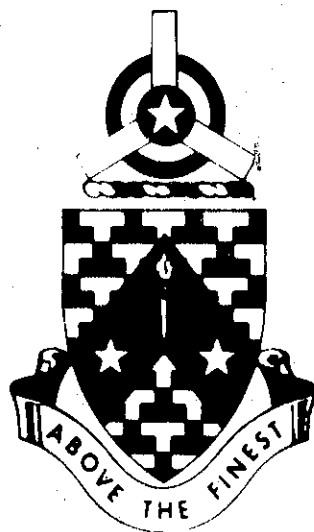


PROGRAMED TEXT

UNIT SUPPLY PROCEDURES Part II

WD-64
OD-34



APRIL 1968

UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS

PROGRAMED TEXT

PROGRAM TEXT

FILE NO:

WD-64
OD-34

PROGRAM TITLE

Unit Supply Procedures
Part II

POI SCOPE: Explains the unit supply records and procurement procedures.

INSTRUCTOR REFERENCES:

DA PAM 350-20
DA PAM 350-21
DA PAM 350-23

PREPARED BY:

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Leadership Branch

DATE:

May 1968

REVISED BY:

DATE:

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for
MARTIN HEUER

LTC, CE
Dir, OCD

MAT. TC

DATE:

August 1968

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Part II

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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 to 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, the student will be able to:

1. Denote the system of repair parts management and list the records necessary to operate the system.
2. Identify the supply records required at organizational level for informal accountability.
3. List steps in procurement of major items of TO&E and installation property.
4. List steps in the procurement of nonexpendable components of major items, kits, sets and chests.
5. List steps in procurement of organizational clothing and equipment using the forms that are required.
6. Identify the function of the Self Service Supply Store.

Specific repair parts requirements are generated by equipment failures and repair actions. The repair parts and common hardware which a unit should have on hand are those that are authorized and which are needed most often to correct failures experienced in the unit. AR 735-35 governs supply procedures at the unit and organizational level. Repair parts requirements are specific and the paperwork necessary to obtain the parts is also specific.

The authorization to stock specific repair parts is the prescribed load list (PLL, example on following page). This is that quantity of supplies and repair parts authorized to be stocked at the unit (company) and organization (battalion) level. A prescribed load consists of: (1) combat-essential repair parts and additional supplies; and (2) repair parts that experience has shown to be necessary. The list of repair parts authorized by the various parts manuals form the basis for the initial PLL. The number of actual requests (demands) for a certain item determines the basis for the initial adjustments or changes to the PLL. The prescribed load is intended to enable a unit to sustain itself for a period of 15 days before it must be resupplied.

1. Number of demands for specific items.
2. Prescribed load to sustain a unit before it must be resupplied.
3. Governs supply procedures.
- 4. Repair parts requirements.
5. Combat-essential repair parts and experience proven necessary additions.

MATCH THE ABOVE LIST WITH THE FOLLOWING:

- 3 a. AR 735-35
- 2 b. 15 day period
- 1 c. Determine changes in PLL
- 4 d. Equipment failures and repair actions
- 5 e. PLL - Prescribed Load List
- f. 30 day period
- g. Unit supply procedures

TURN TO PAGE 3

HAND RECEIPT FILES are established in duplicate by the property book holder for each user to whom he issues property. The original of each hand receipt (DA Form 2062) is maintained by the property book officer and the duplicate at unit level. The total quantity of any line item reflected in the hand receipt must agree with the quantity as indicated on the appropriate page of the property book. Each file contains hand receipts listing all end items for which direct responsibility has been fixed. Postings are made to hand receipt files when a transfer of responsibility is made for any reason, when there is a change in the authorization of an item, and when a turn-in or issue is made. Serial numbers must be shown on items that have serial numbers.

When hand receipt files are established, how many copies are made?

