PART ONE – SUPPLY OFFICERS AND LEADERS

CHAPTER 1
Supply Operations Officer

DETERMINE YOUR RESPONSIBILITIES

Success on tomorrow's battlefields may depend on the Army's ability to feed and clothe its fighting forces, fuel its combat vehicles, fortify its positions, and replace its weapons systems. Your office acts as the supply mission control element of your unit. Depending on your unit's supply mission, you must ensure that food, water, clothing, petroleum, barrier material, and major end items are available when and where they are needed. You may even determine the quantity and types of items to be stored in distribution or supply points. A major concern will be ASL size versus mobility requirements. A supply platoon can receive as many as 5,000 demands per month for stocked items and 1,000 demands for nonstocked items. You are responsible for coordinating with your MMC or SCS, operating platoons, supported units, and higher sources of supply to ensure that demands are met. While the MMC or SCS manages your supply assets, your soldiers prepare and process stock accounting and stock location records for all supplies received, stored, and issued from your unit supply and storage elements. You will need to learn how to use computer listings to monitor DIs, MROs, and DOs to identify problem areas. You will also be concerned with the security of ADP software and hardware and contingency planning for ADPE outages.

DETERMINE DEMAND SATISFACTION

The mission of the SSA is to supply supported units. How well your unit provides this support will depend on whether requests are for ASL or NSL items and on the number of items in stock. You must make. sure your SSA stocks the line items demanded as part of your ASL and that stocks are on hand to fill requests upon demand. DA objectives and acceptable management levels are prescribed in AR 710-2, Chapter 1. The formulas for measuring demand satisfaction is covered later in this chapter.

DETERMINE AND MONITOR ASL SIZE

Your main concern is that your SSA will be able to supply supported units upon demand or within acceptable time limits. The problem is that your SSA cannot stock all demand-supported items and still remain mobile. Table 1-1 lists ASL stockage criteria. Your tasks are listed below.

- Review the ASL semiannually for potential reductions in range.
- Monitor the quarterly ASL continually to determine and drop nonessential lines.
- Review action codes on the ASL change list which recommend addition, deletion, or retention of items. DS4 makes automatic increases to ASL lines.
- Analyze the impact of stockage level changes on movement and storage requirements.
- Ask the supply manager to set minimum RO and ROP quantities, so that automated supply systems will not be adjusted below the set minimum.

Table 1-1. ASL stockage criteria

The following items qualify for stockage:

- Demand-supported items (nine recurring demands in the most recent 360-day period to stock and three demands to retain).

  NOTE: Items with less than three recurring demands will be considered for deletion. Automated supply systems automatically adjust demand-supported stockage levels based on the quantity demanded. The ASL review board will determine ASL additions and deletions.

- Mission-essential or mandatory stockage items.

- ORF items specifically authorized.

- Initial provisioning items required for mission loads.

- Aviation and missile repair parts (receiving three demands to stock and one to retain).

- Request that the supply manager fix the RO at a specific level.

- Check the ASL lines against the DO lists to determine if manual replenishment or passing action is warranted when lines are frozen due to inventory actions.

- Seasonal demand items.

REDUCE EXCESS STOCKS

Excess stocks are those which exceed the authorized retention level. DA policy requires that automated systems run the process monthly to determine excess. During wartime, this process is run at the option of the local command. DS level automated systems produce an excess report list and a deck of candidate cancellation cards. Sample DS4 formats are in TM 38-L32-13. Note that excess quantities are not automatically canceled. SSAs must determine which recommendations to accept and which to reject. In wartime, when demands are unpredictable and stocks are expected to be used, it may not be wise to dispose of all excess stocks. Depending on the extended price, the owning SSA may retain excess stocks in DSUs or GSUs until they can be issued as interchangeable or substitute items or until their price exceeds the amount prescribed in AR 710-2, Chapter 3, Your tasks are listed below.

- Review and carry out disposition and retention policies for ARIs, material return

program items, field returns, and captured and unwanted material.

- Review the current DI file list.
- Select DIs to be canceled. Select the most recent DIs with the lowest priority first.
- Have stock control soldiers process MROs, materiel release confirmation cards, shipping documents (if required), and possible partial cancellations. DS4 processing instructions are in TM 38-L32-13.
- Request disposition instructions as directed by your command.

