

Chapter 2

SUPPLY PROCEDURES

Not all classes of supply have the same issue procedures. This chapter addresses those unique characteristics of each supply class. The chapter also addresses organizational laundry procedures.

2-1. RESPONSIBILITIES. The battalion S4 is the primary staff officer having staff responsibility for internal supply. The S4 section is organized to process supply requests, receive, temporarily store, and issue supplies. The S4 office also assists commanders in maintaining supply accountability by producing subhand receipts, processing report of survey documents, and producing financial reports using the ULLS-S4 system. The battalion commander makes supply distribution decisions based on the S4 officer's recommendations. Routine supplies are delivered to the companies from the battalion field trains under the supervision of company or battalion supply personnel.

2-2. PLANNING. Initial stockage and resupply requirements for a theater can be determined using field experience, command guidance, unit SOP, or the OPLOG Planner computer program. The consumption rates in the OPLOG Planner may need adjusting based on the intensity of combat, type of conflict, type of unit, force structure, and METT-TC. You can request the OPLOG Planner via the Internet at http://www.cascom.army.mil/multi/Operations_Logistics_Planner. Supply planning is a continuous process for maintenance-related Class II and Classes III, IV, V, II, and IX because of sensitivity to weather, terrain, and tactical operations. Classes III and V requirements are particularly volatile based on combat intensity. Classes I, II, and VI requirements are usually easier to plan for because they are generally based on the supported population. Class VIII supplies are planned for and controlled by the brigade or division surgeon.

2-3. LOADS. Loads are a quantity of durable and expendable supplies kept by units to sustain their operations. Loads of Class VI, VII, and X will not be kept. There are generally three types of loads. These are: basic loads, operational loads, and prescribed loads.

- **Basic Loads.** Basic loads are MACOM-designated quantities of Class I through V and VIII supplies, which allow a unit to initiate its combat operations. Items from the basic load will be used during peacetime only when no operational loads are available. Basic loads must be able

to be moved into combat using organic transportation in a single lift. Basic load items that are subject to deterioration or have a shelf life must be replaced as required.

- **Operational Loads.** Operational loads are quantities of Class I through V and VII supplies the organization keeps to sustain its peacetime operations for a given time. Operational load quantities are based on usage history data. These supplies may be moved into combat if transportation is available after essential lift requirements have been met.
- **Prescribed Loads.** Prescribed loads are quantities of maintenance significant Class II and IV, and of Class VIII and IX organizational repair parts kept to support a unit's maintenance program and are based on command designated items and demand history data. These parts may be moved into combat if transportation is available after essential lift requirements are met. AR 710-2 prescribes Army Policy and sets the numbers of lines and quantities authorized on a unit's PLL.

2-4. **CLASS I.** Class I is normally distributed through supply points. When units are part of operations exceeding battalion level, Class I will be issued by forward support battalions to each battalion food service section. Details of Class I supply are contained in FM 10-23. The AFFS is covered in chapter 4 of this manual.

- **Resupply.** Resupply procedures are standardized in SOPs and modified by the service support annex of the OPORD. The S4 checks on ration storage, field sanitation, and hygiene procedures. Army guidance for Class I consumption rates is in FM 101-10-1/ 2 and FM 10-23. Allowances must be made to feed soldiers more hot meals in very cold weather and more rations in strenuous mountain operations. Factors to use in determining ration requirements include the proportion of hot meals and the number of personnel supported as well as METT-TC. For example, it would be wise to increase MRE stocks if a mechanized infantry battalion is preparing for a deep attack. The battalion might be unable to get rations for a few days because helicopter resupply priority is given to Classes III, V, and IX.
- **Accountability.** Accountability of rations issued from a Class I supply point is accomplished by using DA Form 3111, DA Form 3294-R, and DA Form 5913-R. These forms provide the supply point and using units an audit trail for accountability. More details on ration accountability are in FM 10-23 and AR 30-21.

- **Basic Load.** Individual units are required to maintain a basic load of Class I on the property book. Basic loads are stored by supply personnel in a cool dry place until they are needed. Rations exposed to freezing and thawing should be inspected by veterinary service personnel before consumption. Class I basic loads are to be issued for consumption only during emergency conditions during peacetime. During contingency operations, Class I basic loads will be issued for consumption when required. Class I basic loads will consist of those items and quantities as directed by the MACOM and often consists of three MREs per person per day for three days. During peacetime, the basic load is drawn in garrison from the TISA and is paid for with operational funds. Coordination for the rotation of the Class I basic load items should be made with the TISA. More details on Class I basic loads are contained in AR 30-18 and AR 710-2.

