CHAPTER 2
SUPPLY PLATOON LEADER

REVIEW YOUR RESPONSIBILITIES

As the supply platoon leader, you are responsible for ensuring that supported units receive supplies on time, in the quantity requested, and in good condition. This chapter lists specific tasks and responsibilities. You may have to supervise, direct, and coordinate the receipt, storage, and issue operations of a Class I section, a water section, or Class II, IV, and VII sections. Pay particular attention to the tables which list causes for MRDs and which suggest ways to correct storage problems so that there is less delay in supply fill. Your platoon may also have to operate a map point, a salvage collection point, and an SSSC or a CIF (in peacetime). Upon augmentation, your platoon may also provide such services as rigging supplies for air delivery and graves registration. This chapter includes CEB, laundry, and renovation, which may be eliminated as a result of the new AOE concept.

IMPROVE CUSTOMER SUPPORT

SSAs may process from 5,000 to 9,000 demands per month for ASL items and 1,000 demands for nonstocked items. As the supply platoon leader, you will be concerned mainly with continually monitoring receipt, storage, and issue operations to improve demand satisfaction. Your tasks are listed below.

- Standardize receipt, storage, and issue procedures to eliminate unnecessary, time-consuming moves.
- Review document flow to eliminate bottlenecks where time may be lost.
- Review storage layouts and use of space.
- Inspect storage areas often to monitor any problem areas which may cause, invalid MRDs.
- Perform location surveys regularly.
- Develop step-by-step lists to aid location survey and inventory teams.
- Perform a location survey during the 30-day period between monthly AMDF change notices.
- Perform a location survey of all stock semiannually in installation DSUs.

MONITOR MATERIEL RELEASE DENIALS

An MRD can cause a delay or failure in filling a supply request. It affects demand accommodation and demand satisfaction rates. SSAs have only 48 hours to determine the reasons for a denial and to correct the stock records involved. An MRD requires a special inventory to determine why supplies are not on hand. Your tasks are listed below.

- Verify that the receiving section has frozen all inventory receipts for items with the NSN of the item requested.
- Have the stock records section freeze the stock record to prevent issuing anymore MROs for that item.
- Verify all affected MROs collected which have not been processed.
- Have storage personnel perform troubleshooting checks listed in Table 2-1.
- Notify the stock records section that your storage personnel will need to perform a special inventory.
- Review any required adjustment documents.
- Determine MRD rate using the formula below.

$$\text{MRD Rate} = \frac{\text{MRDs}}{\text{Total MROs}} \times 100\%$$

Your objective is to have no MRDs. AR 710-2 allows no more than a 1 percent MRD rate.

Table 2-1. MRD troubleshooting chart

POSSIBLE CAUSES	TROUBLESHOOTING PROCEDURES
Duplicate receipt records	Check with stock records section.
Stock being relocated: • New location not listed on old locator card • Old locator card not removed from the locator deck and placed in the inactive file	Check with SCS for a location addition card, location change card, and old location bin labels.
Incorrect location recorded	Check the locator deck for any other locations listed for the items that are not shown on the MRO. Search locations listed on the MRO and all locations above, below, and next to those locations for missing stock. Review past location changes.
Incorrect NSN, quantity, or condition code recorded on receipt document or stock locator card	Check with stock records section to determine if a keypunch or computer error occurred. Refer to catalog change notices to determine if the NSN or UI was changed and was not recorded. Determine if a part number or service stock number was listed in place of the NSN. Determine if package or container data were not changed to show new NSN or UI.
Delay in placing items in storage location	Check with receiving section for backlog documents. Check for receipt documents which may have been sent to the stock records section before items were placed in stock. Search storage and receiving areas for the misplaced items. Check with technical inspection sections. Items may be field turn-ins logged in as received but awaiting inspection before being sent to storage.
Postpost transaction or walk through filled prior to pulling all MROs	Check the next morning cycle output.

MONITOR RECEIPT OPERATIONS

You must check on receipt operations to make sure they are efficient. Guidance on receiving operations is found in Chapter 7. Your tasks are listed below.

- Ensure that MHE is available at the unloading site.
- Have soldiers lay dunnage before supplies arrive.
- Have soldiers put up signs identifying where different supplies should be unloaded. This will help to avoid delays in unloading.
- Monitor tally-in operations. Periodically spot-check the checker's count.
- Require that soldiers verify quantities, condition, description, and markings of items received against shipping documents.

★ **NOTE:** If DD Form 1348-1 has a customer's document number (card columns 30 through 43), supplies should be sent to the issue section for customer pickup. A storage location in the supplementary address field (card columns 45 through 50) indicates that the supplies are ASL and should be placed in storage.

★ • Suggest that the receiving section maintain a document control register to determine which supplies to process first. Process supplies by PD as explained in Chapter 8. You can design one to fit the needs of your unit.

NOTE: You may also want to add a column labeled "Issuing Priority/Transportation Priority." All items with PD codes of 01 through 03 could be entered as 1 in this column since they need to be processed within 24 hours. Items with a PD of 04 and above could be entered as 2 in the column. When all units are automated, the need for this document will cease.

• Review your receiving area's suspense files to ★ help in determining reasons for receipts not due in. Table 2-2 lists the major reasons for invalid due-ins and possible corrective actions.

Table 2-2. Troubleshooting chart for invalid due-ins

POSSIBLE CAUSES	RESULT	CORRECTIVE ACTION
Receiving report was not prepared and submitted for processing and transmission to the automated system	Increase in due-ins	Require prompt preparation of receiving reports so that issues can then be processed.
Due-ins were not adjusted or canceled	Increase in due-outs	Require timely adjustments or cancellations.
Shipment overdue--contract or purchase order remains in the suspense file	Aged due-ins and due-outs	Monitor required delivery dates. Notify procurement officer of overdue contract shipments.
Supplies received with commercial vendor's delivery ticket but no contract can be found	Delay in issuing items Delay in paying commercial vendors Loss of discounts Interest penalties on late payments Credit holds	Appoint an NCO to search for the contract. If investigation is unsuccessful, report problem to the supply operations office.
Shipment frustrated because of incorrect contract number, mistaken quantities, or COD orders shipped prepaid	Supplies backlogged in receiving area Delay in supply fill Increase in MRDs	Notify supply operations office and stock control section.

- Ensure receiving reports are prepared promptly and submitted to your supply operations office for processing and input of data into the automated system.
- Ensure that timely actions are taken to resolve frustrated shipments.
- Monitor required delivery dates and begin follow-up action on overdue shipments from commercial vendors. Alert the procurement officer to overdue contract shipments.

SUPERVISE UNLOADING

TM 743-200-3, Chapter 2, lists step-by-step procedures and soldiers and equipment needed to unload trucks, trailers, vans, and railcars. Figure 2-2 is a sample set of unloading procedures from the TM. Your tasks are listed below.

- Check with SCS soldiers to determine if they have an advance copy of the receipt document.
- Analyze types of supplies to be unloaded.
- Evaluate available storage space.
- Verify personnel and special handling equipment requirements.
- Ensure that the carrier is correctly positioned.
- Verify that the seals on trucks or boxcars are unbroken and that serial numbers agree with those listed on bills of lading, advance shipment documents, or notices of shipment. Report discrepancies.
- Determine if the shipment will be accepted.
- Contact the SCS for data required to complete receipt from commercial carriers.

NOTE: Ensure that all soldiers are made aware of holdover costs (demurrage) that can result from keeping trucks or railcars not owned by the government past time limits set for unloading.

- Place emphasis on making as few moves as possible. Each additional move increases time and costs and the danger of damage.
- Ensure that the supply operations office has been notified that the carrier is ready for release.

★ REVIEW REPORTS OF DISCREPANCIES

You must report shipping-type (item) or packaging discrepancies on SF 364 (Report of Discrepancy (ROD)). Include on the form the reporting, adjusting, and accounting for supply (item) discrepancies; preservation, packaging, packing, and supply item identification marking; lost or damaged parcel post shipments; and overages and shortages on single consignee SEAVANS or containers that were loaded at the supply source and were improperly packed by the cargo consignee with original seals intact. ARs 12-12, 735-5, and 735-11-2 explain when and how to use the form. Use SF 361 (Transportation Discrepancy Report) to report overages, shortages, and lost or damaged military freight due to transportation-type discrepancies. AR 55-38 explains how to use this form. Your tasks are listed below.