- ☒ a. 1
- ☐ b. 2
- ☐ c. As many as required
- ☐ d. 3

TURN TO PAGE 4

--SAMPLE--

[illegible]DA FORM 2062
1 JAN 88

REFERENCE AR 735-35 C1

TYPE TRANSACTION, DATE AND
SIGNATURE MUST BE ENTERED
FOR EACH SUPPLY TRANSACTION.

Who is responsible for maintaining the hand receipt files?

- a. Battalion supply officer
- b. Unit commander
- c. Battalion property book officer
- d. Unit supply officer

ANSWER: 15 days

FRAME 2

In addition to the prescribed load list, an effective repair parts management system contains the following records.

1. Document register -- DA Form 2064
2. Request for issue or turn-in -- DA Form 2765
3. Title insert -- DA Form 1543
4. Record of demands -- DA Form 2527

The requests for issue or turn-in (DA Form 2765) and title insert (DA Form 1543) are combined with a record of demands and become a "visible file".

Which item listed below is not considered part of the repair parts management system?

- a. Prescribed load list
- ☒ b. Record of demands
- c. TO&E
- d. Document register

ANSWER: c. Battalion property book officer

FRAME 14

"What procedures are used to procure property?"

A user having a requirement for TO&E or installation property which his unit is authorized, but does not have on hand, requests this property from the battalion S-4 by the most expeditious means. A telephone call to S-4 notifying him of his requirement is usually sufficient. The S-4 will verify the authorization for the item and have a formal requisition prepared for the required property.

This requisition will be prepared on DA Form 2765-1 (IBM card, see next page) and forwarded to the consolidated supply facility. The consolidated supply facility sends the DA Form 2765-1 forward to the National Inventory Control Point who then sends the needed item to the consolidated supply facility. When the DA Form 2765-1 arrives at Consolidated Supply from the requesting organization they will immediately send the needed item back to the organization if they have it on hand and send the DA Form 2765-1 to the National Inventory Control Point as a request to replenish their own stock.

If the Consolidated Supply facility has the requested item, will the organization have to wait until a replacement item is delivered to the Consolidated Supply Facility.

a. Yes

☒ No

ANSWER: b. No; the supplies requested are provided by the lowest echelon that has them on hand.

DOC IDENT		ROUTE IDENT		FAC		FIN		ACCT		UNIT		QUANTITY		N. REQUIREMENT		ORDER DATE		SERIAL		N. INVENTORY		PLANT		DISTAL		PROJECT		PAL		RES. DATE		ADV. DATE	
1		2		3		4		5		6		7		8		9		10		11		12		13		14		15		16		17	
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ITEM DESCRIPTION																																	
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SPARK PLUG, shielded, 14MM																																	

ANSWER: b. 2; one for expendable property and one for nonexpendable property.

FRAME 4

REQUEST FOR ISSUE OR TURN-IN (DA Form 2765). This is an 80 column IBM card and is used when expendable supplies are requested. It is also used to request repair parts since they are considered expendable.

DA FORM 2765, 1 JAN 67

USE EDITION OF 1 MAR 64

DOC IDENT	ROUT IDENT	FSC	FIIN	ADD'L	QUANTITY	REQ IDENT	DATE	SERIAL	ISS	SUPPLEMENTARY	FUND	DISTR	PROJECT	PRI	REQ DEL DATE	ADV	ROUTING	TRANSACTION	DOLLARS	CENTS	
STOCK NUMBER	UNIT OF ISSUE	QUANTITY	SLAM	FUND	DISTR	PROJECT	PRI	REQ DEL DATE	ADV	ROUTING	TRANSACTION	DOLLARS	CENTS								
ORG DOC NUMBER	CONTROL NUMBER	STOCK NUMBER	UNIT OF ISSUE	QUANTITY																	
C1 4202-001		2420 835 7724	ea																		
C2		2020-1131																			
REQ IDENT	DATE	SERIAL	UNIT IDENT CODE	STOCK NUMBER	COST DETAIL ACCOUNT NUMBER	UNIT PRICE	TOTAL PRICE	QTY REQ													
9	10	11	12	13	14	15	16	17	18												
ITEM DESCRIPTION									QTY TURNED IN												
M spark plug, shielded 14MM									N 40												
PUBLICATION DATA									P												
SER									o TM 9-3320-208-20P Feb 59 pg 9												
ISSUED									DATE POSTED												
DUE OUT									DATE AVAILABLE												
RECEIVED									DATE RECEIVED												
T									W												

DA Form 2765 is used to request repair parts because they are considered nonexpendable.

