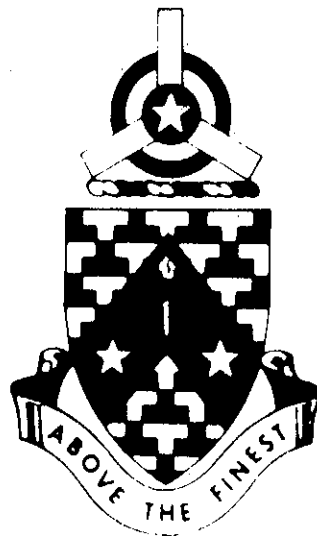


PROGRAMED TEXT

UNIT SUPPLY PROCEDURES

Part I

WD-63/OD-33



JANUARY 1969

UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS

PROGRAMED TEXT

PROGRAM TEXT**FILE NO:**

WD-63/OD-33

PROGRAM TITLEUnit Supply Procedures
Part I

POI SCOPE: A presentation in basic supply principles, responsibilities of supervisor over material and equipment and property types, classifications and categories.

INSTRUCTOR REFERENCES:DA Pam 350-20
DA Pam 350-21
DA Pam 350-23
USCONARC Form 416-R

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May 1968

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January 1969

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LTC, SC
Chief, OCD

DATE:

January 1969

TABLE OF CONTENTS

PROGRAMED TEXT

FILE NO: WD-63/OD-33

PROGRAM TITLE:

Unit Supply Procedures Part I

CONTENTS	PAGE NUMBER
1. PREFACE _____	iii
2. PERFORMANCE OBJECTIVES _____	iv
3. PROGRAM _____	1
a. _____	
b. _____	
c. _____	
d. _____	
e. _____	
4. SELF EVALUATION EXERCISE _____	20
5. ANSWERS TO SELF EVALUATION EXERCISE _____	24
6. ITEMS TO BE ISSUED WITH PROGRAM _____	
7. _____	
8. _____	
9. _____	
10. _____	

PREFACE

The Army's supply requirements, even in peacetime, consume a large share of the nation's total resources. It is necessary for you, the potential supply officer, to conserve these resources, properly procure, and safeguard and maintain government property. As a potential supply officer you should become familiar with the Army supply system at unit and organization level.

This programed self-instructional text has been prepared to teach you the fundamentals of Unit Supply Procedures.

If you have any questions during the course of this program, contact your instructor for assistance.

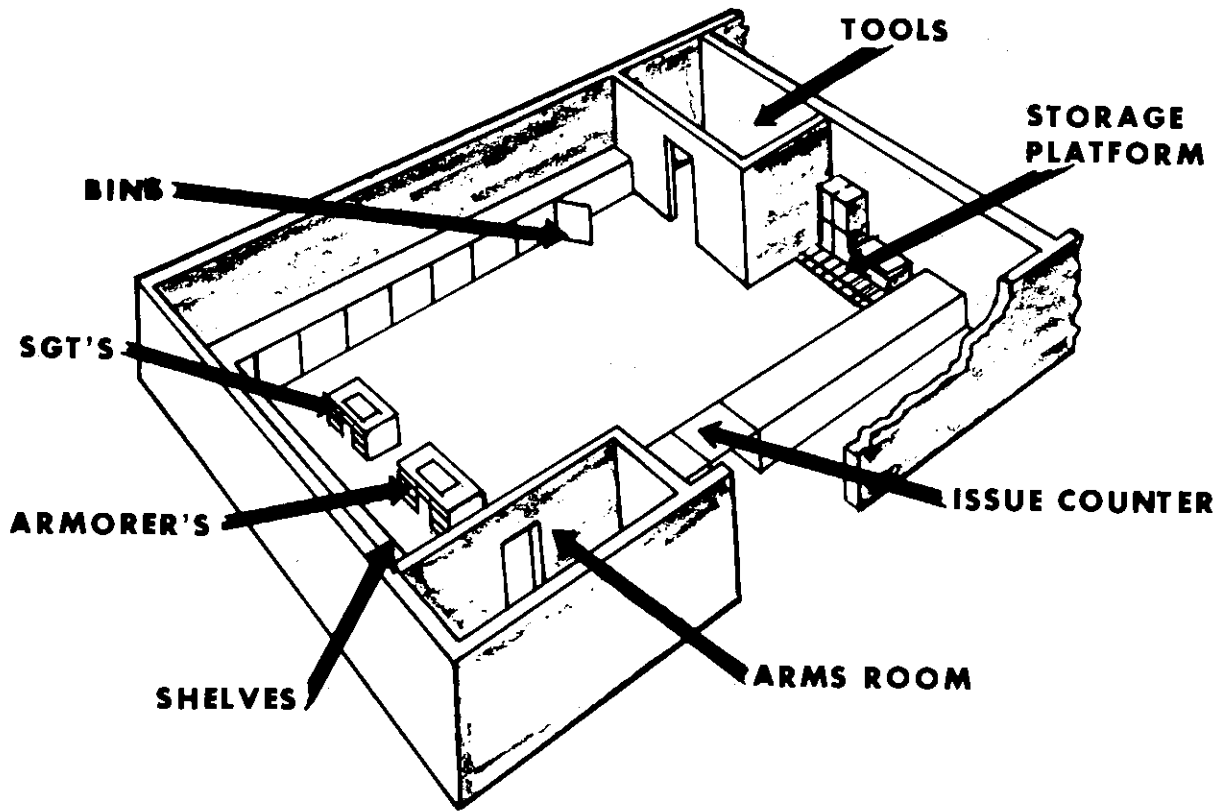
Start with Frame 1 and work each frame in succession. Each frame will usually ask you a question. The correct answer is printed on the top of the next frame. If you were incorrect, turn back and restudy the information before continuing on the next frame. When you have finished the text, complete the self evaluation exercise. Now begin by studying the performance objectives on page iv.