COORDINATE AND MONITOR STOCK ACCOUNTING AND STOCK CONTROL OPERATIONS

If you do not know the NSN of an item or if an item is not listed on the AMDF, contact the following:

Management Information Research Assistance Center
US Army Materiel Command Catalog Data Activity
New Cumberland Army Depot
New Cumberland, PA 17070-5010
AUTOVON: 977-7431
COMMERCIAL: (717) 782-7431

As the supply operations officer, you must periodically review the preparation and submission of stock accounting and stock control records kept by your materiel control specialists. Your ability to review stock records and listings produced by your MMC or SCS will help improve supply responsiveness to supported units. Your tasks are listed below.

- Have personnel review requests for excessive quantities, questionable prices, and old document dates.
- Review supporting document files for reasons for rejections from higher supply sources.
- Make it SOP that personnel classify work by priority of request.
- Ensure that your office personnel are comparing requests against the ASL, SSSC, RX, QSS, and controlled-item listings.
- Monitor MRO processing times (see Table 1-2).
- Review reasons for MRDs.
- Ensure that inventory count cards are controlled.
- Ensure that stock location data are kept current.

Table 1-2. MRO processing times

PRIORITY DESIGNATOR	TIME LIMITATION
PDs 01 through 03 and NMCS	Must be processed within 24 hours from the time received[1]
PDs 04 through 15	Must be processed within two workdays from time received
NMCS items[2]	Must be processed within 24 hours from time received[1]

[1] Based on a 24-hour day, 7-day workweek.
[2] DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) will have 999 or N in Req'd Del Date block for these items

SCHEDULE ADP RUNS

You need to schedule ADP runs to provide timely supply and services to supported units. Table 1-3 lists various ADP runs and gives their frequencies. Your tasks are listed below.

• Identify daily, weekly, monthly, semiannual, and annual program runs.

• Identify cyclic and as required runs. TM 38-L32-13 describes daily, cyclic, and periodic processes under DS4.

• Analyze the interrelationships between required program runs.

NOTE: Request and issue documents should be entered into the system before supply status documents. Cancellations should be processed before follow-up documents.

• Schedule those sequential programs that depend on one another.

• Estimate special requirements.

• Establish priorities and suspense dates.

• Adjust work load schedules to meet priority demands. Requests should be batched by PD code.

• Obtain ADP run schedules from your supporting data processing activity. Note cutoff dates and submission times.

• Project time requirements by reviewing run time statistics listed in console logs and utilization records.

SAFEGUARD ELECTRONIC DATA TRANSMISSIONS

ADP systems may be configured for electronic data exchange with other computer systems or terminals by way of radio, AUTODIN, reference data networks, mobile subscriber equipment, or other electronic transmission facilities. To safeguard electronic data transmissions, you must coordinate electronic interconnection with the attached signal support unit. Your tasks are to ensure that—

• Modem is operational.

• Communications software is operational.

• Cryptographic equipment is operational, if applicable.

• Individual is available that knows about the system.

PREPARE FOR ADPE OUTAGES

ADPE may become inoperative because of a mechanical failure in the power source. It may be damaged or destroyed because of enemy action. Normal procedures should be altered as little as possible. Follow short-term outage procedures until it is determined that long-term backup procedures prescribed in automated system TMs are warranted. See Figure 1-1 for actions during outages. You may need assistance to determine the cause of the problems that interrupt normal processing. Problems may be the result of hardware malfunction, operator error, incorrect data, or a systems incident. The US Army Information Software Support Systems Command maintains a 24-hour customer assistance office to support major commands using DS4. See Figure 1-2 for customer assistance locations and telephone numbers.

Table 1-3. DS4 ADP functional processes and frequencies

DAILY PROCESS

- Daily cycle

WEEKLY PROCESSES

- Stock status report
- Weekly reports
- DI and DO reports
- Weekly consolidation

SEMIMONTHLY PROCESS

- Customer DO reconciliation

MONTHLY PROCESSES

- ASL
- Bottom-up reconciliation
- Monthly transaction register

- Catalog update process
- Demand history update
- Supply performance report
- Excess stocks
- Recoverable item control process
- Monthly consolidation

AS REQUIRED PROCESSES

- Location survey
- Special inventory
- Mass cancellation
- Stand alone ASL and NSL
- Replenishment cycle

OUTAGES	ACTIONS
Short-Term *(72 hours or less)*	Direct soldiers to process high-priority requests manually on a postpost basis.
	Have your soldiers hold low-priority requests until the end of the outage.
	Update records when ADPE is operational again.
Long-Term *(more than 72 hours)*	Seek out replacement, substitute, or float ADPE or arrange for time-sharing on another command's equipment.
	Determine and direct only essential processing.
	Direct soldiers to process high-priority requests on a postpost basis.
	*Authorize the use of manually prepared requests.
	Have soldiers use the latest listings and card files to set up manual stock records following procedures in DA Pamphlet 710-2-2.
	Direct soldiers to maintain additional records in a suspense or hold file to aid in returning to the automated system.
*NOTE: Reverting to manual procedures is the least desired backup support.	