- Report all discrepancies to your supply operations office.
- Ensure storage personnel have placed damaged supplies or supplies in question in a holding area.
- Ensure the ROD is prepared within time standards listed in AR 735-5.
- Review AR 735-5 carefully to determine if the discrepancy is subject to a dollar limitation. Only discrepancies valued at more than $100 per line item will be processed further. However, for those from contractor, manufacturers, or vendors, regardless of dollar value, you will initiate an ROD. Report discrepancies pertaining to classified materiel or protected items on SF 364 regardless of dollar value or condition. Discrepancies involving COMSEC items must be reported on SF 153 (COMSEC Material Report).
- Adjust account records on DD Form 1487 (DOD Materiel Adjustment Document).

REVIEW STORAGE LAYOUT PLANS AND USE OF STORAGE SPACE

Plan storage area layouts carefully so that supplies are processed efficiently through receipt, storage, and issue cycles. DOD 4145.19-R-1 and Chapter 5 list guidelines and give sample layout plans

METHOD DESCRIPTION

Job ..... Unload Flatbed Truck
Location ..... Warehouse Platform
Condition ..... Truck to Storage Location
Method ....(2) Forklift Trucks Handling Unit Loads

Personnel Required:

2-Forklift truck operator—checker/ warehouseman

1-Truck driver (commercial or government)

Equipment Required:

2-Forklift trucks

Procedure:

1. Documents:
   a. Receive advance documentation from document control
2. Prepare truck for unloading:
   a. Truck driver removes canvas, tie downs and/or stakes and position truck for unloading
   b. Warehouse personnel receive instructions
   c. Travel to work area
   d. Open warehouse doors (as required)
   e. Receive freight bill or copy of GBL
   f. Check GBL or freight bill
3. Forklift handling of material:
   a. One forklift truck operator-checker unloads the right and left side of the truck and places the load on the platform or inside the warehouse door.
   b. One forklift truck operator-checker on ramp or inside warehouse transports all loads of material to storage area and stacks same in permanent location.
   c. One forklift truck operator-checker tallies and makes visual check of condition of containers
4. Annotate and finalize documents incident to receiving operations:
   a. Annotate receiving document
      (1) Date received
      (2) Sign document
   b. Annotate Government B/L
   c. Annotate freight bill
      (1) Pieces received
      (2) Date
      (3) Sign freight bill
      (4) Stamp freight bill—stamp date and time in
   d. When material is damaged, short, etc., prepare all necessary documentation
   e. Return copy of freight bill to driver
5. After unloading:
   a. Clean work area
   b. Truck driver replaces tarps, tie downs, and/or stakes onto the truck and secures the truck for traveling
   c. Close warehouse doors (as required)
   d. Proceed to next assignment or to office

Special Instructions:

1. Commercial or government truck driver time will not be charged to this operation.
2. Broken or damaged unit loads are set aside in the warehouse pending repair determination by the warehouseman in charge.

Figure 2-2. Sample extract from TM 743-200-3

to help you manage storage space effectively. Your tasks are listed below.

- Obtain data from the SCS on the type and quantity of items to be stored.
- Review demand rate for each item.
- Analyze size, shape, and weight of items and whether they are perishable, pilferable, hazardous, or flammable.
- Recalculate storage area capability.
- Verify maximum allowable stacking height for supplies and floor load limitations.
- Analyze the number of line items to be stored in bin areas.
- Note mandatory or preferred types of storage for various items. These are listed on the AMDF. See SBs in the 740 series for codes to identify guidance.
- Review requirements in DOD 4145.19-R-1 and regulations regarding storage of petroleum and subsistence items and sensitive or classified items.
- Analyze traffic flow.
- Evaluate the cost of rewarehousing (in terms of soldiers needed, time, and money) against the value of space to be reclaimed.
- Fill out DD Form 805 (Storage Space Management Report) once or twice a year according to AR 740-1. Use data from local storage space status reports.

MONITOR STORAGE OPERATIONS

Incorrect storage procedures may delay demand fill and cause unnecessary MRDs. They cost SSAs time, labor, and stocks and waste MHE and transportation assets. Your tasks are listed below.

- Monitor stockage procedures. Ensure that soldiers issue older stocks first.
- Spot-check stock locations. Have storage personnel maintain a file listing empty locations.
- Ensure that soldiers are taking adequate preservation and security measures.

SUGGESTION: Have storage personnel flag stock locator cards in some way to, identify classified and pilferable items.

- Ensure aisles are clearly marked.
- Make sure supplies are stacked correctly.
- Take proper care in storing combustible or hazardous supplies.
- Setup a storage control system for shelf-life stocks.
- Check on the preservation and condition of unpackaged items.
- Ensure that soldiers perform maintenance and inspections on equipment in storage. Review equipment maintenance records.
- Monitor storage problems. Common storage problems and corrective actions are listed in Table 2-3.

MAINTAIN SECURITY OF PILFERABLE TOOLS

Tools have a ready resale value on the illegal market, and they are especially subject to theft. You must make sure they are strictly controlled and stored in secured areas. Refer to ARs 190-11 and 710-2 for more information. Your tasks are listed below.

- Establish adequate inventory measures and accounting controls.
- Make it SOP that soldiers flag locator file cards in some way to indicate that the items are pilferable.
- Set up a materiel control system, to include inspection of delivery and vendor vehicles.
- Investigate evidence of tampering in a shipment.
- Restrict access to areas in which pilferable items are stored.
- Reduce in-transit exposure. Have storage personnel unload and package tools at the storage site.

SAFEGUARD CLASSIFIED AND SENSITIVE MATERIAL

Sensitive and classified items require special controls when they are moved and stored. To identify these items, check the CIIC listed on the AMDF. AR 740-1 has instructions on how to store these items. For CIIC items, special handling codes are printed on the issue or receipt document. Your tasks are listed below.

- *Restrict Access.* Maintain an access roster, maintain a sign-in and sign-out register, and assign responsibility for locked and sealed or restricted areas. Ensure that documents pertaining to classified supplies are handled by properly cleared personnel.
- *Ensure Safe Storage.* Maintain separate storage areas for classified and sensitive material, and have signs posted displaying security status. Ensure that an armed guard is posted, if circumstances warrant it. Require that classified and sensitive items be inventoried more frequently than required, if necessary. Ensure that personnel pack items in restricted storage areas.

Table 2-3. Storage problem troubleshooting chart

STORAGE PROBLEM	RESULT	CORRECTIVE ACTION
Mixed Stock — Two or more items (separate NSN) stored in one location. Often a different NSN item is behind another on a shelf or rack.	Incorrect inventory counts Delay in performing location surveys and inventories Delay in supply fill	Make change, complete with needed bin label or location placard. Note all changes on receipt documents. Submit location addition cards to your stock control section.
NOTE: Sometimes the location listed on a receipt document for a substitute item is for the original item requested. Substitute items must be stored separately under the substitute item NSN, not with the item originally requested.	MRD on original item or substitute item	Ensure storage personnel check card column 66 on DD Form 1348-1, receipt documents. Code BH indicates that an interchangeable item is being shipped. (See Figure 2-5.)
Stored item incorrectly identified.	Mixed stock	Correct all data listed on labels, tags, or placards.
Items stored in location do not agree with bin tag, location placard, or locator card.	Duplicate MROs Stock record imbalance Increase in inventory investigation time Delay in supply fill Increase in MRDs Incorrect item or quantity shipped to requesting unit Waste of MHE assets and transportation assets	Notify stock records section of change to correct accounting records. Prepare an MRD with code 5 in card column 72 to indicate the item is being reidentified.
Multiple open boxes of supplies	Incorrect inventory count Incorrect issue quantities	Recount. Adjust stock record balances to match on-hand quantities.
Improper (nonuniform) stacking	Hidden containers Crushed or damaged supplies Incorrect count of stock on hand	Restack. Relocate stocks, if necessary. Reinventory.
Old markings on containers or packages (the NSN or UI has changed)	Incorrect inventory count Delay in performing location survey and inventory Delay in supply fill Increase in MRDs	Restencil container or package markings. Prepare new bin labels or location placards. Note problem on stock locator cards to avoid confusion during location surveys and inventories.