PERFORMANCE OBJECTIVES

Upon completion of this programed text you will be able to:

1. Recognize the basic supply principles.
2. List the responsibilities of the supervisor over material and equipment.
3. Identify the administrative classes of supply.
4. Determine how supplies are divided into types.
5. Select the three categories of supply.

TYPICAL SUPPLY ROOM



TURN TO PAGE 3

Classify the following supplies in Classes VI through X.

- a. Jeeps 7.
- b. Defoliant Spray 10.
- c. Repair Kit for a Stethoscope 8.
- d. Canned Salted Peanuts 6.
- e. Torque Wrenches 9.
- f. Rice Seed 10.
- g. Helicopters 7.
- h. Pepsi-Cola 6.
- i. Stretchers 8.
- j. Aircraft Mechanics Tool Kit 7.

TURN TO PAGE 4.

FRAME 1

The entire concept of logistical support is built around the "right amount at the right place at the right time". Of what value, however, is efficient logistical support of these supplies and equipment if they are needed? Supply and property accounting procedures, in their simplest form are a major administrative function. Our supply system is currently founded on the following five basic principles:

1. What you are supposed to have - Tables of Organization and Equipment and Tables of Allowance.
2. What you do have - inspection, inventories, records.
3. What you are short - difference between 1 and 2.
4. How to keep what you have - maintenance, storage, security, conservation and economy.
5. How to get what you need - authority, requisition, follow-up.

These requirements constitute a continuous operation and are equally important. The necessary coordination, control and effectiveness required are achieved if each officer having any degree of responsibility or accountability for government property observes correct supply procedures.

1. Supplies the unit is supposed to have.

MINUS

— 2. What you actually have in the unit.

YIELDS

→ 3. What you are short.

+ 4. How to properly keep what you have.

+ 5. How to get what you need.

= FIVE Supply Principles.

Frame 1 continued on page 5.

ANSWER: a. VII e. IX i. VIII
 b. X f. X j. IX
 c. VIII g. VII
 d. VI h. VI

FRAME 5

The Army's inventory of approximately 1,000,000 items of supply are classified into four types of property.

ORGANIZATION

INSTALLATION

REAL AND INSTALLED

PERSONAL CLOTHING

This grouping simplifies requisitioning, accounting, and turn-in procedures.

ORGANIZATION property includes the minimum combat essential items required by a unit to accomplish its mission. This is property that accompanies a unit to the field or when a unit moves to a new station.

Place an "X" next to those items that are organization property.

a. Individual Weapons ☒

b. Wall Lockers ☐

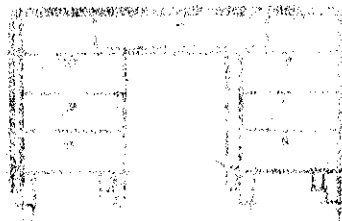
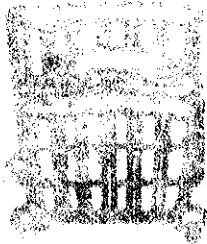
c. Unit Vehicles ☒

d. Mess Hall Tables and Chairs ☐

FRAME 1 continued

List in any order the five basic supply principles:

- a. What you are supposed to have.
- b. what you have
- c. what you need
- d. maintain / security
- e. How to get what you need.



ANSWER: a. X c. X

FRAME 6

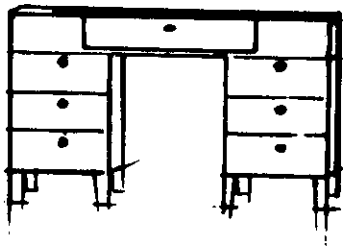
INSTALLATION property is property authorized by Table of Allowances of the 20 series. Property of this type is issued to units for the comfort and convenience of the personnel to include mattresses, beds, footlockers, sheets and pillow cases, desks, chairs, and filing cabinets.

Separate property books are maintained by the Property Book Officer for . . .

- a. 1 Installation property and
b. 0 Organizational property.

True or False

- c. F Installation property will remain with and accompany a unit overseas.
d. T Organizational property will remain with a unit providing a ready mission capability wherever the unit may be deployed.



- ANSWER:
- a. What you are suppose to have.
 - b. What you do have.
 - c. What you are short.
 - d. How to keep what you do have.
 - e. How to get what you need.
-

FRAME 2

All members of the military are required to use equipment properly, maintain it as required and safeguard it from theft or vandalism.

