances, the turn-around time to the field army ASP may be prohibitive; therefore, army may establish a forward mobile ASP in the division support area. This variation in procedure is the exception rather than the rule. Though this discussion has been centered on the infantry battalion, the system for Class V supply is the same in the mechanized infantry and tank battalions.

b. Basic load of ammunition. A basic load is the prescribed amount of ammunition authorized to be in possession of a unit. It includes ammunition carried by the individual soldier, stowed in self-propelled weapons, carried on prime movers, and on vehicles in trains. For ammunition items fired from weapons, the basic load is expressed in rounds per weapon. For bulk allotment items such as grenades, antitank mines, and explosives it is expressed in terms of units of measure as "each" or "pound." Although the basic load is fixed in terms of number of rounds per weapon, the unit commander may vary the proportion of each type requested based on the assigned mission. The basic load provides a unit sufficient ammunition to initiate combat and sustain itself until routine resupply can be effected. The key to ammunition resupply is to maintain the basic load at the authorized level.

c. Authority to obtain ammunition.

(1) Ammunition may be requested as expended, i. e., the basis is the need to replenish the basic load. This basis is the authority most frequently used.

(2) Ammunition may be requested in anticipation of expenditure; however, the amount of ammunition requested on this basis may not exceed that which is anticipated for use in a 24 hour period. This limitation is necessary to control stocking ammunition on position without specific authority. One reason for requesting ammunition in anticipation of use is to permit firing a preparation for an attack without seriously depleting the basic load.

d. Required supply rate. The RSR is an estimate of the amount of ammunition required to sustain combat operations of a particular unit for a specified period of time without restrictions. For ammunition items fired from weapons, the rate is expressed in rounds per weapon per day. For bulk allotment items, it is expressed in appropriate units of measure per organization, individual or vehicle per day. Required supply rates are normally prepared at division level by the G3 in coordination with the G4. The combat battalion is seldom required to submit estimates for ammunition needs since gross requirements can be approximated with considerable accuracy at the division level. These estimates of ammunition requirements are considered by higher headquarters when determining whether an ASR must be imposed.

e. Available supply rate.

(1) The ASR is the rate of consumption of ammunition that can be sustained with available supplies. The rate is expressed in the same manner as the RSR. Even with an ASR in effect, the commander retains a certain amount of flexibility in that the rate need not be applied equally to each of his subordinate units. Essentially it is a control on the amount of ammunition that may be allocated to a unit.

(2) To arrive at the available supply rate within a theater of operations, the theater commander continually reviews stocks of ammunition, to include scheduled arrivals of supply. From this study, the current tactical situation, and the required supply rates reported by the field armies, the theater commander determines whether requirements for all types of ammunition can be met. If the available supply is less than the required supply, he establishes an available supply rate for each major command in the theater. Normally this rate is announced by type of ammunition and for a specified period of time. Studies of the availability and requirements for ammunition are continuous; when the status of supply changes, the ASR is modified accordingly.

(3) At field army level, a comparison is made of available ammunition (as shown by available supply rates and stocks on hand) and required ammunition (as shown by required supply rates of subordinate elements). When requirements for a particular type of ammunition exceed the available stocks, the issue of this ammunition must be controlled or regulated. To accomplish this, an army available supply rate is announced. The ASR is a command restriction on the number and type of rounds that may be expended by a unit. It is noted that when restrictions are necessary, the army commander may impose different restrictions on subordinate commands depending on the tactical mission assigned. Likewise, commanders at corps, division, brigade and battalion level may establish different restrictive rates on units of their command. They must not, however, exceed the ASR imposed on their command as a whole.

6.7. CLASS VI SYSTEM. Class VI supplies are provided by the Supply and Transport Battalion. The Division Exchange Officer, a member of The DSO element, exercises supervision over unit exchanges established and operated by division units. Request and distribution procedures are announced locally. Subordinate elements normally appoint exchange officers who receive shipments on consignment for resale.

6.8. CLASS VIII SYSTEM.

a. Requesting. These supplies are provided by the medical battalion. The method of requesting medical supplies is very informal in combat. Units request medical supplies from their battalion aid station. The battalion aid stations will replenish their supplies by informal requests sent to the division clearing station. The clearing station, in turn, forwards unfilled requests and any requests for replenishment of its own supplies to the division medical supply point. The clearing station does not consolidate requests. Requests are sent to the rear by vehicles, e.g., trucks, ambulances, and by aircraft, radio, or telephone.

b. Distribution. Supplies are dispatched forward via trucks, ambulances, or aircraft. The senior aidman attached to the company will insure that medical kits used by company aidmen are complete and also assist the company supply sergeant in obtaining medical supplies for the unit.

6.9. CLASS IX SYSTEM. (Fig 45)

a. Requesting. Units request Class IX supplies (except for cryptographic and medical) from the forward support company repair parts distribution point using direct exchange (DX) procedures and by formal requests. Class IX supplies pertaining to vehicles and communications equipment are obtained by the battalion maintenance and commo platoons respectively. Other Class IX supplies, such as repair parts for weapons, are obtained by the supply section of the support platoon.

b. Distribution. These supplies will normally be delivered by the maintenance battalion to the forward support company located in the brigade trains area. The requesting units will normally be required to pick up these supplies from the forward support company.

6.10. CLASS X SYSTEM. Because of the nature and purpose of these supplies they will be requested and distributed as directed by the appropriate major headquarters.

6.11. MAP SUPPLY.

a. Requesting. The requirement for maps at battalion level is determined by the S2. When maps are required, the S2 informs the S4 or the supply section of the support platoon directly. The supply section prepares the request and submits it to the division supply office. The supply and transport battalion of the division support command is responsible for procurement and distribution of maps based on policies established by the division G2. The supply and transport battalion obtains the maps from the field army.

b. Distribution. Maps are distributed in much the same manner as small items of Class II and VII supplies. They are sent forward on available transportation to the battalion field trains. From the battalion field trains to the companies, the same procedure is used, unless the battalion S2 desires to hold the maps at the command post for security or other reasons; in such cases, the S2 would then make arrangements for distribution to the companies.

6.12. EMERGENCY RESUPPLY.

a. Requests. Emergency resupply requests are submitted to the brigade S4. (The other times supply request are submitted to the brigade S4 are when the brigade is operating independently, or when command approval is required.)

b. Coordination. If the request for emergency resupply is approved by brigade, the brigade S4 effects the necessary action to obtain the supplies and the delivery means.

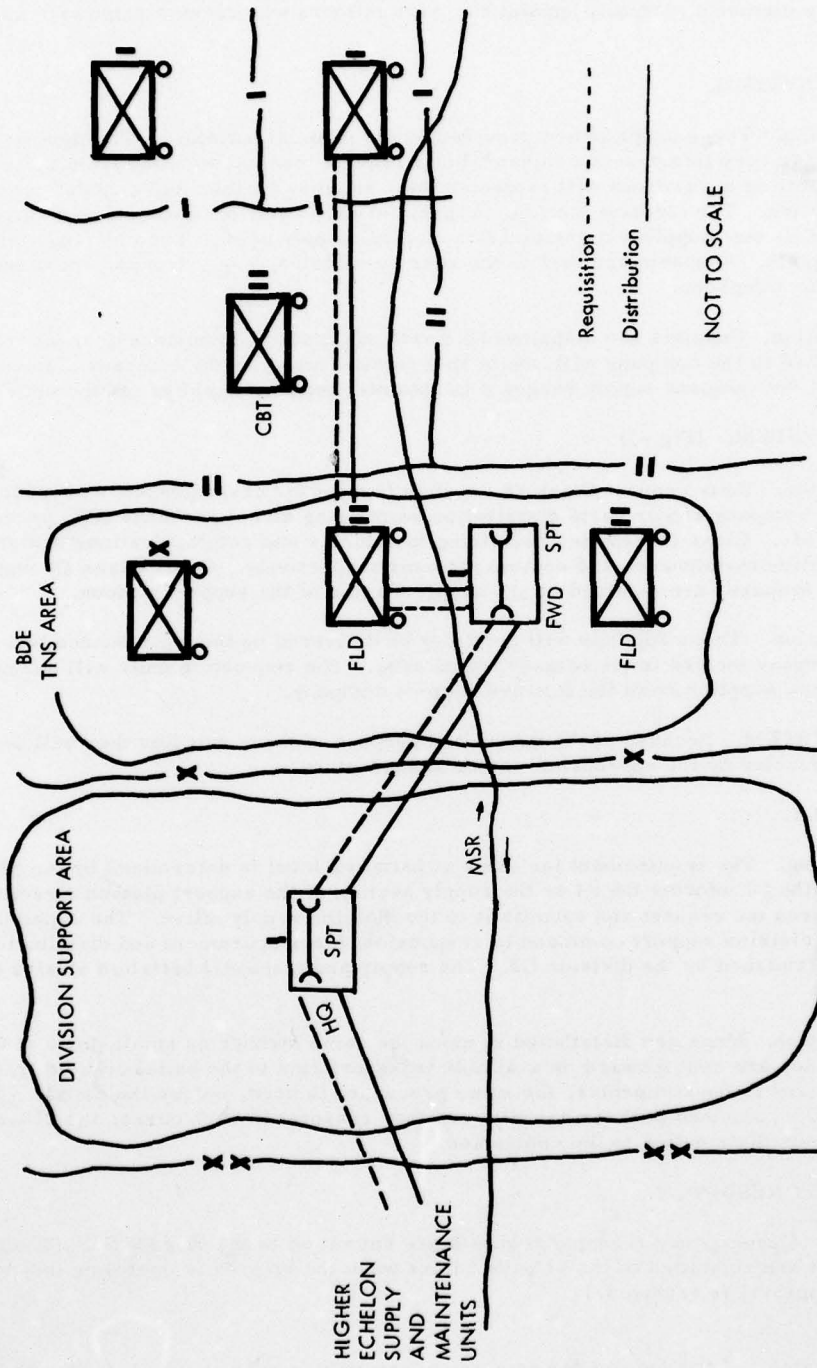


Figure 45. Class IX System of Supply.

(1) If the supplies are available in the field trains of the battalion making the request, he will obtain them there; if they are not available in the field trains, he will submit the request to the supply and transport battalion.

(2) Regardless of the source of the supplies and the delivery means, the brigade S4 will effect the necessary coordination to bring the supplies and the delivery means together and insure they are dispatched to the requesting unit.

c. LZ preparation. If direct aerial delivery is requested, and if approved, the requesting unit must establish terminal guidance and recover its own supplies at the drop zone or aerial resupply point.

Section XV. TRANSPORTATION

6. 13. GENERAL. The function of transportation embodies the provision of transport for men and materiel. While transporting personnel and units is of significant import on an army-wide basis, the emphasis on transport within the division is placed on the transport required for logistical support operations. Also included in the function of transportation is the establishment of traffic regulations and control, though this aspect has only limited application at the combat battalion level.

6. 14. COMBAT BATTALION AND BRIGADE LEVEL.

a. Transport for logistical support operations. The brigade, being a tactical echelon of command does not have organic transport for logistical support operations. The transport in the combat battalion is found in the support and maintenance platoons of the battalion headquarters and headquarters company.

b. Traffic control. At the brigade and battalion level, this aspect of transportation is implemented by posting directional and directive type signs, and exercising operational control over unit convoys. The battalion S4's principal assistant in this area is the motor officer. The brigade does receive some support in this matter from the division military police company. Normally, a military police platoon is placed in support of each brigade to provide assistance in traffic control and to operate a division forward prisoner of war collecting point.

6. 15. DIVISION LEVEL.

a. Transport for logistical support operations. The source of transport for these operations is the division support command; specifically, the medical, supply and transport, and maintenance battalions. Transport for the movement of cargo and fuel is organic to the transportation motor transport company of the supply and transport battalion.

b. Traffic control. Traffic regulation and control is a general staff responsibility of the division G4. To implement action in this area, he frequently establishes a division traffic headquarters under the supervision of the division transportation officer. This headquarters includes representatives of the division engineer and provost marshal, and may include a representative of the division G5 (for advice on civil affairs), the division signal officer (to provide communications for the traffic headquarters), and the division support command (for coordination of vehicle recovery and evacuation). The division engineer provides technical advice on route classification and the provost marshal makes recommendations on traffic control. To obtain maximum use of available roads and bridges and to provide definitive instructions to subordinate units, division prepares and publishes a division traffic circulation and control plan.

Section XVI. MAINTENANCE

6. 16. MAINTENANCE OPERATIONS.

a. To delineate responsibilities and facilitate support operations, maintenance service is classified by category.

b. Company.

(1) Infantry rifle company. This unit is responsible for organizational maintenance on all of its equipment (subject to restrictions imposed by the Army Materiel Command) and for evacuation to battalion of equipment beyond its capability to repair, except for evacuation of vehicles. The infantry rifle company has no recovery vehicle, and its vehicular maintenance capability is limited to cleaning, servicing, lubricating, and adjusting.

(2) Mechanized infantry rifle company. Like the infantry rifle company, it is responsible for organizational maintenance on all of its equipment and for evacuation to battalion of equipment beyond its capability to repair, including evacuation of vehicles. Because the mechanized infantry rifle company has a significant number of vehicles and radios to service and repair, the company has been provided a 15 man maintenance section that can perform organizational maintenance. Its capability includes cleaning, servicing, lubricating, adjusting and extends to replacing certain parts and testing of equipment. It is responsible for evacuation of vehicles because it has an M578 recovery vehicle in its maintenance section.

c. Combat Battalion.

(1) Maintenance platoon. This platoon is responsible for detailed organizational vehicular maintenance for all vehicles in the battalion. This responsibility includes the periodic scheduled services required for vehicles and backup support for the companies. It also is responsible for evacuating vehicles requiring direct support maintenance to the forward support company.

(2) Communication platoon. This platoon is responsible for the detailed organizational maintenance for communication equipment in the battalion. It, too, is responsible for evacuation to the forward support company of equipment requiring direct support maintenance, except cryptographic equipment which is sent to the signal battalion.

(3) Medical platoon. This platoon is responsible for limited organizational maintenance of medical equipment. It performs mainly cleaning, servicing, and adjusting actions on medical equipment. It evacuates to the medical battalion equipment requiring detailed organizational maintenance.

(4) Other maintenance. Equipment, other than medical and cryptographic, requiring repair beyond the capability of the battalion is evacuated to the forward support company.

d. Maintenance in operation. Most of the maintenance effort in the battalion is directed at vehicular maintenance; therefore, this aspect of maintenance will be used to illustrate how the maintenance system actually operates in a combat environment. Assume a 3/4-ton truck in an infantry rifle company is inoperable and requires repair that cannot be accomplished by the driver. If the repair is organizational level maintenance, a contact team would be dispatched (desirably with a 5-ton wrecker) from the combat trains to examine the vehicle and effect the repair on-site. If the vehicle cannot be repaired on-site, it will be evacuated to the field trains by battalion; there may be exceptions, however, wherein with more time and certain repair parts, the repair could be effected at the combat trains. If this vehicle were organic to a mechanized infantry rifle company, it is unlikely that a contact team could effect the repair if the company maintenance section could not; thus, action would be taken to evacuate it direct to the field trains. In either instance, if the repair required is direct support maintenance a request would be made to the forward support company to dispatch a direct support contact team to perform on-site maintenance. If the repair could not be effected on-site by the direct support contact team, the vehicle would be evacuated to the forward support company by the battalion. Evacuation of damaged vehicles and equipment is a basic responsibility of the using unit; however, this does not mean that a vehicle must be evacuated all of the way to the forward support company if it is infeasible to do so because of the tactical situation. In such instances, the vehicle can be evacuated to a maintenance collecting point. For example, in the attack several of these maintenance collecting points may be established along the route of supply and evacuation. The vehicle would then be picked up by the forward support company, either as it moves forward or by sending recovery vehicles to the collecting points on a periodic basis. Allied to maintenance is the provision of repair parts. Much of this service is accomplished on a direct exchange basis and is another example of how service is facilitated by the location of both the forward support company and the battalion field trains in the brigade trains area. This discussion of maintenance in operation applies equally to the mechanized infantry battalion and the tank battalion.

Section XVII. OTHER SERVICES

6. 17. GENERAL.

a. Provision of bath, food service, and laundry and clothing exchange are the divisions of the major area of other services.

b. The combat battalion has no organic capability to provide bath service. This service is provided by the bath section organic to the supply and service company of the supply and transport battalion. Normally, there is at least one bath team in or near each brigade trains area. A bath schedule is announced and personnel from the combat battalions are sent to the brigade trains area in accordance with this schedule.

c. Food service is an important function during combat operations. At the combat battalion level, implementation of this service may be restricted to insuring that sanitary measures in preparing and serving food, and cleaning mess gear are enforced. Similarly, at division level, implementation may be restricted (when compared with garrison operations), but action such as obtaining ration supplements, e. g., increased coffee issue, may be possible. There is a warrant officer in the headquarters and headquarters company of the supply and transport battalion (and also one in each brigade headquarters) whose function is to supervise food service in the division. He assists the battalion mess sections by providing advice to mess stewards on techniques of food preparation. Since food service affects not only the physical but also the emotional well-being of the soldier, it must receive a high degree of command emphasis, particularly at the combat battalion level.

d. Laundry and clothing exchange service will be scheduled and directed by the division supply office when bath and laundry elements are available to the division. Bath facilities have no capability of providing clothing exchange service, however, the division supply office may arrange for a support unit from army to provide bulk clothing stocks for issue to battalions and other supported units to facilitate the conduct of clothing exchange operations in conjunction with bath operations. When this is done, using units will be required to provide personnel at the bath point to guard personal effects, issue clean clothing and collect and bundle dirty or contaminated clothing for disposition.