NOTE: Stress that issue personnel must never place sensitive or pilferable items in customer bins or at customer pickup points. These items must remain in the restricted storage area. Storage personnel are to send only the MRO to the issue point.

- *Provide In-Transit Controls.* Take steps to reduce in-transit exposure. Provide escort controls, if necessary.

PERFORM STORAGE CHECKS AND INSPECTIONS

DOD 4145.19-R-1 has special instructions for inspecting items, such as lumber, which require special handling checks. AR 740-3 has more on inspection of shelf-life items. Your tasks are listed below.

- Perform biweekly quality control inspections of storage buildings, holding areas, and storage facilities to ensure that supplies are protected from the weather, rodents, and insects.
- Check on the suitability of each storage site for the items stored there.
- Require a periodic 10 percent check on items subject to rust, corrosion, fungus, or mildew to determine quality and adequacy of preservatives.
- Require routine cyclic inspections to ensure that the first-in, first-out rule is being followed.
- Require special inspections at the request of higher authority on suspect lots, quantities, or items.
- Require special inspections after hard rains, heavy snows, high winds, or sudden changes in the weather. Stress that soldiers check for torn or loose protective canvas and coverings; damage from water, hail, or flying debris; and loss of preservatives.

SPOT-CHECK STOCK LOCATIONS

When an MRD has occurred, you will probably want to spot-check from 5 to 10 storage locations to verify the availability of stock in primary or secondary locations. Your tasks are listed below.

- Compare the location on the locator file card or the receipt or requisition document with the warehouse location. Figure 2-3 shows how to use the five-character stock locator system to find an item in a warehouse.
- Determine if a possible location change is in process.
- Follow up to ensure that location changes have been submitted, if required.
- Ensure that personnel change the NSN, condition code, UI, or security code data before the inventory date, if required.

MONITOR LOCATION SURVEYS

The purpose of a location survey is to ensure that supplies are stored in locations specified on locator decks and that all identifying data are correct. They are generally conducted annually or prior to a wall-to-wall inventory. Table 2-4 lists corrective actions for common problems found during location surveys. Your tasks are listed below.

- Coordinate with the supply operations officer in scheduling location surveys.

SUGGESTION: Try to schedule surveys during the 30-day period between monthly AMDF change notices.

- Set up a cutoff date for posting changes to the locator file.
- Ensure that all new data have been posted before the survey.
- Ensure that the survey supervisor groups locator cards into survey lots according to rows, aisles, or survey areas.
- Have survey teams check whether the item is serviceable.
- Review the location error list. As shown in TM 38-L32-13, this list identifies quantities on hand with no recorded location on the ABF. It also identifies invalid locations and shows when items of two different stock numbers are stored in the same location.

NOTE: DS4 records only one location on location survey listings and locator cards for each stock number.

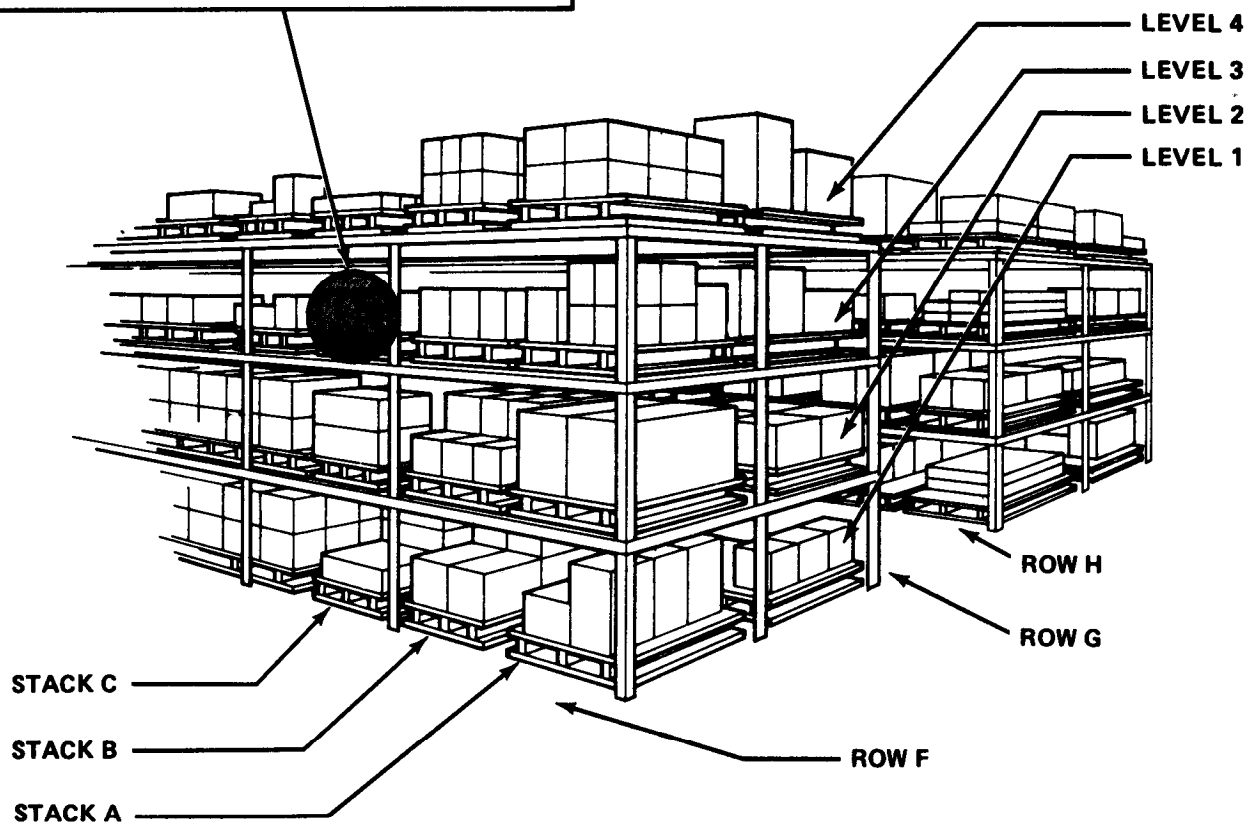
- Use the location survey listing to monitor the survey. The survey supervisor will use this list to control location change cards and record alternate locations.

COORDINATE INVENTORIES

You may be required to inventory monthly (sensitive items), quarterly, semiannually, or annually, depending upon the type of item. You may request an inventory when a location survey indicates the following:

- There is material in stock without a recorded location.
- No stock is on hand even though the stock status report indicates that there should be.

AREA	ROW	STACK	LEVEL	SECTION
D	F	C	3	1



AREA D. Building, van, tent, or open storage space

ROW F. Row of storage aids or aisle between two rows of storage aids

STACK C. Column in the row

LEVEL 3. Level of the storage column

SECTION 1. Compartment or section of the level

NOTE: Nine-character stock locator codes are used in depots and larger installations. For further information on the nine-character stock locator system, see TM 743-200-1.