Figure 1-1. Actions during outages

MAJOR COMMANDS	CUSTOMER ASSISTANCE AUTOVON NUMBER	MESSAGE ADDRESS
CONUS	687-1051 Commercial: (804) 734-1051	CDR USAISSDCL FT LEE VA//ASQBI-LTSI//
USAREUR	ZM 6613	CDR USAISECE ZWEIBRUEKEN GERMANY// ASBE-FSD//
PACIFIC	438-9377	CDR USAISECP FT SHAFTER HI// ASBP-OB//
KOREA	738-3757	CDR USAISEC-FE SEOUL KOREA//ASBPF-SD//

Figure 1-2. Customer assistance information for DS4 users

ENSURE SECURITY OF ADP FACILITIES AND SOFTWARE

Data processing facilities are vulnerable to destruction, sabotage, and compromise. Therefore, you must plan for the secure operation of ADPE authorized your office. This includes physical security of ADPE software programs and procedures (see Table 1-4). Detailed guidance is in AR 380-380. Your tasks are listed below.

• Ensure strict accountability for keys or access combinations.

• Ensure that physical security deficiencies are eliminated or kept to a minimum through the use of guards, barriers, protective lighting, entry control checks, and intrusion detection systems.

• Check that van cables and generators have been protected.

• Limit access. Prevent unauthorized access to ADP area, equipment, documents, listings, card decks, and system TMs. Establish a system of checks and controls on personnel entering the area.

• Plan for storage and safeguarding of alternate files.

• Establish a system of input and output control logs.

• Report extra data found in printouts as possible ADP system penetration or Threat agent attack.

• Review distribution plans. Reduce the number of copies of reports. Require periodic justification of the number of reports.

• Identify an alternate site for the transfer of ADP operations, if necessary.

• Destroy all printouts of reports, lists, and alternate files as new ones are printed.

REVIEW STOCK STATUS REPORT

The weekly stock status report is the only automated listing which shows all assets on hand. It lists stockage levels for ASL items. This report is the basic listing required to continue operations in case of a computer failure. Figure 1-3 shows a sample report. More information on this report is in TM 38-L32-13. Your tasks are listed below.

• Monitor increases and decreases in total lines and total dollar values.

• Note ASL items with no location.

• Note date of last inventory.

• Note ASL lines with zero balance and DOs.

• Note ASL lines with DOs and no DIs.

• Note ASL lines with SLC other than "Z" and RO quantity of zero.

• Investigate causes of conditions listed above and mark necessary corrections.

Table 1-4. ADP security list

CAUTION:

Do not use this list as a sole basis for determining your security needs. Use it to assess current ADP systems security.

ACCESS CONTROL:
- Do you have a photo badge system for positive identification of personnel?
- Is access restricted to selected personnel?
- Have you established visitor control and escort procedures?
- Are keys and locks changed at regular intervals or after dismissal (service separation) of personnel?

EQUIPMENT USE AND AUDIT CONTROLS:
- Do you have backup equipment available or access to other ADPE?
- Do you spot-check output listings for possible misuse of the system?
- Has equipment been tested for emanations?
- Are computer use and production controls employed?

ELECTRICITY:
- Do you have backup generators?
- Has backup power been tested at regular intervals?

REMOTE TERMINAL SECURITY CHECKS:
- Do you employ keywords or passwords to identify a specific terminal or user?

NOTE: Change file or systems passwords, at a minimum, on reassignment or separation of any persons having knowledge of the password, when the password is known to have been compromised, or annually.

- Do you employ software scrambling techniques or hardware cryptographic devices during transmission of vital data?

SOFTWARE SECURITY:
- Have you provided backup files at a secondary location?
- Do you have a contingency plan covering destruction of classified material in the event of evacuation?
- Do you perform periodic checks on access codes?
- Are the retention cycles for data files reviewed regularly?
- Are program changes controlled and recorded?
- Do you store files in fire resistant containers?

THREAT MONITORING:
- Do you maintain a monitor log of those who have access to data banks or sensitive files?
- Do you use software security routines to monitor access to sensitive files or data records? Do the routines provide a printout record at the end of the day of all illegal access attempts?