Property responsibility is divided into two types, command and direct.

1. Command responsibility is the responsibility of the post or major activity commander to insure the security of all public property under his command, whether in storage or in use.

Property responsibility is INHERENT in COMMAND. As a commander, you must insure that property within your command is . . .

- a. On hand in required amount or on request.
- b. Within the prescribed level of authorized allowance.
- c. Properly used and cared for.
- d. In serviceable condition.

2. Direct responsibility is the responsibility of the individual for property entrusted directly to him or to his subordinates.

As an aircraft commander, what type responsibility does the battalion commander have for your helicopter?

Command responsibility.

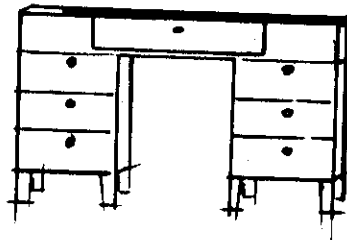
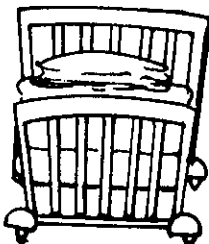
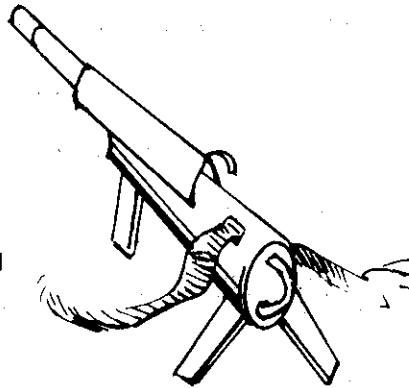
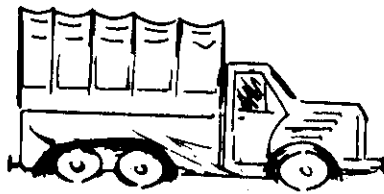
- ANSWER: a. Installation
b. Organization
c. False
d. True. Organization property may need to follow the organization overseas and the records must follow.
-

FRAME 7

Property essential to the performance of the mission and ordinarily taken into the field is known as _____ property.

- a. installation
- ☒ b. organization
- c. real and installed
- d. personal clothing

Cots, mattresses, sheets and pillows, footlockers, wall lockers, quarters furniture, and office furniture are examples of a property.



ANSWER: Command

NO. 100-100000-1000000
1000000-1000000-1000000

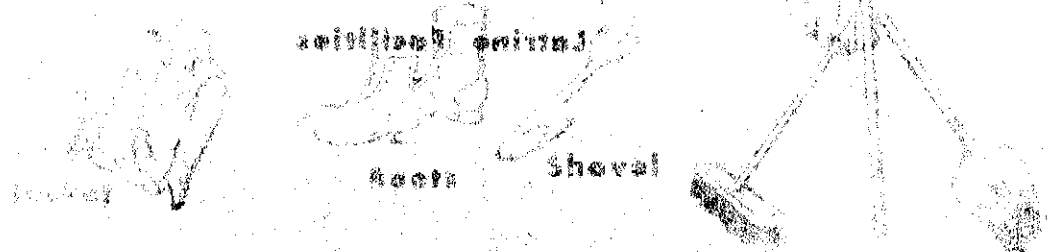
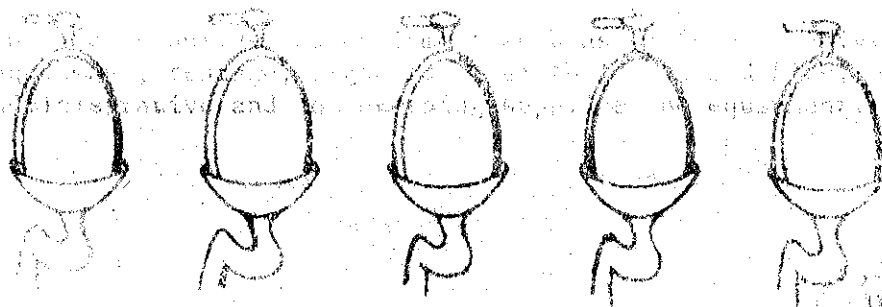
FRAME 2 continued

8 2MAY

The obligation of an individual to whom property has been entrusted for safekeeping is which of the following:

- a. command responsibility,
- ☒ b. direct responsibility,
- c. personal responsibility,
- d. supervisory responsibility,

whether such property is in his possession or being used by his subordinates.