Figure 2-3. Five-character stock locator code

Table 2-4. Location survey problems and corrective actions

PROBLEM	CORRECTIVE ACTION
Material in location with no survey work card	Check locator deck for other locations. If another location is listed, move supplies to the correct location. If no location is listed, make a location request card.
Mixed stock	Check active locator file for locations of supplies. If several NSNs are listed, move supplies to correct locations. If no NSNs are listed, establish a new location for the supplies and make a location request card.
Unidentified stock	Contact storage supervisor to identify the supplies. If item in location matches NSN and other data listed on survey work card, check locator deck for correct location code. Move supplies to correct location or establish new location (if one is not listed on locator deck) by making a location request card. If supplies cannot be identified, describe the item fully in the Remarks block of the survey work card. Send a copy of the survey work card to the SCS for help in identification. File the original copy of the survey work card in suspense file until supplies are identified.
Multiple stock locations (same item in more than one location)	Sort survey work cards for items in question into NIIN sequence so that multiple locations can be identified. (Multiple locations will show up as items with duplicate NIINs in more than one location.) Check locator for correct locations of items involved. Move supplies to correct locations. If no location is listed for an NSN item, establish a new location and make a location request card. Make location addition, deletion, or change requests, as needed, to correct locator deck so that only one item is listed for each location. Update or change bin tags or placards.

NOTE: Sometimes multiple locations are needed because of limited storage space. In this case, list all locations on each locator card involved for a cross-reference. Flag or color code all locator cards with multiple listings for easy identification.

- Mixed stocks are stored in one location.
- The recorded on-hand balance may be incorrect.

TM 38-L32-12 has information on how to prepare for and conduct an inventory. TM 38-L32-13 gives information on how to process inventory count cards and related DS4 inventory listings. Your tasks are listed below.

- Require a special inventory of a single stock number item for reasons listed in Table 2-5. TM 38-L32-13 gives information on how to start a special inventory.

NOTE: You must conduct an unscheduled spot inventory each time you process a total or partial MRD.

- Coordinate cutoff dates with your supply operations officer.
- Set up a receiving cutoff control register.
- Freeze all receipt, storage, and issue activities for items to be inventoried except for items with PDs 01 through 03 and NMCS requests. You can continue to process NSL items since they are not listed in the stock location files.
- Ensure that quantities in secondary locations are counted and recorded on the count cards. Count cards list only prime locations.
- Monitor the return of inventory count cards.
- Verify that count cards have been sent to the MMC within seven days of the inventory cutoff date. The MMC will produce a delinquent count card list daily until all count cards have been returned.
- Perform causative research as required.
- Review the inventory adjustment report list. The MMC will automatically prepare a DA Form 444 (Inventory Adjustment Report (IAR)) for discrepancies of $50 or more.

COMPUTE LOCATION ACCURACY AND INVENTORY ACCURACY

Use the following formula to compute how well inventory location records compare with the actual physical location of items on hand.

$$\text{Percent of Location Accuracy} = \frac{\text{Number of correct locations}}{\text{Total locations surveyed}} \times 100\%$$

DA Objective = 98%

Acceptable Level = 95%

Table 2-5. Reasons for conducting a special inventory

• A credit balance is recorded (negative balance).
• A locator survey finds an item in an unrecorded location.
• A location survey finds an item in the wrong location.
• Evidence shows an illegal forced entry into a warehouse. When this occurs, all items stocked in the warehouse must be inventoried. The SSA commander will decide, according to the situation, which transactions the SSA will process and the period during which the SSA may not be operational.
• The SRO, SSA commander, or other commanders in the SSA chain of command directs a special inventory.

Use the following formula to compute the percent of lines inventoried for which the difference on the count card is leas than $50:

$$\text{Percent of Inventory Accuracy} = \frac{\text{Total lines with difference less than \$50}}{\text{Total locations inventoried}} \times 100\%$$

DA Objective = 95%

Acceptable Level = 85%

NOTE: Lines with a discrepancy of $50 or more remain frozen until the MMC generates an IAR list following the third inventory count.

SUPERVISE ISSUE AND SHIPMENT OF SUPPLIES

Issue and shipping procedures are covered in Chapter 9. Automated system procedures are covered in TM 38-L32-12. Table 2-6 lists time requirements for processing MROs. UMMIPS standards are listed in AR 725-50. Your tasks are listed below.

- Review listings of DIs and DOs.
- Check with your supply operations soldiers to determine if they have an advance copy or notice of shipments.
- Research lost or missing MROs.

Table 2-6. MRO processing times

PRIORITY DESIGNATORS	TIME LIMITATION
01 through 03 and NMCS	Within 24 hours after the storage section receives the MRO. (7-day workweek, 24-hour workday basis).
04 through 15 other than NMCS	Within two regular workdays after the storage section receives the MRO.
NOTE: Non-DSS items without a receipt document should be processed within five days.	

- Make it SOP that storage section personnel sort MROs by PD.
- Set time frames for customer pickups so that supplies do not pile up in bin and pickup areas.
- Monitor dates entered on customer unit notification logs. Figure 2-4 provides a sample notification log.
- Monitor postpost issues to fill high-priority requests. A high postpost issue rate could cause a high warehouse denial rate.
- Ensure that bulk, sensitive, or pilferable items are issued from secure storage areas, not from the usual customer pickup point.
- Inform your supply operations office of item types, quantity, weight, and cube data needed to determine transportation required.
- Try to plan shipments in truckload lots. This will save time, packing material, and transportation assets.

PERFORM NIGHT DELIVERY OPERATIONS

Often the tactical situation is such that supplies must be delivered at night. Since the use of MHE is reduced by darkness, have supplies prepared and loaded on trucks during the day. Your external SOP should -require supported units to send extra soldiers to serve as walking guides and help load supplies by hand onto the trucks. Figure 2-5 shows light signals used at night. To follow blackout procedures, you should—

- Use flashlights that have lens filters.
- Black out doors and windows on storage buildings.
- Block light from large tents with salvage tentage.
- Use ponchos as blackout flaps on other tents.
- Use blackout lights on vehicles and forklift trucks.

SET UP A CLASS I DISTRIBUTION OR SUPPLY POINT

Set up the Class I point near the water point but far away from the Class III distribution or supply point. Select a site close to the main supply route. To prevent traffic congestion, plan for entrances and exits separate from each other. Your tasks are listed below.

- Coordinate with your supply operations officer and ration distribution sergeant to determine subsistence items to be stocked.
- Compute weight and cube of Class I stocks to provide movement requirement data for your supply operations officer. Use Table 2-7.
- Use Part Two of FSCC-8900-SL to determine how many items are in a case. (GS units do not break cases.)
- Review stock status data reported on DA Form 2060-R (Status Report (Report of Class I Supplies)).
- Use DA Form 3294-R (Field Ration Issue Slip) to plan receipt and distribution operations. FM 10-24 covers ration breakdown point operations.

MONITOR CLASS I STORAGE

Storage of Class I supplies may range from 5.5 STONs at forward distribution points to 44.37 STONs at main supply points. Supplies received at the Class I point must be inspected and placed on dunnage. Quantities must be verified against data listed on the DD Form 1348-1.

UNIT	JULIAN DATE NOTIFIED	TIME NOTIFIED	PERSON NOTIFIED	REMARKS
3d 3d Inf Bn Mech	9325	1400	SFC Robert A Short	Pickup 9329
6th 32d Inf Bn Mech	9325	0900	SFC Robert D Cole	To be picked up 9332 as agreed upon in telecom with LT Carter
2d 32d Inf Bn Mech	9327	0900	SFC Sam E Jones	Pickup past due, notified that supplies were sent back to storage
506th Spt Troops Co	9328	1000	SFC John Doe	Contacted LT Johnson on 9335

Figure 2-4. Sample customer unit notification log

Supplies may then be divided into unit or item piles for temporary storage prior to issue to supported units. Your tasks are listed below.

- Ensure subsistence is protected from weather, vermin, spoilage, theft, and contamination according to DOD 4145.19-R-1 and FMs 10-23 and 10-60.
- Ensure that open stockage is on dunnage, no more than two pallets high, and covered.
- Require that rations be rotated and guarded.
- Ensure that personnel have separated Class I stock by date of pack with an ISSUE sign for older stocks and a DO NOT ISSUE sign for newer stocks.
- Ensure that an authenticated list of supported units authorized to enter the supply area is available at the supply point entrance and exit.

NOTE: Security guards should know the entries required on issue documents so that they can check the contents of trucks as they leave.

- Monitor sanitation standards using procedures in AR 40-5.

