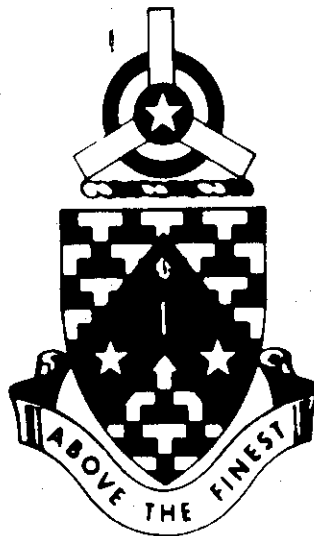


PROGRAMED TEXT

**UNIT SUPPLY PROCEDURES
Part III**

WD-65/OD-35



APRIL 1968

**UNITED STATES ARMY
PRIMARY HELICOPTER SCHOOL
FORT WOLTERS, TEXAS**

PROGRAMED TEXT

PROGRAM TEXT

FILE NO:

WD-65

PROGRAM TITLE

Unit Supply Procedures
Part III

POI SCOPE: Explanation of responsibility for supply economy and accountability; methods and conditions available to the individual to obtain relief from responsibility for items lost, damaged or destroyed.

INSTRUCTOR REFERENCES:

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

PREPARED BY:

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Leadership Branch

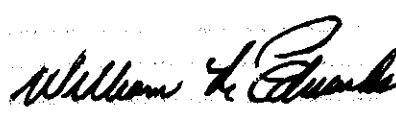
DATE:

April 1968

REVISED BY:

DATE:

APPROVED BY:


FREDERICK B. WELLER, LTC
Chief, TP&A

DATE:

June 1968

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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 1.

PERFORMANCE OBJECTIVES

Upon completion of Part III of this program, without the aid of notes or references, you will be able to:

1. List the methods and conditions available to an individual under which he may obtain relief from responsibility for an item of government property that has become lost, damaged, or destroyed.
2. Define the purpose of inventories.
3. Select type and decide when inspections are necessary.
4. Identify responsibility for supply economy procedures.
5. Select methods of supply economy.
6. Determine how a successful supply economy program can be developed.

FRAME 1

When property has become lost, damaged, or destroyed, the individual having direct responsibility for the property must initiate action to obtain relief from responsibility.

There are five possible ways to obtain this relief.

1. Statement of charges
2. Cash collection voucher
3. Gratuitous issue
4. Quarterly report of operational loss
5. Report of survey

The basic system is called the report of survey. The purpose of the system is to determine responsibility for the property loss or to affix pecuniary liability when applicable. Since reports of survey involve a great deal of administration at all levels of command, it is desirable, when possible, to obtain relief from responsibility through an authorized substitute. We will discuss methods by starting with the easiest and most desirable.

TURN TO FRAME 2 PAGE 3

ANSWER: Installation commander by the authority of the Secretary of the Army.

2. When an individual declines to admit liability.
4. When the charge against the individual is more than \$100.
5. When a weapon is lost.
6. When the installation commander disapproves any or all items on a quarterly report of operational loss.

FRAME 9

INVENTORIES AND INSPECTIONS

Upon assignment as battalion property book officer, and annually thereafter, the property book officer is required to conduct an administrative inspection of the property records. Upon completion of each inspection a "per inspection" entry is posted to the pages of the property books. Administrative checks accomplished by these required inspections are as follows:

1. Verify current and total operating allowances indicated on the pages of the property book with the TO&E and/or other authorization media.
2. Determine if quantity on hand, plus quantity on requisition for each item is equal to current operating allowance.
3. Determine if quantity on hand for each item is supported by location entries on the reverse side of the property book pages.
4. Determine if location entries for each item are supported by hand receipt files.
5. Determine if differences between quantity on hand and current operating allowances are supported by documents filed in the suspense file.

Supply control is further executed through the conduct of inspections and inventories. Inventories are conducted by hand receipt holders of property issued to them. Inspections of property records are required by the property book officer and installation commander.

Individuals assigned to duty requiring transfer of property responsibility are required to conduct an inventory prior to the acceptance of responsibility for the supplies and equipment involved. This inventory is recorded on the hand receipt file upon completion. Subsequent inventories are required to be conducted annually. Annual inventories are also posted to the hand receipt file. The primary purpose of an inventory is to determine the quantity of each item on hand and the serviceability of each item.