2 CLASS IX COMMON

STOCK STATUS REPORT

3 P
4 I
5 I

STOCK NUMBER (PII)	MC	MAT CAT	SLC (SD/LS/CC)	CTL	FRZ	PIC	RIC	REC	ARC	SCMC	NOMEN	UI	CND	STG LCN	OH QTY	DI QTY	DO QTY	RO QTY	ROP QTY	SAF LEV	MIN RO	MIN ROP	OST	DATE SLC CHNG	DATE LAST CHNG	DATE LAST INV	PSC	UNIT PRICE	DSU
*4730-00-188-3504		ZO	0									EA	A	NOLOC	0	3	3	0	0	0	0	0	A000	6048	6048	6048	E	99999.99	A
*4730-00-188-3515		J2200	Q1	O	U	O	Z	C	X	9B	PLUG,PIP	EA	A	DGA75	5	0	0	19	2	1	0	0	A000	5203	6027	5166	S	0.95	A
*5960-00-188-3565		ZO	0									EA	A	NOLOC	0	3	3	0	0	0	0	0	A000	6047	6047	6047	E	99999.99	A
*5310-00-188-7721		T2200	P1	O	U	O	Z	C	X	9T	WASHERXF	HD	A	C2541	24	0	0	45	4	1	29	4	A000	5090	5282	5166	S	0.35	A
*5960-00-188-8506		ZO	0									EA	A	NOLOC	0	2	2	0	0	0	0	0	A000	6047	6047	6047	E	99999.95	A
*5306-00-189-1775		T2200	Q2	O	U	O	Z	G	X	9T	ROD,THRE	EA	A	QCA71	19	101	0	130	20	0	0	0	A000	4294	5315	5279	S	0.81	A
*4730-00-189-3017		J2200	Q1	O	U	O	Z	C	X	9B	ELBOW,PI	EA	A	C5E51	2	0	0	7	1	0	0	0	A000	4297	6030	5166	S	0.81	A
*4730-00-189-3019		J2200	ZO	O	U	O	Z	G	X	9B	ELBOW,PI	EA	A	NOLOC	0	3	3	0	0	0	0	0	A000	5100	5100	5100	S	9.83	A
*5910-00-189-5518		Q2200	ZO	O	U	O	Z	F		9T	CAPACITY	EA	A	NOLOC	0	1	1	0	0	0	0	0	A000	5160	5160	5160	S	0.92	A
*1025-00-189-5762		M22JQ	Q1	O	U	O	Z	C	X	9H	BRUSH AS	EA	A	D1D12	1	2	0	4	2	2	1	0	A000	8091	6046	5166	S	98.56	A
A1025-00-236-6873		M22JQ	Q1	O	U	O	Z	C	X	9H		EA	A	D2E13	1	0	0	...	...	...	...	...			6046	5166			
*5310-00-189-8907		T2200	Q1	O	U	O	Z	C	X	9T	WASHER,F	EA	A	B2A52	149	0	0	153	12	2	0	0	A000	1203	6017	5166	S	0.14	A
*5330-00-189-8908		T2200	Q2	O	U	O	Z	C	X	9T	GASKET	EA	A	G4748	4	174	0	178	5	1	0	0	A000	8091	5209	5166	S	0.04	A
*5820-00-190-4405		G22RB	Q2	O	U	O	Z	C	X	9G	ANTENNA	EA	A	H1221	150	0	0	122	148	40	0	0	A022	4273	5224	5169	S	3.01	A
*5820-00-190-4405		G22RB	S1	O	U	O	Z	C	X	9G	ANTENNA	EA	A	D1E11	8	14	0	22	10	9	22	10	A022	1297	5168	3167	S	3.01	B
*5820-00-190-4405		G22RB	Q1	O	U	O	Z	C	X	9G	ANTENNA	EA	A	V3N43	43	0	0	53	34	6	22	10	A022	2073	6030	5169	S	3.01	A
*5820-00-190-4405		G22RB	S1	O	U	O	Z	C	X	9G	ANTENNA	EA	A	V3H21	9	13	0	22	10	9	22	10	A022	1257	3191	5165	S	3.01	D
*4940-00-190-5164		J2200	Q1	2	U	O	Z	C	X	9H	CUP,PAI	EA	A	L5C42	1	0	4	20	6	1	0	0	A000	8091	6039	5166	S	7.12	C

Legend:

Print Line 1:
STANDARD HEADER LINE DATA - Include date prepared, title, and product control number (PCN)