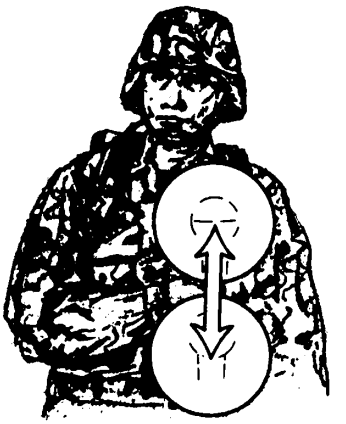
CHECK EXCESS CLASS I STOCKS

Class I stockage is based on personnel strength reports. In wartime, the number of soldiers supported will change often. Your initial stockage should provide for surges in the number of soldiers supported. In addition, you may want to maintain a small excess stock to take care of unexpected surges in soldier strength. Since GSUs issue only full cases of pallet loads, Class I points will gradually build up excess stocks from the full cases or pallets and the same size orders they place again and again. While Class I items must never be under issued, excess stock hampers mobility and increases the hours required to inventory and rotate stock. Class I soldiers can best control excess by reducing orders by the amount on hand over your requirements. Your tasks are listed below.

- Keep a close check on excess shown on stock records.
- Have Class I section soldiers maintain a running count on DA Form 3293-R (Subsistence Consumption Card) of excess cans or MREs in each case or pallet load.
- Coordinate with the supply operations officer, soldiers at higher HQ, and the MMC Class I manager to develop an SOP for handling excess Class I stock.
- Supervise the end of month inventory of subsistence supplies on hand.

SUGGESTION: To speed up and simplify the inventory, have the NSN, item identification, and UI preprinted on DA Form 2060-R.

1. Start engines. The light is moved to describe a horizontal figure 8 in front of the body.



2. Go; Forward; Move out; Increase speed; or Double time. The light is moved vertically several times in front of the body.

3. Move in reverse. The light is held at shoulder level and blinked several times toward the vehicles.

4. Turn right. The light is rotated clockwise (from the individual giving the signal) from top to bottom, describing a circle 12 to 18 inches in diameter.

5. Turn left. The light is rotated counterclockwise (from the individual giving the signal) from top to bottom, describing a circle 12 to 18 inches in diameter.

6. Stop; or Stop engines. The light is moved horizontally back and forth several times across the path of approaching traffic to stop vehicles. The same signal is used to stop engines.

Figure 2-5. Light signals

Table 2-7. Weight and volume planning factors for operational rations

ITEM	CONTENTS (PER CASE)	GROSS WEIGHT (LB PER CASE)	VOLUME (CU FT PER CASE)	AVERAGE UNIT WEIGHT (LB)
Meal, ready-to-eat, individual	12 meals	16	0.83	1.03 per ration
Food packet, long-range patrol	40 packets	39	1.65	0.706 per packet
Food packet, survival, general-purpose	24 packets	20	0.43	0.75 per packet
Ration supplement (sundries pack (one pack per 100 soldiers per day))	1 packet	36 to 39	1.57 to 1.67	
Ration supplement, aid station (makes 100 8-oz drinks)	1 packet	16	1.01	
T Ration	6 trays	95	3.6	6.5 per ration

SUPERVISE WATER POINT OPERATIONS

Soldier morale, welfare, and health depend on a safe water supply. Depending on your assignment, you may have to supervise water purification, storage, testing, and distribution. Water is provided by supply point distribution. Your tasks are listed below.

- Reconnoiter operation sites. The S3 coordinates water reconnaissance efforts with the S4.
- Coordinate with the logistics staff on projected water requirements of supported units.
- Coordinate with the preventive medicine soldier on water quality checks. Refer to TB MED 576 and TB MED 577.
- Ensure an adequate supply of chemicals is available for water purification.
- Coordinate with your supply operations officer on well construction and water point improvements to be provided by engineer units.
- Review daily inspection reports on water purification. Refer to FM 10-52-1.
- Review daily water production, issue and distribution logs, and summaries.
- Allocate water production resources.
- Review distribution and issue schedules.
- Coordinate with your supply operations officer and the MCC for additional transportation and aviation assets to distribute water.
- Monitor traffic control and drainage operations.
- Request augmentation to increase water support capabilities.

MONITOR WATER REQUIREMENTS

Logistics officers project water requirements for supported units. The type of environment affects water requirements. There are other factors which affect water requirements. They include type of battlefield (conventional or NBC), type of warfare (short or sustained), soldier and equipment density, local command policy on ration type, and shower frequency. See Table 2-8 adapted from FM 10-52, Tables 3-1 through 3-4, for planning purposes. Table 2-8 does not include water required for decontamination support or for support of PWs, refugees, or civilians. Water required to care for equipment will depend on the number and types of items authorized. Water may be

Table 2-8. Water consumption planning factors (gallons per soldier per day) for sustaining and minimum operations

	CLIMATE							
	TEMPERATURE (32° TO 80° F)		ARTIC (less than 32° F)		TROPICAL (More than 80° F)		ARID (More than 80° F)	
Unit	Sustaining[a]	Minimum[b]	Sustaining	Minimum	Sustaining	Minimum	Sustaining	Minimum
Company	3.9	2.9	4.4	3.4	5.7	4.7	5.9	5.0
Battalion	6.6	3.6	7.2	4.2	8.5	5.5	8.7	5.7
BSA					8.9	5.9	11.1	6.2
DSA					8.9	5.9	11.9	6.4
BSA/DSA	7.0	4.1	7.6	4.6				
Corps/EAC	7.8	4.8	8.4	5.4	9.9	6.9	18.4	9.5

[a]Sustaining level factors are designed to provide enough water to support continuous operations for extended periods.
[b]Minimum level factors are designed to provide enough water to support essential operations for less than seven days.

required also for medical treatment, chemical decontamination, engineer construction, and GRREG.

REVIEW WATER SUPPLY SUMMARY REPORTS

Future water requirements can often be projected from data reported on daily water point production and distribution summaries. You can reproduce these forms locally from the blank forms in FM 10-52-1. Your tasks are listed below.

- Review DA Forms 1713-R and 1713-1-R (Daily Water Production Logs) and DA Form 1716-R (Water Point Daily Production Summary) to determine if production assets need to be shifted to another water point.

NOTE: Since these forms report results of water quality control tests, they may also indicate a change in the characteristics of the water source.

- Review DA Form 1714-R (Daily Water Issue Log), DA Form 1714-1-R (Daily Water Distribution Log), and DA Form 1717-R (Water Point Daily Distribution / Issue Summary) for any unusual consumption by supported units.
- Review data on monthly or quarterly activity reports required by higher HQ. Make sure data is accurate. Check also for any indication of problem areas or inability to continue providing water supply support.

SUPERVISE RIGGING OF WATER DRUMS FOR EXTERNAL SLING LOADS

Road nets may make it impossible to transport potable water to our soldiers in time by normal means. There will be times when storage personnel will have to rig water drums for external helicopter sling load. Soldiers with MOS 76Y or MOS 77W, as well as all QM officers, have received training in external transport operations. Your tasks are listed below.

- Coordinate time, requirements, and helicopter landing site with your battalion S4, supply operations officer, and water section chief.
- Determine rigging requirements. They are shown in FM 55-450-3. See Figure 2-6.
- Assign soldiers to rig the water drums, inspect the rigging, and guide the helicopter using proper hand and arm signals.
- Provide derigging and distribution instructions to receiving units. Stress that these units must recover and return the sling equipment to the sending unit for reuse.

ONE TO SIX 250-GALLON WATER DRUMS

1. APPLICABILITY.
This load is suitable for the UH-1 (one drum) at speeds of 80 knots, and the CH-47 (six drums) at speeds of 110 knots.

2. LOAD DESCRIPTION.
a. Drum, fabric, water, 250-gallon capacity, LIN G68998.
b. *Weight:
(1) Drum, empty - 210 pounds.
(2) One drum - 2,210 pounds.
(3) Two drums - 4,420 pounds.
(4) Three drums - 6,630 pounds.
(5) Four drums - 8,840 pounds.
(6) Five drums - 11,050 pounds.
(7) Six drums - 13,260 pounds.
*Weight is based on 2,000-pound/250-gallon drum as a planning guide; percent of fill of drum(s) will normally be less than this planning figure.