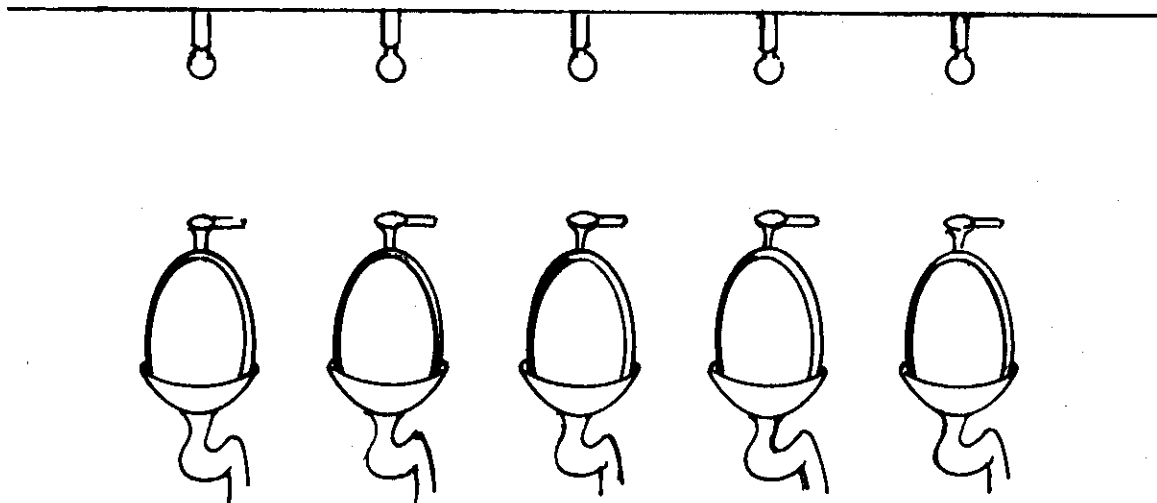


ANSWER: b. Organization
a. Installation

FRAME 8

REAL AND INSTALLED property includes buildings and those items of accessory equipment and furnishings which are required for operations and are affixed as part of the building. Examples include barrack and latrine facilities found therein.

Would the lights on the ceiling be considered real and installed property?
Yes ☒ No ☐



Latrine Facilities

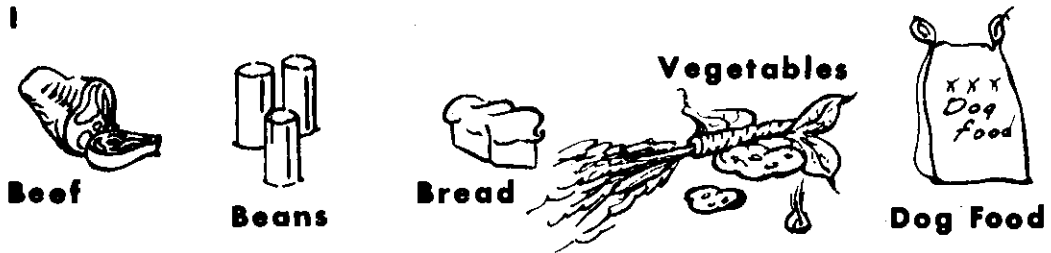
ANSWER: b. Direct responsibility: Personal and supervisory are parts of direct responsibility.

FRAME 3

It would be impractical as well as impossible to refer to supplies in a broad sense without utilizing some sort of classification system. We have ten administrative classes of supply.

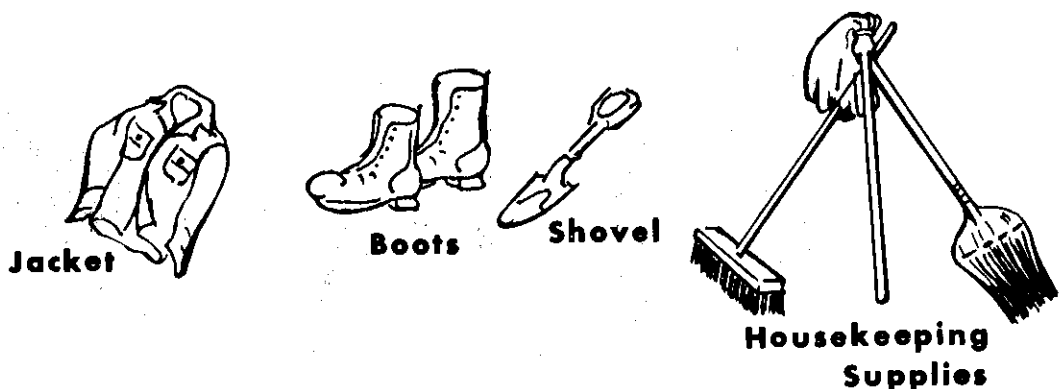
CLASS I: Includes those items which are consumed by personnel or animals at approximately uniform rates irrespective of local changes in combat or terrain conditions. Rations and dog food are examples of Class I supply.

CLASS I



CLASS II: Includes supplies and equipment such as clothing, individual equipment, tentage, organizational tool sets and kits, hand tools, administrative and housekeeping supplies and equipment.

CLASS II



ANSWER: Yes

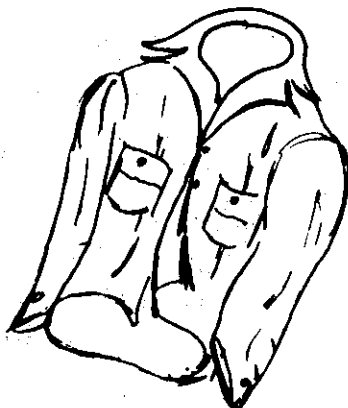
FRAME 9

PERSONAL CLOTHING is authorized by Army Regulation 700-8400-1, Issue and Sale of Personal Clothing, and is issued by procedures outlined in the clothing allowance system. This type of property consists of personal apparel such as trousers, shirts, undergarments, socks, and caps.