2-5. **CLASS II.** CTAs 50-900, 50-909, and 50-970 list the basis of issue allowances for Class II. OCIE items in CTA 50-900, Appendix C, are unit property and thus deployable. The Army Service Component Commander or Army forces commander designates the Class II items in the Active Army Mobilization column of CTA 50-909 to be worn, carried, or transported to the area of operation. CTA 50-909, Chapter 2, identifies what can be air-delivered or airdropped. Unclassified military maps are now considered a Class II item and are requested through normal supply channels. Requirements for other items, such as administrative and housekeeping supplies, are based on unit needs. The S4 identifies these needs based on demand history.

- **Resupply.** Automated supply systems maintain demand data on expendable Class II items. Clothing and expendable equipment basis of issue depend on seven climatic zones. CTA 50-900, Appendix D, describes these zones. Appendix F of CTA 50-900 shows how the basis of issue can be affected by the soldier's MOS. Class II, III packaged, IV, and VII supply points are set up throughout the theater. These classes of supply are issued by the supply activities of the forward support, main support, corps support, and area support battalions in the theater. Companies submit their requisitions for Class II items through the S4 to the appropriate support activity. Requisitions for intensively managed Class II and IV items and restricted federal supply classification high priority requests may require command approval.
- **Accountability.** Accountability procedures for Class II items are done by the ULLS-S4 and SPBS-R. OCIE issued to soldiers is further accounted for on individual supply records maintained by unit supply personnel. Housekeeping and administrative Class II supplies do not require formal accountability at unit level but are issued to unit personnel on an as-needed basis.

- **Basic Load.** The basic load lists for combat items should be periodically reviewed. Class II basic load items and quantities will vary greatly depending on the MACOM requirements and the unit's mission. Higher headquarters will direct MOPP gear supply requirements.

2-6. **CLASS III PACKAGED.** Automated systems above unit level maintain demand history for Class III packaged. Combat consumption rates for packaged petroleum products are in SB 710-2, Chapter 2. Tables in SB 710-2 list both sustained and intense combat rates. Actual consumption requirements will depend on the type and quantities of using equipment on hand in the unit. Environmental considerations must be made for the storage of Class III products. See FM 10-15 for more information on environmental considerations.

- **Resupply.** Companies submit their requisitions for Class III packaged items through the S4 to the appropriate support activity. The transportation of these items should consider environmental consequences as well. Class III should never be transported on the same vehicle as Class I subsistence items.
- **Accountability.** AR 710-2 prescribes accountability procedures for Class III supplies. Expendable items that are not part of the basic load but consumed during normal use, require no formal accountability after issue.
- **Basic Load.** Basic loads of Class III packaged products are based on vehicle densities and do not require formal property book accounting.

2-7. **CLASS III BULK.** The battalion S4 forecasts the fuel needs of his unit. Battalion forecasts are reviewed and consolidated at brigade. They are then relayed to the appropriate MMC or support operations section of an FSB. Although the Army is moving toward a multipurpose fuel concept, fuel requirements vary with the types of equipment. Tactical vehicles need JP8. Some heaters, generators, and M-2 burners need MOGAS. Special measures must be taken to ensure fuel is not contaminated. Bulk fuel needs depend on the number of major items of fuel-consuming equipment in each phase of operation.

- **Fuel Forecasts.** The following determines battalion fuel forecasts:
 - The prescribed load for fuel and the capacity of all battalion fuel tanks and fuel cans.
 - Consumption data from previous operations.
 - The amount and type of equipment.
 - The quantity and rate that each piece of equipment uses fuel.

- The type of fuel each item uses.
 - Operational plans from the S3.
 - Local use limitations.
- **Resupply.** POL is normally obtained by the battalion transportation section from the Class III supply point. However, the maneuver battalions must go through at least a basic request for fuel from the supply point. Stockage problems and misunderstandings develop if units think they can just show up at the fuel point and get whatever they want when they want it. This forecasting also helps the supply point coordinate a schedule so that all the battalions do not show up at the same time. No formal request is needed for bulk fuel at a supply point. Requests from companies are not required for Class III resupply. POL tankers move forward with each LOGPAC. Requests are submitted to the combat trains CP for unusual requirements. The support platoon delivers Class III bulk and packaged to the companies. The first sergeants request resupply from the battalion combat trains. If tankers are attached to the companies, they return to the Class III point in the BSA to refill as soon as they refuel their companies. Each tactical vehicle stores a small amount of Class III packaged.
 - **Accountability.** Drivers sign DA Form 3643 when their vehicles are refueled. Either the Support Platoon or the S4 maintains these forms. The S4 will prepare a monthly abstract of issues from DA Forms 3643. More information on fuel accountability is in AR 710-2 and DA Pam 710-2-1.

2-8. **CLASS IV.** CTA 50-970 authorizes basis of issue allowances for Class IV items.