3. MATERIALS.
Sling set (10,000-pound-capacity); two additional 10,000-pound capacity sling legs, chains and grabhooks; and 25,000-pound capacity apex fitting are required for five- or six-drum configuration.

4. PERSONNEL.
One man can prepare and rig one drum in 5 minutes; add 5 minutes for each additional drum.

5. PREPARATION.
Align all drums side by side (if appropriate) and rotate hubs of each drum so that a clevis is at the top. Route sling legs so that the odd numbered sling legs are to one end of the drum(s) and the even numbered sling legs are to the other end(s).

6. RIGGING.
a. For one drum:
(1) Route one outer and one inner leg (1 and 3) to one end of drum and other sling legs (2 and 4) to the other end of drum.
(2) Loop chain end of each sling leg through the clevis at the top of the hub of the drum and insert link 3 of each chain in its own grabhook.
(3) A single drum may be transported by only two sling legs, attaching one leg to each hub.

Figure 2-6. Sample of procedures extracted from FM 55-450-1

SET UP CLASS II, IV, AND VII DISTRIBUTION OR SUPPLY POINTS

Class II, IV, and VII items may be located in the same general area as the Class I distribution or supply point. Class II items maybe packaged in lots designed to support a specific number of soldiers. Class IV stock may be limited to preconfigured hasty fortifications and barrier materials. Class VII items will be limited to combat-essential critical items needed to support combat readiness.

SUPERVISE CLASS II, IV, AND VII SUPPORT OPERATIONS

Class IV and VII items are costly, critical to combat missions, and often scarce. This means you must increase management over stock levels and inventory actions and control over storage and issue procedures. Your task are listed below.

- Review issue control lists for Class IV and VII items.
- Review stock locator file system.
- Coordinate location surveys.
- Coordinate inventories.
- Report discrepancies and damaged cargo to your supply operations office at once.
- Coordinate with your supply operations office regarding disposition of damaged cargo.

MONITOR CLASS VII ISSUE CONTROLS

Class VII items have a direct impact on operational readiness and our ability to win the first battle. Major end items, especially major weapons systems, must be replaced quickly when they are damaged or destroyed. You will need to monitor the storage and issue of Class VII items listed on command-controlled or regulated-items lists. These items require command approval prior to release.

★ DIRECT HELICOPTER EXTERNAL AIR TRANSPORT (SLINGLOAD) OR REQUEST AIRDROP SUPPORT

Heavy, outsized, or critically needed end items can be transported by helicopters or airdropped from Air Force aircraft. Ground units can then obtain these items when and where they are needed in accordance with METT-T factors. FM 55-450-series manuals describe how to hookup loads for helicopter external air transport (sling-load) and provide information on equipment and personnel needs and the use of dual-point hook loads. FM 10-500-series manuals describe procedures used in rigging supplies and equipment for airdrop. Only in airdrop missions will you require special assistance from soldiers with MOS 43E (Parachute Rigger) to assist or rig and to recover and derig items used in airdrop support operations. Your tasks are listed below.

- Requisition slings, A-22 bags, cargo nets, and containers needed to assemble the load or items for sling-load.
- Assign crews to assemble and inspect all loads (and guide helicopters) for sling-load operations.
- Plan for appropriate actions for airdrop needs or sustainment requirements, to include rigging support. Coordinate through appropriate command channels for airdrop requests. Use FM 10-500-1 and FM 100-27 to plan, coordinate, and request airdrop of supplies and equipment.
- Provide control and return instructions for receiving and aviation units.
- Ensure that adjustment documents are prepared for damaged or loss of supplies and equipment and air item delivery equipment not recovered or damaged or destroyed.

NOTE: Turn in slings used in external air transport operations to the supporting supply element on DA Form 2765-1 (Request for Issue or Turn-In).

★ ESTABLISH A MAP POINT

General support supply of standard maps and map products (both classified and nonclassified) are now logistical functions. Unlike most other items of supply, however, quantities and types of maps and map products stocked are established in response to directives from unit intelligence and training elements, rather than from past supply and consumption factors. Maps are requisitioned from local installations or directly from the Defense Mapping Agency through depots in CONUS and overseas using SF 344 (Multi-use Standard Requisitioning/Issue System Document). Map quantities will vary depending on--

- Size and makeup of the envisioned task force.
- Deployment phasing and security considerations.
- Quantity and currency of map stocks presently on hand in unit basic loads.
- Possible duration of the tactical operation.
- Anticipated map shortfall and replenishment requirements. Replenishment of small-scale maps is estimated at 50 percent of initial requirements. Replenishment of medium- and large-scale maps may reach 100 percent of initial requirements.

NOTE: Map stock and issue control will follow the provisions of AR 710-2 for entry of map requisitions in the Military Standard Requisitioning and Issue Procedure. FM 10-27, Chapter 3, discusses the initial issue, theater reserve stocks, requirements, requisition procedures, and the requisition and distribution flow of maps.

★ MAINTAIN SECURITY OF CLASSIFIED MAPS

Classified maps are requisitioned on an exception basis in accordance with the provisions of DA Pamphlet 710-2-1 and OPSEC SOPs. Unit S2s, G2s, or commanders will validate requests for classified maps. Classified maps are distributed to the requester IAW the provisions of AR 380-5 and applicable OPSEC SOPs, rather than through the supply system. Theft of classified maps could jeopardize the mission and cause loss of life. Classified maps must be stored in secured areas. They also require special handling. Your tasks are listed below.

- Require a 100 percent verification of shipment quantity.
- Store classified maps in enclosed security areas.
- Maintain classified maps separate from sensitive but unclassified material.

NOTE: According to AR 115-11, some map requisitions must be classified. They must be classified when map indexes indicate that a map is classified, when size or nature of the requisition indicates a classified operation, or when geographic coverage reveals the location of a classified operation. AR 380-5 describes how to prepare classified map requisitions.

- Setup a lock and key control system. Monitor the system regularly.
- Require frequent inventories.
- Reduce in-transit exposure. Load vehicles in secure areas. Distribute from secure areas.
- Apply stringent escort or visual controls during preshipment processing and movement.

ESTABLISH A SALVAGE COLLECTION POINT

Recovery and evacuation operations can reclaim military equipment for reuse and they may aid our intelligence efforts. You may be tasked to set up a salvage collection point to receive, identify, classify, and process serviceable, unserviceable, abandoned, captured, and scrap items. When the tactical situation permits, the owning or finding unit is responsible for recovering the items and evacuating them to the collection point. In an NBC environment, the owning unit must first decontaminate the items or arrange for them to be decontaminated prior to sending them to your collection point. Your tasks are listed below.

- Ensure that collection point soldiers have a list of critically needed items and components that can be taken from the end item. They should screen all items to determine if they are on either list.
- Report all materiel to the MMC for disposition instructions.
- Send reparable items to supporting maintenance units. Table 2-9 lists RCs and related disposition actions.
- Send serviceable clothing and canvas items to the laundry and renovation platoon.
- Send unserviceable items and scrap through salvage channels to a defense reutilization. and marketing office.
- Notify the intelligence officer of any captured items.
- Release captured items which are of no military value to civil affairs units for distribution to civilian agencies involved in relief programs.

ESTABLISH AND OPERATE A CIF

Upon mobilization, operation and control of AAFES clothing sales stores in overseas theaters will be transferred to the military when the MACOM determines that civilians operating the sales stores should be evacuated. During peacetime, you may be tasked to establish a CIF. According to AR 710-2, Chapter 2, only one CIF may be established on an installation. Personnel to operate the CIF must be authorized by TOE, MTOE, or TDA. Your tasks are listed below.

- Use DA Pamphlet 710-2-1, Chapter 10, to determine CTA 50-900 items authorized for stockage. Stockage may be limited to recoverable items only.
- Compute stockage according to AR 710-2, Chapter 2, and DA Pamphlet 710-2-1, Chapter 10.