Section XVIII. MISCELLANEOUS RELATED ACTIVITIES

6. 18. GENERAL. Miscellaneous related activities embodies the staff responsibilities associated with the logistics officer's role as a planner. Logistical estimates, administrative plans, preparation of standing operating procedure (SOP), planning for the provision of logistic support, preparing and publishing administrative orders, and the planning for trains security and area damage control are all included in this important logistical function. The logistics officer has prime staff responsibility for actions under this function, even though other staff officers contribute to its accomplishment.

6. 19. LOGISTIC ESTIMATE.

a. General. A sound logistical plan is based upon and is initiated with a sound logistic estimate. The logistic estimate is accomplished by taking a problem (Mission), listing the facts (Situation and Considerations), considering the options (Analysis), applying the logic (Comparison) to arrive at a solution (Conclusions). The underlined words in parentheses are the main paragraph headings of the logistic estimate. The conclusions are presented to the commander to assist him in arriving at a decision for the employment of the command as a whole. See Appendix X for the complete format of a logistic estimate.

b. Combat battalion and brigade level. At battalion and brigade level, the logistic estimate is rarely, if ever, reduced to writing. At these levels it is a mental process supplemented by work sheets or notes. The basic function of the logistic estimate is to insure an orderly, logical consideration of all logistical factors having a possible impact on the success of the unit's mission, and to determine which course of action being considered can be supported best from a logistical viewpoint. Other uses and applications, however, are direct results of the logistic estimate process. Because the other staff officers and the commander are engaged concurrently in making their estimates, the logistic estimate insures that an accurate logistical "picture" is developed to meet the needs of their estimates. While the S2 may have little or no need for this information, it may have significant impact on the S1 considerations in the personnel estimate. It is significant habitually in the "own situation" subparagraph of the operations and commander's estimates. The logistic estimate may identify

major logistical deficiencies which the S4 early realizes will have significant impact on the operation pending or at least on one of the courses of action being considered. This type of information must be brought to the attention of the other staff members and the commander immediately to insure it receives proper consideration in the development of their estimates. Frequently, a problem may arise in the logistic estimate process which requires decision or action by the commander to obtain a solution; the estimate process insures that the recommendation concerning such a problem is developed and refined. It is apparent, then, that staff estimates are not made in isolation. Conversely, exchange of information and coordination is a continuous process among staff officers. At battalion and brigade level, this exchange of information and coordination is oral and usually brief. In essence each staff officer is a source of essential information to the other staff members. For example, when the S4 obtains from the S3 the friendly courses of action under consideration, a short discussion may ensue regarding the extent to which the S3 may have developed the scheme of maneuver (even though it may be tentative at this point), especially to include the S3's thoughts on any supporting attack(s) and units that may be required in support of a particular course of action. This information permits the S4 more accurately to determine logistical support requirements. Similarly, the S3 may be developing unusually heavy fire support requirements (e. g., a lengthy preparation before an attack), and may want to have information concerning the availability of ammunition in the types and amounts required to support this initial, and subsequent, fire support requirement. The following discussion reflects specific considerations for making a logistic estimate.

(1) Paragraph 1 of the logistic estimate, MISSION, is the battalion mission, as announced by the commander.

(2) Sources (and the type information they provide) from which the battalion S4 obtains data contained in paragraph 2, SITUATION AND CONSIDERATIONS, are listed below:

(a) From the brigade S4, he obtains information pertaining to displacement of brigade trains.

(b) The S1 furnishes information about scheduled replacements, proposed location of command post and PW collecting point, and graves registration activities.

(c) The S2 furnishes information about the weather, enemy and terrain, as it particularly affects logistic support.

(d) The S3 provides information about friendly courses of action being considered, data concerning the required supply rate (RSR), detachments and attachments of units, and civil affairs.

(e) Commanders of attached units are contacted, as necessary, to determine the logistical status of their units.

(f) The support platoon leader (Asst S4) provides the status of equipment and supplies (particularly Class I, III, V), and the capability of the field trains to provide back-up support for the combat trains.

(g) The motor officer provides the status of vehicles of both organic and attached units, the status of maintenance, and additionally, recommendations concerning traffic circulation and location and displacement of the combat trains.

(h) The battalion surgeon provides information regarding current evacuation capability, plans to support the operation, and any shortages of equipment or medical supplies.

(i) The communication officer provides the status of signal maintenance and signal supplies.

(j) The current division administrative order provides information concerning the logistical support being provided by the division.

(3) In paragraph 3, (ANALYSIS), of the logistic estimate, a simple sequence is used to isolate any logistical shortcomings, either existing or anticipated.

(a) The logistics officer (estimator) analyzes proposed courses of action to determine requirements/problem areas, availability or capability, and deficiencies in the areas of supply, transportation, maintenance and other services. Requirements are the logistical needs. They can be measured in such units as rounds of ammunition, gallons of fuel, or numbers of rations. The availability factor reflects the quantities of supplies or repair parts on hand or readily available and any restrictions imposed on the quantities of supplies or repair parts that may be obtained. The capability factor reflects the status of organic logistical means to provide the required support, e.g., capability of maintenance platoon to effect actual and anticipated evacuation and/or repair of equipment, capability of support platoon to transport supplies.

(b) The battalion S4 in his ANALYSIS must visualize each course of action to determine the logistical requirements, to determine either that what is required is available, or that the requirement is within the capability of a battalion logistical element (e.g., maintenance platoon). In the ANALYSIS, the S4 must concentrate on determining the logistical requirements necessary to insure the tactical operation does not suffer because of any logistical shortcomings. When he has determined the requirements, he checks them against the availability and/or capability of the battalion's logistical elements. If the availability/capability factor equals or exceeds the requirements, there is no logistical deficiency. If, however, the availability/capability factor is less than the requirements, there emerges a deficiency. When this situation occurs, the S4 immediately attempts to reduce the deficiency, within his own resources or channels, below levels of significance in relation to its impact on the success of the mission. This early attempt to reduce a logistical deficiency is an integral part of the analysis process. Methods for reducing the level of significance include taking specific actions such as establishing maintenance priorities, increasing the size of the combat trains, prepositioning ammunition, requesting increase of the prescribed load list (PLL), and requesting additional support, e.g., organizational maintenance assistance from the forward support company or engineer support to open an axis of supply and evacuation (ASE). If a deficiency cannot be reduced readily by actions within the battalion S4's field of influence, it becomes a major deficiency and is selected for and used in the COMPARISON step of the estimate process.

(c) The brigade S4 analyzes in a manner similar to the battalion S4 with one important variation. Because the brigade has no logistical means to provide logistical support, the brigade S4, after determining requirements, bases his analytical considerations mainly on his knowledge of the capabilities of the attached battalions' and the division's logistical units to satisfy logistical support requirements.

(4) In paragraph 4, COMPARISON, the logistics officer evaluates major deficiencies in relation to each course of action being considered to determine which course of action can be supported best logistically. He also considers, as appropriate, methods of overcoming deficiencies to better evaluate the effect the adoption of a particular course of action may have on logistical requirements. In light of the major deficiencies involved, he reaches a subconclusion. He repeats this process for each major deficiency selected after completing his ANALYSIS.

(a) Based on the subconclusions reached by the procedure described above, the logistics officer arrives at an overall conclusion as to the course of action which can be supported best logistically. There is no magic formula or rule to insure that the overall conclusion reached is correct. The logical, orderly consideration of all logistical factors involved, however, complemented by the logistical knowledge and experience, and degree of judgment possessed by the logistics officer, substantially increases the probability that the conclusion is accurate.

(b) While the ultimate objective of the COMPARISON step is to determine which course of action can be supported best logistically, it is important to remember that at the battalion level logistical considerations will only infrequently have significant influence on the commander's selection of a tactical course of action.

(c) From a logistical viewpoint advantages or disadvantages in a course of action emerge from the ease versus restriction in providing effective, continuous logistical support. Advantages or disadvantages may also emerge from an evaluation of the degree of restriction which will be placed on a logistical function. While methods to overcome restrictions or deficiencies in providing logistical support must also be considered, care must be exercised to insure that the methods in themselves do not burden present or anticipated logistical support functions. When a course of action can be supported within the battalion logistical capabilities without having to resort to special measures to overcome a restriction, the advantages are apparent.

(d) Generally the preceding discussion applies equally to battalion or brigade level. However, the number of battalions or other units attached to a brigade and the possibility of more complex schemes of maneuver at that level increases the probability that logistical considerations could exert more influence on the selection of a tactical course of action.

(5) The final step in the logistic estimate process is to arrive at CONCLUSIONS. The logistic estimate format which has universal application lists four subheadings under CONCLUSIONS. At battalion level only two are habitually used in the logistic estimate; the course of action that can be supported best logistically (5b), and major deficiencies which must be brought to the attention of the commander, and, as appropriate, recommendations pertaining to the logistical area (5d). If appropriate, logistical deficiencies for other courses of action are indicated (5c). Whether or not the operation can be supported logistically (5a) is rarely in doubt at battalion level. When a battalion is given a mission, the means to perform the mission habitually are provided. Based upon his conclusions, the S4 discusses with the S3 the logistical capability to support the operation, to include any deficiency having significant impact on the operation. The S3 uses this information (as facts bearing on the problem, para 2, operations estimate) in developing his recommendation. (Similarly, the S4 provides the conclusions of his estimate, as appropriate, to the commander.) The commander must know all significant factors regarding the impending operation before he can make a sound decision. But, in presenting information to the commander, it is imperative that only significant items are presented so as not to burden him with unnecessary details. Remember that a summary of the logistical situation normally is presented before or during the mission analysis.

c. Division level. The procedures and processes involved in making a logistic estimate at battalion and brigade are the same at division level, except that the estimate may occasionally be written, particularly for deliberately planned operations.

6.20. ADMINISTRATIVE PLANNING.

a. General. Administrative planning is the bridge between the personnel, logistic and civil affairs estimates and the publication of appropriate administrative instructions. The S4 discharges his overall responsibility for the preparation of the administrative plan by coordinating with the personnel and operations officers to include the personnel and civil affairs "plans" or portions of the overall plan. When a written administrative plan is prepared it follows the format found in Appendix XI. Paragraph 3 (EXECUTION) of the administrative plan is essentially identical to the format of the administrative order which would have been published had the operation already been ordered executed.

b. Combat battalion and brigade level. As with the logistic estimate, the administrative plan is rarely required in writing at this level. When preparing the logistical support portion of the administrative plan, the S4 obtains information from the requirements developed during the analysis step of the logistic estimate, by coordinating with other unit and special staff officers in the headquarters and from the logistics staff officer at the lower and/or higher unit as appropriate. He also obtains information from the division administrative order (or plan). Many of the items he considers in developing the logistical portion of the administrative plan are properly included in the organization SOP.

c. Division level. The techniques, procedures and format for the administrative plan at division level are as discussed above except that the civil affairs input is provided by the G5 (Civil Affairs Officer). The plan may more frequently be reduced to writing.

6.21. ADMINISTRATIVE INSTRUCTIONS.

a. General. The dissemination of administrative instructions for the provision of combat service support is the transition from the estimating and planning phase to the execution phase. Administrative instructions may be written or depicted graphically on overlays. The following criteria are used in preparing administrative instructions.

(1) Basis for determining what information should be included in the instructions.

(a) Who needs the information?

(b) How many units or agencies need the information?

(c) Do they need it now?

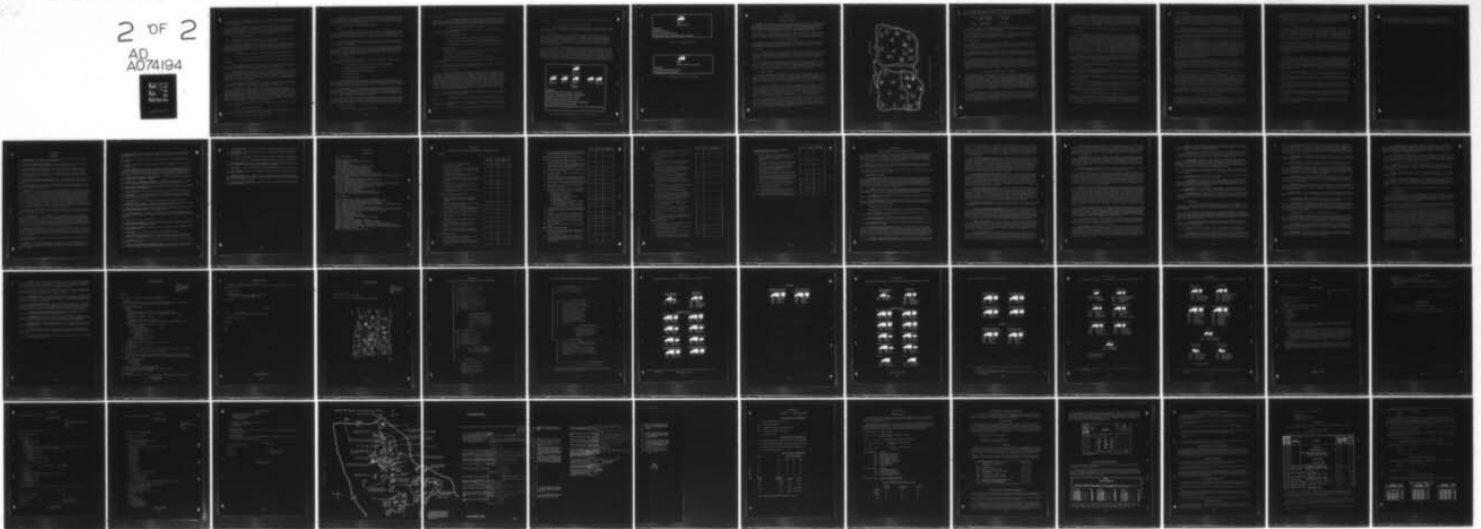
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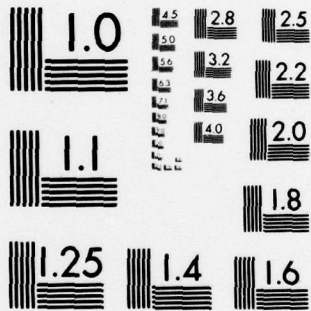
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(2) Information is depicted graphically if it can be done without loss of clarity; information not suitable for graphic representation is presented in writing. If an item is depicted graphically, it is not repeated in writing.

(3) SOP items normally are not included in administrative instructions. The airmobile and mechanized infantry divisions, however, frequently receive attachments from corps and army in the middle of an operation and on short notice; consequently, these units do not have time to become familiar with the division SOP and, thus, it may be necessary for units engaged in fluid, fast-moving operations to include some key SOP items in administrative instructions.

b. Combat battalion and brigade level.

(1) Responsibility. The S4 is responsible for the dissemination of administrative instructions, in coordination with the S1, S3 and other staff officers as appropriate.

(2) Methods of dissemination. There are four methods by which administrative instructions may be disseminated: fragmentary orders, standing operating procedures (SOP), paragraph 4 of operation orders, and the administrative order. The same format or sequence is always followed in preparing administrative instructions, regardless of the method employed in dissemination. This sequence is followed because -

(a) Agreements have been made with NATO forces to standardize the format.

(b) The recipient can easily locate information when it is consistently in the same sequence.

(c) An established sequence serves as a check system for the originator and insures completeness.

(3) Fragmentary orders. Fragmentary orders may be issued orally or in writing and may pertain to one or all subordinate units. They are issued to initiate or direct action before or implement changes after the dissemination of instructions by one of the other methods.

(4) Standing operating procedure (SOP). A properly prepared SOP contributes substantially to efficient logistical operations. It eliminates excessive writing and is used in the absence of other orders. An SOP should be brief and concise. It should not attempt to cover any and all situations, but should be limited to the general or routine aspects of logistical operations. The SOP should be in written form so that new personnel can become acquainted with procedures. TO BE EFFECTIVE, IT MUST REFLECT CURRENT PROCEDURE.

(5) Paragraph 4 of the operation order. Paragraph 4 of the operation order is normally used at battalion and brigade level to disseminate administrative instructions. Exceptions to this procedure may occur as noted in the discussion under administrative orders below.

(6) Administrative order. The S4, coordinating with other interested staff officers, is responsible for preparation of the administrative order. The S1 prepares paragraph 3 and 4 and the S3 prepares paragraph 5 of the administrative order and submit them to the S4 for inclusion. At battalion and brigade level the administrative order may be used when operating in an area for the first time or operating independently. The administrative order may be issued as an annex to an operation order or as a separate order. Usually a separate order is issued when it applies to more than one operation, and an annex to an operation order is issued when it is for the support of a single operation. Depending on how it is issued, it may appear in the following forms:

(a) As a separate written order, with or without an overlay; if an overlay is used, it is attached as an annex.

(b) As a separate overlay type order.

(c) As written instructions in the form of an annex to an operation order, with or without an overlay; if an overlay is used, it is attached as an appendix.

(d) As an overlay type annex to an operation order.

c. Division level. Any of the dissemination methods discussed above may be used at division level. Habitually, however, an administrative order is issued by division. In relatively stable situations, it may remain in force through one or more new operation orders. See Appendixes XII and XIII for format and an example of the Administrative Order.

6.22. REAR AREA SECURITY AND AREA DAMAGE CONTROL.

a. General.

(1) Rear area security measures are actions taken to prevent or neutralize enemy threats to units, activities, and installations in the rear area, except active air defense operations or actions against enemy threats large enough to endanger the command. A large scale enemy penetration or vertical envelopment of the rear becomes a part of the main battle and, thus, becomes an operational matter.

(2) Area damage control consists of the preventive and control measures taken prior to, during, and after an enemy nuclear, chemical or biological attack or natural disaster to minimize the effect on combat service support.

(3) The logistics officer at each echelon that has a trains is responsible for the implementation of rear area security measures in the area occupied by the unit's trains. Planning for, and implementation of, rear area security measures for the remainder of the unit's rear or reserve area is an operational function of the G3/S3. Area damage control, on the other hand, is solely the staff responsibility of the logistics officer at each echelon.

b. Rear area security.