Print Line 2:
SUPPLY CLASS - CLASS IX SPECIAL INTEREST TITLE - COMMON
SPECIFIC REPORT TITLE - STOCK STATUS REPORT

Print Line 3-5:
PII - Preferred item indicator field
STOCK NUMBER - Stock number field
MC - Item manager code
MAT CAT - Materiel category code
SLC - Stockage list code
DSC - Distribution of stockage code
CTL - Management review code field
FRZ - Freeze code
PIC - Pilferage code
RIC - Reportable item control code
REC - Recoverability code
EC - Essentiality code
ARC - Accounting requirements code
SCMC - Supply category of materiel code
NOMEN - Nomenclature

UI - Unit of issue code
CND - Condition code
STG LCN - Storage location code
OH QTY - On-hand quantity
DI QTY - Due-in quantity
DO QTY - Due-out quantity
RO QTY - Requisitioning objective quantity
ROP QTY - Reorder point quantity
SAF LEV - Safety level quantity
MIN RO - Minimum requisition quantity
MIN ROP - Minimum reorder point quantity
OST - Order shipping time source code and order shipping time days
DATE SLC CHNG - Date stockage list code changed
DATE LAST CHNG - Date ABF last changed in system
DATE LAST INV - Date last inventoried
PSC - Price signal code
UNIT PRICE - Unit price
DSU - Direct support unit code at which item is stocked

* - Preferred
A - Described

Figure 1-3. Sample stock status report

SCHEDULE AND COORDINATE INVENTORIES

Inventories determine the actual quantity and status of stocks on hand. AR 710-2 requires that all items be inventoried at least annually. You may schedule cyclic inventories to fulfill the annual inventory requirement. You must schedule an inventory when pilferage is suspected, when an MRD occurs, or when directed by higher HQ. During wartime, inventories will be conducted only when the tactical situation allows. Discrepancies occurring during wartime have to be recorded. They do not have to be reported. Your tasks are listed below.

● Coordinate with the supply platoon leader on location survey dates and findings.

● Establish a cutoff date for receipts.

● Ensure that customers are notified of cutoff dates.

● Have personnel prepare a receiving cutoff control register.

● Setup issue controls. Have personnel prepare an MRO cutoff control register.

● Request an inventory control list and inventory count cards from the MMC.

● Ensure that items in maintenance are included in the inventory count.

NOTE: You may recommend changing the lot size if you find that soldiers in your storage activity cannot count a certain lot within the set time frame.

DETERMINE SUPPLY SUPPORT OF DEPLOYING UNITS

Since departing units should have their basic loads on hand, SSAs need only fill all DOs for units deployed for less than 15 days. However, you must develop detailed contingency plans for continuing or transferring supply support of forces deployed for an extended period. TM 38-L32-11 contains procedures for deploying a supported unit using DS4. TM 38-L32-13 contains deployment procedures for DSUs and larger elements. You must coordinate with the supporting SAILS activity to ensure requisitioning support. Your tasks are listed below.

● Ensure transferring units resubmit requests to your office for high-priority (PD 01 or 02) requests only.

● Notify supply elements of new routing address for deploying units.

● Ensure that items on which delivery status has been received are shipped directly to the unit, if possible.

● Direct supply elements to fill as many DOs as possible.

● Provide supply cancellation notices to the supported units.

● Cut off transactions pertaining to the deploying units. Higher commands may cancel all outstanding requisitions.

● Ensure that the MMC will produce a copy of the demand history file for forwarding to the gaining DSU.

● Extract unit demand history data if long-term support is to be provided by another DSU.

COMPUTE AND MONITOR SUPPLY PERFORMANCE INDICATORS

As the supply operations officer, you must continually review supply support. Supply performance indicators help you to determine trends, isolate deficient areas, and correct deficiencies. Table 1-5 lists DA objectives and acceptable management levels prescribed by AR 710-2 for a number of supply performance indicators. Areas which do not fall within acceptable ranges should receive intensive review and management. DS4 produces a supply performance report which lists demand data needed to compute supply performance indicators. Figure 1-4 shows a sample of Class II support provided by DSUs in a division. A separate page would be printed for packaged Class III and Class IV support. Note that the automated system has already computed the percent of demand accommodation and demand satisfaction for you. See TM 38-L32-13 for details of each column on the report. The supply performance report does not report the number of NSL demands filled. Compute it by subtracting the total ASL demands filled and the total demands passed to the main DSU from the total valid demands.