NOTE: Stockage must be recomputed at least semiannually by CIFs supported by automated systems and annually by those supported nonautomated systems.

- Develop a CIF SOP for supported units. See Appendix B for a sample SOP.
- Develop an external SOP for supported units.
- Schedule issue and turn-in for units or individuals.
- Supervise or coordinate inventories.
- Monitor cash collection procedures.

REVIEW CIF PROPERTY RECORDS AND ADJUSTMENT DOCUMENTS

A separate page is required for each LIN authorized. You will review property book pages and adjustment documents. Your tasks are listed below.

- Ensure that all completed receipts and turn-ins have been posted to the property records prior to your review.

Table 2-9. Recoverability codes and actions

CODE	TYPE ITEM	DISPOSITION ACTION FOR UNSERVICEABLE ITEMS
A	High-Dollar Value Item Critical or Hazardous Material Precious-Metal-Content Item	Refer to appropriate manuals or directives for instructions. Special handling or condemnation procedures are required.
D	Reparable Item	Return the item to depot when the item is beyond lower level repair capability. Condemnation and disposal not authorized below depot level.
F	Reparable Item	Condemn and dispose of at DS level when uneconomically reparable.
H	Reparable Item	Condemn and dispose of at GS level when uneconomically reparable.
L	Reparable Item	Repair, condemnation, and disposal not authorized below depot or specialized repair activity level.
O	Reparable Item	Condemn and dispose of at organization level when uneconomically reparable.
Z	Nonreparable Item	Condemn and dispose of at the level authorized to replace the item when unserviceable.
Blank	Likely an End Item	Dispose of according to the policies in AR 725-50.

NOTE: Recoverability codes will appear on PLL and ASL listings and on customer receipt documents.

- Ensure that balances recorded on the property book page include items in laundry or maintenance as well as those on the shelves.
- Indicate whether each item is to be reported by NSN or size.
- Require a quarterly reconciliation of records with documented personnel losses.
- Conduct causative research as required.
- Account for overages and shortages and for lost, damaged, or destroyed property according to AR 735-5 and DA Pamphlet 710-2-1, Chapter 9.

MANAGE A SELF-SERVICE SUPPLY CENTER

Any SSA that stocks low-cost, fast-moving Class II and IV expendable and durable CTA 50-970 items may operate an SSSC if the commander authorizes one. You may be assigned to manage that SSSC. The SRO supervises SSSC operations. They are described in DA Pamphlet 710-2-2, Chapter 13. DS4 SSSC procedures are covered in TMs 38-L32-12 and 38-L32-13. Your tasks are listed below.

- Setup a register to control issue of DA Forms 3733-R (Self-Service Supply Center Account Card) or plastic charge cards.
- Dvelop an external SOP for customer use, to include such data as hours of operation and purchase procedures.
- Ensure that SSSC items meet stockage criteria. See Table 2-10.
- Review Class II and IV stock status reports and CTA 50-970 to identify items that should be added or removed from the SSSC. Do this at least once every three months.

NOTE: Selection of SSSC stocks is manual. Stock control soldiers compute an EOQ RO. However, DS4 determines automatic replenishment when the ROP is penetrated.

- Add or delete stock items from the semiannual SSSC list. Delete items for which

Table 2-10. SSSC stockage criteria

- Unit price is no more than $100.
- SEC must be U or M for hand tools.
- Accounting requirements code must be X or D.
- Recoverability code must be Z.
- The second position of the MATCAT structure code must be 2.
- The first position (class of supply) of the SCMC must be 2, 36, or 4 (9 for AMC only).
- Item must be on the ASL.
- Item must be demand-supported.

For an otherwise qualified item to be included in the SSSC stockage under the DS4, the following must also apply:

- Item must be serviceable.
- Stockage list code must be Q.
- Distribution of stockage code must be set at 6.

there was no demand within the last 90 days and lack of demand is considered permanent.

- Monitor stock control procedures. (SSSC stocks may range from 15 to 30 days of supply.)
- Conduct inspections. Review the inventory adjustment journal and customer deposit and withdrawal journal.
- Supervise maintenance of accounting records. Your involvement in SSSC accounting will depend on the degree of automation at your installation.
- Prepare monthly statement of customer accounts.
- Coordinate with the battalion S4 on how much money the units have left to spend.
- Coordinate with the finance office to find out how much money is open.
- Prepare monthly statements of financial operations.
- Supervise the required semiannual inventory. Set a cutoff date for postings to journals.
- Prepare a DA Form 4697 to adjust financial records to the inventory totals.
- Publish and distribute the semiannual SSSC list. This list may be updated monthly.

COORDINATE LAUNDRY, BATH, AND RENOVATION OPERATIONS

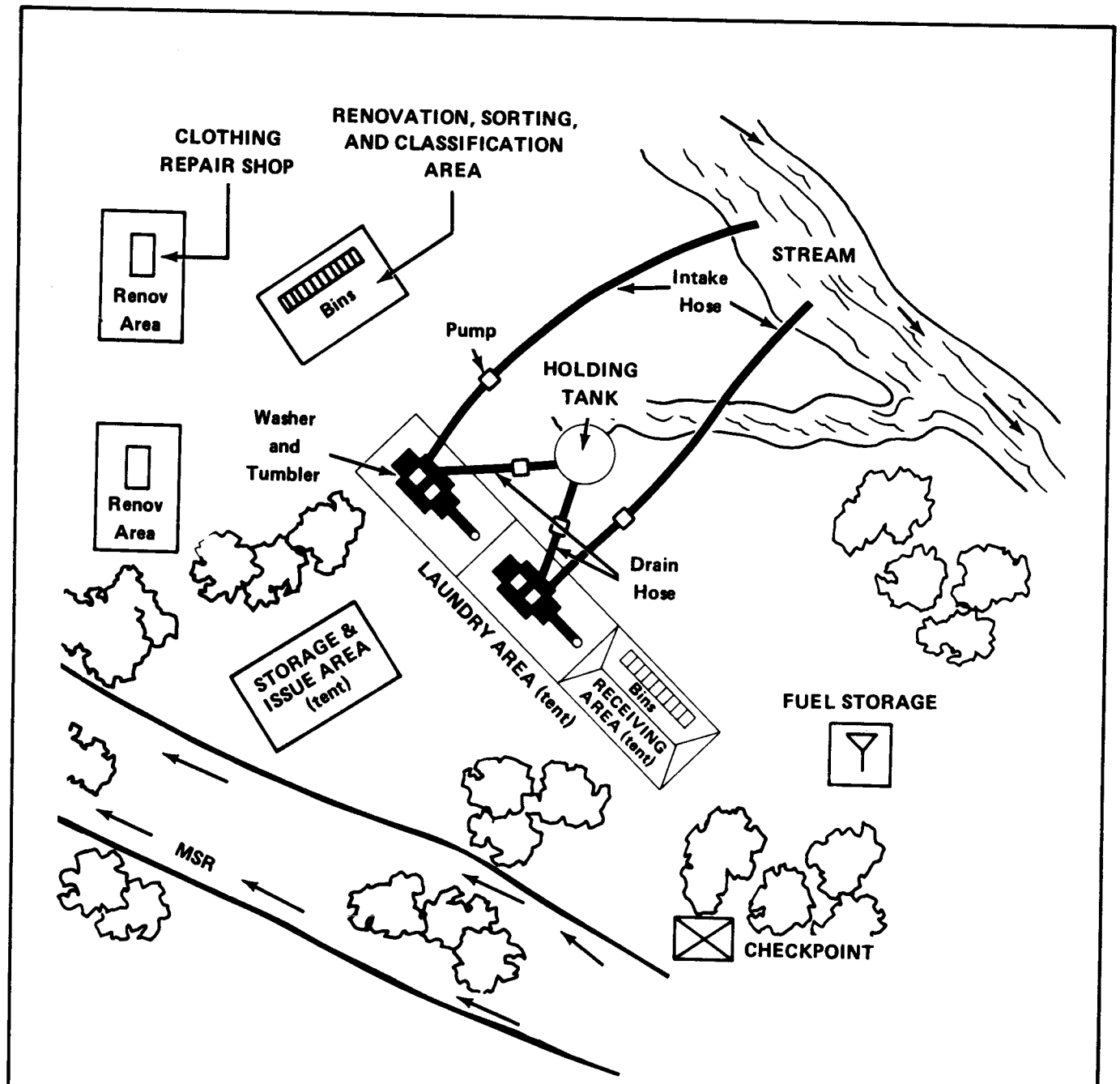
Division units must be augmented to provide CEB services. Supply and service DS units have organic sections authorized. CEB sections provide showers and clothing exchange, bring soiled clothing back to be laundered, and make such repairs on clothing and tents as prescribed by FM 10-16. If your unit operates in the corps or COMMZ, you may have to supervise field laundry and renovation services as well as CEB operations. Your tasks are listed below.

