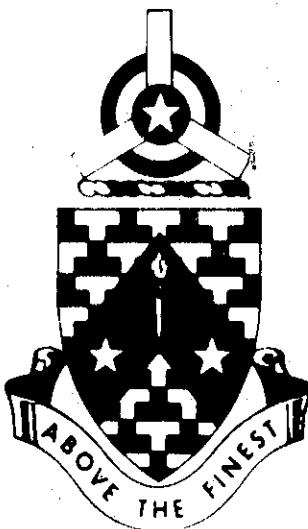


PROGRAMMED TEXT

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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DATE:

May 1968

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DATE:
August 1968

TABLE OF CONTENTS

PROGRAMED TEXT**FILE NO:** WD-64/OD-34**PROGRAM TITLE:**

Unit Supply Procedures

Part II

	CONTENTS	PAGE NUMBER
1. PREFACE		iii
2. PERFORMANCE OBJECTIVES		iv
3. PROGRAM		1
a.		
b.		
c.		
d.		
e.		
4. SELF EVALUATION EXERCISE		26
5. ANSWERS TO SELF EVALUATION EXERCISE		28
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 programmed 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
- 6 f. 30 day period
- 7 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

ANSWERS: 3 a. 2 b. 1 c. 4 d. 5 e. f. g.

Enter on reverse of form any additional publication that authorizes the quantity. Indicate Item No., publication, and quantity authorized by the publication. Make pencil entries in "Quantity" and "Location" columns.

A unit's PLL should sustain it for 11 days.

ANSWER: b. 2, original at battalion supply and duplicate at user's unit.

FRAME 13

--SAMPLE--

DA FORM 2062

REFERENCE AB 735-35 61

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
 b. No

ANSWER: TO&E (Table of Organization and Equipment)

FRAME 3

DOCUMENT REGISTER (DA Form 2064). This register gives a running account of requisitions, issues, partial issues, due-in, and requisition number by date. Each unit must maintain a separate roster for expendable and nonexpendable items.

DA FORM 2 SEP 68 2064

REPLACES DA FORM 2004, 1 MAR 92, WHICH IS OBSOLETE.

How many document registers are required to be maintained in each unit?

- a. 1
- b. 2**
- c. 3
- d. 0

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

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.