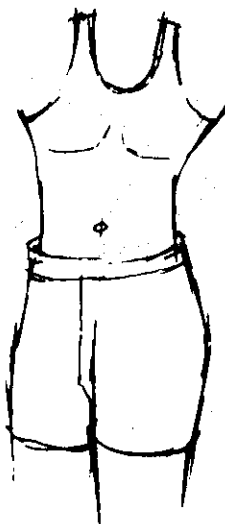
The type of supplies called personal clothing consists of individual military apparel needed for general duty wear.

Which of the following would be considered personal clothing?

	Yes	No
a. Shoes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Field Pack	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. Belt	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. Tie	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Insignia	<input checked="" type="checkbox"/>	<input type="checkbox"/>
f. Overshoes	<input type="checkbox"/>	<input checked="" type="checkbox"/>



Uniform



Underwear

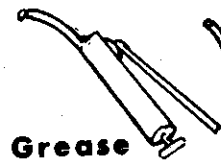


Caps

FRAME 3 continued

CLASS III: Consists of petroleum, oils, and lubricants such as gasoline, kerosene, grease, lubricating oils, industrial gases, and solid fuels such as coke and coal.

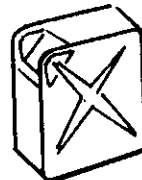
CLASS III



Grease



Oil



Gasoline



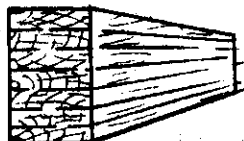
Solid Fuels

CLASS IV: Construction materials such as barbed wire, concrete, lumber, sand bags, etc.

CLASS IV



Wire



Lumber



Sand Bags

CLASS V: Consists of ammunition, explosives, and certain chemicals such as toxic bombs.

CLASS V



Grenade



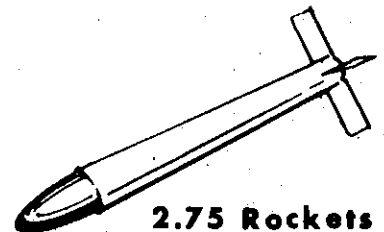
7.62 MM



Mine



Explosives

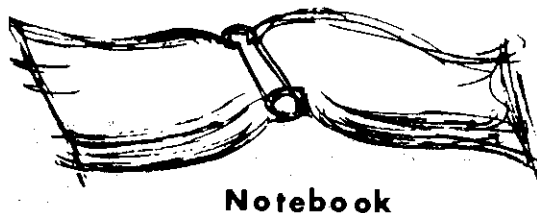
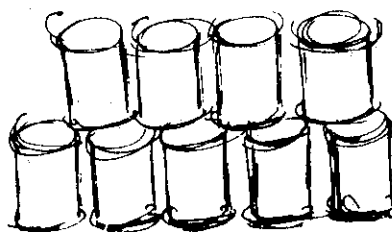
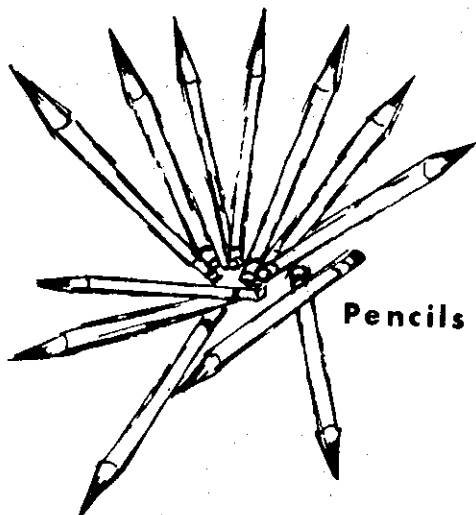


2.75 Rockets

ANSWER: a. Yes b. No c. Yes d. Yes e. Yes f. No

FRAME 10

Property is further classified by category. These categories are organized to aid users in determining the degree of safeguarding necessary to protect individual items and also determines what means of relief should be used if a specific item is lost or destroyed.



Examples of Expendables

1. The first is EXPENDABLE PROPERTY. This pertains to items of supply that may be consumed in use or lose their identity in use. Examples of expendable property include foot powder, insect repellent, office supplies, toilet paper, and janitorial supplies.

2. NONEXPENDABLE PROPERTY, broadly defined, includes all property not classified as expendable, or items of supply which retain their original identity during the period of use, such as weapons, vehicles, and radios.

3. MINOR NONEXPENDABLE items of equipment such as helmet liner, compasses, canteens, etc., which are nonexpendable but have a value of less than \$25.00.

Choose three expendable items from this list:

☒ Paint

☐ Radios

☐ Canteens

☒ Maps

☒ Soap

☐ Rifles

FRAME 3 continued

Classify the following supplies in Classes I through V.

- a. Claymore Mines 5.
- b. Sand Bags 4.
- c. JP-4 (Jet Fuel) 3.
- d. "C" Rations 1.
- e. 2.75" Aerial Rockets 5.
- f. Jungle Boots 2.
- g. Barbed Wire 4.
- h. Dog Food 1.
- i. Power Saw 2.
- j. Motor Oil 3.