(1) Combat battalion and brigade level. The battalion and brigade S4 discharge their responsibility for rear area security of the trains by:

- (a) Locating logistical facilities where they can provide mutual support.
- (b) Establishing a security plan for the trains area.
- (c) Enforcing camouflage and light discipline.
- (d) Employing obstacles.
- (e) Using armed convoys.

(f) Coordinating the security plan with reserve elements located in proximity to the trains. If the threat of guerrilla and infiltration action is of a magnitude that renders the security capability of logistical support units ineffective, combat units may be assigned specific security missions to insure continuation of logistical support operations.

(2) Division level. Since the division G4 is a planner and is not directly responsible for operation of the division support area, he does not become involved in the matter of rear area security. At this level, it is the division support command commander who is responsible for rear area security of the division support area. The means to accomplish this function at the division level are the same as for the combat battalion and brigade trains areas.

c. Area damage control. Area damage control operations are conducted in two phases. Phase I includes actions taken to avoid or minimize the effects of enemy mass destruction attacks or natural disasters, and the action to prepare for implementation of active area damage control measures following an attack or natural disaster. Phase II includes the active measures taken to restore control.

(1) Phase I Actions.

- (a) The most significant preventive measures are:

of the mission.

1. Dispersion of combat service support units consistent with the accomplishment

2. Locating logistical facilities to capitalize on the protective characteristics of the terrain, such as caves and tunnels, and subsurface manmade structures. (This measure has more application at division and higher levels because of the relative stability of logistical facilities at these levels as compared to the frequent displacement of trains at the combat battalion and brigade level.)

3. Establishing an adequate warning or alert system.

4. Locating logistical facilities to take advantage of natural concealment and enforcing light and camouflage discipline.

(b) Readiness measures include:

1. Establishing unit area damage control standing operating procedure.

2. Designating unit area damage control teams (if not included in the SOP).

3. Training area damage control teams to include integration with tactical training.

(2) Phase II Actions.

- (a) Dispatching an area damage control team(s) to the site of the attack or disaster.

- (b) Damage assessment of both personnel and materiel.

- (c) Providing medical evacuation for personnel of the affected unit(s).

- (d) Performing radiological monitoring and survey when mass destruction is the result of a nuclear weapon.

- (e) Restoration of control to include communications in the affected unit or, if appropriate, assumption of control by the area damage control team.

(3) Combat battalion level.

- (a) The teams formed at this level to execute area damage control operations are a control and assessment team (CAT), one rescue squad per company, and one decontamination squad per company. The control and assessment team is organized mainly from the resources in the battalion headquarters and headquarters company since its functions require personnel not found at a rifle company level. The control and assessment team is employed to establish/restore control and assess damage resulting from mass destruction means in both combat (rifle companies) and combat service support (trains) units within the battalion. When employed to establish control and assess damage in combat units, this team is performing an operational mission, i. e., a mission related to the tactical situation. When employed in combat service support units, it is performing an area damage control mission. The same considerations apply to the rescue and decontamination squads. Any available aircraft are used to assist in assessment functions.

- (b) The battalion S4 is responsible for area damage control operations in the battalion rear area. In discharging his responsibilities, he -

1. Determines the number of light rescue and decontamination squads to be employed.

2. Directs when and where the light rescue and decontamination squads will report and supervises their operation.

3. Provides for emergency food, clothing and water for personnel in the affected area.

4. Provides for emergency medical treatment and evacuation of personnel in the affected area.

5. Provides for traffic control in the affected area.

(c) For organization, to include major items of equipment, and functions of a type control and assessment team, type light rescue squad and type decontamination squad, see Figure 46, 47, and 48 respectively.

(4) Brigade level. A control and assessment team is formed at this level from the resources in the brigade headquarters and headquarters company; its composition and functions are basically the same as those shown in Figure 46 for a combat battalion. The brigade does not form light rescue and decontamination squads because it has no organic units other than the headquarters and headquarters company. The brigade S4 does, however, direct the rescue and decontamination squads of one battalion to assist another when the magnitude of destruction is beyond the scope of such teams in the affected battalion.

(5) Division level. The division G4 has primary general staff responsibility for area damage control. The division support command commander is responsible for implementing area damage control in the division rear area. The principal means available to the division support command commander for area damage control are the personnel and equipment of combat service support units operating in the division rear area. A control and assessment team is formed in the support command headquarters. In addition, the support command commander designates units of the command to furnish firefighting, damage clearance, decontamination, rescue, food service, medical, and repair teams. Each combat service support unit is directed to furnish teams appropriate to its skills and equipment.

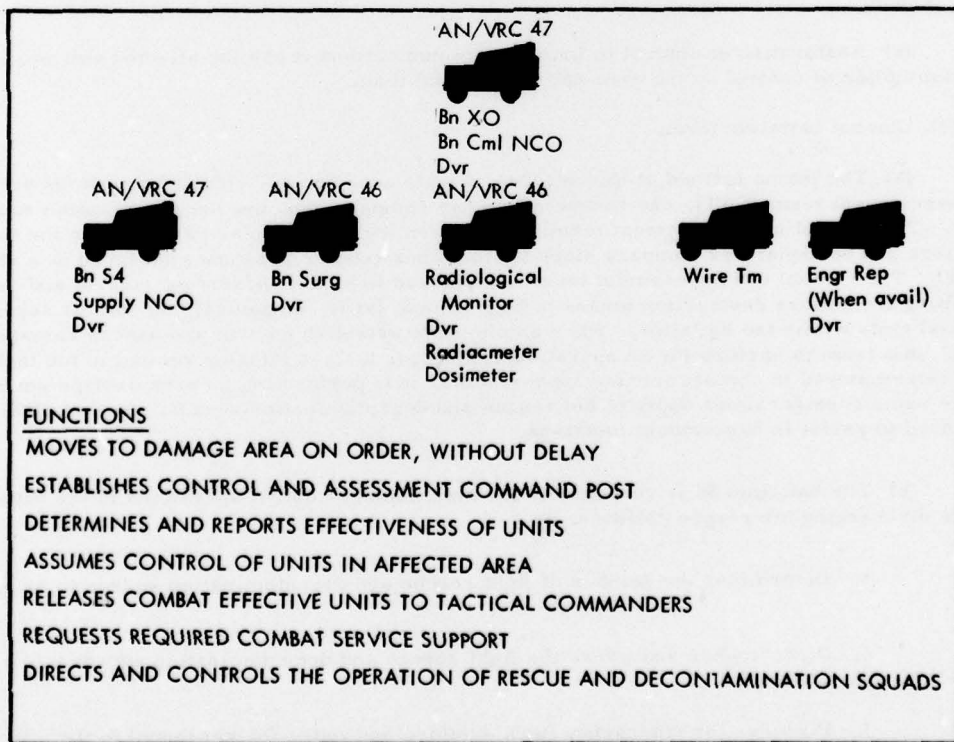


Figure 46. Type Combat Battalion Control and Assessment Team.

1 AN/PRC 25



1 NCO

6 EM

Assorted Engr Tools

FUNCTIONS

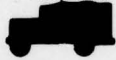
ADMINISTERS FIRST AID

RESCUES AND REMOVES CASUALTIES

REMOVES MAJOR ITEMS OF EQUIPMENT WITHIN ITS CAPACITY

Figure 47. Type Light Rescue Squad.

1 AN/PRC 25



1 NCO

9 EM

Equipment necessary for decontamination

FUNCTIONS

CONDUCTS LIMITED DECONTAMINATION

ASSISTS RESCUE SQUAD AS REQUIRED

Figure 48. Type Decontamination Squad.

CHAPTER 7

LOGISTICS IN VIETNAM

Section XIX. GENERAL

7.1 PURPOSE. Some differences exist between logistical support of ground forces and logistical support of US forces in Vietnam. Forces in Vietnam place primary reliance on Air Line of Communication (ALOC) for the movement of supplies and provision of services; ground mobile forces in other types of warfare often place primary reliance on Ground Lines of Communication (GLOC). The purpose of this chapter is to provide guidance in employing combat logistical support in Vietnam.

7.2 SCOPE. This chapter discusses the principles of combat service support as applied to operations in Vietnam. It includes employment of the division support command elements in support of the brigade, employment of battalion and company logistical resources, and airmobile supply systems.

Section XX. PRINCIPLES

7.3 GENERAL. The basic principles of logistics (Section IX, Chapter 4, Logistics Handbook) are applicable in Vietnam; however, the speed and flexibility of airmobile operations in Vietnam requires special emphasis be given to certain of these principles.

7.4 SUPPLY.

a. The ground-mobile division normally employs unit distribution for all types of supplies except ammunition. In airmobile operations, unit distribution of all classes of supply is the rule inasmuch as assault units normally lack the means of transportation or secure ground routes needed to return to supply points. In many cases delivery is made directly to the company or the platoon needing the supplies.

b. Only those supplies required for the accomplishment of the mission are maintained in the forward areas; supply levels at battalion and below must be kept to an absolute minimum. Airmobile operations in Vietnam are very fluid in nature and the airmobile combat battalion maintains very little reserve of supply in the operational area. Therefore, supplies must be stocked in sufficient quantities in base camps and brigade operating bases to permit rapid flow to the requesting unit.

c. Helicopter Resupply.

(1) Normal resupply. The logistical system must provide a timely flow of supplies to the combat battalion. More efficient resupply can be provided if loads are prepackaged on pallets, clearly marked as to content, and readily accessible to a helipad. Loads should not exceed the announced allowable cargo load (ACL) of the normal resupply aircraft (CH-47). If loads are prepared for CH-47's they can be readily broken down into UH-1 loads for delivery to separate company locations if necessary.

(2) Emergency Resupply. Loads should also be prepackaged, clearly marked as to content, and be readily accessible to a helipad. Since an emergency resupply will normally be delivered directly to a company or smaller unit, loads should not exceed the announced ACL of UH-1 helicopters. In an emergency resupply, the tactical situation, unsuitable weather, availability of LZ's, and other factors may limit the success of the resupply operation, therefore; consideration should be given to the preparation of mixed loads of ammunition, rations and water. Then, in the event that the entire resupply cannot be accomplished, the supported unit receives a variety of the critical supplies.

(3) The exact composition and physical preparation of loads is determined by experience within the unit and coordination with liaison personnel from the supporting aviation unit. Experience has proven that CH-47 aircraft are more fully utilized when all sorties are prepared as external sling loads. UH-1 aircraft are best utilized when internal loads are carried, except for emergency resupply where time is the overriding factor. Slings and rigging equipment will be furnished by the supported unit. The supported unit is also responsible for rigging the loads.

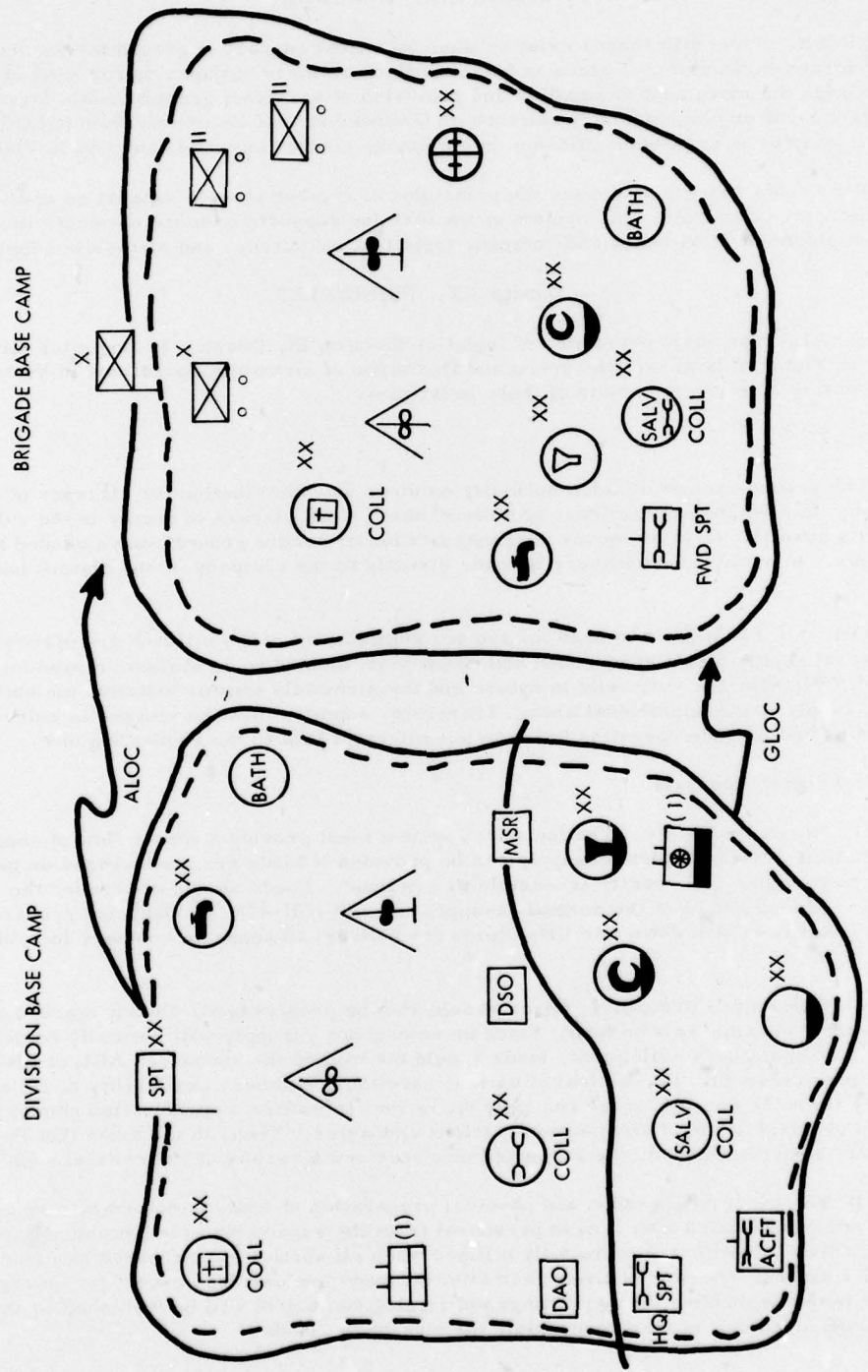


Figure 49. Division and Brigade Base Camps.

d. The allowable cargo load (ACL) of resupply aircraft will vary depending upon the model of aircraft, unit SOP, and atmospheric conditions. For each operation, the supporting aviation unit will announce the ACL. Although ACLs vary greatly, they usually fall between the following extremes:

CH-47A	6000 - 10,000 lbs.,	30 - 35 Troops
B	8000 - 12,000 lbs.,	35 - 44 Troops
C	12000 - 16,000 lbs.,	44 Troops
UH-1D	800 - 1500 lbs.,	4 - 8 Troops
H	1000 - 2000 lbs.,	5 - 9 Troops

e. Supply economy is of utmost importance in airmobile type operations. The extensive demand on aircraft is a limiting factor in resupply. Economical use of supplies assures that supporting elements are not burdened by excessive resupply demands.

7.5 TRANSPORTATION. Avoid transloading of supplies, both to minimize the risk of damage to supplies and equipment, and to conserve time and aircraft. Ideally, intermediate echelons are bypassed or overflown in delivering supplies directly to the requesting unit.

7.6 MAINTENANCE.

a. Repair is accomplished as far forward as possible by the lowest echelon possible. It is much faster and simpler to airlift maintenance personnel and equipment into an area to repair large items than to evacuate a major end item, repair it and airlift it back to the operational area. The number of aircraft available limits evacuation activities.

b. Maintenance units must be as mobile as the units they are supporting. The maintenance of aircraft demands constant attention to assure the availability of this primary means of transportation. As the mobility of the combat force increases, the mobility of supporting maintenance units must also increase.

7.7 LOGISTICAL PLANNING. Logistical planning must be continuous and comprehensive. The complexity of airmobile operations, the extended distances involved, the speed with which units may be deployed, and the frequent reliance on nonorganic transport for logistical support require commanders and logistical operators to plan logistical support concurrently with tactical planning. Since the demand for helicopters is usually high, transportation forecasts must be made well in advance for movement of supplies and services concurrent with tactical needs. Alternate plans for contingencies must be prepared.

Section XXI. DIVISION SUPPORT COMMAND

7.8 ORGANIZATION. The support commands of the infantry and infantry (mechanized) divisions are designed to provide combat service support in a land battle, to include those operations in which an airmobile force of brigade size is employed. The support command of the airmobile division is designed to provide logistical support in an airmobile environment. Operation within a predominately airmobile environment will require the infantry/mech infantry division to modify or augment the logistical support elements of its support command. The degree to which the modified organization will resemble the airmobile division support command will depend on the extent of the operation, the command relationship of the division with supporting aviation units and the availability of GLOC. In either environment, the support command commander is the principal combat service support operator for the division.

a. Battalion combat trains and field trains are modified in Vietnam because of the extended areas of operation, lack of ground lines of communication and security requirements. The supply, medical, and maintenance elements necessary for immediate combat service support accompany, and are located with, the supported force. Baggage details, administrative sections, and supply and maintenance elements not needed for the immediate support of forward operations are located in base camps to improve security and mobility of combat elements.

b. The CP and major units of the support command are normally located in the division support area within a base camp. These units provide direct support for units in the division base and backup combat service support for elements of the support command operating with the brigade. A typical deployment of combat service support elements and facilities is illustrated in Figure 49. Divisions operate with all brigade trains areas within the division base camp or with one or more semi-permanent brigade bases/camps geographically removed from the division base. The system is extremely flexible and is based on the tactical situation.

c. The division support command normally uses a combination of unit and area support.