DOC		ROUT	DOC	FSC	FIIN	ADDT'L	GTY	QUANTITY	DOC	REQUISITIONER	DATE	SERIAL	EX	SUPPLEMENTARY	FUND	DISTR	PROJECT	PRI-	REQ DEL	ADV
ITEM	IDENT	ITEM	ITEM	STOCK NUMBER	STOCK NUMBER	ITEM	ITEM	ITEM	ITEM	DOCUMENT NUMBER	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM	ITEM
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84
85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105
106	107	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126
127	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143	144	145	146	147
148	149	150	151	152	153	154	155	156	157	158	159	160	161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176	177	178	179	180	181	182	183	184	185	186	187	188	189
190	191	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207	208	209	210
211	212	213	214	215	216	217	218	219	220	221	222	223	224	225	226	227	228	229	230	231
232	233	234	235	236	237	238	239	240	241	242	243	244	245	246	247	248	249	250	251	252
253	254	255	256	257	258	259	260	261	262	263	264	265	266	267	268	269	270	271	272	273
274	275	276	277	278	279	280	281	282	283	284	285	286	287	288	289	290	291	292	293	294
295	296	297	298	299	300	301	302	303	304	305	306	307	308	309	310	311	312	313	314	315
316	317	318	319	320	321	322	323	324	325	326	327	328	329	330	331	332	333	334	335	336
337	338	339	340	341	342	343	344	345	346	347	348	349	350	351	352	353	354	355	356	357
358	359	360	361	362	363	364	365	366	367	368	369	370	371	372	373	374	375	376	377	378
379	380	381	382	383	384	385	386	387	388	389	390	391	392	393	394	395	396	397	398	399
400	401	402	403	404	405	406	407	408	409	410	411	412	413	414	415	416	417	418	419	420
421	422	423	424	425	426	427	428	429	430	431	432	433	434	435	436	437	438	439	440	441
442	443	444	445	446	447	448	449	450	451	452	453	454	455	456	457	458	459	460	461	462
463	464	465	466	467	468	469	470	471	472	473	474	475	476	477	478	479	480	481	482	483
484	485	486	487	488	489	490	491	492	493	494	495	496	497	498	499	500	501	502	503	504
505	506	507	508	509	510	511	512	513	514	515	516	517	518	519	520	521	522	523	524	525
526	527	528	529	530	531	532	533	534	535	536	537	538	539	540	541	542	543	544	545	546
547	548	549	550	551	552	553	554	555	556	557	558	559	560	561	562	563	564	565	566	567
568	569	570	571	572	573	574	575	576	577	578	579	580	581	582	583	584	585	586	587	588
589	590	591	592	593	594	595	596	597	598	599	600	601	602	603	604	605	606	607	608	609
610	611	612	613	614	615	616	617	618	619	620	621	622	623	624	625	626	627	628	629	630
631	632	633	634	635	636	637	638	639	640	641	642	643	644	645	646	647	648	649	650	651
652	653	654	655	656	657	658	659	660	661	662	663	664	665	666	667	668	669	670	671	672
673	674	675	676	677	678	679	680	681	682	683	684	685	686	687	688	689	690	691	692	693
694	695	696	697	698	699	700	701	702	703	704	705	706	707	708	709	710	711	712	713	714
715	716	717	718	719	720	721	722	723	724	725	726	727	728	729	730	731	732	733	734	735
736	737	738	739	740	741	742	743	744	745	746	747	748	749	750	751	752	753	754	755	756
757	758	759	760	761	762	763	764	765	766	767	768	769	770	771	772	773	774	775	776	777
778	779	780	781	782	783	784	785	786	787	788	789	790	791	792	793	794	795	796	797	798
799	800	801	802	803	804	805	806	807	808	809	8010	8011	8012	8013	8014	8015	8016	8017	8018	8019
8020	8021	8022	8023	8024	8025	8026	8027	8028	8029	8030	8031	8032	8033	8034	8035	8036	8037	8038	8039	8040
8041	8042	8043	8044	8045	8046	8047	8048	8049	8050	8051	8052	8053	8054	8055	8056	8057	8058	8059	8060	8061
8062	8063	8064	8065	8066	8067	8068	8069	8070	8071	8072	8073	8074	8075	8076	8077	8078	8079	8080	8081	8082
8083	8084	8085	8086	8087	8088	8089	8090	8091	8092	8093	8094	8095	8096	8097	8098	8099	80100	80101	80102	80103
80104	80105	80106	80107	80108	80109	80110	80111	80112	80113	80114	80115	80116	80117	80118	80119	80120	80121	80122	80123	80124
80125	80126	80127	80128	80129	80130	80131	80132	80133	80134	80135	80136	80137	80138	80139	80140	80141	80142	80143	80144	80145
80146	80147	80148	80149	80150	80151	80152	80153	80154	80155	80156	80157	80158	80159	80160	80161	80162	80163	80164	80165	80166
80167	80168	80169	80170	80171	80172	80173	80174	80175	80176	80177	80178	80179	80180	80181	80182	80183	80184	80185	80186	80187
80188	80189	80190	80191	80192	80193	80194	80195	80196	80197	80198	80199	80200	80201	80202	80203	80204	80205	80206	80207	80208
80209	80210	80211	80212	80213	80214	80215	80216	80217	80218	80219	80220	80221	80222	80223	80224	80225	80226	80227	80228	80229
80230	80231	80232	80233	80234	80235	80236	80237	80238	80239	80240	80241	80242	80243	80244	80245	80246	80247	80248	80249	80250
80251	80252	80253	80254	80255	80256	80257	80258	80259	80260	80261	80262	80263	80264	80265	80266	80267	80268	80269	80270	80271
80272	80273	80274	80275	80276	80277	80278	80279	80280	80281	80282	80283	80284	80285	80286	80287	80288	80289	80290	80291	80292
80293	80294	80295	80296	80297	80298	80299	80300	80301	80302	80303	80304	80305	80306	80307	80308	80309	80310	80311	80312	80313
80314	80315	80316	80317	80318	80319	80320	80321	80322	80323	80324	80325	80326	80327	80328	80329	80330	80331	80332	80333	80334
80335	80336	80337	80338	80339	80340	80341	80342	80343	80344	80345	80346	80347	80348	80349	80350	80351	80352	80353	80354	80355
80356	80357	80358	80359	80360	80361	80362	80363	80364	80365	80366	80367	80368	80369	80370	80371	80372	80373	80374	80375	80376
80377	80378	80379	80380	80381	80382	80383	80384	80385	80386	80387	80388	80389	80390	80391	80392	80393	80394	80395	80396	80397
80398	80399	80400	80401	80402	80403	80404	80405	80406	80407	80408	80409	80410	80411	80412	80413	80414	80415	80416	80417	80418
80419	80420	80421	80422	80423	80424	80425	80426	80427	80428	80429	80430	80431	80432	80433	80434	80435	80436	80437	80438	80439
80440	80441	80442	80443	80444	80445	80446	80447	80448	80449	80450	80451	80452	80453	80454	80455	80456	80457	80458	80459	80460
80461	80462	80463	80464	80465	80466	80467	80468	80469	80470	80471	80472	80473	80474	80475	80476	80477	80478	80479	80480	80481
80482	80483	80484	80485	80486	80487	80488	80489	80490	80491	80492	80493	80494	80495	80496	80497	80498	80499	80500	80501	80502
80503	80504	80505	80506	80507	80508	80509	80510	80511	80512	80513	80514	80515	8051							