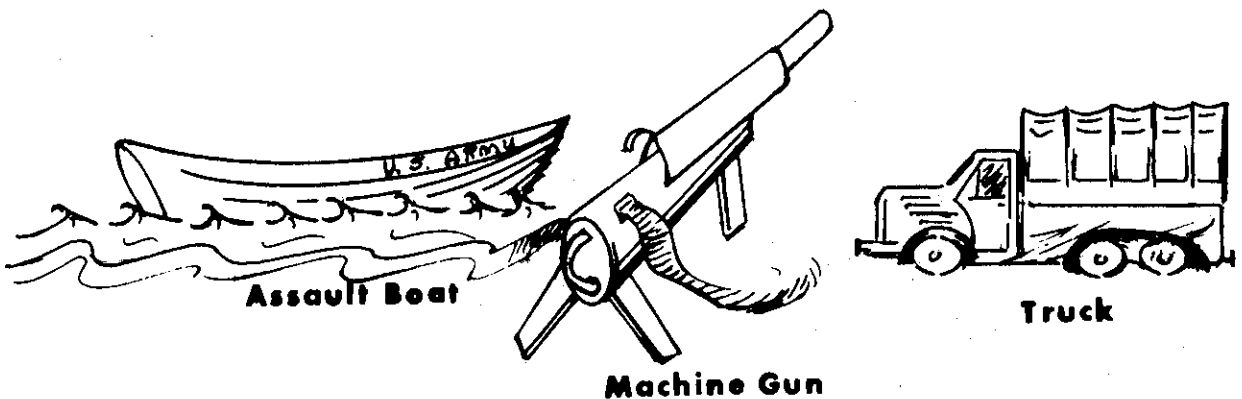
ANSWER: paint, soap, maps

FRAME 11

NONEXPENDABLE property includes all items not classified as expendable. Therefore, nonexpendable items retain their identity, are relatively more expensive, and are not consumed in use.

Within an aviation company which of the following would be considered nonexpendable?

- a. 7.62mm machine gun ☒
- b. Flashlight batteries ☐
- c. Flak jackets ☒
- d. Aircraft wiping rags ☐
- e. Aircraft radios ☒

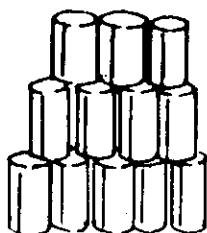


ANSWER: a. V. e. V. i. II.
 b. IV. f. II. j. III.
 c. III. g. IV.
 d. I h. I.

FRAME 4

CLASS VI: Personal demand items - nonmilitary sales items would include anything you would buy in the PX or Commissary except alcoholic beverages.

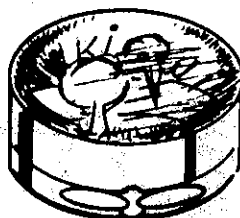
CLASS VI



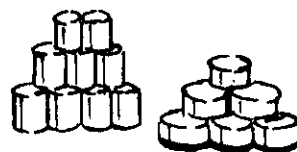
Pepsi Cola



Brasso



Shoe Polish

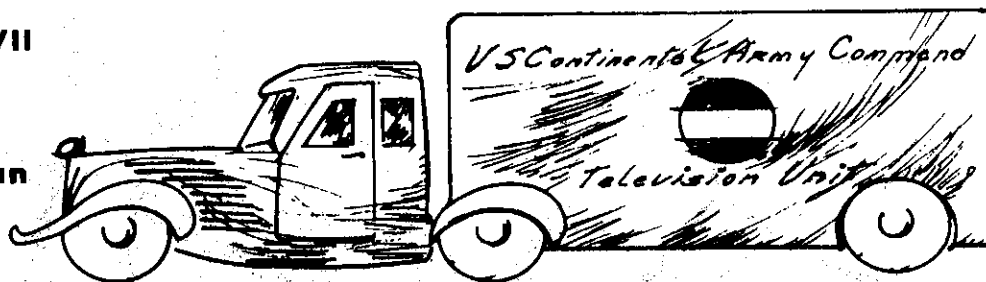


Canned Meats

CLASS VII: Includes major end items such as tanks, helicopters, vehicles, mobile machine shops, etc.

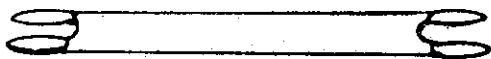
CLASS VII

Van

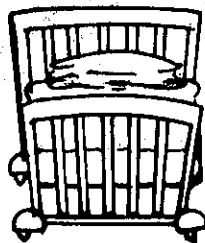


CLASS VIII: Consists of medical material including medical peculiar repair parts.

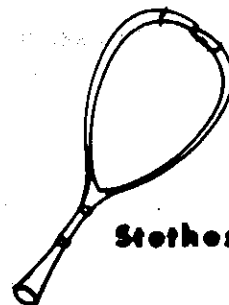
CLASS VIII



Stretcher



Hospital Bed



Stethoscope

ANSWER: The nonexpendables are: a. 7.62mm machine gun, c. flak jackets, and e. aircraft radios.