7.9 OPERATIONS.

a. Supply. Subordinate elements of the brigade and other units operating in the brigade area of operations may be entirely dependent on helicopter transport for resupply from the brigade operating base. Units in the brigade area place requests for resupply of Class I, III, V, and fast-moving Class II, IV and VII items on the support elements in the nearest base camp or brigade operating base. When truck convoys are not possible, shipments from division base camps to brigade operating bases may be made by means of organic or supporting army aviation or by USAF aircraft. The ALOC supplements the GLOC which is the preferred connecting link between the logistical base and the operating force. When feasible, shipment is made from supporting logistical command supply installations direct to the brigade operating base or directly to the combat battalions. Type loads are pre-packaged at the supporting logistical command, or at the base camps to expedite distribution to the forward areas. Supplies are cross-loaded whenever possible in order to obtain maximum convenient dispersion of each class of supply. At least a one-day supply reserve is normally held in the brigade operating base.

b. Maintenance. Direct support maintenance is performed by a forward support unit of the maintenance battalion. This element normally provides direct support maintenance of all equipment (except medical, cryptographic, aircraft, aircraft armament and avionics, or individual clothing and equipment) for units located in the brigade operating base.

(1) The unit provides limited support by means of contact teams airlifted to the organizations that need them. Resupply of end items and repair parts, plus evacuation of damaged equipment, is normally accomplished by air.

(2) Medical equipment requiring maintenance is evacuated. Medical equipment is provided organizational maintenance by the division medical battalion; items requiring higher echelon maintenance are evacuated to the supporting medical brigade.

(3) Cryptographic equipment is given direct support maintenance by the division signal battalion; items requiring higher echelon maintenance are evacuated by the signal battalion to the appropriate support agency.

(4) Electrical accounting equipment and individual clothing and equipment receive only organizational maintenance within the division. These items are evacuated through maintenance channels to the appropriate logistical command organization for higher maintenance.

c. Medical support. Medical support is provided to the brigade and other units in its area by a medical company of the division medical battalion.

Section XXII. BRIGADE COMBAT SERVICE SUPPORT ELEMENTS

7.10 GENERAL. Brigade combat service support elements support the units attached to the brigade. These consist of the S1 and S4, and their staff sections, combat service support elements of attached and supporting units not needed in forward areas, and other support elements operating in the brigade area. The brigade aviation section can provide limited transportation for combat service support operations in emergency situations.

7.11 OPERATIONS.

a. Each committed brigade normally establishes an operating base to provide combat service support to attached units. This brigade base may be within a base camp or separate from it. If the maneuver battalions can be supported from the base camp, a separate brigade operating base is not established. Conversely, a separate and/or brigade operating base is established when a tactical operation cannot be supported from the base camp. The number and type of logistical installations and facilities located in the brigade operating base will vary according to the tactical situation and unit.

b. Normally, the battalion trains are located in the brigade operating base. If the companies of the battalions can be supported from the brigade operating base, the company trains remain there. Battalion supply representatives must remain in the brigade operating base to assist supply operations.

c. In addition to the normal logistical elements of the division support command, other units may be located in the brigade operating base. An engineer water point, and combat and combat support forces not actively engaged against the enemy.

d. The purpose of a brigade operating base, from a supply standpoint, is to provide facilities at which supplies arriving from supporting agencies can be transloaded to other vehicles or aircraft for delivery to supported units. The operating base also has the function of holding the brigade's supply reserve. The brigade operating base is the focal point of supply operations at battalion and brigade level. This is usually the dispatch point for the majority of the supplies shipped to the small combat units. Helicopters allocated for logistical transportation will report here. The exact number depends upon need and experience factors. The brigade coordinating element of the brigade operating base normally consists of the assistant S4, food services warrant officer, brigade supply sergeant and supply clerk. The coordinating element submits logistical reports, daily or periodic, to the division supply office (or supporting logistical installations) for all classes of supply. Critical shortages of major items of equipment and repair parts are also included.

e. Control. All units located in the brigade operating base are under the tactical control of the brigade commander. The brigade S4 keeps informed of the logistical situation by monitoring the battalion admin/log nets and by liaison visits to the various units. The S4 recommends movement of the brigade's logistical base when it can no longer support the operation. Upon receiving movement instructions, the brigade S4 supervises the movement and coordinates the establishment of facilities in the new position.

Section XXIII. EMPLOYMENT OF BATTALION AND COMPANY LOGISTICAL ELEMENTS

7.12 BATTALION. Normally, the majority of the battalion logistical units are located in the brigade operating base. The companies of a battalion usually operate close enough to a brigade operating base to be resupplied from there; with the use of aircraft, the need for a battalion operating base separated from the brigade base is rare. If a battalion logistical base is employed beyond the brigade operating base, it should be located near an airstrip or heliport where supplies and equipment can be received. The organic logistical resources employed in this separate base should be the minimum essential to provide support. The unloading and loading of aircraft in these areas, the breakdown of supplies for issue, and other functions incident to supply are performed by the personnel of the battalion.

7.13 COMPANY. In the company, the primary logistical activities are maintenance of individual equipment, requesting supplies as needed, the breakdown of supplies by individuals, and the evacuation of casualties. Close coordination between the company and battalion logistical personnel is essential.

Section XXIV. SUPPLY SYSTEMS

7.14 CLASS I. Class I supply introduces a high tonnage factor to airmobile operations. In the battalion, the S4 coordinates with the division support command forward element to arrange for time and location of delivery to the units. Special requirements are coordinated as needed. Normally, the meals are prepared by the mess teams in the brigade base, then air transported to the company; however, they may be delivered to a battalion base for preparation and/or delivery to the companies.

7.15 CLASS II, IV & VII. Requests for these classes are submitted to the battalion supply section, which forwards them to the DSO. The item may be issued from either the base camp or the brigade operating base. If the item is not in stock, the DSO forwards the requisition to the designated supply source for action. Air ambulances or evacuation vehicles returning from the clearing station will bring medical supplies to the medical platoon. Items normally stocked in the brigade operating base are batteries, cable assemblies, telephones, goggles, and load carrying equipment.

7.16 CLASS III AND IIIA.

a. "Refill as needed" is the only "requisition" for Class III and IIIA supplies. Forecasts of unit requirements are submitted to the division supply office as requested by the division support command. The submission will indicate bulk and packaged petroleum products and the amount of each type of fuel. Usually after a unit has been in combat for a time, the division supply office knows the requirements of combat battalions and supporting aviation units. The division support command is responsible for delivery of fuel and oils to the combat battalions. Fuel is transported in 500 gallon collapsible containers, 55 gallon drums or tankers. It is stored in these containers or dispensed into large collapsible bladders on the ground in the base area.

b. Refueling of helicopters is normally accomplished at a pressurized multi-point system located in a base camp. During the planning for an operation to be conducted in a remote area (20 Kilometers or more from a base camp or operating base) provisions must be made for refuel/rearm points. Fuel must be pre-positioned in 500 gallon and/or 10,000 gallon collapsible bladders. Pumping and manifold equipment and hoses must be provided by the supporting aviation unit and personnel must be designated to man the facility. Initial and continuing requirements for fuel and ammunition must be computed and requisitioned for.

7.17 CLASS V.

a. Battalions obtain ammunition from a distributing point established in the base camp or brigade operating base. Resupply of ammunition is effected essentially on a scheduled basis. Emergency requests are submitted to the battalion supply section. Class V supplies are delivered by air directly to the using unit from the FSSE on an on-call basis, using prepackaged loads. Battalions conducting air-mobile operations are limited in immediately available ground transportation. The ammunition supply frequently consists of that ammunition carried by the individual. Quick reaction and timely response are of the utmost importance. Battalions normally establish SOP as to the exact amount carried for each type weapon.

b. Daily issues made by combat elements are reported to the division ammunition officer. The ammunition officer uses the information from these transaction reports to update usage factors.

7.18 CLASS VI. Within the division, Class VI supplies are controlled by the Division Exchange Officer. Units will obtain these supplies through a unit exchange officer (if one is appointed), or by procedures set forth in local SOP'S.

7.19 CLASS VIII. Requests for medical supplies are submitted to the battalion medical platoon. If the medical platoon is unable to fill the request they will submit a request to the clearing station. Air ambulances or evacuation vehicles returning from the clearing station will bring medical supplies to the medical platoon.

7.20 CLASS IX. Battalions obtain repair parts from a repair parts distributing point established in the base camp or brigade operating base. During combat operations demands for this class of supply will normally be small. Emergency requests will be delivered directly to the using unit by air on an on-call basis.

7.21. CLASS X. Units involved in combat operations will not normally request this class of supply; however, if the need should arise, requests would be submitted through command channels to the appropriate major commander.

7.21 WATER. Engineer water points are usually operated in base camps and in brigade operating bases. Water for drinking and cooking is delivered by air to units that do not have a water point available. Water is delivered in water trailers, five-gallon cans, 250-gallon containers, plastic jugs, and various field expedients. The resupply of water is as critical as the resupply of food and ammunition.

APPENDIX I

GLOSSARY

1. ADVICE CODE. A code used to transmit instructions considered by the creators of supply requests and requisitions to be essential to the desired action.
2. AIR LINE OF COMMUNICATION (ALOC). All air routes which connect an operating military force with a base of operations and along which supplies and reinforcements move.
3. AMMUNITION SUPPLY POINT (ASP). Advance point at which ammunition is available for distribution to using units or for distribution by a using unit to individuals or subordinate units.
4. AVAILABLE SUPPLY RATE (ASR). The rate of consumption of ammunition, expressed in rounds per weapon per day, that can be allocated, considering the supplies and facilities available, for a given period of time.
5. AXIS OF SUPPLY AND EVACUATION (ASE). That route over which logistical elements move between the brigade trains area and the point most forward which vehicles of the combat battalion moves supplies.)
6. BACK ORDER. That portion of requested stock which is not immediately available for issue or delivery to the requesting activity and will be recorded as commitments for future issues. The terms due-out and back order are synonymous.
7. BASE CAMP. A permanent or semi-permanent installation in which are located those elements of a unit which do not deploy on combat operations and to which the unit returns when not on an operation. Base camps vary from division to battalion in size with brigade being most common. Non-divisional combat, combat support, or combat service support units may be collocated in division and brigade base camps. Incoming and departing personnel, hospital returnees, and personnel on R&R or leave process through the Base Camp. Initial orientation and in-country training is done there. Personnel, Finance, and property records are maintained in the base camp and maintenance which cannot be efficiently performed in the field is done there. The rear echelon of a battalion in a base camp is normally commanded by the S1. The brigade rear echelon may be commanded by the S1, brigade executive officer, or a deputy appointed for this purpose. A division base is normally commanded by an assistant division commander when the division CP is deployed out of the base camp.
8. BASIC LOAD. The prescribed amount of ammunition authorized to be in possession of a unit. It is expressed in rounds per weapon, and is sufficient ammunition to initiate combat and sustain the unit until routine resupply can be effected.
9. BATTALION TRAINS. The battalion logistical elements which deploy from the base camp in support of tactical operations. The composition of the battalion trains varies by type unit and the requirements of the situation. Typically, the trains would include the S4, Support Platoon Leader, Mess Section (minus), supply section representatives, transportation section (minus), and elements of the maintenance platoon. Medical personnel, company supply representatives, and designated personnel from the battalion main CP normally locate with the battalion trains. The battalion trains are normally located as a part of the brigade trains in a brigade or division operating base.
10. BRIGADE OPERATING BASE. A temporary field installation from which combat, combat support, and combat service support is provided to, and command exercised over, units deployed on combat operations. The brigade operating base is normally located adjacent to a C-123 or C-130 airstrip. The Brigade operating base would normally include the battalion trains and supporting elements of the division support command.
11. BRIGADE TRAINS. Brigade logistical personnel plus battalion trains and supporting divisional logistical elements.
12. DAMAGE. A condition which impairs either the value or use of an article and which may occur in varying degrees. Property may be damaged as to appearance or in a manner which impairs the period of its usefulness, although not rendered unserviceable. Damage may also indicate unserviceability to a degree.

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13. DESTRUCTION. An act or omission which renders property completely useless. Damage to the point of complete loss of identity or beyond the prospect of future restoration is considered to be "destruction".
14. END ITEM. A combination of components, assemblies, and/or parts which is ready for its intended use.
15. EXCESS. The quantity of supplies or property on hand at an organization or unit exceeding the authorized quantity.
16. FAULT OR NEGLECT. An improper or wrongful act or omission regarding the use, control, or disposal of government property by an individual or individuals having responsibility for the use, safeguarding, or disposal of such property resulting in a loss to the government. Determination of fault or neglect depends upon a consideration of the facts and circumstances of each particular case.
17. FORWARD SERVICE SUPPORT ELEMENT (FSSE). Collection of elements from the division support command placed in support of a brigade.
18. GROUND LINE OF COMMUNICATION (GLOC). All ground routes which connect an operating military force with a base of operation and along which supplies and reinforcements move.
19. HAND RECEIPT FILE NUMBER. A number assigned by the property book officer to each hand receipt file held by members of the battalion.
20. INITIAL DEMAND. A request made for the initial issue of supplies not previously furnished.
21. JULIAN DATE. A four-digit number reflecting the numbered day of the year. The first number is the last number of the current calendar year. This number is followed by three numbers reflecting the numbered day of the year.
22. LOST PROPERTY. The absence of property shown as present by property records.
23. MAIN SUPPLY ROUTE (MSR). A route, designated by division, from the division rear boundary to the brigade rear boundary, or the brigade trains area, whichever is further.
24. ORGANIZATION SUPPLY CODE. A code assigned by the installation to all units serviced by the installation supply facility for use in the control of supply actions.
25. PECUNIARY LIABILITY. A personal or joint obligation to make good any monetary loss to the government for lost, damaged, or destroyed property resulting from the fault or neglect of an individual or individuals.
26. POL. Petroleum, Oils, and Lubricants.
27. PROPERTY BOOK NUMBER. A number assigned by the installation commander to each activity (battalion) authorized to maintain property books.
28. REPLACEMENT DEMAND. A request for an item or a component of an item which replaces a like item previously used.
29. SUBSISTENCE. Food and other provisions used to feed military personnel.
30. SUPPLY POINT DISTRIBUTION. Method of distributing supplies in which the receiving unit is issued supplies at a supply point and moves the supplies to its own area on its own transportation.
31. STATUS CODE. A code used to transmit status information from the supply source to the creator of the request or the consignee.
32. TABLE OF ORGANIZATION AND EQUIPMENT (TOE). A listing which prescribes the normal mission, organizational structure, and personnel and equipment authorization for a military unit.

33. TOTAL ALLOWANCE. The sum of authorizations established by Department of the Army only.
34. TRAINS (TNS). A grouping of personnel, vehicles, and equipment needed to provide adequate logistical support for a unit.
- (1) Combat Trains (cbr tns). Unit train required for immediate support of the combat elements.
- (2) Field Trains (fld tns). Unit train not required for immediate support of combat elements.
35. UNIT DISTRIBUTION. Method of distributing supplies in which the receiving unit is issued supplies in its own area, transportation being furnished by the issuing agency.
36. UNIT HOURS. Amount of fuel, in gallons, required to fly all the aircraft of a unit for one hour.
37. UNIT KILOMETER. Amount of fuel, in gallons, required to move all the vehicles of a unit one kilometer.
38. UNSERVICEABILITY. A more inclusive term than damage or destruction which indicates that the article(s) to which the term is applied is no longer useful for the purpose for which it was intended. Damage or destruction may be involved.
39. URGENCY OF NEED DESIGNATOR. A letter which relates to the urgency of need as determined by the requesting activity.

APPENDIX II

REFERENCES

1. ARMY REGULATIONS:

- AR 30-11 Army Food Program.
- AR 30-30 Meal Rates for Field and Garrison Mess.
- AR 30-40 Rations.
- AR 30-41 Field Rations.
- AR 30-46 Subsistence Report and Field Ration Request.
- AR 310-1 Index of Administrative Publications.
- AR 320-5 Dictionary of United States Army Terms.
- AR 700-8400-1 Issue and Sale of Personal Clothing.
- AR 700-8400-2 Quartermaster Clothing Sales Store.
- AR 711-16 DSU/Installation Stock Control and Supply Procedures.
- AR 711-17 Utilization and Processing of DA Form 2765 and 2765-1, Request for Issue or Turn-in (punched card series).
- AR 725-50 Requisitioning, Receipt, and Issue Systems.
- AR 735-5 General Principles, Policies, and Basic Procedures.
- AR 735-7-3 Accounting for Real Property.
- AR 735-10 Principles and Policies; Accounting for Lost, Damaged, and Destroyed Property.
- AR 735-11 Accounting for Lost, Damaged, and Destroyed Property.
- AR 735-16 Property Accountability-Report of Survey.
- AR 735-32 Self-Service Supply Center.
- AR 735-35 Property Accountability.
- AR 746-10 Marking of Selected Clothing and Equipment.
- AR 746-2300-1 Color and Marking of Vehicles and Equipment.

2. FIELD MANUALS:

- FM 7-11 Rifle Company, Infantry, Airborne, and Mechanized.
- FM 7-20 Infantry, Airborne Infantry, and Mechanized Infantry Battalions.
- FM 7-30 Infantry, Airborne, and Mechanized Division Brigades.
- FM 8-15 Division Medical Service, Infantry, Airborne, Mechanized, and Armored Divisions.
- FM 9-5 Ordnance Ammunition Service.
- FM 9-30 Maintenance Battalion, Division Support Command.
- FM 12-11 Administration Company, Airborne, Armored, Infantry, and Mechanized Divisions.
- FM 10-50 Supply and Transport Battalion, Division Support Command.
- FM 21-30 Military Symbols.
- FM 54-2 Division Support Command.
- FM 54-3 Field Army Support Command.
- FM 55-6 Transportation Services in Theaters of Operations.
- FM 61-100 The Division.
- FM 100-5 Field Service Regulations - Operations.
- FM 100-10 Field Service Regulations - Combat Service Support.
- FM 101-5 Staff Officers Field Manual - Staff Organization and Procedures.
- FM 101-10 Staff Officers Field Manual - Organization, Technical, and Logistical Data.
- FM 29-30 Maintenance Battalions and Company Operations in divisions and separate brigades.
- FM 54-4 The Support Brigade.
- FM 54-7 The Theater Army Support Command.