TURN TO FRAME 10 PAGE 4

STATEMENT OF CHARGES

When property is lost, damaged or destroyed by an enlisted man who voluntarily admits liability, reimbursement may be possible using a statement of charges. Statements of charges cannot be submitted for property valued in excess of \$100.00.

If liability is voluntarily admitted by an enlisted man the battalion S-4 will have a statement of charges prepared on Department of Defense Form 362 in three copies plus one for each person involved. A statement of charges can be used only by enlisted personnel. The enlisted man will sign the form acknowledging the charges contained thereon. The form will then be forwarded to the finance officer. The finance officer will cause the amount indicated to be deducted from the individual's pay. He will validate a copy of statement of charges and return it to the battalion S-4. The battalion S-4 will credit any property records concerned, and have a copy filed in the document file.

- a. Can an officer use a statement of charges? Yes N No
- b. Can an enlisted man use a statement of charges for an item valued at \$125.00? Yes A No

TURN TO FRAME 3 PAGE 5

Installation commanders are required to have an annual inspection conducted of property records maintained by organizations and separate units by the Inspector General (IG) and the Command Maintenance Management Inspection (CMMI) teams. The phases of the inspection remain with the discretion of the inspecting officer and do not have a set order. These annual inspections consist of a review of all files and property records required; a check of procedures employed at all levels in the requesting, receiving and accounting for supplies, and on-the-spot corrections of practices which do not conform to Army Regulations. Particular attention is devoted to, but not limited to, the following.

1. A comparison check of all documents maintained to assure that transactions have been properly recorded. This check includes determination that items credited to a losing record are charged to the proper gaining record, in the correct amount.
2. Insuring that all required items of supply within current operating allowances are on hand or on requisition.
3. Insuring that familiarity with procedures and regulations is evidenced by commanding officers, supply officers and supply personnel at all levels.
4. Insuring that no supplies are on hand in excess of current operating allowances.
5. Insuring that equipment status reports are prepared properly and submitted promptly.
6. Insuring that property shortages or damages other than fair wear and tear are covered by a report of survey or authorized substitute.

What two factors are of primary importance when you inventory supplies?

- a. _____
- b. _____

The IG-CMMI inspection checks:

- a. all files and records required to be maintained.
- b. supply personnel's professional knowledge.
- c. insure against stocking supplies above authorized levels.
- d. the hand receipt files.
- e. all of the above.

ANSWER: a. No; an officer cannot use a statement of charges
b. No; maximum amount is \$100.

FRAME 3

CASH COLLECTION

When property is lost, damaged or destroyed due to the admitted fault or neglect of an officer, or an enlisted man, relief from responsibility may be obtained through a cash collection. Cash collections involve payment in cash to the finance officer. It may not be used when item concerned is a weapon or when the amount exceeds \$100.

If liability for a property loss is voluntarily admitted and the individual concerned desires to reimburse the government in cash, the battalion S-4 will have a cash collection voucher prepared. The statement, "Used in lieu of a report of survey, paragraph 13, AR 735-11" is typed on the form. Also a statement such as, "I admit pecuniary liability for the above property which has been lost" is typed on the form and signed by the person making payment. The cash will be forwarded to the finance officer.

The finance officer will accept the cash payment and validate at least two copies of the cash collection voucher, DD 1131. Two validated copies will be returned to the battalion S-4.

The battalion S-4 will cause the transaction to be posted to the property books and the affected hand receipt file. Copies will be filed in the document file. A final validated copy or a true copy must be returned to the individual as his receipt for the cash involved.

Can the Cash Collection Voucher be used to reimburse the government for an item valued at \$98, admitted liability, by any member of the service?

☒ YES ☐ NO

- ANSWER: a. Amount
b. Serviceability
- e. All of the above -- The IG-CMMI is a comprehensive check of all phases of your supply operation.

FRAME 11

SUPPLY ECONOMY

Supply Economy is the everyday practice of proper utilization and conservation of material by every individual in the U.S. Army.

If each individual in the Armed Forces wastes \$.05 worth of food per day, this costs the U.S. Government \$45,625,000 dollars per year.

$\$.05 \text{ per individual} \times 365 \text{ days} = \18.25 a year

Peace time strength of the Armed Forces is 2,500,000

$2,500,000 \text{ individuals} \times \$18.25 = \$45,625,000.00$

QUESTION: Who is responsible for this potential loss?