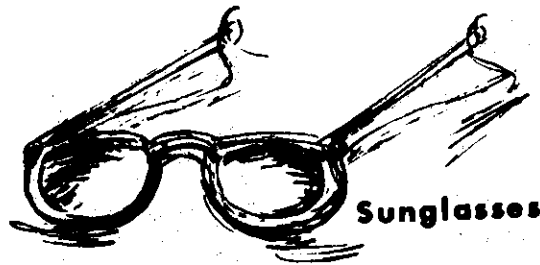
FRAME 12

MINOR NONEXPENDABLE items consist of items of property that do not lose their identity in use and have a unit value of less than \$25.00.

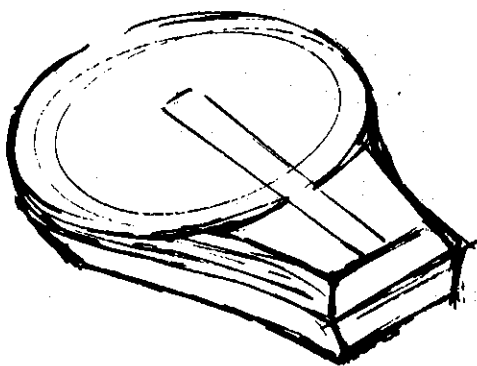
Examples of these items are aviation sunglasses, flight gloves, lensatic compasses and helmet liners.

True or False

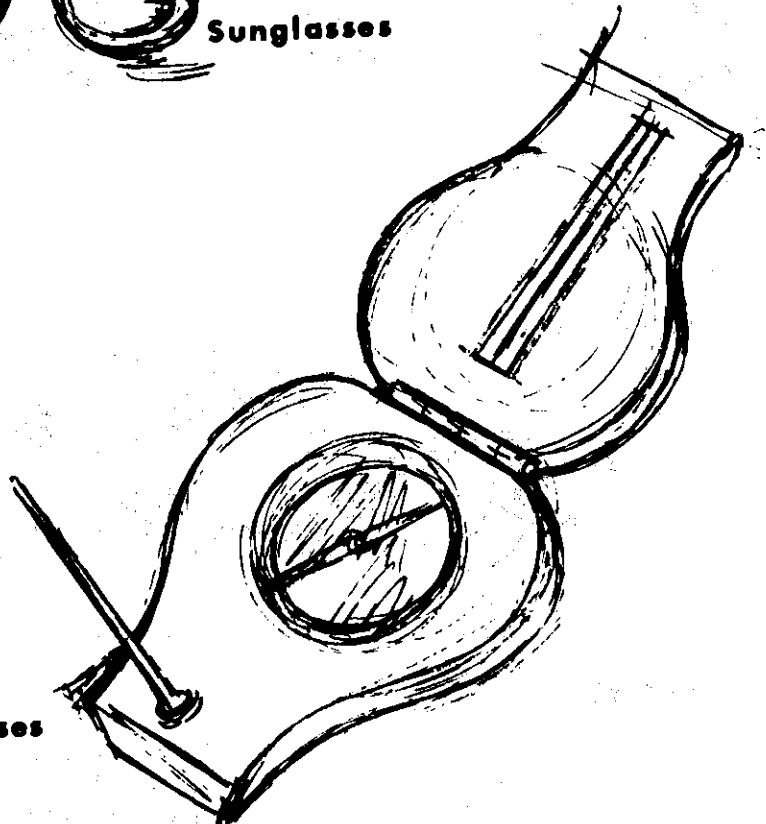
T A plastic canteen is a minor nonexpendable.