- ☒ True
☐ False

The purpose of the 2765 (commonly referred to as the "IBM card") is to:

- a. Record supply transactions within the unit.
☒ Record unit repair parts needs and replacements.

Use the form above.

The item requested or turned-in is _____ and is entered under _____.

Blocks "L" and "N" denote: (L) _____
 (N) _____

The user will be notified by the S-4 when his property is ready for pick up. The receipt of the property will be posted to the appropriate property book and proper hand receipt file. The user will check his property for completeness and serviceability. He will acknowledge acceptance of responsibility for the item by initialing the document register and signing the record copy of the hand receipt.

ANSWERS: b. False. Spare parts are considered expendable.
 b. Record unit repair parts needs (requests) and replacements (turn-ins).
 spark plug, shielded; End Item Description
 (L) Quantity requested
 (N) Quantity turned-in

FRAME 5

TITLE INSERT (DA Form 1543). This form is prepared and inserted in the visible file for all repair parts authorized for stockage and items for which there is a demand if they are listed in a TM "for issue as required".

REMARKS

TM 9-1005-223-20P

STOCK NUMBER	ITEM NAME	AUTHORIZED STOCK LEVEL (Use pencil)		
			LOCATION	
1005-556-4174	Brush, cleaning, small arms: bore	7110	A	228

DA FORM 1543, 1 MAY 68

EDITION OF 1 AUG 68 WILL BE
 ISSUED AND USED UNTIL 1 MAY
 69 UNLESS SOONER EXHAUSTED.

TITLE INSERT (Informal Accountability)

It is primarily used to account for each individual item conveniently utilizing an easy reference system.

Procurement of nonexpendable components of major items, sets, kits, and chests is accomplished by issue concurrently with the major items. As these component parts are worn out through fair wear and tear, turn-in and request for replacement are accomplished simultaneously. An account holder, for example a platoon leader, having worn out parts prepares Exchange Tag (Shoe Tag) DA Form 2402. The battalion supply office receipts the lower portion of the tag and returns it to the platoon leader. In case of inspection, this receipt is an authorized substitute for the item. Upon receipt of the replacement item of supply by battalion, the platoon leader is notified. He exchanges his receipt stub of the turn-in tag for the component part. (See sample below)

In case of an inspection the lower portion of DA Form 2402 is

- a. an excuse for the item being missing.
- b. no substitute for the item.
- c. an accepted substitute for the item.
- d. not shown.

EXCHANGE TAG
(2M 38-750)

1. SUPPORT AGENCY <i>Co. A 52nd Maint Bn</i>		2. DATE <i>5/20</i>
3. UNIT OR ORGANIZATION <i>12th MP Co., 8th Mach Div.</i>		
4. PSN <i>2910 737-2509</i>		
5. NOUN NOMENCLATURE <i>CARBURETOR</i>		6. <i>1</i>
7. EXHIBIT EXCHANGE <input checked="" type="checkbox"/>	8. REPAIRED DATE <i>5/29</i> INITIALS <i>FED</i>	
9. NOUN NOMENCLATURE/MANUFACTURER <i>TRUCK, Utility, 4 Ton, Willys</i>		
10. END ITEM IDENT <i>1038A1</i>	11. SERIAL/LOT NO. <i>981879</i>	

DA FORM 2402, 1 JAN 64 PREVIOUS EDITION IS OBSOLETE.