REVIEW RECEIPT NOT DUE IN LISTING

Your soldiers report receipts to your MMC by keypunching or preparing materiel receipt cards or shipping documents for processing in the daily cycle run. TMs 38-L32-12 and 38-L32-13 give details on how to process receipt documents

Table 1-5. Supply performance objectives and acceptable levels of customer unit supply support

SUPPLY PERFORMANCE INDICATOR	OBJECTIVE	ACCEPTABLE LEVEL
Demand Satisfaction or Net Availability $\dfrac{\text{Valid ASL demands completely filled}}{\text{Total valid ASL demands}} \times 100\%$	DSU - 75% > 1 Div - 82% < 1 Div - 82%	70% - 80% 77% - 87% 77% - 87%
Average Customer Wait Time for— CONUS Alaska, Hawaii, South America, Caribbean, or North Atlantic Northern Europe, Mediterranean, or Africa Western Pacific	11 days 19 days 21 days 25 days	15 days 24 days 31 days 35 days
Zero Balance with Due-Outs $\dfrac{\text{ASL zero balance lines with due-outs}}{\text{Total ASL lines}} \times 100\%$	No more than 8%	8 - 10%
SSSC Lines at Zero Balance	10%	15%
Inventory Accuracy $\dfrac{\text{Total lines without substantial \$25 difference}}{\text{Total lines inventoried}} \times 100\%$	95%	
MRD Rate $\dfrac{\text{MRDs}}{\text{Total MROs}} \times 100\%$	1%	0 - 3%
Location Accuracy Index $\dfrac{\text{Number correct locations}}{\text{Total locations surveyed}} \times 100\%$	98%	95%
UMMIPS High-Priority Requisition Rates PDs 01 - 03 PDs 01 - 08	5% 15%	10% 20%

Legend: · greater than
‹ less than

through the DS4. Your duties deal mainly with reviewing the receipt not DI listing. Your tasks are listed below.

• Research incorrect stock numbers when the remark "Skeleton ABF Created" appears in the Remarks block of the receipt not DI listing.

• Check for possible keypunch errors when duplicate document numbers appear on the listing. If necessary, have soldiers prepare a decrease adjustment document.

• Coordinate with storage supervisors to determine if there has been a double shipment.

• Prepare a SF 361 (Transportation Discrepancy Report) for duplicate shipments.

REVIEW SUPPLY STATUS

Under DS4, supply status documents on ASL and non-ASL outstanding requisitions will be sent automatically to SSAs. DS4 also produces an ASL status review list on the status of ASL replenishment requisitions that require manager review. Your office will also receive supply status cards in response to requests for follow-up. TM 38-L32-13

PREPARED 01 SEP 90   DS4 SUPPLY MANAGEMENT REPORT   PCN AGL-C17

CLASS II   SUPPLY PERFORMANCE REPORT   REPORTING PERIOD 90214-90243

DSU	TOTAL VALID DEMANDS RECEIVED	TOTAL VALID ASL DEMANDS	TOTAL ASL DEMANDS FILLED	% DEMAND SATISFACTION	WAREHOUSE DENIALS	DENIAL RATE	HI-PRI REQN	HI-PRI RATE
A	75	74	63	85.1%	1	1.5%	27	36.4%
B	80	80	45	56.2%	0	0.0%	15	18.7%
C	0	0	0	0.0%	0	0.0%	0	0.0%
D	70	70	53	75.7%	0	0.0%	10	12.2%
E	0	0	0	0.0%	0	0.0%	0	0.0%
DIVISION	225	224	161	72.3%	1	1.5%	52	22.4%

DSU	TOTAL LINES	TOTAL ASL LINES	ASL LINES AT ZERO BAL W/DO	% ASL LINES AT ZERO BAL W/DO	TOTAL FROZEN RECORDS	TOTAL DSU REPARABLE LINES	TOTAL QSS LINES	% QSS LINES ZERO BAL	TOTAL SSSC LINES	% SSSC LINES ZERO BAL
A	65	63	10	8.0%	10	0	0	0.0%	62	14.0%
B	40	40	0	0.0%	0	0	0	0.0%	0	0.0%
C	0	0	0	0.0%	0	0	0	0.0%	0	0.0%
D	31	31	0	0.0%	0	0	0	0.0%	0	0.0%
E	0	0	0	0.0%	0	0	0	0.0%	0	0.0%
DIVISION	136	134	10	8.0%	10	0	0	0.0%	62	14.0%

Figure 1-4. Sample supply performance report

illustrates sample status cards and explains how to process them. Your tasks are listed below.

● Research to determine if request is a late status. Has it already been filled? Is it still pending?

● Review the net asset position to determine if the items are still required.