ANSWER: Each and every individual in the Armed Forces who does not practice supply economy in the mess hall.

The jeep driver finds that there are numerous small scratches and scrapes on his vehicle. He decides to repaint the entire vehicle rather than spot paint those areas that need paint.

True or False

This individual is practicing good supply economy. _____

ANSWER: Yes. Unless it is a weapon.

CASH COLLECTION VOUCHER				DISBURSING OFFICE COLLECTION VOUCHER NO.	
				RECEIVING OFFICE COLLECTION VOUCHER NO. 4167-001	
RECEIVING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) 1st. Avn Bde. APO 96233				
	RECEIVED AND FORWARDED BY (Printed name, title and signature) EARL M. COX, CW2, Property book officer				DATE 5 August 68
DISBURSING OFFICE	ACTIVITY (Name and location) (Include ZIP Code) Finance and Accounting Office, APO 96233				
	DISBURSING OFFICER (Printed name, title and signature) John E. Cotgelt, MAJ, FC Finance and Accounting Officer			DISBURSING STATION SYMBOL NO.	DATE RECEIVED SUBJECT TO COLLECTION
PERIOD: FROM TO					
DATE REC'D	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION	
5 Aug 68	Joe F. Loser, PVT RA 12 345 678	Flashlight, MX-991/U	\$1.30		
<div style="text-align: center;"> <p>Use in lieu of a report of survey, par 13, AR 735-11</p> <p>I admit pecuniary liability for the above item in the amount of <u>\$1.30</u></p> <div style="margin-top: 20px;">  Joe F. Loser PVT RA 12 345 678 </div> </div>					
TOTAL					

DD FORM 1 APR 57 1131

REPLACES EDITION OF 1 APR 56 WHICH IS OBSOLETE
☆ GPO: 1969-287-280

Form approved by Comptroller General, U.S.
24 January 1959

ANSWER: False; don't use two gallons of paint when one pint will do the job.

FRAME 12

SUPPLY ECONOMY METHODS

There are many possible methods to accomplish supply economy. As a potential leader or supervisor, you must implement all the methods necessary to insure that supply economy is practiced by those individuals responsible to you. Listed below are three common methods to aid in the accomplishment of supply economy:

1. Repeated and continuous training in the practice of supply economy.
2. Day to day supervision by key personnel.
3. Inspections of equipment and supplies to insure that individuals are applying the procedures learned in training.

Personal clothing is provided each enlisted man with provisions of the clothing allowance system. Upon entry into the Army, an initial issue is made at government expense. During the first six months of service, free alteration service or replacement is provided.

Replacement and repair after the sixth month is accomplished by the enlisted man utilizing funds provided by a cash maintenance allowance.

Relief from responsibility and replacement by gratuitous issue may be obtained:

- (1) when items are lost or destroyed without fault or neglect on the part of the individual,
- (2) when authorized by the Army Medical Service or,
- (3) when authorized for a deceased person.

This is an issue of initial allowance items of personal military clothing only. Such a request is initiated by the unit, initialed by the unit commander and forwarded to the installation commander for approval. If approved, the clothing will be issued to the individual by the quartermaster clothing sales store.

Gratuitous issue concerns relief from responsibility for:

- a. military apparel only and is half price.
- ☒ b. military apparel only and is free.
- c. military apparel and personal civilian apparel at wholesale price.
- d. clothing which must be returned after six months.

One of your men on a work detail, due to no fault or neglect on his part, ruins his uniform and boots. What would you do to correct the loss?

- a. Utilize a charge sale
- b. Use a statement of charges
- ☒ c. Utilize a gratuitous issue
- d. Give him an administrative Article 15

A good program of training must teach the individual to recognize both good and bad practices in supply economy. It should stress such things as using the right tool for the right job, following proper maintenance and servicing procedures, using only what supplies are necessary to get an assigned job done, and properly storing and securing equipment and supplies.

Many aircraft accidents have been caused by mechanics and crewchiefs using clamps, nuts and safety wire in places requiring some other type of fastener.

These accidents were caused by (circle the letter next to the right answer)

- a. improper storage and security.
- b. using more supplies than the job called for.
- c. not using the right item in the right place.
- d. not following correct lubrication schedule.
- e. all of the above.

Answer: b. military apparel only and is free.
c. utilize a gratuitous issue.