12. UNIT OR ORGANIZATION <i>12th MP Co., 8th Mach Div.</i>		13. ITEM <i>CARBURETOR</i>
14. PSN <i>2910-737-2509</i>		15. DATE SUBMITTED <i>5/21</i>
16. NOUN NOMENCLATURE/MANUFACTURER <i>TRUCK, Utility, 4 Ton, Willys</i>		
17. END ITEM IDENT <i>1038A1</i>	18. SERIAL/LOT NUMBER <i>981879</i>	

(Detached from DA Form 2402)

19. UNIT OR ORGANIZATION <i>12th MP Co., 8th Mach Div.</i>		20. ITEM <i>CARBURETOR</i>
21. PSN <i>2910-737-2509</i>		22. DATE SUBMITTED <i>5/22</i>
23. NOUN NOMENCLATURE/MANUFACTURER <i>TRUCK, Utility, 4 Ton, Willys</i>		
24. END ITEM IDENT <i>1038A1</i>	25. SERIAL/LOT NUMBER <i>981879</i>	

(Detached from DA Form 2402)

26. NOUN NOMENCLATURE <i>CARBURETOR</i>		27. PSN <i>2910-737-2509</i>
28. DATE SUBMITTED <i>5/22</i>		29. NOUN NOMENCLATURE/MANUFACTURER <i>TRUCK, Utility, 4 Ton, Willys</i>
30. END ITEM IDENT <i>1038A1</i>	31. SERIAL/LOT NUMBER <i>981879</i>	

(Detached from DA Form 2402)

ANSWER: c. An accepted substitute for the item.

FRAME 17

Records maintained at unit level are not records of accountability. The Personal Clothing Record (DA Form 10-195) and Organization Clothing and Equipment Record (DA Form 10-102) are initiated at higher headquarters and maintained at unit level. Other records and files are established at unit level to effect sound supply control with the unit.

The Organizational Clothing and Equipment Record (DA Form 10-102, example on following page) is completed for each individual at the central issue facility when property is issued. Organization clothing and equipment is issued on an individual basis by central issue facility operated either at installation or major unit level. When an individual reports to a unit, the allowance column of his Organization Clothing and Equipment Record (DA Form 10-102) is prepared indicating the items and quantity or central issue facility. The record is forwarded to the unit commander. At unit level this record advises the commander as to items issued, which items should be on hand, and their condition. The record may also be used by the unit supply sergeant to record issue of items of installation property such as sheets and pillow cases to individuals of the unit. When the individual is transferred from the installation or major command, he will process back through the central issue facility, turning in all items not authorized for retention, such as parkas, field gear, weapons, etc.

Organization clothing belongs to

- a. the individual.
- b. the organization.
- ☒ both the individual and the organization.
- the individual temporarily, the organization permanently.

FRAME 7

The repair parts management system operates in a cycle with each action recorded at different places along the cycle. The cycle begins at the using units where a prescribed load list is determined initially by finding which repair parts are authorized to be kept on hand and in what quantity. This information is obtained by checking the repair parts required for each item of equipment authorized in the unit. The repair parts are listed in the technical manual issued with each piece of equipment.

This initial prescribed load is displayed in a visible file which consists of a Title Insert (DA Form 1543), Record of Demand (DA Form 2527) and Request for Issue or Turn-In (DA Form 2765) for each item of the PLL. When the unit needs a specific repair part it takes one from the stock on hand and the cycle begins.

The part used is located in the visible file by looking at the Title Inserts. When the correct insert is located a demand and date is noted on the Record of Demand Card and the Request for Issue or Turn-In is sent to organization (battalion) supply, who in turn orders the particular part. At the same time the request is logged in the unit's Document Register (DA Form 2064). When the part ordered by organization supply comes in, it is forwarded down to the unit with a new Request for Issue or Turn-In (DA Form 2765). The unit, upon receiving the part and DA Form 2765, places the part back in stock to replace the one that was used, puts the DA Form 2765 in the visible folder replacing the one used to order the part, updates the Record of Demand Card by increasing the balance on hand, and finally completes the transaction in the Document Register. The cycle is now complete.