FOLLOW-UP ON OUTSTANDING REQUISITIONS

If you desire follow-up on outstanding requisitions, DS4 will automatically prepare requests to the next higher supply source after the number of days for follow-up has passed and status has not been received. However, you may prepare follow-up requests manually. TM 38-L32-11 and TM 38-L32-13 give details on how to prepare a manual request for follow-up. Take emergency follow-up action if the situation is urgent and there is no record of the original requisition at the supply source.

RECONCILE DUE-OUTS WITH SUPPORTED UNITS

Every two weeks, automated systems produce a customer DO reconciliation list of outstanding DOs as of a cutoff date and receipt, issue, and cancellation actions since the last reconciliation. TM 38-L32-11 and TM 38-L32-13 describe how to process this list. Your tasks are listed below.

● Schedule a cutoff date for validation and reconciliation of open DIs.

● Have unit soldiers compare DO listings with their document register.

● Ensure that reconciliations are performed biweekly during peacetime. Have supported units confirm a continued need and either verify or cancel part of the quantity requested.

● Provide supported units with the latest status information on their requests. DS4 does this automatically.

● Identify any DOs that were omitted from the automated listing.

● Process customer requests for cancellation.

DIRECT PERSONNEL TO PROCESS MANUAL OFF-LINE REPLENISHMENT REQUISITIONS

DS4 will automatically generate replenishment requisitions to the next higher supply source and establish DIs for ASL stocks when the ROP is reached or penetrated. However, off-line manual replenishment is possible. In the case of non-NSN requisitions, it is often necessary. On an exception basis, such issues may be needed to replenish a forward DSU storage site when automatic replenishment is blocked. For example, requisitions for ASL replenishment may be blocked for controlled items by a manager-introduced blockage parameter card. Another reason to process off-line requisitions may be the need to obtain more stocks to meet seasonal change requirements. TM 38-L32-13 explains manual replenishment procedures for SSAs under DS4.

MONITOR TURN-IN OF RECOVERABLE AND AUTOMATIC RETURN ITEMS

Each month, automated systems generate a recoverable item control list of recoverable items for which no turn-ins are recorded or for which turn-ins with no corresponding issue are recorded. TM 38-L32-13 explains how to process this list. Each quarter, a list of ARIs is distributed along with the AMDF. Its purpose is to speed up the retrograde of selected reparable and recoverable secondary items and repair parts in critical supply. AR 710-1, Chapter 3, prescribes ARI policies and procedures. Table 1-6 explains ARI codes. The ARI code is a one-position alphabetic code indicating items in a critical stock position which may be returned to CONUS depots without receipt of disposition instructions. Your tasks are listed below.

● Review several months' listings of recoverable items to identify situations in which follow-up actions are required.

● Contact supported units to ask the status of pending turn-ins.

● Report reasons which make the turn-in unnecessary. For example, report an increase in stockage level or the fact that the items were lost. or destroyed and reported in a report of survey.

● Request premium transportation for ARIs coded E for expedite. Disposition instructions are not needed. SSAs that do not report excess directly to a wholesale supply source will ship ARIs to their supported SSA. Those that report excess to a wholesale supply source will ship ARIs to the closest area-oriented depot.

COORDINATE RECEIPT, STORAGE, AND ISSUE

TM 38-L32-12 describes receipt, storage, and issue procedures. Your office receives requests

Table 1-6. Automatic return item codes

CODE	DEFINITION
C	Automatic return is required to maintain active supply support. Use PD 06.
E	This item is currently in a low stock position. A fast return of this item is required. Use return PD 03.
D	This item has been removed from previous ARIL. Automatic return is no longer required because item is in long supply. Report this item (using normal excess reporting procedures) when it is excess to retain retention level outlined in AR 710-1, Chapter 6.

from supported units and MROs from your sup porting MMC or SCS. Your tasks are listed below.

• Notify platoon HQ of arrival times, type, and quantity of supplies to be received or issued and the time they are due to arrive at the loading or off-loading site.

• ᴵ Check to make sure you have space to store incoming supplies. The MMC provides a printout listing storage locations.

• Assign initial stock locations if applicable. Local SOP will state whether the MMC or your office assigns locations.

• Ensure that transportation officers have received specific instructions for spotting carriers at the proper location.

• Coordinate use of MHE used to prepare sites and to load, off-load, and position supplies and equipment.

• Inspect supplies when they are delivered.

• Notify the MMC of the receipt of supplies and when they are ready to be issued.

• Develop an external SOP detailing what is required of the requesting unit (for example, blocking and bracing items and unit soldiers to help load trucks).

• Assign areas to undergo a location survey.

• Inspect warehouses and other storage areas.