FRAME 5

Put an X by the situations in which gratuitous issue would apply.

- ☒ a. Body weight and size changes.
- ☐ b. Crash rescue uniforms.
- ☐ c. Loaned uniform item not returned.
- ☒ d. Improper fitting of boots or shoes.
- ☐ e. Fatigues ruined through personal hobby.
- ☒ f. Loss of all uniforms without neglect on post or off post.
- ☐ g. Personal clothing lost or stolen.
- ☐ h. Dress uniforms for special occasions.
- ☒ i. Temporary physical limitation authorized by medics (low quarters in lieu of boots).
- ☒ j. Uniform items destroyed by fire.

ANSWER: c. not using the right item in the right place.

FRAME 14

Inspections insure proper supply economy is being practiced at all levels and in all areas of a unit.

The orderly arrangement, proper storage, and proper use of items of equipment and supplies is easily checked in supply rooms, mess halls, maintenance parts rooms and all other areas that handle supplies and various pieces of equipment.

An aircraft hanger has tools scattered all over the floor, broken and inoperative components piled in the corner with new and serviceable items, greasy rags thrown on clean ones and no records of what equipment it had or was supposed to have. This condition would not have happened if it had been inspected by a commander or supervisor.

a. Has a method of supply economy been practiced in this example?

_____ Yes

_____ No

b. Which of the below are best examples of practices of supply economy?

_____ Hoard everything.

_____ Do not waste any motion or energy.

_____ See that things are left where they are used.

_____ Paperwork prevents production.

_____ Training, supervision, and inspections.

_____ None of the above.

ANSWER: a, d, f, i, and j.

FRAME 6

QUARTERLY REPORT OF OPERATIONAL LOSS

The quarterly report of operational loss is a simple and economical means of obtaining relief from responsibility for minor items of non-expendable property lost without fault or neglect such as spoons, forks, etc. Individuals having property responsibility, report to the battalion S-4 those items of minor nonexpendable property which have been lost without fault or neglect during the quarter. The battalion S-4 will consolidate the lists from the various accounts and prepare the quarterly report of operational loss on Department of Defense Form 200, in triplicate. The value of the individual item reported on this form must be less than \$25; the total value reported, no more than \$500. This report is forwarded to the installation commander for approval.

The report may be returned by the installation commander, or his authorized representative, for resubmission as a report of survey when losses shown are excessive for the type or size of the element involved, when losses are disproportionate to those of similar activities, or when the value of the loss exceeds \$500.

When the report is approved, the Army accepts the loss, the property is dropped from the inventory and a replacement can be requisitioned immediately.

Can a quarterly report of operational loss be used for?

(Indicate yes or no)

- a. three coffee cups? YES
- b. a field pack lost thru neglect? NO
- c. a helicopter? NO
- d. a radio? YES IF LESS THAN 25\$

What category of supply can be listed on a quarterly report of operational loss? _____

ANSWERS: a. No b. Training, supervision, and inspections.

FRAME 15

Now that we have seen a few of the methods that teach supply economy, let's turn our attention to some examples of supply economy procedures. There are three we will discuss in this program but actually many more could be considered.

1. USE SUPPLIES FOR THEIR INTENDED PURPOSE.
2. PROPER SAFEGUARD OF SUPPLIES.
3. GIVE RESPONSIBILITY TO INDIVIDUALS.

A sergeant has been given a detail of men and the assignment of tearing down an old paint shed. During the accomplishment of this mission he observes one of the men using his bayonet to pry heavy pieces of sheet metal off a wall.

The sergeant should

- a. compliment the individual for his ingenuity.
- b. ignore it and get the job done.
- c. stop the individual and procure a crow bar.
- d. tell the man it is a poor practice but continue the job is finished.
- e. all of the above.

ANSWER: a. Yes b. No c. No d. No
minor nonexpendable (value less than \$25)

When glassware, blankets, or other items of minor nonexpendable property are lost through normal operations, without fault or neglect, quarterly reports of operational loss/breakage are used to make adjustments.