Sunglasses



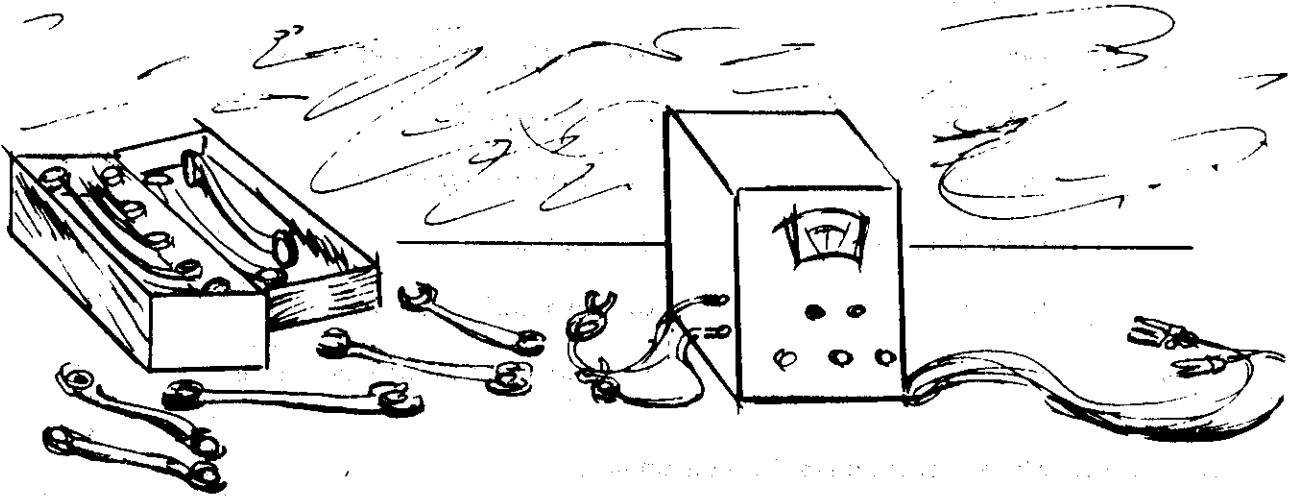
Lensatic Compasses



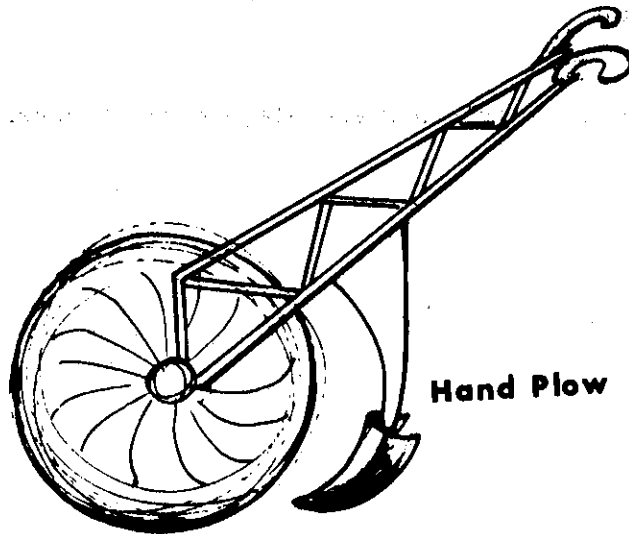
CONTINUE TO THE SELF EVALUATION EXERCISE

FRAME 4 continued

CLASS IX: All repair parts (except medical) and components to include kits, assemblies and subassemblies reparable and nonreparable, required for maintenance support of all equipment. Examples are hydraulic test sets, electronic gauges, mechanics tool kits, aircraft crewchiefs set.



CLASS X: Material to support nonmilitary programs such as agricultural and economic development. Seeds, sprays, insecticides, etc.



Hand Plow

STOP - RETURN TO PAGE 2.

ANSWER: True; it does not lose its identity and costs less than \$25.

SELF EVALUATION EXERCISE

1. Match the class of supply with the examples.

- | | |
|--------------------|-----------------------------------|
| <u>d</u> Class I | <u>572</u> Stethoscope repair kit |
| <u>e</u> Class III | <u>6</u> b. Pepsi-Cola |
| <u>16</u> Class VI | c. Fatigue uniform |
| <u>Class VIII.</u> | d. Steak |
| <u>f</u> Class X | e. Hydraulic fluid |
| | f. Farm plows and seedlings |

2. Define minor nonexpendable equipment.

- a. Equipment that loses its identity through use.
- b. Equipment that costs more than \$50 and does not lose its identity through use.
- c. Equipment that does not lose its identity through use.
- ☒ d. Equipment that does not lose its identity through use and costs less than \$25.

3. What is the difference between nonexpendable and minor nonexpendable equipment?

- ☒ a. Size
- ☒ b. Cost
- c. Use
- d. None of the above

4. Which of the below is not a basic supply principle?

- a. How to get what you need
- b. What you are short
- ☒ c. Always have a little extra
- d. What you are suppose to have

X 5. There are two main types of supervisor responsibility, command responsibility, and _____ responsibility.

- a. leadership
- ☒ b. direct
- ☒ c. supervisory
- d. personal

X 6. What type of supply would an aircraft hanger be?

- a. Organization
- b. Aviation end item
- ☒ c. Real and installed
- ☒ d. Installation

7. Proper maintenance, adequate storage, proper security, and supply economy would be example of which basic supply principle?

- a. What you are suppose to have
- b. How to get what you need
- ☒ c. How to properly keep what you have
- d. What you are short

X 8. As aircraft commander of a UH-1D helicopter on loan from another unit, you have what type supervisory responsibility?

- ☒ a. Direct
- b. Leadership
- ☒ c. Personal
- d. Hand receipt

9. 2.75" aerial rockets is a class IV supply.

- a. True
- ☒ b. False
- c. Only in combat
- d. Sometimes

10. The aircraft assigned to an assault helicopter company are considered what type of supplies?

- a. Real and installed
- ☒ b. Organizational
- c. Personal clothing
- d. Installation

Self I will surely remember
KEY TO SELF EVALUATION EXERCISE

Class I
Class II
Class VI
Class VII
Class VIII
Class X

INTENTIONALLY LEFT BLANK

Part I Unit Supply Procedures
KEY TO SELF EVALUATION EXERCISE

1.
 - d. Class I
 - e. Class III
 - b. Class VI
 - a. Class VIII
 - f. Class X
2. d. Equipment that does not lose its identity through use and costs less than \$25.
3. b. Cost
4. c. Always have a litte extra.
5. b. direct
6. c. Real and installed
7. c. How to properly keep what you have.
8. a. Direct.
9. b. False
10. b. Organizational

L2546 Army-Ft. Sill, Okla.