When a unit needs a repair part from its PLL, it cannot take the part out of its stock until the part required to replace it arrives in the unit.

- a. True
- ☒ False

ANSWER: d. the individual temporarily, the organization permanently.

[illegible]

DA FORM 10-102 Organizational Clothing & Equipment Record

ANSWER: b. False. The purpose of the system is to have the parts available where they are needed. The required part is used immediately and then the actions required to replace it commence.

FRAME 8

A requirement of command is to account for property or funds by keeping records.

In the Army, the term used to define the obligation of a designated individual to maintain property records is accountability. There are two types of accountability, formal and informal.

FORMAL accountability is maintained at installation level. An installation is any military facility in a fixed location like Fort Wolters.

INFORMAL accountability is maintained at organizational level. Organizational level, for our purposes, is considered battalion level.

The level at which records are kept determines the type of accountability.

The 501st Aviation Battalion of the 1st Armored Division maintains which type of accountability?

- a. Formal
- ☒ b. Informal

The accountable officer at battalion (organizational) level is called the property book officer (PBO) and he maintains the property records.

As a potential unit supply officer you understand the Individual Clothing Record (DA Form 10-195, example on the following page) is prepared for each enlisted man upon entry into the service when he was issued his personal clothing. The authorized allowance and correct size of each item is noted on the form along with items that are issued and turned-in. This record is forwarded to the individual's unit commander. The unit supply sergeant is responsible for posting any changes to this record while the enlisted man is a member of the unit. When an individual is transferred, the Individual Clothing Record is forwarded to his new unit along with his personal finance and medical records.

Unit supply is not required to maintain this form for officers or warrant officers. These clothing items are the responsibility of the officer and are purchased through his uniform clothing allowance upon accepting his appointment or commission.

ANSWER: b. Informal, because battalion is organizational level.

FRAME 9

All records of accountability are established and maintained by the battalion property book officer at the battalion supply office. Such records are required by Army Regulation and satisfy the requirements for informal accountability for the battalion.

The most important supply records maintained at the battalion are the property books. There are two separate property books required to be maintained and they are the Organizational Property Book and the Installation Property Book.

ORGANIZATIONAL PROPERTY BOOK accounts for all the Table of Organization and equipment on hand within the battalion. The PBO prepares a property book page for each item listed in the recapitulation of the battalion TO&E. These pages are placed in the property book alphabetically.

INSTALLATION PROPERTY BOOK contains all the installation property within the battalion. Property book pages are prepared for each item authorized and arranged alphabetically.

The example on the following page is a sample of a property book page.

The Organization and Installation Property Book pages are filled out and arranged the same way.

- ☒ a. True
☐ b. False

--SAMPLE--

[illegible]DA FORM 10-195
1 MAY 60

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

INDIVIDUAL CLOTHING RECORD

(AR 700-8400-1)

FRAME 19

Expendable supplies are obtained at unit level by purchase from the self-service supply center. Monetary credit allocations are provided each unit on a monthly basis. Only individuals authorized by unit commander select expendable supplies at the self-service supply store. Unit monetary allocations not expended during one month may be carried forward to the next month. Self-service supply centers stock approximately 3000-5000 line items such as soap, pencils, stationery, etc.

Expendable components which are not available for purchase at the self-service supply center are procured using DA Form 2765, Request for Issue or Turn-In, in the same manner as major items of TO&E and installation property.

In a combat zone when a self-service supply center is not available, how would you get expendable supplies?

- a. DA 2402 (Exchange Tag)
- b. DA 2756 (Supply Account Form)
- c. DA 2494 (Card Supply Request)
- ☒ d. DA 2765 (Request for Issue or Turn-In)

The battalion PBO also maintains four types of files. These are the document file, document register, suspense file and hand receipt file.