-EXAMPLE-

QUARTERLY REPORT OF DAMAGE - OPERATIONAL LOSS				
1. NAME OF PROPERTY		2. STOCK NUMBER (REPORT OF STOCK PROPERTY RECORDS AND STATISTICS)		3. DATE
EARL M. COX, CW2 USA		2d Battalion, 1st Inf, Fort School, Va.		30 Sep 64
4. ACCOUNTABLE OR RESPONSIBLE OFFICER (Name, grade, position, etc., and signature)	5. DATE			
STOCK NUMBER	ARTICLES	QUANTITY	TOTAL COST	DISPOSITION
7340-241-8169	Fork, Table, CRS	50	\$11.50	
7340-241-8170	Knife, Table, CRS	70	21.00	
7340-241-8172	Spoon, Tea, CRS	90	15.30	
			\$47.80	
RECOMMENDED PECUNIARY CHARGE		11. FOR LOSS		12. FOR DAMAGE
13. DATE AND CIRCUMSTANCES				
FOUR PREVIOUS QUARTERS				
1 Apr to 30 Jun 1964 \$99.00				
1 Jan to 31 Mar 1964 89.00				
1 Oct to 31 Dec 1963 95.00				
1 Jul to 30 Sep 1963 85.00				
PERIOD COVERED BY THIS REPORT 1 July 64 to 30 Sep 64				
I certify that the articles listed on the report were lost, damaged, or destroyed without fault or neglect on my part and to the best of my knowledge without fault or neglect of anyone.				
14. AFFIDAVIT		15. CERTIFICATE		16. PROPERTY BOOK OFFICER
I do solemnly swear (or affirm) that (to the best of my knowledge and belief) the articles of public property above and/or on attached sheets were lost, destroyed, damaged, or were not in the manner stated, while in the public service.		I certify that the loss, destruction, damage, or nonavailability of the articles of public property above, and/or on attached sheets, was caused in the manner stated and without fault or neglect on my part, and that such articles listed over a view to elimination by destruction has been examined by me personally, has never been previously condemned, and it is my opinion, questions for further public use.		17. THIS SPACE RESERVED FOR ACTION BY AUTHORITY OF THE SECRETARY OF THE ARMY <input type="checkbox"/> ARMY <input type="checkbox"/> AIR FORCE
SIGNATURE	SIGNATURE ACCOUNTABLE OR RESPONSIBLE OFFICER	SIGNATURE PROPERTY BOOK OFFICER		
GRADE, SERVICE NO., AND ORGANIZATION	GRADE, SERVICE NO., AND ORGANIZATION	GRADE, SERVICE NO., AND ORGANIZATION		
WITNESSES AND THEIR TO WHOM REFERRED	18. HEADQUARTERS		19. DATE	
OPPOSED ON AT	STATION		DATE	
TWO DAY OF	TO			
SIGNATURE	YOU ARE APPOINTED SURVEYING OFFICER			
GRADE, SERVICE NO., AND ORGANIZATION OR TITLE OF OFFICIAL PUBLIC AFFAIRS	BY ORDER OF			
	SIGNATURE OF ASSISTANT			
	DOCUMENT		4274-005	

DD FORM 200

PREVIOUS EDITIONS ARE OBSOLETE.

ANSWER: c. Stop the individual and procure the crow bar and use the proper tool that the job requires.

FRAME 16

The proper safeguarding of supplies means more than just preventing them from being stolen or used by unauthorized people. It also includes programing what you need, fairly distributing what you have on hand, and securing additional supplies before exhausting your present supply.

As a company supply officer you have on hand 2,000 rifle cleaning patches for four platoons. Each platoon uses about 250 per week. Based on the information given above, which of the below listed statements would best describe the procedure of safeguarding supplies?

- a. Divide the available patches into bundles of 250 and inform the platoon leaders you will plan on issuing 250 patches a week to each platoon.
- b. Call the battalion S-4 and request more patches and at the same time advise him that you have approximately two weeks supply on hand.
- c. Insure that the supply sergeant issues the patches to a responsible individual from each platoon.
- d. All of the above.

REPORT OF SURVEY

When an item is lost, damaged or destroyed and relief cannot be obtained through use of a substitute for the report of survey, the individual having property responsibility will report the facts and circumstances surrounding the loss to the battalion S-4. It is required under any one of these circumstances:

1. When an individual declines to admit liability.
2. When the charge against the individual is more than \$100.
3. When a weapon is lost.
4. When the installation commander disapproves any or all items on a quarterly report of operational loss.

Based upon this information the battalion S-4 will cause a report of survey, DD Form 200, to be prepared. The report of survey will be forwarded to the appointing authority for his recommendations.