- Review the CEB SOP. FM 10-280, Appendix E, provides a sample. Update the records and reports requirements portions of that SOP, as applicable.
- Reconnoiter and select the general operating site. To save time, colocate the laundry and renovation sections. See Figure 2-7.
- Approve the CEB layout. Figure 2-8 shows a sample layout.
- Request operating supplies and initial CEB float stocks.
- Arrange for water shipments through your supply operations office if no adequate water supply is available.
- Coordinate laundry and bath schedules. Notify supported units of the schedules and of any changes.
- Notify unit commanders about any help which units should provide the CEB section at the bath point.
- Arrange for CEB soldiers to have their meals with supported units.
- Review work loads. Adjust work loads to meet peak requirements.
- Regulate movement of supported soldiers into the bath facility.
- Submit a consolidated DA Form 4766-R (Bath and Clothing Exchange Activity Record) to higher HQ.
- Inspect operations periodically.

DECONTAMINATE CLOTHING AND TEXTILES

Laundering is the primary way of removing NBC contamination. FM 10-280 describes the different methods. FM 10-280, Appendix B lists laundry formulas for each type of contamination. Your tasks are listed below.

- Request permission from higher HQ to burn heavily contaminated items. Higher HQ sets contamination tolerance levels. Downwind vapors can expose soldiers to contamination.



Laundry operating supplies are described in FM 10-280, Chapter 1.

FM 10-280, Appendix G, provides step-by-step instructions on how to set up, start, operate, and maintain laundry equipment.

Four to six soldiers can set up a large general-purpose tent in 45 minutes.

Figure 2-7. Sample layout for laundry and renovation operations

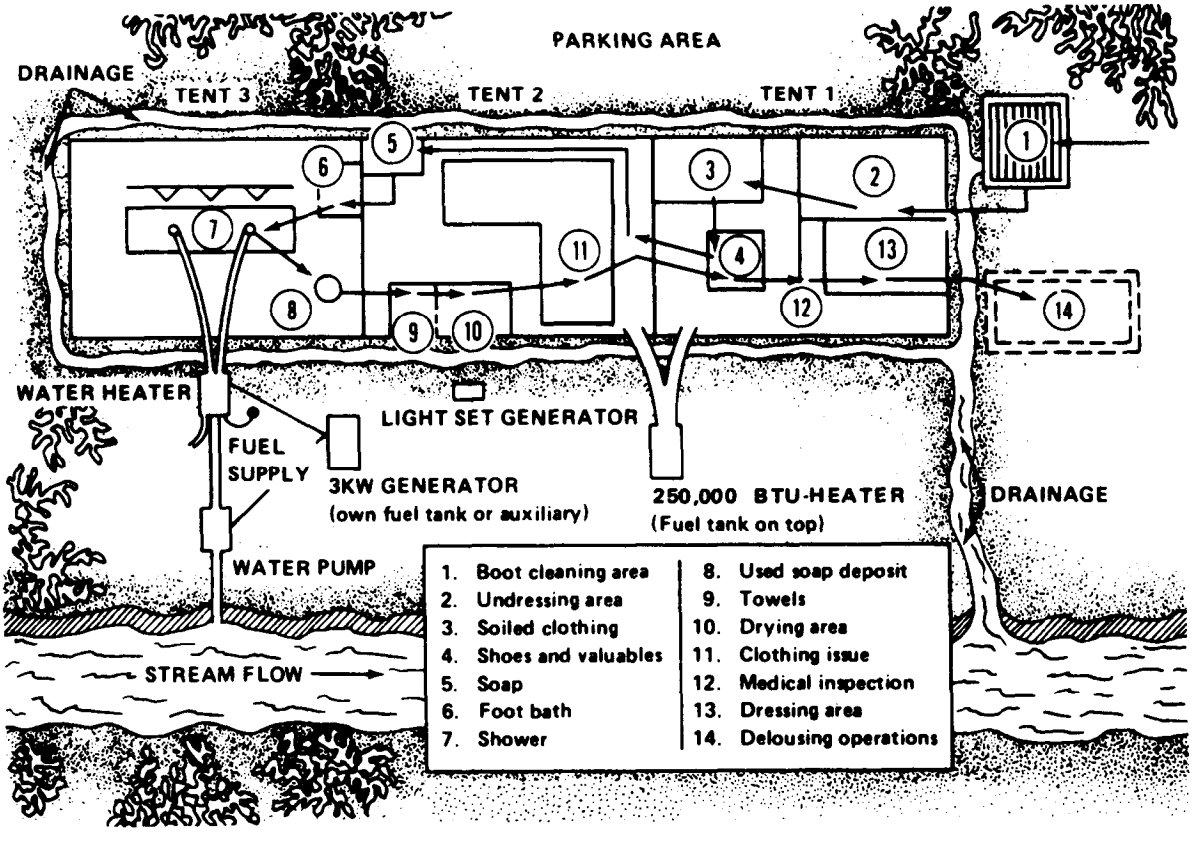


Figure 2-8. Sample layout for CEB operations

- Request engineer support to dig a drain pit for contaminated wastewater.
- Ensure that soldiers have set up a separate receiving point area.
- Ensure that the laundry section has radiacmeters, protective overgarments, dust respirators, rubber gloves, and appropriate NBC markers on hand.
- Report the location of wastewater pits to higher HQ. Do not allow water to drain into the water supply.

MANAGE UNIT GRAVES REGISTRATION OPERATIONS

You are responsible for supervising search, recovery, evacuation, and burial of remains. These tasks are performed by other than GRREG personnel. Their responsibilities are described below.

Search and Recovery Team Leader

The search and recovery team leader plans for the search and performs a map or aerial reconnaissance of the search area. He determines and requests additional support. He also—

- Assigns area of search and determines search pattern.
- Contacts NBC and EOD specialists.
- Supervises the search, recovery, and evacuation operations.
- Briefs search and recovery soldiers.
- Issues personal effects bags, human remains pouches, NBC agent tags, record of recovery of remains, and statement of recognition forms.

- Monitors search and recovery team operations.
- Supervises emergency burials.
- Determines specific burial sites.
- Coordinates approval of burials, evacuation operations, engineer support, and security of area with next higher HQ.
- Forwards burial sketch and map overlay through next higher HQ.

Search and Recovery Team

The search and recovery team searches assigned areas for remains and personal effects and marks location of remains. The team also—

- Collects personal effects.
- Records location of remains and personal effects.
- Recovers remains.
- Checks for booby traps and contaminated or contagious remains.
- Makes initial identification.
- Tags remains with the correct search and recovery tag.
- Attaches NBC tag or tag marked with a large C to contaminated or contagious remains.
- Shrouds remains.
- Prepares a record of recovery of remains and record of effects.
- Prepares a recovery site sketch of recovery site and a map overlay of the site.
- Evacuates remains to a GRREG collection point, temporary cemetery, or mortuary.
- Performs emergency burials.
- Prepares and marks the grave site.
- Buries remains, ensuring that US, allied, and enemy soldiers are buried in separate grave sites.
- Prepares a register of remains.