**INDIVIDUAL/ORGANIZATIONAL CLOTHING AND
EQUIPMENT RECORD (DA 3327)**

51. Is there a completed individual clothing record for each enlisted person in the unit? (All entries typed or in ink except allowances, sizes, and balances.)
52. Is the Authorized allowance column on the individual clothing record in agreement with AR 700-8400-1?
53. Are the Issue columns signed by the EM and the Turn-in columns signed by the officer concerned in accordance with AR 700-8400-1?
54. Does the Balance column reflect everything the individual has been issued, less authorized turn-ins?
55. Is the Balance column in agreement with the amount of personal clothing the individual actually has, and are these items serviceable and presentable?
56. Have sizes been periodically confirmed or revised to insure consistency with sizes currently worn?
57. Is every item which is issued to an individual recorded on DA Form 3327?
58. Is every transaction column appropriately signed? Are all unused blocks in such columns lined out?
59. Have sizes been periodically confirmed or revised to insure consistency with sizes currently worn?

YES	NO	REMARKS

APPENDIX IV

LOGISTIC SUPPORT IN THE SEPARATE BRIGADE

1. This material has been prepared by the Logistics Committee, Staff Group, Brigade and Battalion Operations Department, United States Army Infantry School for the use of resident students and faculty. It reflects the current thought of this school and is based on G-series TOE, information currently available on the ten classes of supply and draft field manuals as yet unpublished. It conforms as closely as possible to published Department of Army doctrine.

2. Purpose: This material is designed to provide the student with a single source reference on the logistical portion of the combat service support system within the separate brigade and to aid the student in understanding combat logistics.

3. Scope: This material contains definitive considerations of logistical organizations, personnel, facilities and operations in the separate brigade.

4. Logistic Support Personnel:

a. The brigade S4 is responsible for the provision of supply, maintenance, transportation, medical (supply and maintenance only), and miscellaneous logistic services to the brigade, including military supply and service support of the civil affairs program if required. Additionally, he is responsible for providing other staff officers advice and assistance concerning the logistic aspects of areas and activities for which they have primary staff responsibility. The S4 has primary staff responsibility for the following functional areas and activities:

(1) Supply, which includes determination of requirements, requisitioning, storage, distribution, supply security, allocation in accordance with established priorities, recommending prescribed load lists (PLL), salvage collection, and logistical management of nuclear weapons.

(2) Maintenance, which includes determination of requirements, supervision of activities, and adequacy of maintenance organization.

(3) Transportation, which includes determination of requirements for movement of units, personnel, and supplies by all modes; control of transportation movements; and coordinating the use of airlift in support of service support operations.

(4) Medical supply and maintenance.

(5) Other services, including provision of bath, clothing exchange, and food service.

(6) Miscellaneous matters including logistic administration, adequacy of security for logistic installations and area damage control.

b. The brigade engineer is responsible for providing potable water to the brigade. The engineer company is capable of establishing two water points, each with a 1500 GPH capacity.

c. The brigade signal officer is responsible for the supply and maintenance (DS level) of all cryptographic equipment in the brigade.

d. The brigade movements control officer functions as the principal adviser to the brigade headquarters for surface transportation matters. He provides information on surface transportation capabilities; assists the S3 and S4 (He is an assistant S4) in planning tactical and administrative moves; and prepares movement tables and plans. In coordination with the brigade provost marshal and brigade engineer, he prepares traffic circulation plans and establishes and supervises traffic control headquarters. He informs the S4 of transportation considerations in the selection of brigade supply routes.

e. The brigade's support battalion commander has both command and logistic support responsibilities. He commands organic and attached units; however, he does not exercise operational control

over the administration company. He is responsible for the organization and operation of the brigade support area. He is responsible for rear area security and area damage control within the brigade support area. His staff provides him and the brigade commander advice and assistance concerning supply, maintenance, and service support of the brigade. He supervises and controls combat service support operations of the brigade except military police, civil affairs, brigade level personnel administration, the issue, maintenance and repair of cryptographic equipment, and the maintenance and repair of electric accounting machines.

f. The brigade ammunition officer (BAO) functions under the command of the support battalion commander to provide assistance in ammunition matters. His section locates where it is most conveniently available to the supported units (either at the support battalion CP in the brigade support area, along the brigade's supply route or at the servicing ammunition supply point). He assists the brigade S3 in computing required supply rates (RSR) and controls the distribution of ammunition to units of the brigade by authenticating requests for issue of ammunition prior to their submission to the ammunition supply point. He assists in the development of basic loads; coordinates explosive ordnance disposal activities in the brigade area and establishes and operates a brigade ammunition supply point when required by the situation and approved by the next higher commander.

g. The brigade maintenance officer (BMO) functions under the command of the support battalion commander to provide assistance in maintenance matters. He supervises personnel performing command and maintenance inspections, interprets standards of serviceability for equipment, advises the battalion commander and staff on all maintenance matters, assists in the technical supervision of maintenance training and operations throughout the brigade and maintains liaison with the GS maintenance units supporting the brigade. As directed or authorized, he advises and assists the brigade commander and staff concerning maintenance operations. He provides staff supervision of the quantity and quality of production of the maintenance company.

h. The brigade supply officer (BSO) functions under the command of the support battalion commander to provide assistance in supply, transportation, and service support matters. He advises and assists the battalion commander and staff on these matters as they relate to the mission of the supply and transport company. When directed or authorized, he advises the brigade commander and staff concerning the same matters. He directs and supervises the acquisition and distribution of these classes and types of supplies for which the supply and transport company has been assigned responsibility. He directs and supervises the provision of the service support functions, such as bath, graves registration, map supply, and food service, for which the supply and transport company is responsible.

5. Support Battalion (TOE 29-75G): The support battalion provides separate brigade level supply, maintenance, medical service, and miscellaneous services for the brigade. It is organized as discussed below.

a. Headquarters and headquarters detachment provides command and control of all brigade level combat service support units for a brigade consisting of from two to five combat maneuver battalions and normal supporting units. Although the battalion commander has the usual unit staff, the S1 doubles as the detachment commander. The detachment is not administratively self-sufficient and must satellite itself to another unit (normally the S&T company) for messing and battalion level maintenance. The communication section provides the battalion with internal FM and RATT communication; supporting army communication elements provide RATT and UHF links to higher logistical headquarters.

b. Administration company serves as a carrier unit for certain elements of the brigade special staff. It provides the administrative support required to sustain the brigade; processes up to 100 individual replacements at any one time. The company is dependent upon the support battalion for communication, direct support motor maintenance, and medical care. When located outside the brigade area, the company is dependent upon army communication support to enter the brigade administration net as well as the area communication system.

c. Medical company provides division level-type medical service in the separate brigade. Organized with a company headquarters, one clearing platoon and an ambulance platoon, it evacuates casualties from unit aid stations; receives, sorts, and treats patients; returns them to duty or prepares them for further evacuation. Normally providing temporary medical and surgical treatment for up to 120 patients, it can for a limited period under extreme conditions treat as many as 180 patients.

d. Supply and transport company supports the brigade by providing class I, II, III, IV, VI, VII and X supplies. It provides graves registration service, clothing exchange and bath service, map supply service and classification and disposal of unserviceable equipment. It provides and operates ground transportation, as required, and unit distribution of the supplies enumerated above and class V when authorized. Additionally the company maintains and transports the brigade reserve of supplies for which the unit is responsible.

e. Maintenance company provides command, administration, and technical supervision of brigade maintenance activities. It provides direct support maintenance support and technical assistance to all brigade elements, excluding medical, cryptographic, and quartermaster air drop items. It provides class IX supply (with the same exclusions) with the further exception that the armored and mechanized infantry brigade companies, in the absence of an aviation maintenance platoon, do not provide class IXA supply support.

6. Combat Service Support Facilities: In a general sense, the subordinate elements of the support battalion are disposed similarly to like elements of the division support command.

a. The brigade support area is controlled by the support battalion commander through his command post which, in effect, functions as the brigade logistical control post (BLCP). In addition to organizing, securing and controlling the organic and attached combat service support units in the brigade support area, he also locates and secures the field trains of the combat maneuver battalions. Security is provided principally through disposition of units, provision of local security by each separate element in the support area, and constant coordination with the brigade S3 for combat support in the event the support area is subjected to an enemy attack beyond its defensive capability. The brigade S4 and his staff operate in and from the brigade command post.

b. When the brigade is required to echelon its combat service support elements into a brigade trains (the forward element) and the brigade support area (the rearward element), the S4 organizes and operates a BLCP in the brigade trains area while the support battalion commander continues to organize, secure, and control the brigade support area from his command post. Such echelonment is required only when the brigade cannot be adequately supported from a single location. Whenever echelonment of the support battalion is proposed, consideration must be given to the added requirements for control, security and communications for both facilities. In this connection, it may be necessary to position the brigade support area in close proximity to the force following the brigade during offensive operations and preceding the brigade during retrograde operations. The brigade trains area should be located to the rear of the brigade command post and employed as in a divisional brigade. Control between the two echelons is established by FM radio unless the distance is too great, in which case army signal support must be relied on.

c. An axis of supply and evacuation is designated at brigade and battalion level to facilitate coordination and control of logistic operations. It is selected by the S4 at each level after thorough coordination with the S3, surgeon, engineer, maintenance officer and support unit commander as appropriate. The brigade ASE extends forward from the juncture of the main supply route of the next higher headquarters to the most forward point required for projected operations. The headquarters designating the ASE is responsible for security and coordinating maintenance of the route.

d. The provision of combat service support is the same as in the division, with the exception that the combat maneuver battalions direct their requests, requirements, and reports to the support battalion instead of the division support command. The battalions organize unit or combat and field trains as appropriate to the situation in the normal fashion.

7. Systems of Supply: The following discussion describes the manner in which each class of supply is requisitioned and distributed. Unauthorized items and quantities of authorized items in excess of authorization are no longer segregated as a separate class. Requisitions for such items must receive approval from the brigade or higher commander, as appropriate, prior to issue of the item. The approving commander may accomplish this either by having the requisition submitted through command channels for individual action, or by establishing priorities and allocations which he announces to his combat service support commander.

a. Class I supplies are furnished to brigade units by the supply and transport company which operates a class I distributing point in the brigade support area. If a brigade trains area is established a forward distributing point may be established at that location.

(1) Requisitioning: The brigade AG officer provides the brigade supply officer (BSO) with the estimated strength figures for the brigade. Based on this forecast, the BSO forwards a brigade daily ration request to the corps support brigade stock control center (SCC) 72 hours in advance of requested delivery date. When a unit desires a specific type ration, it notifies the BSO.

(2) Distribution: The field army supply installation supporting the brigade delivers the rations to the brigade distributing point in the brigade support area or (when established), to a forward distributing point in the brigade trains area. Rations are broken down into unit (battalion) lots and picked up by the consuming unit with organic transportation. When circumstances permit, rations may be delivered to consuming units in brigade, army, or COMMZ transportation.

b. Class II supplies (except cryptographic) are provided by the supply and transport company. Facilities for the handling of class II items consist of small holding areas operated by the supply platoon of the company.

(1) Requisitioning: Units of the brigade submit their requirements to the BSO who forwards the total brigade requirement to the corps support brigade SCC.

(2) Distribution: Class II supplies are forwarded by the field army supply installation to the brigade distributing point in the brigade support area. Under exceptional circumstances delivery could be effected direct to the requesting unit, e.g., when most of the transportation carrier capacity is for a specific subordinate element of the brigade.

c. Class III supplies are also provided by the S&T company. The petroleum platoon operates a class III distributing point in the brigade support area (and brigade trains area when established).

(1) Requisitioning: Each supported unit of the brigade submits a periodic forecast for bulk fuel and packaged POL to the BSO, indicating any change to previously submitted requirements (based on changes in consumption rates). The BSO forwards a consolidated report to the corps support brigades SCC.

(2) Distribution:

(a) A combination of unit and supply point distribution is normally employed in supplying bulk fuel to the brigade. The field army will normally transport bulk fuel to the brigade class III distributing point in the brigade support area (and forward distributing point in the brigade trains area when established).

(b) When supply point distribution is used, the brigade transports its fuel from the field army supply installation to the brigade distributing point using S&T company tankers. (The mechanized infantry and armored brigade's petroleum platoon has nine 5000 gallon semi-trailers; the infantry brigade, seven). When expedient, the S&T company may exchange empty for full tankers at the army supply point or brigade distributing point.

(c) Supply point distribution is the normal method of distribution within the brigade. One or more tankers may establish a forward distributing point in addition to the distributing point established in the brigade support area.

d. Class IV supplies, by their nature, cannot be covered by blanket authorization documents, such as common tables of allowance (CTA). Requirements depend too much on local conditions.

(1) Requisitioning: All class IV requisitions require some type of command approval prior to issue. Requests for construction materials, in support of approved base development or other plans, are forwarded through command channels. The brigade commander (operating within allocations received from higher headquarters) is normally the approving authority for requests for field fortification

materials. Unit requests are processed through either command or supply channels. In the latter instance the Brigade Supply Office receives requests (in the same manner as for class II supplies) and allocates designated items in accordance with priorities established by the brigade commander; in effect, command approval is given in advance. Requests for items not designated to be handled in the foregoing manner or requests for larger than routine quantities of the designated items require specific command approval at the time of request.

(2) Distribution: Small quantities of class IV items are handled the same as class II. Large quantities or bulk shipments are normally delivered by field army to the construction site if possible to avoid transshipment.

e. Class V supplies are normally provided directly by the brigade support battalion. Administrative control of the flow of ammunition is provided by the brigade ammunition officer (BAO).

(1) Requisitioning: Requisitions from using units are presented to the BAO for authentication. The normal basis for approval of the requisition is replacement of expenditure from the basic load and the announced available supply rate (ASR). Specific controls are instituted to monitor and fill requests in excess of the basic load. All ammunition requisitions are validated by the BAO or his representative before they are presented at any field army supply point.

(2) Distribution: Ammunition is normally supplied through supply point distribution. The ammunition vehicles of using units return to the field army ammunition supply point to replenish the unit basic load. Brigade may request army to establish a forward supply point in the brigade support area during fast-moving situations.

f. Class VI supplies are provided by the brigade support battalion. The assistant brigade supply officer is normally designated the brigade exchange officer. Request and distribution procedures are announced locally. Subordinate elements normally appoint exchange officers who receive shipments on consignment for resale.

g. Class VII supplies (except cryptographic) are provided by the S&T company. Facilities for the handling of class VII items consist of small holding areas operated by the supply platoon, S&T company.

(1) Requisitioning: Units of the brigade submit their requirements to the brigade supply office which forwards the total brigade requirement to the corps support brigade SCC.

(2) Distribution: Class VII supplies are forwarded directly by the supporting field army supply facility to the brigade distributing point in the brigade support area. Large items are delivered to specific destinations within the brigade as requested by the BSO. Any required maintenance or servicing is accomplished as a result of coordination between the BSO and brigade maintenance officer prior to delivery to the requesting unit.

h. Class VIII supplies are provided by the brigade medical company.

(1) Requisitioning: Units requisition medical supplies from their aid stations. The aid stations replenish their supplies through informal requests sent to the clearing station via ambulances evacuating patients. The clearing station forwards unfilled requests plus any requests for replenishment of its own stocks to the appropriate medical depot operated by the field army medical brigade.

(2) Distribution: The method of distributing medical supplies in combat is informal. The brigade medical supply point is normally established by the medical company at a convenient site that is accessible to ambulances providing support to the subordinate units. Supplies are dispatched forward by ambulance, truck or aircraft.

i. Class IX supplies (except for cryptographic and medical) are provided by the maintenance company. The maintenance company of the infantry (mech) and armored brigades does not have the mission of providing aviation maintenance and repair parts support.

(1) Requisitioning: Units obtain class IX supplies from the maintenance company repair parts distributing point using direct exchange (DX) procedures and by formal requests. The supply platoon of the maintenance company maintains sufficient stocks to satisfy the demands of the company's maintenance activities and the supported units. The supply platoon submits requests for the replenishment of its stock to the corps support brigade SCC.

(2) Distribution: The corps support brigade SCC usually meets the demand by directing shipment from a GS repair parts supply unit. This delivery is accomplished by personnel returning repaired equipment, evacuation teams enroute to evacuate damaged material or consolidated with other supplies for delivery to the brigade support area. Delivery within the brigade is effected at the maintenance facility or by contact teams operating in supported unit areas.

j. Class X supplies are requested and provided as directed by the appropriate major headquarters. Under varying circumstances, staff (e.g., S5), supply (e.g., BSO) or non-military (e.g., state department affiliate) channels, or a combination thereof, may be used for processing requests and distributing items.

k. Water is provided by the brigade engineer company through operation of a water supply point established in the brigade support area. Units, using organic transportation, draw water from the water point.

l. Maps are provided by the S&T company. The company obtains bulk stocks of maps from the supporting engineer topographic company map depot. In addition to distributing maps within the brigade in accordance with allocations announced by the S2, the company stores the brigade reserve map stocks. Requirements are computed by the brigade engineer under the staff supervision of the brigade S2.

m. Cryptographic repairs and repair parts are provided by the brigade signal officer.