The appointing authority will review the report of survey. When the facts and circumstances are clear surrounding the loss and when an investigation is not required by regulation, the appointing authority will make his recommendation and forward the survey to the installation commander. If investigation is required or the facts and circumstances are not clear, the appointing authority will appoint a survey officer to investigate the loss.

The survey officer is a job that is well within the capabilities of a warrant officer.

The survey officer must conduct a detailed and impartial investigation of the property loss. Upon completion of his investigation he will submit his findings and recommendations to the appointing authority. Recommendations of the survey officer will indicate person(s) responsible for the property loss (if appropriate) and pecuniary charges.

Upon receipt of the survey officer's investigation, the appointing authority may concur in the recommendations of the survey officer or make new recommendations of his own. He then forwards the survey with his concurrence or recommendations to the installation commander.

The installation commander reviews the survey and takes action by authority of the Secretary of the Army.

ANSWER: d. All of the above.

FRAME 17

Another good procedure used to aid supply economy is that of placing the responsibility for practicing it on each individual in the unit.

An OH-13 crewchief is told by his section sergeant to go out on the flight line and start a certain helicopter. The crewchief does not have the proper authority to do this but says nothing to the sergeant as he has done it before and nothing happened. After starting the helicopter, another helicopter hovers by and its rotor wash causes the OH-13, with the crewchief in it, to become airborne and crash, completely destroying the OH-13. As unit commander, who would you hold responsible for this accident?

- a. The crewchief of the OH-13
- b. The platoon sergeant who sent the crewchief to start the helicopter
- c. Both the crewchief and the platoon sergeant
- d. Neither of them

Persons held pecuniarily liable for a property loss reimburse the government. Two courses of action are available; however, which may result in relief from responsibility. These are a request for reconsideration and an appeal.

A request for reconsideration received at any headquarters or staff office will be forwarded to the headquarters taking final action on the report of survey. Unless good cause for a greater delay exists, requests for reconsideration must be submitted within 60 days of acknowledgment of receipt of notification finding the individual pecuniarily liable.

Appeals will be routed as reports of survey and handled in the same manner as requests for reconsideration. In the event; however, that the headquarters charged with responsibility for taking final action of the report of survey disallows the appeal, that office will prepare a memorandum to the Secretary of the Army who will take final action on the appeal and the report of survey is closed. Requests for appeal must be submitted within three (3) years after receipt of notification finding the individual pecuniarily liable.

Who reviews the survey and takes action on it? installation CO

Under what authority? secretary of the army

Check when a report of survey must be used.

- ☐ 1. Admitted liability -- \$99.
- ☒ 2. When an individual declines to admit liability.
- ☐ 3. Officer loss \$50 (Admitted liability).
- ☒ 4. When the charge against the individual is more than \$100.
- ☒ 5. When a weapon is lost.
- ☒ 6. When the installation commander disapproves any or all items on a quarterly report of operational loss.

STOP. RETURN TO FRAME 9 PAGE 2

ANSWER: c. Both of them -- the platoon sergeant because he should know the qualifications of the men that work for him. Also the crewchief who knew he was unauthorized to start the aircraft yet did it anyway. He also should have reminded the platoon sergeant that he was not qualified to do it.

FRAME 18

The successful supply economy program is developed by using the methods and procedures available. The key to a good program is insuring the program works continuously, not just before an inspection or when supplies are low or hard to get.

These are some of the things found in a good supply economy program.

1. EDUCATION OF THE INDIVIDUAL -- continuously through classes, posters, reminders, and supervisory personnel.

2. PROPER UTILIZATION -- of tools and equipment and properly trained people.

3. FORMAL INSPECTIONS -- so that commander can check his men, equipment, records, and procedures.

4. SUPERVISION -- to insure that the proper methods are being used and as sources of knowledge and guidance.

5. INDIVIDUAL RESPONSIBILITY -- hold each person responsible for his part in the supply economy program. Reward those that do a good job and punish those who cause waste and accidents.