- **Resupply.** Intensively managed items are requested from the supporting supply company and normally delivered by DISCOM, COSCOM, or theater-level transportation. Class IV items may be prepackaged or pre-configured for the mission and delivered as far forward as possible. Some Class IV is command-regulated, which mean all requests for those items must go through command channels.
- **Accountability.** Responsibility for durable items is assigned using hand receipts at the unit level. Records of responsibility are not maintained on expendable items. Class IV basic load items are not maintained on the property book.
- **Basic Load.** Basic loads required for individual fighting positions are in the company SOP part of each vehicle load plan. Combat vehicles, following the unit SOP, carry small combat loads of Class IV, such as

wire, pickets, and lumber. As with all basic loads, these items must be on hand or on order at all times.

2-9. **CLASS V.** Ammunition supply cannot exceed the controlled supply rate even though the required supply rate may be higher.

- **Resupply.** Class V comes from the FSB supply company's ATP in the BSA. Under MOADS, this ATP is organic to the DS ammunition company. The corps ammunition supply point locates near the division rear boundary. If required, both COSCOM and DISCOM trucks and helicopters can deliver ammunition to the battalion combat trains. The support platoon requests resupply based on unit expenditures or projected requirements and the controlled supply rate. The division ammunition officer validates the request. The ammunition is then picked up and transported to the combat trains, where it remains loaded until company resupply is needed. Class V resupply is based on the first sergeant's report of expenditures to the combat trains CP. It is delivered to the company as part of the LOGPAC. Class V is pre-positioned in a defense or delay. It is distributed as part of supply point or unit distribution. Details on ammunition are in FM 9-13.
- **Accountability.** Ammunition basic loads are maintained on the property book. More details on ammunition accountability are in AR 710-2 and DA Pam 710-2-2.
- **Basic Load.** Ammunition basic load quantities are assigned annually by the theater ammunition office. They are based on the unit's mission and analysis of the threat during peacetime. Ammunition basic loads are stored at ammunition supply points per the theater ammunition storage plan, until needed.

2-10. **CLASS VI.** When units are deployed, the provision of Class VI goes through three phases. First, soldiers are supposed to deploy with a 30 day supply. Then, health and comfort packs are issued gratuitously after the first 30 days of an operation. Finally, Class VI items are sold through AAFES and mobile PX sales teams as they become available in theater. There is no requirement to maintain a basic load of Class VI.

- **Resupply.** The unit requests Class VI supplies through supply channels when a PX is unavailable. Sometimes, these items can be bought from host nation and contract sources. Resupply flow is the same as for Class I. One Type I health and comfort pack can support 10 soldiers for 30 days. Type II health and comfort packs support 10 females with feminine hygiene products for 30 days.

- **Accountability.** Accountability for health and comfort packs is the same as for expendable Class II administrative and housekeeping supplies.

2-11. **CLASS VII.** Class VII items are authorized by MTOEs and TDAs. Class VII operations in a theater of operations include the expedited replacement of weapon systems including crews and weapons above .50 caliber in size. This includes tanks, mortars, and TOW weapons. It does not include small arms. The key is joint managing, reporting, and monitoring of complete weapon systems at battalion and higher levels. The G3 allocates replacement ready-to-fight weapon systems to the battalion. The battalion WSM coordinates the efforts of the S1 and S4. The commander allocates weapon system resources to the companies. He is aided by the S1, S4, and their higher echelon counterparts. The situation report advises the battalion of the status of each of its weapon systems. The battalion initiates the battle loss report that goes to brigade.

- **Weapons System Replacement Terms.**

- Ready-for-issue weapon: A weapon removed from preservation, with all ancillary equipment installed. This includes fire control, machine guns, and radios. Ideally, each weapon has a full load of fuel, ammunition, and boxed basic issue items.
 - Ready-to-fight weapon system: A ready-for issue weapon plus crew.
 - Linkup: The process of joining a ready-for-issue weapon with its crew. This produces a ready-to-fight weapon system. The crew stows basic issue items, loads ammunition, checks communications, and sights and zeros weapons.
 - Weapon system manager: The person at battalion (XO), brigade (XO), division, or corps who closely monitors and maximizes the number of operational weapon systems.
- **Resupply.** In a theater of operations, major end items are issued based on battle loss reports. COSCOM may deliver large items directly to the unit trains. The HHC commander sends ready-to-fight weapons systems forward with LOGPAC. The support platoon picks up smaller items at the BSA supply point.
 - **Accountability.** Accountability of Class VII items is accomplished with the use of SPBS-R. Accountability procedures for property book items are discussed in detail in Chapter 6 of this manual.

2-12. **CLASS VIII.** The DMSO issues, manages, and maintains the medical supplies within the division. The DMSO provides all medical supplies to the medical units in the division.