8. System of Maintenance:

a. The maintenance required to keep brigade equipment in top operating condition is a joint responsibility of the supported units and the brigade maintenance company. Maintenance requirements must be completed at the lowest possible level and as far forward as possible. On-site maintenance is emphasized; evacuation to the rear is effected only in order to find suitable working areas and repair parts as dictated by the nature of the required repair.

b. All units are responsible for the recovery and evacuation of unserviceable and abandoned equipment. Each echelon accomplishes recovery and evacuation within its means, requests assistance from the next higher maintenance echelon when requirements exceed capabilities.

c. In order to receive, segregate, and properly dispose of recovered equipment, one or more maintenance collecting points are established in the brigade area. Although the maintenance company has primary responsibility for the operation of such points, the S&T company is responsible for providing personnel necessary to assist in the segregation and identification of incoming material. Salvage collecting points, for which the S&T company is responsible, are normally located within or in close proximity to the maintenance collecting points. The salvage collecting point assumes responsibility for items for which the maintenance company does not have maintenance responsibility, for serviceable items which are returned to supply channels and for scrap material. Physical movement is not a condition necessary to the assumption of control. Serviceable and unserviceable items for which units other than the maintenance company are responsible are evacuated to those units. For example, cryptographic items, properly safeguarded, are sent to the brigade signal officer.

9. The Administrative Order: An administrative (ADMINO) published by a separate brigade is essentially the same as one published by a division. It sets forth the details or method of execution for service support of a combat operation. It contains information and instructions concerning personnel, logistics and civil affairs support activities. It is written for the combat and combat support units and not primarily for the service support units providing the support. Normally, only deviations from SOP or newly inaugurated techniques and services are included; points requiring emphasis may be included despite their adequate coverage in the SOP (particularly if attachments to the brigade include new units unfamiliar with the brigade and its SOP).

a. An ADMINO is issued separately when the combat service support situation is expected to remain stable through more than one published operation order or plan. A complete new ADMINO is issued when there is a complete change in the service support situation; partial changes and modifications are announced through fragmentary orders issued orally or by message.

b. The logistics, personnel, and civil affairs components of the order may be included in the body of the order or may be covered by separate annexes. The general contents of each paragraph of the standardized administrative order format are summarized below:

(1) GENERAL: Outlines the purpose and general plan for combat service support. Includes any material not suitably covered in the succeeding paragraphs, e. g., location of the brigade support area (if not shown graphically on an overlay), times of opening or closing of support installations, and a reference to the traffic circulation annex.

(2) MATERIEL AND SERVICES: Contains information concerning supplies, transportation, maintenance, construction, other services, and allocation of labor for logistical purposes. Includes such information as location of facilities (if not shown graphically on an overlay), allocations of regulated and command controlled items, available supply rates, and methods of distribution in effect.

(3) MEDICAL EVACUATION AND HOSPITALIZATION: This paragraph (provided by the S1) contains information and instructions for supported units pertinent to the title.

(4) PERSONNEL: This paragraph (also provided by the S1) contains information and instructions concerning the maintenance of unit strength, personnel management, development and maintenance of morale, maintenance of discipline, law and order and headquarters management.

(5) CIVIL AFFAIRS: This paragraph (prepared by the civil affairs officer, or S3 when none is authorized) announces the allocation of civil affairs units, control of refugees and feeding and treatment of the civil population.

(6) MISCELLANEOUS: Includes special instructions not covered in the preceding paragraphs, e. g., rear area protection measure, special reports and boundaries (if not shown graphically on an overlay).

c. The sample brigade administrative order found on the following pages illustrates the format and preparation techniques of such an order.

(CLASSIFICATION)

Copy No _____
166th Inf Bde (Mech)
GRELIC (701889)
160630 Feb 19 ____
MWR

ADMINO 3

Reference: Map, ITALY, 1:50,000, GRELIC and ANDINA Sheets.

1. GENERAL

This order provides for cbt svc spt to 166th Inf Bde (Mech) vic GRELIC. Bde instl open NLT 160745 Feb. Annex A, Admin Overlay. Annex B, Traffic Circulation.

2. MATERIEL AND SERVICES

a. Supply:

(1) C1 I

- (a) Supply point distr for all units on 16 Feb only. Schedule - SOP.
- (b) All units retain two rations in reserve during period 17 - 25 Feb inclusive.

(2) C1 II

Priority to TF TRACK, 17 - 19 Feb.

(3) C1 III

- (a) SUPPT 222, 30th Army, at AB 521604.
- (b) All units submit special status report as of 161500 Feb, due BSO NLT 161700 Feb.

(4) C1 V

- (a) ASP 555 and SASP 556, 30th Army, at AB 532697.
- (b) ASR 17 - 18 Feb.

- 1. 155mm how WP 6
- 2. 4.2-inch mortar HE 95
- 3. Other types - no restriction

(c) Special ammunition load

- 1. A/9-66 Arty
Medium Range Cannon/1 KT. 2
- 2. B/9-66 Arty
Medium Range Cannon/1 KT. 1

(5) C1 VI

Next distribution to exchange officers on or about 21 Feb.

(6) C1 VII

Priority to TF Track, 17 - 18 Feb.

b. Transportation:

(1) Bridges on first class roads are two-way class 60; on secondary roads, one-way class 10, or better.

(2) Route Orange closed to all traffic 170100 - 170300 Feb.

c. Services:

(1) Eff 161300 Feb exchange of socks and underwear resumes at bath point #1 (AB 692858).

(2) Decon Sec, 2001st Fld Svc Co (Fwd), provides supervision of unit decon activities beginning 161900 Feb.

(3) Priority of maintenance:

- (a) TF TRACK
- (b) 9-66 Arty
- (c) TF THUNDER

3. MEDICAL EVACUATION AND HOSPITALIZATION

a. Current yellow fever inoculations will be completed prior to 19 Feb.

b. 8601st MASH, 30th Army, at AB 610674.

4. PERSONNEL

a. During period 17 - 19 Feb inclusive, submit PDS as of 1400 to reach this headquarters NLT 1530.

(CLASSIFICATION)

IV-VIII

(CLASSIFICATION)

- b. R&R allocations suspended until further notice.
- c. All recommendations for valorous awards submitted with one additional copy (total four) until further notice.

5. CIVIL AFFAIRS

6. MISCELLANEOUS

- a. Brigade rear echelon loc vic ANDINA (AB697835).
- b. Combat loss reports due NLT 2100 per SOP.

Acknowledge.

ANDREWS
BG

Annexes: A - Admin Overlay
B - Traffic Circulation (not included in this sample)

Distribution: A
52d Mech Div

OFFICIAL:

WISE
S4

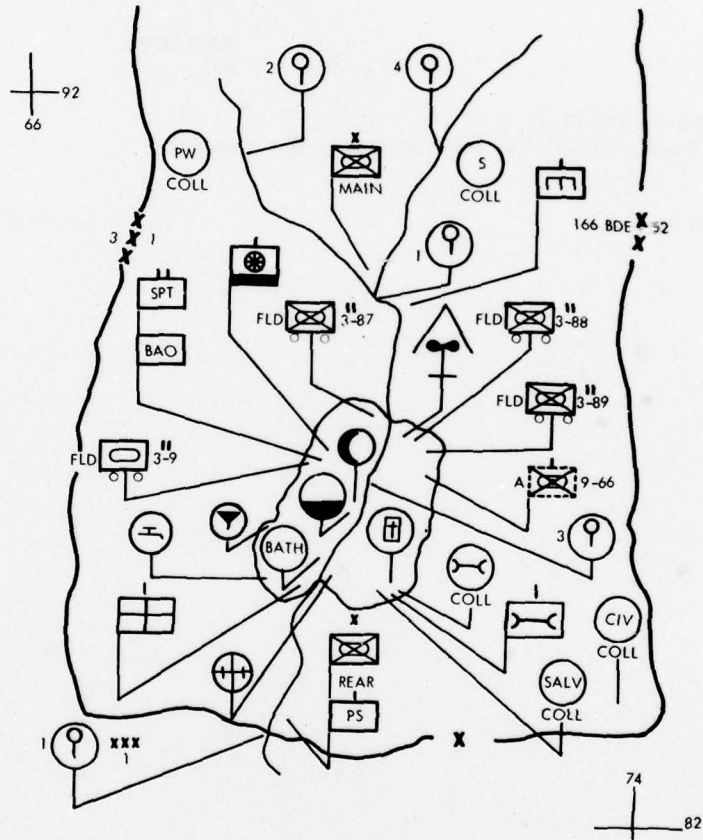
(CLASSIFICATION)

(CLASSIFICATION)

Copy No
166th Inf Bde (Mech)
GRELIC (701889)
160630 Feb 19__
MWR

Annex A (Admin Overlay) to ADMINO 3

Reference: Map, ITALY, 1:50,000, GRELIC and ANDINA Sheets



IV-X

APPENDIX V

DUTIES OF KEY LOGISTICS PERSONNEL, INFANTRY BATTALION.

S4

Unit Staff Officer

1. Directs and supervises all logistical activities of the battalion and insures that the major areas of logistics are executed properly.
2. Coordinates the logistical activities of all attached and supporting elements.

ASST S4 (Support Platoon Leader)

1. Chief agent of the S4 in matters of supply.
2. Commands the support platoon.
3. Operates the field trains and is responsible for its movement and security.
4. Selects the exact location of the field trains.
5. Supervises resupply and distribution of Class III and V supplies to the combat trains.
6. Responsible for distribution of food to the units of the battalion.
7. Responsible for distribution and utilization of the infantry intrenching outfit.
8. Acts as battalion ammunition officer.

Supply Warrant Officer

1. Directly supervises operation of the supply section, support platoon.
2. Supervises maintenance of supply accounting records, except for automotive and signal repair parts, and medical expendables.
3. Supervises preparation of formal supply requisitions, except for automotive and signal repair parts, and medical expendables.
4. Supervises distribution of Class II and IV supplies.
5. Supervises operation of salvage collecting point.

Motor Officer

Special Staff Officer

1. Supervises the operations of the maintenance platoon.
2. Responsible for all vehicle maintenance and evacuation.
3. Recommends utilization of organic and attached administrative vehicles.
4. Recommends traffic control measures within the battalion area.
5. Operates the combat trains and is responsible for its movement and security. (Infantry battalion only.)

Maintenance Warrant Officer

1. Commands the maintenance platoon.
2. Coordinates with attached and/or supporting units for maintenance requirements and direct exchange of automotive repair parts.

Communication Officer

Special Staff Officer

1. Commands the communication platoon in addition to being a special staff officer.
2. Responsible for selected organizational maintenance for all signal equipment within the battalion.
3. Coordinates with the forward support company of the division maintenance battalion for direct exchange of signal repair parts.

2. DUTIES OF LOGISTICS PERSONNEL, INFANTRY RIFLE COMPANY.

Rifle Company Commander

Responsible for planning, organizing and supervising the logistical operation of his unit.

Company Executive Officer

1. Principal assistant to the company commander in planning, organizing, and supervising the logistical operations of the company.
2. Prepares the company feeding plan and supervises feeding of the unit.
3. Insures that timely requests are initiated for fuel, ammunition, water, and replacement TOE items, and that distribution of fuel and ammunition functions properly.
4. Supervises the supply sergeant and the operations of the company trains area.

Company Supply Sergeant

1. Operates the company trains.
2. In coordination with the weapons platoon sergeant, he supervises the use of company vehicles to obtain ammunition and other supplies.

Rifle Platoon Leader

1. Assists the company commander in the field of logistics by planning and supervising the logistical operation of his platoon.
2. The logistical operations for which he is responsible consist of: insuring his men properly use and maintain their equipment, submitting informal requests for replacement items of equipment as needed and making timely requests for ammunition and water.

Platoon Sergeant

Assists the platoon leader as directed.

NOTE: In garrison a rifle platoon leader may be detailed to perform some of the duties which are normally performed by the company executive officer in combat; these include: supply officer, mess officer, and motor officer.

APPENDIX VI

DETAILED ORGANIZATION OF THE INFANTRY BATTALION SUPPORT PLATOON

Platoon Headquarters

AN/VRC - 47



1 Lt Plat Ldr/Asst S4
1 PFC Lt Trk Dvr

Supply Section

AN/VRC - 46



1 WO Sec Ldr
1 SFC Supply Sgt
1 SSgt Asst Supply Sgt
2 SP4 Gen Supply SP
2 PFC Supply Clk

Transportation Section

2 1/2 T Trk w/1 1/2 T Cgo Tlr



1 SSgt Sec Sgt
1 SP4 Sr Trk Dvr

2 1/2 T Trk w/1 1/2 T Cgo Tlr



1 SSgt Ammo Chief
1 PFC Lt Trk Dvr

2 1/2 T Trk w/1 1/2 T Wtr Tlr



1 SP4 Ammo SP
1 PFC Lt Trk Dvr

2 1/2 T Trk w/1 1/2 T Wtr Tlr



1 PFC Lt Trk Dvr
1 PVT Asst Lt Trk Dvr

2 1/2 T Trk w/1 1/2 T Wtr Tlr



1 PFC Lt Trk Dvr
1 PVT Asst Lt Trk Dvr

2 1/2 T Trk w/1 1/2 T Wtr Tlr



1 PFC Lt Trk Dvr
1 PVT Asst Lt Trk Dvr

1 5 T Trk (Tank & Pump Unit)
w/1 1/2 T Cgo Tlr (Tank Unit)



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

1 5 T Trk (Tank & Pump Unit)
w/1 1/2 T Cgo Tlr (Tank Unit)



1 SP4 Hv Trk Dvr

NOTE: The purpose of this appendix is to show vehicles and personnel assigned only. This is not a loading plan.

(Continued on next page)

Mess Section

Headquarters Co Mess Team

2 1/2 T Trk w/1 1/2 T Cgo Tlr



1 SSgt	Mess Steward
3 SP5	First Cook
3 SP4	Cook
1 PFC	Cooks Hlpr

Rifle Co Mess Team (3)

2 1/2 T Trk w/1 1/2 T Cgo Tlr



1 SSgt	Mess Steward
3 SP5	First Cook
2 SP4	Cook
1 PFC	Cooks Hlpr

APPENDIX VII

DETAILED ORGANIZATION OF THE MECH INFANTRY BATTALION SUPPORT PLATOON

Platoon Headquarters

AN/VRC-47



1 Lt Plat Ldr (Asst S4)
1 PFC Lt Trk Dvr

Supply Section



1 WO Sec Ldr
1 SFC Supply Sgt
1 SSgt Asst Supply Sgt
2 SP4 Gen Supply Sp
2 PFC Supply Clerk

Transportation Section

5-T Trk w/1 1/2-T Ammo Tlr



1 SSgt Ammo Chief
1 SP4 Hv Trk Dvr

5-T Trk w/1 1/2-T Ammo Tlr



1 SP4 Hv Trk Dvr
1 PFC Ammo Handler

5-T Trk w/1 1/2-T Ammo Tlr



1 SP4 Hv Trk Dvr
1 PFC Ammo Handler

5-T Trk w/1 1/2-T Ammo Tlr



1 SP5 Sr Hv Trk Dvr
1 PFC Ammo Handler

5-T Trk w/1 1/2-T Wtr Tlr



1 Sgt Sqd Ldr
1 SP4 Hv Trk Dvr

5-T Trk w/1 1/2-T Wtr Tlr



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk w/ 1/2-T Wtr Tlr



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk w/1 1/2-T Wtr Tlr



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk



1 SP5 Sr Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

(Continued on next page)

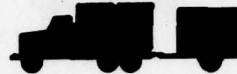
Detailed Organization of Mech Inf Bn Spt Plat Continued:

5-T Trk (Tank & Pump Unit)
w/1 1/2-T Tlr (Tank Unit)



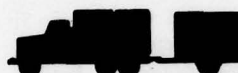
1 Sgt Sqd Ldr
1 SP4 Hv Trk Dvr

5-T Trk (Tank & Pump Unit)
w/1 1/2-T Tlr (Tank Unit)



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk (Tank & Pump Unit)
w/1 1/2-T Tlr (Tank Unit)



1 SP4 Hv Trk Dvr
1 PFC Asst Hv Trk Dvr

5-T Trk (Tank & Pump Unit)
w/1 1/2-T Tlr (Tank Unit)

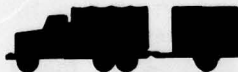


1 SP5 Sr Hv Trk Dvr

Mess Section

Headquarters Co Mess Team

2 1/2-T Trk w/1 1/2-T Cgo Tlr



1 SSgt Mess Steward
3 SP5 First Cook
4 SP4 Cook
1 PFC Cooks Helper

Rifle Co Mess Team (3)

2 1/2-T Trk w/1 1/2-T Cgo Tlr



1 SSgt Mess Steward
3 SP5 First Cook
2 SP4 Cook
1 PFC Cooks Helper

- NOTES: 1. All 2 1/2-T Trucks and 12 5-T Trucks are equipped with ring mounts for Cal .50 MG's.
2. Eight 5-T Trucks are equipped with winches.
3. The purpose of this appendix is to show vehicles and personnel assigned only. This is not a loading plan.

APPENDIX VIII

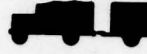
DETAILED ORGANIZATION OF THE INFANTRY BATTALION MAINTENANCE PLATOON

AN/VRC - 46



*1 Capt Bn Mtr Off
1 PFC Wh Veh Mech
Hlpr (Dvr)

3/4-T Trk w/Tlr



1 WO Autmv Maint Tech (Plat Ldr)
1 PFC Wh Veh Mech Hlpr (Dvr)
1 SGT Sr Maint Data SP
1 SP4 Maint Data SP

3/4-T Trk w/Tlr



1 MSGT Mtr Maint Sgt
1 SP4 Shop Clk
1 SP4 Ord Sup Sp (Dvr)
2 SP4 Maint Data SP

2 1/2-T Trk w/1 1/2-T Cgo Tlr



1 SP5 Sr Wh Veh Mech
2 SP4 Wh Veh Mech
1 SP4 Welder
1 PFC Wh Veh Mech Hlpr (Dvr)

2 1/2-T Trk w/1 1/2-T Cgo Tlr



1 SP5 Sr Wh Veh Mech
2 SP4 Wh Veh Mech
1 SP4 Powerman
**2 PFC Wh Veh Mech Hlpr

2 1/2-T Trk w/1 1/2-T Cgo Tlr



1 SP5 Sr Wh Veh Mech
2 SP4 Wh Veh Mech
**2 PFC Wh Veh Mech Hlpr
1 PFC Powerman Helper

5-T Wkr



1 SP4 Wkr Opr (Dvr)
1 SP4 Wh Veh Mech

*Mtr Off assigned to Bn Hq
**One drives the vehicle

NOTE: The purpose of this appendix is to show vehicles and personnel assigned only. This is not a loading plan.