DOCUMENT REGISTER AND DOCUMENT FILE (DA Form 2064). Document Register for Supply Actions, is a log in which documents are registered for control purposes. Organizational property book officers maintain a Consolidated Document Register for organizational and installation property. All documents that support entries in the organization and installation property books must be posted in the Document Register. When the document has served the purpose for which it was intended and necessary posting has been completed in the register, the document is then filed in the Document File.

How many Document Registers must the PBO of the 501st Aviation Battalion maintain?

- ☒ a. 1
- b. 2
- c. 3
- d. None

ANSWER: a. 1; as an organizational PBO he keeps a Consolidated Document Register.

FRAME 11

SUSPENSE FILE is the file of supply and adjustment documents that are retained in suspense until action has been completed. This file consists of copies of all incomplete supply and adjustment documents entered in the Document Register. It serves as a reference record pending receipt of supplies.

STOP RETURN TO FRAME 12 PAGE 2

SELF EVALUATION EXERCISE

1. At organizational level the most important record used for informal accountability is the
 - a. hand receipt.
 - b. document register.
 - ☒ c. property books.
 - d. document file.
2. What is the prescribed load list?
 - a. Authorized list of aircraft loads
 - ☒ b. Primary equipment stockage list-
 - c. List of authorized repair parts
 - d. The list of major items of equipment
3. When a unit requires a piece of nonexpendable property how does it make the request to its organization supply section?
 - ☒ a. By the most expeditious means, usually a phone call
 - b. Submitting a DA Form 2765
 - ☒ c. Requesting on a DF (Disposition Form)
 - d. Submitting a DA Form 2402 (Shoe Tag)
4. The Organizational Clothing and Equipment Record (DA Form 10-102) is filled out and completed at the central issue facility when the items are issued to the individual. Where is it maintained after that?
 - a. Central issue facility
 - ☒ b. Individual's unit
 - c. Installation supply office
 - d. Organization personnel section
5. At what levels are prescribed loads stocked?
 - a. Brigade and division
 - b. Battalion and brigade
 - ☒ c. Company and battalion
 - d. Platoon and company
6. Who is responsible for establishing and maintaining the property books at organizational level?
 - a. Battalion supply officer
 - b. Unit commander
 - c. Unit supply officer
 - ☒ d. Battalion Property Book Officer

X 7. The DA Form 2765 (Request for Issue or Turn-In) is used to request what type supplies?

- a. Nonexpendable items
- ☒ b. Installation property
- ☒ c. Expendable items and repair parts
- d. Major end items

8. The function of the self-service supply store is to

- ☒ a. provide units with expendable items.
- b. supplement the P.X.
- c. provide supplies to organizational supply.
- d. make up losses discovered during inventories.

9. How many Document Registers are required to be maintained in a unit?

- a. One -- for expendable property
- b. One -- for nonexpendable property
- ☒ c. Two -- one for expendable and one for nonexpendable property
- d. One -- consolidated for expendable and nonexpendable property

X 10. Hand receipts are made in two copies, the original is kept at the battalion supply office and the duplicate is at

- a. the consolidated supply facility.
- b. installation supply office.
- ☒ c. the user's unit.
- ☒ d. division G-4 office.

X 11. Which of the following DA Forms should be used when procuring a replacement for a damaged or destroyed nonexpendable component of a major item of equipment?

- ☒ a. DA Form 2765 (IBM card) Request for Issue or Turn-In
- ☒ b. DA Form 2402 (Shoe Tag) Exchange Tag
- c. DA Form 10-195 (Personal Clothing Record)
- d. DA Form 10-102 (Original Clothing and Equipment Record)

UNIT SUPPLY PROCEDURES PART II
ANSWERS TO SELF EVALUATION EXERCISE

1. c
2. c
3. a
4. b
5. c
6. d
7. c
8. a
9. c
10. c
11. b

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PLL saturation a unit for 15 days
shoe tag - replace or replace of
major items