FRAME 15

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
(EM 38-780)

1. SUPPORT AGENCY		4. DATE	
Co. A 52 nd Maint BN		5/20	
5. UNIT OR ORGANIZATION		6. END ITEM IDENT	
12 th MPCo., 8 th Mech Div.		10. SERIAL/LOT NUMBER	
7. EXHIBIT		8. MODEL	
EXCHANGE		11. SERIAL/LOT NUMBER	
9. ITEM IDENT		12. DATE SUBMITTED	
TRUCK, UTILITY, 1/2 Ton, Willys		5/20	
13. SERIAL/LOT NUMBER		14. DATE SUBMITTED	
10.3891		981879	

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

11. UNIT OR ORGANIZATION

12 th MPCo., 8 th Mech Div. Carburetor		ITEM	
13. END ITEM IDENT		14. SERIAL/LOT NUMBER	
2910-737-2509		981879	
15. DATE SUBMITTED		16. DATE SUBMITTED	
5/21		5/21	

17. NOUN NOMENCLATURE/MANUFACTURER

Truck, Utility, 1/2 Ton, Willys

(Detached from DA Form 2402)

18. UNIT OR ORGANIZATION

12 th MPCo., 8 th Mech Div. Carburetor		ITEM	
19. END ITEM IDENT		20. SERIAL/LOT NUMBER	
2910-737-2509		981879	
21. DATE SUBMITTED		22. DATE SUBMITTED	
5/22		5/22	

23. NOUN NOMENCLATURE/MANUFACTURER

Truck, Utility, 1/2 Ton, Willys

(Detached from DA Form 2402)

24. NOUN NOMENCLATURE

Carburetor		ITEM	
25. END ITEM IDENT		26. SERIAL/LOT NUMBER	
2910-737-2509		981879	
27. DATE SUBMITTED		28. DATE SUBMITTED	
5/22		5/22	

29. NOUN NOMENCLATURE/MANUFACTURER

Truck, Utility, 1/2 Ton, Willys

(Detached from DA Form 2402)

FRAME 6

RECORD OF DEMANDS (DA Form 2527). This form is designed to record quantities of repair parts requested from various higher echelon supply activities. The primary purpose of the record of demand card is to enable you to adjust quantities of repair parts authorized, based upon actual demand experience.

RECORD OF DEMANDS
(AR 733-31)

DA FORM 1 MAR 62 2527

4 849 : 1964.07-24:643

SAMPLE

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.

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.