- **Resupply.** Medical companies of the FSB are stocked with limited Class VIII supplies for mobility purposes. The forward support medical companies provide emergency medical supplies or limited routine medical supplies to the battalion aid stations. Routine supplies are forwarded to the DMSO. Medical supplies are delivered by ambulance, backhaul, nonmedical trucks, or aircraft. The unit supply section supplies the combat lifesaver with Class VIII. The battalion aid station in the maneuver battalion supplies the company medics.
- **Basic Load.** Company medics carry a basic load of Class VIII supplies. The medical platoon leader monitors the levels of supplies for follow-on missions. See FM 8-10 for more details.

2-13. **CLASS IX.** Repair parts are the subject of numerous initiatives within the logistics community, which have been conceived to enhance the Army's readiness posture. These initiatives include but are not limited to: SARSS, ULLS-G, In-transit Visibility, Total Asset Visibility, and Velocity Management. The MMC manages the Class IX system. The G4 develops policies, plans, and procedures for establishing and maintaining supply levels and stockage lists.

- **Resupply.** ALOC items are usually flown directly from CONUS to DSUs and GSUs. At the GS level, the QM repair parts supply company, GS, provides repair parts in response to MROs from the MMC. At the DS level, repair parts are provided through maintenance channels. The unit stocks repair parts based on a PLL. Repair parts are issued in response to a specific request. The requests go from the unit's ULLS-G system to the supporting activity's SARSS. If the item is in stock, the supporting activity will issue the item. If the item is not in stock SARSS will check other systems for lateral transfers, or will order the part from their supporting activity. Parts are moved forward from a Class IX supply point during routine LOGPAC operations or as required to the UMCP.
- **Accountability.** The ULLS and SARSS maintain accountability procedures for Class IX items. Once the repair part is issued by the PLL clerk, no further accounting procedures are required for that item.

2-14. **CLASS X.** Material to support nonmilitary programs such as agricultural and economic development. Class X items are those not included in Classes I through IX. There are no Class X basic loads.

2-15. **MISCELLANEOUS .** Salvage is to be turned in to the local DRMO. Packaged water is water purified and packaged by a commercial organization by a military unit. It may be packaged in disposable bags or bottles. Captured enemy material may require authorization by higher echelon commanders in or for use or consumption. For example, captured enemy

subsistence requires approval by the Army Service Component commander after recommendation of the veterinary service representative.

2-16. ORGANIZATIONAL LAUNDRY. During peacetime, units and organizations use the installation laundry service for items such as pillow cases, sheets, tablecloths, and other items not issued as personal clothing. The commander must monitor the way the supply personnel process unit and organizational laundry. Organizational laundry is turned in to the installation laundry collection point. The local SOP will direct the bundling procedures for the units and the dates they are to turn in laundry.

- **DA Form 1974.** DA Form 1974, figure 2-1, is used to process organizational laundry in garrison, such as sheets, pillowcases, blankets and blankets. A DA Form 1974 must accompany each shipment of laundry. The forms may be from the unit's publications account or the automated version may be used. Prepare the form following these procedures:
 - Prepare two copies (more, if required by installation SOP).
 - Write or type organization and station in the From block.
 - Put the organization telephone extension in the Tel Ext. block.
 - Count rag and web items in number of 1-pound bundles. Four pieces of rag items count as 1 pound.
 - Sign in the "Delivered By" block.
- There will need to be at least three copies of the form prepared when the laundry is shipped by a commercial carrier. The laundry manager checks the number of items turned in against the DA Form 1974. The organization turning in the laundry will receive a duplicate copy for its receipt file. Once the clean laundry is picked up, the unit will receive the original copy and place it in the files to show it was picked up.

- **Other Items.** Other items may be laundered at the installation laundry plant. The complete list of items that may be cleaned free of charge are contained in AR 210-130, Chapter 2. Some of those items include, but are not limited to:
 - Towels, uniforms, tablecloths, and napkins used in government-operated dining facilities.
 - Sheets, pillowcases, mattress covers, and blankets.
 - Initial issue items that need to be returned to stock.
 - MTF laundry as determined by the Surgeon General (per AR 40-2).
 - Clothing of prisoners held at a military confinement facility.
 - Government linen items used by civilian fire fighters who stay in government quarters during duty hours.
 - Items being prepared for turn-in to the DRMO.
 - Clothing of deceased military personnel.

- **Direct Exchange Items.** DX of government-owned items other than those from an MTF is authorized. DX items include, but are not limited to, sheets, pillowcases, and blankets. The installation laundry SOP will detail which items are available for DX.

2-17. **INDIVIDUAL LAUNDRY.** There is no provision to provide a free-of-charge laundry service to soldiers in garrison. However, during field training exercises and deployments where there is a SLCR team, host nation support, or contracted laundry services, soldiers will be able to have their uniform items cleaned without cost. The doctrine covering this policy is contained in FM 10-280.