APPENDIX IX

DETAILED ORGANIZATION OF THE MECH INFANTRY BATTALION MAINTENANCE PLATOON

3/4-T Trk w/Tlr
AN/VRC-46



*1 Capt Mtr Off
1 SP5 Sr Track Veh Mech
1 PFC Mech Helper (Dvr)
1 SGT Sr Maint Data SP

3/4-T Trk w/Tlr



1 WO Auto Maint Tech (Plat Ldr)
1 SP4 Track Veh Mech
1 PFC Mech Helper (Dvr)
1 SP4 Maint Data SP
1 SP4 Turret Mech

2 1/2-T Shop Van w/1 1/2-T Tlr



1 MSgt Motor Maint Sgt
2 SP5 Sr Track Veh Mech
5 SP4 Track Veh Mech
1 SP4 Powerman
1 PFC Mech Helper
2 SP4 Maint Data SP
1 PFC Supply Clerk(DVR)

2 1/2-T Shop Van w/1 1/2-T Tlr



1 SFC Asst Motor Maint Sgt
3 SP5 Sr Track Veh Mech
5 SP4 Track Veh Mech
1 SP5 Sr Welder
1 SP4 Welder(DVR)
1 SP4 Ord Supply SP
1 SP4 Powerman
1 SP4 Repair Parts SP

5-T Wkr



1 SP5 Sr Track Veh Mech
1 SP4 Track Veh Mech(DVR)

Med Recov Vehicle
AN/VRC-46



1 SP5 Sr Recov Mech
1 SP4 Recov Mech(DVR)
1 SP4 Track Veh Mech
1 PFC Mech Helper

Med Recov Vehicle
AN/VRC-46



1 SP5 Sr Recov Mech
1 SP4 Recov Mech(DVR)
1 SP4 Track Veh Mech
1 PFC Mech Helper

*Mtr Off assigned to Bn Hq

NOTE: The purpose of this appendix is to show vehicles and personnel assigned only. This is not a loading plan.

APPENDIX X

FORMAT: LOGISTICAL ESTIMATE

(CLASSIFICATION)

Issuing Section and Headquarters
Place
Time

LOGISTICAL ESTIMATE NO _____

Reference: Maps or Charts

1. MISSION

Statement of the mission assigned or contemplated.

2. SITUATION AND CONSIDERATIONS

- a. Intelligence.
- b. Tactical.
- c. Personnel.
- d. Civil Affairs.
- e. Assumptions.
- f. Logistical.

3. ANALYSIS

Analyze each proposed course of action considering supply, transportation, maintenance, other services required, and location of logistical installations to determine requirements, availability or capability, and indicate any deficiencies.

NOTE: Certain deficiencies may be indicated in any given tactical situation. These deficiencies may concern: ammunition resupply; supply routes; time distance factors; maintenance requirements; friendly tactical dispositions; and location of logistical installations. Seldom will all of these deficiencies have significant application to a specific situation, especially at battalion or brigade level. At this level, after completing the ANALYSIS, the S4 selects and retains for consideration in the COMPARISON those deficiencies having impact on the successful accomplishment of the mission, those retained are referred to as major deficiencies.

4. COMPARISON

Evaluate each major deficiency in respect to the accomplishment of the mission. Compare proposed courses of action in relation to each major deficiency to determine which courses of action can best be supported from a logistical viewpoint. Consider methods of overcoming major deficiencies.

(CLASSIFICATION)

(CLASSIFICATION)

5. CONCLUSIONS

- a. *Indicate whether mission can be supported.
- b. Indicate which course of action can best be supported logistically.
- c. Indicate, if appropriate, the logistical deficiencies in course(s) of action not listed in subparagraph b above.
- d. Indicate other specific items that should be brought to the commander's attention.

/s/ _____
S4

Annexes

(CLASSIFICATION)

*The mission can usually be supported at battalion and brigade level.

NOTE: The logistical estimate is not written at battalion and brigade levels. This format may be used to assist in developing a rapid, orderly mental logistical estimate.

APPENDIX XI

FORMAT: ADMINISTRATIVE PLAN

(CLASSIFICATION)

Copy Number _____
Issuing Section and Headquarters
Place
Time
Msg Ref No.

ADMINISTRATIVE PLAN (Number) _____

Reference: Maps or Charts

1. SITUATION

- a. Enemy
(Obtained from S2/G2)
- b. Friendly
(Obtained from S3/G3)
- c. Assumptions
(Use when required as a basis for initiating a plan for an impending operation; unnecessary when factual data or planning guidance is available)
 - (1) Tactical
(To be furnished by S3)
 - (2) Personnel
(To be furnished by S1)
 - (3) Logistical
(Obtained from Div Admin Plan)
 - (4) Civil Affairs
(To be furnished by S3/5 or G5)

2. MISSION

To provide combat service support for (unit) vic (location)

3. EXECUTION

- a. General
- b. Materiel and Services
- c. Medical Evacuation and Hospitalization (furnished by the S1)
- d. Personnel
(Furnished by the S1)
- e. Civil Affairs
(Furnished by the S3)
- f. Miscellaneous

4. MISCELLANEOUS

(Includes matters not covered above and a statement as to when plan is to become effective)

COMMANDER

Acknowledgment Instructions

Annexes or Appendices

Distribution

Authentication

S4

Original signed by the
commander

(CLASSIFICATION)

XI-1

APPENDIX XII

FORMAT: ADMINISTRATIVE ORDER

(CLASSIFICATION)

Copy Number
Issuing Headquarters
Place
Time
Msg Ref No.

ADMINISTRATIVE ORDER (NUMBER)

REFERENCE: Map or charts.

1. GENERAL.

- a. Purpose of the administrative order.
- b. Traffic circulation plan.

2. MATERIEL AND SERVICES.

- a. Supplies by classes to include miscellaneous supplies.
 - (1) Class I.
 - (2) Class II.
 - (3) Class III.
 - (4) Class IV.
 - (5) Class V.
 - (6) Class VI.
 - (7) Class VII.
 - (8) Class VIII.
 - (9) Class IX.
 - (10) Class X.
 - (11) Water.
 - (12) Salvage.
- b. Transportation.
 - (1) Control.
 - (2) Route priorities and limitations.
- c. Service.
 - (1) Organization of trains.
 - (a) Combat trains.
 - (b) Field trains.
 - (2) Technical services.
- d. Labor. Policies pertaining to labor supporting logistical organizations.

3. MEDICAL EVACUATION AND HOSPITALIZATION.

- a. Present location of aid stations.
- b. Future location of aid stations.
- c. Allocation of aidmen.
- d. Allocation of evacuation teams.
- e. Evacuation routes.

4. PERSONNEL.

- a. Strengths.
 - (1) Strength reports.
 - (2) Replacements.
- b. Personnel Management.
 - (1) Personnel procedures.
 - (2) Civilian personnel.
 - (3) Prisoners of war.

(CLASSIFICATION)

(CLASSIFICATION)

- c. Development and Maintenance of Morale.
 - (1) Morale and personnel services.
 - (2) Graves registration.
 - (3) Medical Services.
 - d. Maintenance of Discipline, Law, and Order.
 - e. Headquarters Management.
 - f. Miscellaneous.
5. CIVIL AFFAIRS.
Covers the allocation of civil affairs units, control of refugees, and the feeding and treatment of the civilian population.
6. MISCELLANEOUS.
Special instructions not covered above to include location of headquarters, protection, special reports and other administrative matters.

COMMANDER

Acknowledgement Instructions

Annexes

Distribution

Authentication
S4

↑
Original signed by
the commander

(CLASSIFICATION)

(CLASSIFICATION)

Copy No 2 of
23d Armd Div
PRADIA (DB0404
082800 Aug 19
GX 36

Numbered chronologically for each year. [] ADMINO 38

Each staff officer providing information or entries for the order provides G4 with references as appropriate. List any maps, charts, or other documents required to understand the order. Reference to a map will include the country or geographical area and/or map series number, edition (if required), scale, and map sheet name or number.

Reference: Map, POLAND, 1:100,000 Sheets CZESTOCHOWA--ZAWIERCIE; M KIELCE; and SANDOMIERZ--KRASNIK.

1. GENERAL

This order provides for cbt svc spt to 23d Armd Div vic PRADIA. Div is supported by the Bde (Corps) and the 80th Med Gp. Div instl open not later than 090800 Aug. 1-53 Arty s from 1st Bde trains area. 501st Engr Bn supported from 2d Bde trains area. Annex A, Traffic Control and Control.

2. MATERIEL AND SERVICES

a. Supply.

(1) Cl I.

Determined by G4 in coordination with support command commander. [] (a) Supply point distribution for all units supported spt area on 9 Aug only. Schedule--SOP.

Obtained from army ADMINO by G4. [] (b) All units maintain two rations in reserve during Aug to 12 Aug inclusive.

Determined by G4 in coordination with G3. [] (2) Cl II. PRIORITY OF CL II TO 1ST BDE FOR 9 AND

Obtained from supporting spt group by G4. [] (3) Cl III.

Determined by G4 in coordination with G3. [] (a) GS Sup Instl 622, 30th Army (AB101202).

Determined by G4 in coordination with G3. [] (b) Fuel allocations. Annex B, Fuel Allocations.

Obtained from supporting ord bn (ammo) by G4. [] (4) Cl V.

[] (a) ASP 955 and SASP 956, 30th Army (AB20212).

[] (b) ASR 9--12 Aug.

Obtained from corps OPORD by G4. [] 1. 81-mm mortar WP

[] 2. 4.2-in mortar HE

[] 3. 155-mm how HE

[] 4. Other types--no restriction.

Obtained from corps OPORD and division artillery commander by G4. [] (c) Special ammunition load:

[] 1. 1-53 Arty

[] MEDIUM RANGE CANNON/2 KT.....

[] 2. 1-54 Arty

[] FREE FLIGHT ROCKET/5 KT.....

Provided by G4 in coordination with support command commander and division aviation officer, as appropriate. [] (5) Annex C, Aerial Resupply.

b. Transportation.

Provided by G4 in coordination with division engineer. [] (1) Bridges on main roads are two-way, class 60; on second they are one-way, class 5 or better.

Provided by G4 in coordination with G3 and provost marshal. [] (2) Route YOKE (CB0901 to CB3528) closed for movement of a 090100 Aug to 090500 Aug.

c. Services.

Provided by G4 in coordination with the support command commander. [] (1) Effective 090800 Aug exchange of socks and underwear worn at all bath points.

Provided by G4 in coordination with G3 and the support command commander. [] (2) Decon Sec, 2017th Fld Svc Co (CS) (Fwd), provides spt decontaminating activities beginning 090800 Aug.

[] (3) Priority of maintenance.

Provided by G4 in coordination with G3 and the support command commander. [] (a) 1-53 Arty.

[] (b) 1-10 Armor.

[] (c) 1-22 Cav.

[] (d) 1-14 Armor.

provided by G4 in coordination with provost marshal, and support commander.

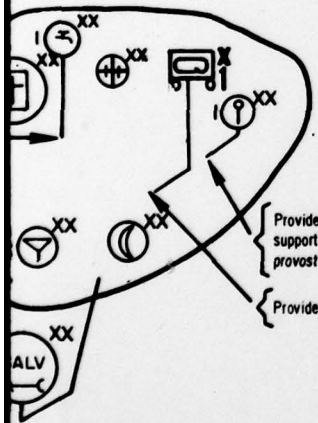
support command commander with supply and transport order.

d by support command commander.

Provided by support command commander in coordination with medical battalion commander.

Provided by G5 in coordination with G1, provost marshal, and support command commander.

CIV COLL



Provided by G4 in coordination with support command commander, G1, G3, provost marshal, and engineer.

Provided by 1st Bde.

Location of support command installations in brigade areas provided by support command commander. He obtains these from the supply and transport battalion, maintenance battalion, and medical battalion commanders in coordination with representatives of the brigade being supported.

(CLASSIFICATION)

Determined by G4 in coordination with G1 and G5. Classified per AR 380-5. Classification is shown at the top and bottom of each page.

Paragraph 1 outlines the general plan for the provision of combat service support and the purpose of the order. References is made to traffic circulation and control procedures. It is prepared by the G4 in coordination with the G1, G5, other general and special staff officers, and the support command commander, as appropriate.

Paragraph 2 contains information and instructions pertaining to supplies, transport, transportation services, maintenance, construction, other services, and allocation of labor for logistic purposes. It may contain supply, transportation, and services subparagraphs, as appropriate. It is prepared by the G4 in coordination with the support command commander and general and special staff officers, as appropriate.

a. Supply. At division this subparagraph may be further divided according to class of supply. Unless shown graphically, this subparagraph will include as a minimum the location of the supporting army class V supply points. When all or a portion of class III supplies are to be issued by supply point distribution the location of the supporting army class III GS supply installation will be shown.

b. Transportation. This subparagraph contains information and instructions pertaining to transportation facilities, the main supply route, classification of roads and bridges, and traffic control and regulating measures.

c. Services. This subparagraph contains information and instructions pertaining to services that are available and what action must be taken by the supported units to obtain the service.

Provided by G1 in coordination with the division surgeon, the support command commander, and the supporting medical group.

Provided by G1 in accordance with instructions from higher headquarters.

Provided by G1 in coordination with the provost marshal.

Provided by G1 in coordination with the support command commander.

Provided by G1 in coordination with G5 and provost marshal.

Obtained from army ADMINO by G5.

Provided by G5; letter of annex designated by G4.

Obtained from army ADMINO by G4.

Provided by G1 in coordination with the chief of staff.

Directs the recipient of the order to acknowledge receipt. Acknowledgement may be made in the clear using the message reference number contained in the heading. If distributed with basic order, separate acknowledgment is not required.

Annexes are lettered and are listed in the order in which they appear in the order. G4 designates the letter to be associated with a given annex. Annexes are prepared by the appropriate officer having staff responsibility for the activity, arm, or service covered by the annex.

A distribution formula is included in standing operating procedures. G4 establishes the distribution in coordination with G1 and G5.

The commander or his designated representative signs the original copy of the order to include the original copy of all annexes, appendixes, tabs, etc., when required. The G4 authenticates subsequent copies of the order. Subsequent copies of annexes, appendixes, tabs, etc., are authenticated by the appropriate general staff officer when necessary.

3. MEDICAL EVACUATION AND HOSPITALIZATION

a. Current cholera and typhus inoculations will be completed 102400 Aug.

b. 8600th Surgical Hosp (M&I Army) supports 231 Armd Div (R&I)

4. PERSONNEL

a. During period 10 Aug to 12 Aug inclusive, submit personnel primary as of 1500 to reach this headquarters by 1900.

b. Guards delivering prisoners of war to prisoner of war collection point under control of PM until released.

c. Contaminated remains will be segregated and moved by separate transportation.

d. All indigenous food establishments off limits.

5. CIVIL AFFAIRS

a. Curfew for civilians is 1800 to 0800.

b. Annex D, Civil Affairs.

6. MISCELLANEOUS

a. Div rear boundary is army light line.

b. Div chaplain located at div rear effective 091200 Aug.

Acknowledge.

KEHE
31

- Annexes: A--Traffic Circulation and Control (Omitted)
- B--Fuel Allocations (omitted)
- C--Aerial Resupply (omitted)
- D--Civil Affairs (omitted)

Distribution: A

OFFICIAL:

Wise
WISE
W

nd prior to
(B090847)

Paragraph 3. This paragraph contains information and instructions pertaining to medical evacuation and hospitalization. Unless shown graphically, location of the supporting MASH should be shown in this paragraph.

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parate trans-

Paragraph 4. This paragraph contains information and instructions pertaining to personnel matters. It is prepared by the G1 in coordination with other general and special staff officers and the support command commander, as appropriate.

Paragraph 5. This paragraph contains information and instructions pertaining to the allocation of civil affairs units, control of refugees, and the feeding and treatment of the civil population. It is prepared by the G5 in coordination with other general and special staff officers and the support command commander, as appropriate.

Paragraph 6. This paragraph contains information and instructions not covered elsewhere in the order. It is prepared by the G4 in coordination with the G1, G5, other general and special staff officers, and the support command commander, as appropriate.

LEGEND

- - - - - Heading.
- Body.
- - - - - Ending.

4

APPENDIX XIV

MILSTRIP -----PRIORITY SYSTEM

FORCE/ACTIVITY DESIGNATORS

- I ----- General War-Special Project.
- II ----- Readiness for Combat.
- III ----- Readiness to Deploy for Combat (D + 30)
- IV ----- Planned for Employment (D + 90)
- V ----- All Others (D+91)

URGENCY OF NEED DESIGNATORS

- A --- Equipment and repairs necessary for mission accomplishment.
- B ---Auxiliary equipment & repairs, operational capability impaired.
- C ---Admin equipment, not essential to operational effectiveness.
- D ---Routine stock replenishment.

ISSUE PRIORITY DESIGNATORS

<u>F/AD</u>	<u>URGENCY OF NEED</u>			
	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>
I	01	04	11	16
II	02	05	12	17
III	03	06	13	18
IV	07	09	14	19
V	08	10	15	20

<u>Issue Group</u>	<u>Priority Designator</u>	<u>CONUS</u>	<u>O'Seas</u>
One	01-03	5 days	7 days
Two	04-08	8 days	15 days
Three	09-15	20 days	45-55 days
Four	16-20	30 days	60-75 days

FOR MORE DETAILED INFORMATION SEE AR 725-50.