ARTICLES ORGANIZATIONAL CLOTHING QUARTERMASTER	AUTHORIZED ALLOWANCES	ISSUES (Date)								TURN-INS (Date)								BALANCE
		6 MAR 68	1	2	3	4	5	6	7	8	1	2	3	4	5			
GLASSES, SUN, W/CASE	1	1														1		
COVERALLS, FLYING	2	2														2		
GLOVES, LEATHER	1	1														1		
GLOVES, INSERT	1	1														1		
JACKET, FLYING, LT. WT.	1	1														0		
HELMET, FLTING, APH-5	1	1														1		
CASE, CARRYING, HELMET	1	1														1		
ORGANIZATIONAL EQUIPMENT																		
AXE, INTRCH, W/HANDLE																		
SAC, BARRACK																		
SAC, CLOTHING, WATERPROOF																		
SP, CANTEEN, CRS																		
FORK, FIELD, MESS																		
INDIVIDUAL MUST ACKNOWLEDGE ISSUES AND AN OFFICER MUST ACKNOWLEDGE TURN-INS BY SIGNING AT RIGHT IN APPROPRIATE COL- UMNS.																		
<i>Robert Smith 5/7</i>								<i>Kent B. Linkous</i>										
SIGNATURE OF INDIVIDUAL								SIGNATURE OF OFFICER										

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.

FRAME 18

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--

NAME (Last, First, Initial) AND SERVICE NUMBER <small>(If available, addressograph plate may be used)</small>			Use pencil for authorized allowances, sizes and balances; Ink for remaining entries.												
			LEGEND FOR												
SMITH JOHN J US 00 000 000			ISSUES K - ISSUE IN KIND G - GRATUITOUS ISSUE M - PURCHASE FROM MAINTENANCE ALLOWANCE B - BALANCE CARRIED OVER FROM OLD FORM												
			TURN-INS A - AUTHORIZED TURN-IN C - ADMINISTRATIVE CREDIT												
TYPE OF ISSUE OR TURN-IN															
ARTICLES (Male)	AUTHORIZED ALLOWANCES	SIZE	ISSUES (Date)						TURN-INS (Date)						BALANCE
			1	2	3	4	5	6	7	8	1	2	3	4	
BELT, TROUSERS, COTTON, WEB															
BOOTS, COMBAT, MAN'S															
BUCKLE, WEB, BELT															
CAP, GARRISON, COTTON, KHAKI															
CAP, GARRISON, WOOL, AG-44															
CAP, SERVICE, AG-44															
CAP, UTILITY, COTTON, OG-107	X	106													
COAT, WOOL, SERGE, AG-44															
DRAWERS, COTTON															
DRAWERS, COTTON AND WOOL															
GLOVE, INSERTS, WOOL															
GLOVE, SHELLS, LEATHER															
INSIGNIA, SERVICE CAP, EM															
JACKET, COTTON, OG-107															
NECKTIE															
RAINCOAT, MAN'S	Sh	274													
SHIRT, COTTON POPLIN, KHAKI															
SHIRT, COTTON UNIFORM TWILL, KHAKI															
SHIRT, COTTON UT, SHORT SLEEVE, KHAKI															
SHOES, DRESS, OXFORD															
SHORTS, COTTON UNIFORM TWILL, KHAKI															
SOCKS, COTTON															
SOCKS, COTTON, SARD, KNEE LENGTH															
SOCKS, WOOL, CUSHION SOLE															
TROUSERS, COTTON, OG-107															
TROUSERS, COTTON UNIF TWILL, KHAKI															
TROUSERS, WOOL, AG-44															
UNDERSHIRT, COTTON															
UNDERSHIRT, COTTON AND WOOL															
ARTICLES (Female)															
COAT, LW, AG-344															
TROUSERS, LW, AG-344															
HANDKERCHIEFS															
NAME TAPE, Subdued, OD															
INSIGNIA, US ARMY, OD															
NAMEPLATE, Plastic															
IN SIGNIA, HAT, EW															
NECKTAB, BLACK															
OVERCOAT, WOOL															

DA FORM 10-195

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

INDIVIDUAL CLOTHING RECORD
(AR 700-8400-1)

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: d. DA Form 2765 (Request for Issue or Turn-In)

For the first time in the history of the country, a small, independent African state has been born.

TURN TO PAGE 4
THE SELF EVALUATION EXERCISE

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

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

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.

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

L2907 Army-Ft. Sill, Okla.

PLL sustains a unit for 15 day
shoe tag - replace or replace of
major items