• Send MROs to the appropriate platoon for issue of the supplies.

• Refer to Chapter 8 for recommendations on sorting MROs.

• Review all postpost issues, or have your stock control sergeant do so.

COORDINATE TRANSPORTATION REQUIREMENTS

Your office informs the MMC when supplies are ready for shipment. The MMC then coordinate transportation requirements with the MCC. Your tasks are listed below.

• Consolidate transportation requirements.

• Provide the MCC data on the type, cubage, and destination of supplies.

• Coordinate with the transportation officer regarding vehicle requirements. FM 101-10-1/1 recommends using two-thirds of the vehicle payload capacity as a guide.

• Look up payload capabilities in TBs 55-46-1 and 55-46-2.

• Determine time required for local haul and line haul round trips to and from supported and supporting units.

• Determine how the above time estimates will change when vehicles are forced to use alternate supply routes.

• Follow up on transportation requests, when necessary.

• Request airlift support, when necessary.

COORDINATE CLASS I OPERATIONS

Routine resupply demands and emergency resupply requests for Class I rations must pass through your office. Your soldiers edit those from supported units. They keypunch or transmit data to the MMC. DS4, SAILS, and SARSS do not provide automated printouts on Class I demands. Your tasks are listed below.

• Review the stockage objective. DS and GS units maintain an operating stock of 3 to 10 days of supply.

• Require units operating field kitchens to request their rations from your Class I supply point on a scheduled basis, normally three to five days in advance.

• Coordinate with the Class I manager in the MMC and with the Assistant Chief of Staff, Materiel, in the DISCOM, COSCOM, or TAACOM.

• Pass along information on ration policy, order frequency, ration and issue cycle, and OST.

• Have your office overprint DA Form 3294-R (Field Ration Issue Slip) for each day of the ration cycle.

• Submit a consolidated operational ration issue report to the MMC at the end of each month.

• Sign off on DA Form 2060-R (Status Report (Report of Class I Supplies)).

COORDINATE CLASS II, IV, AND VII OPERATIONS

Requests for Class II, IV, and VII items first come into your office. Your materiel control and accounting specialists post the requests to stock accounting records, transmit the requests to the MMC or SCS, and process the MROs. Your tasks are listed below.

• Prepare support plans and schedules to regulate incoming and outgoing supplies.

• Ensure your soldiers review all requisitions for old document dates and questionable prices and quantities.

• Review critical supply directives.

• Ensure that your office personnel check lists of regulated or command-controlled items for costly, scarce, or critical Class IV and VII items. The command that made up the command-controlled lists must approve the release before your office personnel can approve the request and the MMC can process an MRO.

• Review proposed command-controlled items lists for repair parts required to maintain Class VII items so they are ready for issue (to include in-storage maintenance services).

• Review all postpost request fills, or delegate this task.

MONITOR BULK FUEL OPERATIONS

Supported units send their daily forecasts for bulk petroleum to your office. Your soldiers total the amounts required daily. They notify the MMC or SCS of bulk fuel requirements and of total fuel received, issued, and OH in Class III supply points. Your tasks are listed below.

• Make sure all petroleum SOPs are updated and enforced.

• Ensure that Class III supply point soldiers are performing a daily inventory reconciliation to identify shortages and losses.

• Schedule bulk petroleum inventories and monthly inventory reconciliations for the last day of the month. Rotating inventory teams conduct these inventories.

• Determine allowable losses for bulk petroleum.

• Investigate losses above acceptable levels.

• Have your personnel adjust property records to reflect losses.

• Process an adjustment for losses exceeding the allowance when the total value of the loss is less than $500. Process a DA Form 4697 (Department of the Army Report of Survey) for losses exceeding the stated allowance when the total value of the entire loss is more than $500.

• Compute fuel requirements to support line hauls and local hauls to supported and supporting units.

• Consolidate and forward daily fuel forecasts and totals from daily status reports.

• Inspect Class III storage areas daily for safety, hazards, accountability, inventory, receipt and issue procedures, and maintenance.

• Review contamination reports, determine feasibility of reclaiming products, and follow unit SOPs on disposition of contaminated fuel.

• Provide strapping charts for all bulk storage facilities.

COORDINATE SERVICE FUNCTIONS

Depending on your unit mission, your personnel may have to ensure that necessary field services are provided to supported units. These units request services through your office. If necessary, you coordinate with them to ensure that they provide you any needed manpower, tentage, space, or water. You must maintain accountability for the float stock of clothing that is exchanged on a one-for-one basis for dirty BDUs.