57578 Sig 9

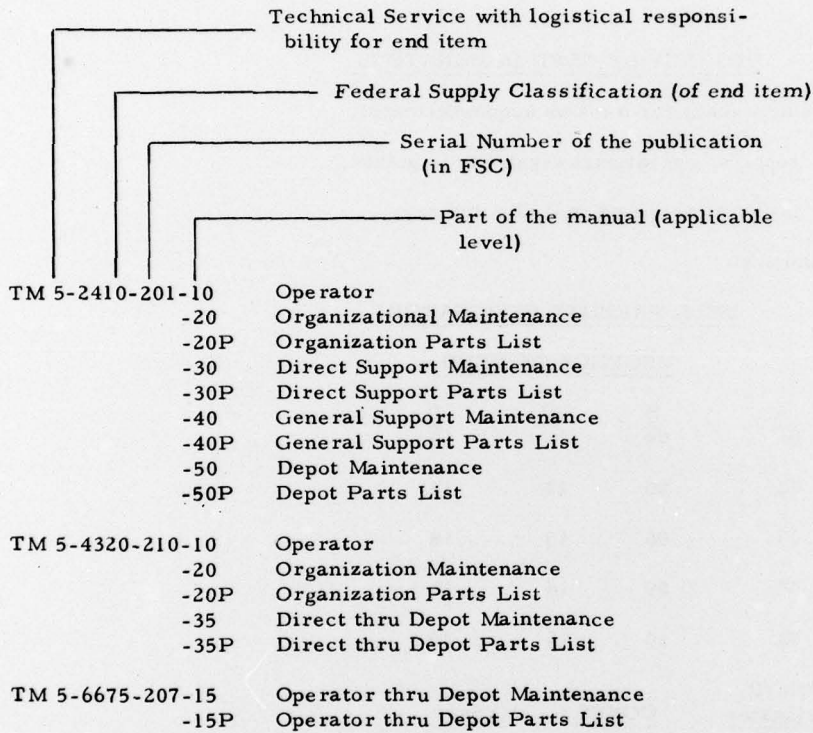
APPENDIX XV

COMPUTING PLLS

The Prescribed Load List (PLL) is a document (DA Form 2063R) which reflects the quantities of repair parts and maintenance related items required to be on hand or on request at user level. Normally, this is 15 days of supply.

The first step in determining a PLL, is to determine what technical manuals are applicable to the equipment on hand in the organization. Accomplish this task by going to DA Pamphlet 310-4. The chart shown below gives you an idea of the number of TM's involved in developing an initial PLL. The chart depicts the number of TM's required in the organizations shown to compute the PLL.

Numbering System for Technical Manuals.



MANUALS REQUIRED TO ESTABLISH A PLL

	MECH INF BN	ARMOR BN	ARTY BN
3 Series	6	5	7
5 Series	11	15	23
9 Series	30	17	11
10 Series	6	8	20
11 Series	22	16	37
TOTAL	75	61	98

DETERMINATION OF INITIAL STOCK LEVELS

There are two types of technical manuals used in computing the types and quantities of repair parts to be stocked in an organization; the whole number manual and the fractional type manual. The format, content and use of each type manual will be covered below.

WHOLE NUMBER

Whole number manuals are those which express allowance factors in terms of whole numbers. The consolidated manuals do not pertain to specific items, but apply to a family of items. For example, TM 9-2300-223-20P applies to all tank-automotive materiel. To establish a repair parts stock level in an organization for 1/4 ton trucks, 3/4 ton trucks, 3/4 ton trailers, 2 1/2 ton trucks, etc., the specific TM's for each type of vehicle would not be used. The consolidated manual for all tank-automotive materiel would be used.

The consolidated manual contains the following:

Preface
Nomenclature - Equipment Application
Federal Stock Number Index

PREFACE

The preface contains instructions on how to use the TM and a listing of applicable vehicles, SNL's and TM numbers. This listing is in "SNL G" number sequence. The first step then, in computing a PLL when using a consolidated whole number manual, is to determine which "G" numbers are applicable to the equipment on hand in the organization. An example of the listing is shown below.

NOTE: Whole number manuals covering a specific item will not contain an SNL listing but will be arranged in a functional parts listing similar to fractional manuals which is covered on page XV-V.

G162	TRACTOR, FULL TRACKED, HIGH SPEED: 13-Ton, M5	ORD 7 SNL G162
	TRACTOR, FULL TRACKED, HIGH SPEED: 13-Ton, M5A1, M5A3, M5A4	Sec I
		Sec II
G176	CAR, ARMORED, UTILITY: M20	ORD 7 SNL G176
G245	CARRIER, CARGO, AMPHIBIOUS: M76 (T46E1)	ORD 7 SNL G245
G251	TANK, COMBAT, FULL TRACKED: 76-MM Gun, M41, M41A1, M41A2 and M41A3	TM 9-2350-201-20P
G252	TRACTOR, FULL TRACKED, HIGH SPEED: M8A1, M8A2	TM 9-2430-200-20P
G253	GUN, SELF-PROPELLED, FULL TRACKED: Twin, 40-MM, M42 and M42A1	ORD 7 SNL G253
G254	TANK, COMBAT, FULL TRACKED: 90-MM Gun, M48, M48A1 and M48C TRAINER, TANK GUNNERY: 90-MM Gun, M20 (T20) TANK, COMBAT, FULL TRACKED FLAME THROWER: M67	ORD 7 SNL G254

NOMENCLATURE - EQUIPMENT APPLICATION

Once the "G" numbers pertaining to the equipment have been determined go to the Nomenclature - Equipment Applications section of the TM and look alphabetically for the particular part concerned.

Once the part has been found, list the quantity of items on hand for each "G" number shown under the part; and enter the total quantity in the space provided for total density.

To determine the stock level for a part, go to the Equipment Allowances to the column which covers the total density and the figure shown in the column is the stock level. When an asterisk (*) appears in the Equipment Allowance columns this indicates that the part is not authorized for initial stockage at the organization level and will be requested as needed; this type of part is sometimes referred to as a "fringe item." An example of this section is shown on the following page.

In the example, there are three "G" numbers applicable to the equipment in the organization and entered is the density of the equipment for each of the applicable "G" numbers. The total density has been entered in the space provided. Then go to the "21-50" column under Equipment Allowances since this is the column that covers the total density figure of 40. Reading down the "21-50" column to the part working with, the stock level is determined to be one.

(1) SOURCE MAINT AND RECOVERABILITY CODE				(2) FEDERAL STOCK NO	(3) NOMENCLATURE EQUIPMENT APPLICATION	(4) UNIT PACK	(5) EQUIPMENT ALLOWANCES			
(a) 1-5	(b) 6-20	(c) 21-50	(d) 51-100							
P	P	D		6810-240-9354	SECTION II - VEHICULAR MATERIAL ACID, SULFURIC: Electrolyte					
					G160 ...	G279 ...	G309 ...			
					G162 ...	G280 ...	G312 ...			
					G245 ...	G281 ...	G716 ...			
					G251 <i>10</i> ...	G287 ...	G740 <i>5</i> ...			
					G252 ...	G288 ...	G741 ...			
					G253 ...	G289 ...	G742 ...			
					G254 ...	G292 ...	G744 ...			
					G256 ...	G293 <i>25</i> ...	G749 ...			
					G258 ...	G294 ...	G758 ...			
					G259 ...	G295 ...	G780 ...			
					G260 ...	G298 ...	G789 ...			
					G268 ...	G299 ...	G792 ...			
					G274 ...	G305 ...	G83A ...			
					TOTAL DENSITY ... <i>40</i>			(1)	(1)	(1)
P	P	D		4730-478-00						

FEDERAL STOCK NUMBER INDEX

The last section of the consolidated type TM to be covered is the Federal Stock Number Index; an example of this section is shown below.

This section lists the FSN's of all the parts in the TM and the page number on which the parts can be found. The listing is in FSN sequence. If the FSN for a part is known, instead of going to the Nomenclature - Equipment Application section and searching for the part alphabetically, turn to the FSN Index and determine the page number for the part.

SECTION V
FEDERAL STOCK NUMBER INDEX

This index is prepared in numerical sequence to assist in locating items when only the Federal Stock Number is known. Standard hardware items having a common application in the supply system are not included in this index.

Stock Number	Page	Stock Number	Page	Stock Number	Page
1005-209-8720	341	1005-718-8679	341	1015-723-7754	305
1005-209-9691	341	1005-718-8685	346	1015-723-7784	345
1005-342-1100	390	1005-718-8693	349	1015-723-7968	305
1005-500-9351	341	1005-718-8701	398	1015-723-8005	345
1005-500-9374	296	1005-718-8774	311	1015-730-5517	345
1005-501-1583	339	1005-718-8777	338	1015-735-5708	345
1005-513-5898	342	1005-726-6134	387	1015-738-8045	348
1005-513-5897	340	1005-731-2078	312	1015-791-6044	325
1005-515-2835	296	1005-731-3083	309	1015-799-1152	345

Before going into the use of a fractional type manual, there are additional procedures used when working with the whole number TM's, such as how to compute the stock level when the density exceeds 100, and how to compute the stock levels when directed to maintain more than one PLL.

PROCEDURE WHEN DENSITY EXCEEDS 100

The Equipment Allowances columns in the Nomenclature - Equipment Application section of the consolidated whole number TM only goes up to 100. How is the stock level determined when the density in an organization exceeds 100?

When the density exceeds 100, a formula must be used to compute the stock level. This formula may be stated as follows:

The density of the organization times the allowance for 100 items divided by 100 equals the stock level.

Assume that the density of an item in an organization is 113 and the "51-100" column of the Equipment Allowances authorizes one part, the formula as shown below would be used.

$$\frac{113 \times 1}{100} = 1.13 = 1$$

Now use the major fraction rule, .5 or above, round up; less than .5, round down. Using this rule in the example, round down and the stock level would be one.

ESTABLISHMENT OF MORE THAN ONE PLL

Major commands may authorize organizations to maintain more than one prescribed load list. When additional PLL's are authorized, the major command will establish specific policies concerning the computation and maintenance of the load. Consider two possibilities, one where the major command has directed the establishment of two PLL's computed together, and secondly the establishment of two PLL's computed separately.

COMPUTED TOGETHER

When the major command directs the establishment of two PLL's computed together or maintain 30 days of supply which means the same thing, use the following procedure:

Multiply the equipment density times the number of PLL's directed to establish and then go to the applicable column to determine the stock level.

For example, there are 10 end items in an organization applicable to a given part, and with the requirement to establish 2 PLL's together or to maintain 30 days of supply. Multiply the density, 10, times the number of PLL's, 2, which would give a figure of 20. Then go to the "6-20" column of the whole number TM to determine the stock level.

COMPUTED SEPARATELY

The major command may direct establishment of two PLL's separately, one for support of day to day operations and one boxed for contingency plan purposes. In this case, use the following procedure:

Determine the stock level for one PLL and multiply this times the number of PLL's to be established.

Using the same figures (used above) for two PLL's computed together, go to the column giving the stock level for 10 items and then multiply this stock level times 2, the number of PLL's involved, to arrive at the quantity to be stocked.

The stock level will vary depending upon the procedure used when working with more than one PLL.

FRACTIONAL MANUAL

These type manuals pertain to specific items unlike the consolidated whole number manual which pertained to a family of items. For example, TM 10-3930-201-20P pertains to specific makes and models of 10,000 pound fork lifts.

The fractional type manuals contain the following:

- Introduction
- Functional Parts Lists
- Federal Stock Number Index
- Part Number Index

INTRODUCTION

This section contains general information on the use of the manual and explains the various columns and codes used in the TM.

FUNCTIONAL PARTS LISTS

An example of this section is shown below.

SOURCE MAINTENANCE & RECOVERABILITY CODE		FEDERAL STOCK NUMBER	DESCRIPTION	UNIT OF ISSUE	QUANTITY INCORPORATED IN UNIT	15 DAYS MAINTENANCE ALLOWANCE PER 100 EQUIPMENTS	ILLUSTRATIONS	
TECHNICAL SERVICE	SOURCE						FIG. NO.	ITEM NO.
SECTION II								
FUNCTIONAL PARTS LIST								
NOTE: Repair parts peculiar to Army Model MRE 136 are identified as such in the description column.								
GROUP 01-ENGINE								
CYLINDER BLOCK; HEAD								
P	0	2805-360-7402	BREATHER ASSEMBLY, cylinder block (30076) 50107 (31007) 94942HX	ea	1	*	2	9
		5305-018-0132	SCREW, CAP, HEXAGON HEAD, 3/8 in. 16 by 2 1/4 in.	ea	1	GP 23		
P	0	2805-176-7428	BREATHER, cylinder head (30076) 50095 (31007) 67990H	ea	2	*	2	25
X2	0	2805-360-7386	COVER, valve chamber (30076) 50132 (31007) 94994H	ea	2	*	2	2
		5306-297-0608	BOLT, MACHINE 5/16 in. 18 by 3 1/2 in.	ea	4	GP 23	2	3
P	0	2805-360-7398	GASKET, cylinder block breather (31007) 1748Y	ea	1	*	2	8
P	0	2805-360-7383	GASKET, cylinder head (79150) 1751S	ea	1	*	2	19
P	0	2805-360-7461	GASKET, valve chamber cover (30076) 50131 (31007)	ea	2	.5	2	1

Note that this section is arranged in functional group sequence and then the parts are listed in alphabetical sequence within functional grouping. When using this type manual then, and do not have an FSN or part number, it must be determined which functional area the part applies to and then search for the part alphabetically under the functional group.

Note also that with this type manual there are no density columns as there are with a whole number manual; instead there is only one column which reflects a 15 day maintenance allowance per 100 equipments. To determine the stock level from a fractional manual a formula is used. Again, the formula used is:

Density of Organization Equipment times the allowance per 100 equipments divided by 100 equals the stock level.

Assume an organization has 100 fork lifts and must determine the stock level for gasket, valve chamber cover. Use the formula as shown below.

$$\frac{100 \times .5}{100} = .5 = 2 \text{ (see below)}$$

Since a fractional type manual is being used, refer to Section VI of AR 735-35, which explains that when the computation results in an answer of from .5 to 2.4, the required stockage level will be 2. If the answer is less than .5, no stockage is authorized, and above 2.4, use the major fraction rule. The stock level in the example above, then, will be 2. The minimum stock level under a fractional manual will be 2, whereas under a whole number manual it may be 1.

Items which have an asterisk (*) in the maintenance allowance column are not authorized for initial stockage and will be requested as needed.

When an entry such as "GP23" appears under the maintenance allowance column, it means that this part is reviewed under Group 23 in another part of the TM. To determine the stock level, go to the applicable group as indicated.

When establishing more than one PLL, insert this factor into the formula as shown below.

TWO PLL'S COMPUTED TOGETHER OR 30 DAYS OF SUPPLY

The density times the number of PLL's times the allowance per 100 equipments divided by 100 equals the stock level.

$$\frac{100 \times 2 \times .5}{100} = 1 \text{ stock level 2}$$

(from .5 to 2.4, stock 2)

TWO PLL'S COMPUTED SEPARATELY

The density times the allowance per 100 equipments divided by 100 equals the stock level for one PLL times the number of PLL's to be established equals the stock level.

$$\frac{100 \times .5}{100} = .5 = 2* \times 2** = \text{stock level 4}$$

* from .5 to 2.4, stock 2

** the number of PLL's to be established

FEDERAL STOCK NUMBER INDEX

If the FSN for a part is known, instead of going to the functional parts lists, turn to the FSN Index and this would tell which page the part was listed on. An example of this section is below.

FEDERAL STOCK NUMBER INDEX

FEDERAL STOCK NUMBER	PAGE NO.
2520-358-4078	9
	36
2520-359-1285	39
2520-464-1843	9
2520-466-4948	36
2520-692-5887	30
2530-090-0817	39

FEDERAL STOCK NUMBER	PAGE NO.
2540-382-8072	14
2540-424-7094	43
2540-466-5578	14
2540-512-2014	14
2540-679-6729	14
2590-095-4496	29
2590-383-4510	29

FEDERAL STOCK NUMBER	PAGE NO.
2920-358-6949	25
2920-358-6954	25
2920-358-7060	23
2920-358-7407	22
2920-358-7921	25
2920-358-7922	23
2920-358-7923	25

PART NUMBER INDEX

If the FSN of a part is not known, but does have a manufacturer's part number, go to the part number index to find the page covering the part. An example of this section is below.

PART NUMBER INDEX								
PART NUMBER	CODE	PAGE	PART NUMBER	CODE	PAGE	PART NUMBER	CODE	PAGE
A10235	78940	12	1HU50FB110 1-28	74813	46	121574	24617	57
A14400	78940	12	1L27	77060	30	121801	24617	57
A14427	78940	12	1L34	77060	30	121841	24617	56
A15615	78940	12	10MN3	59875	42	122028	29510	29
A21-11	79410	34	102159A	30076	39	12411	81118	39
A22-16 1-2	79410	32	103350H	31007	15	124543	24617	51
A22-2H	79410	32	103421	24617	53	124802H	31077	42
A22-21G	79410	34	104039	24617	36	124803H	31007	42
A22-229	79410	34	106793	24617	46	124829	24617	52
A22-7H	79410	32	10976	30076	50	124925	24617	52
A26-19	79410	32	1102767	16764	22	125267	24617	52
A26-9	79410	34	1107132	16764	22	125947	24617	58
A9894	78940	12	11085	30076	14	126045	24617	3
BJ60	72853	12	11096	30076	29	126637	24617	56

It should be obvious that publications are of the utmost importance to the supply officer; he cannot function unless he has the supply catalogs, supply bulletins and technical manuals needed.