6. SAFEGUARD SUPPLIES -- secure, protect and maintain all supplies and equipment properly.

CONTINUE TO THE SELF EVALUATION EXERCISE

UNIT SUPPLY PROCEDURES PART III
SELF EVALUATION EXERCISE

1. Which method of obtaining relief from responsibility is applicable for all cases?
 - a. Quarterly droppage
 - b. Statement of charges
 - c. Cash collection sheet
 - ☒ d. Report of survey
2. Who is allowed to utilize a statement of charges?
 - ☒ a. Enlisted men only and cost of property is less than \$100
 - b. Enlisted men and officers
 - c. Officers only
 - d. Officers only and cost of property is less than \$25
- ☒ 3. How do you obtain relief from responsibility for items of minor nonexpendable property damaged or destroyed without fault or neglect?
 - ☒ a. Statement of charges
 - b. Cash collection sheet
 - c. Report of survey
 - ☒ d. Quarterly droppage
4. SGT Thomas refuses to admit responsibility for the loss of a spare tire from his jeep; what action can his commander take?
 - a. Offer Article 15
 - b. Initiate a statement of charges
 - c. Prepare court-martial charges
 - ☒ d. Initiate a report of survey
5. The primary purpose of an inventory is
 - a. to fix the physical locations of all items assigned to a unit.
 - ☒ b. to insure that all required records are being maintained.
 - ☒ c. to determine the quantity of each item on hand and the serviceability of each item.
 - d. to require responsible individuals to provide proper supply safeguards.

6. Supply economy is the responsibility of every _____ in the U.S. Army.

- a. commanding officer
- ☒ b. individual
- c. supply officer
- d. supply sergeant

X 7. Three common methods used to accomplish supply economy are

- ☒ a. give responsibility to individuals, use only what is needed, program for future needs.
- b. place responsibility on the unit, save supplies for future purposes, request prior maintenance experience.
- ☒ c. continuous training, day to day supervision, formal inspection.
- d. proper safeguard of property, punishment of offenders, use only the amount of supplies required.

8. In the following situations, which company commander would have the best supply economy program?

- a. The CO of 150th Aviation Company tells all of his personnel that supply economy is the responsibility of every soldier, gives classes once a month in supply economy procedures and tell the supply officer to take steps to see that all personnel are kept aware of shortages.
- ☒ b. The CO of the 151st Aviation Company tells all of his personnel that (1) individuals are responsible for supply economy and tells the supply sergeant to put up signs to constantly remind individuals of their responsibility, (2) instructs all personnel to conserve all usable equipment, (3) inspects all personal equipment to see if soldiers are taking proper care of what has been issued, (4) gives awards to soldiers who have outstanding supply economy accomplishments, (5) punishes those who do not adhere to good supply economy procedure, and (6) incorporates a training program to instill supply economy into the minds of his men.
- c. The CO of the 152d Aviation Company tells all of his personnel: I am responsible for supply economy. If any one of you wastes anything that I think you shouldn't have, I will take disciplinary action against you. I want all lights turned out when you don't need them. The Army figures 12 sheets of toilet tissue is needed by each soldier each day; don't use any more than that. Do you all understand? OK - then I won't bring it up again.
- d. The CO of the 153d tells all his personnel: We have a requirement from Department of the Army to practice supply economy. We will accomplish this by assigning responsibility according to rank. For example, as commander I will assume the majority of the responsibility with others in the chain of command and key personnel assuming a lesser share. From time to time I will remind you of this.

9. A report of survey cannot be utilized for damage or destruction of real and installed property (cost of repair - less than \$100).

- a. True
☒ b. False

KEY TO SELF EVALUATION EXERCISE

PART III UNIT SUPPLY

1. d. Report of survey
2. a. Enlisted men only and cost of property is less than \$100
3. d. Quarterly droppage
4. d. Initiate a report of survey
5. c. to determine the quantity of each item on hand and the serviceability of each item.
6. b. individual
7. c. continuous training, day to day supervision, formal inspections.
8. b. The CO of the 151st Aviation Company tells all of his personnel that (1) individuals are responsible for supply economy and tells the supply sergeant to put up signs to constantly remind individuals of their responsibility, (2) instructs all personnel to conserve all usable equipment, (3) inspects all personal equipment to see if soldiers are taking proper care of what has been issued, (4) gives awards to soldiers who have outstanding supply economy accomplishments, (5) punishes those who do not adhere to good supply economy procedure, and (6) incorporates a training program to instill supply economy into the minds of his men.
9. b. False. (Example: broken window panes)

L2622 Army-Ft. Sill, Okla.

statement of charges - less than 100¢
admitted loss, sent to pay officer.

report of survey

Quarterly report of losses 500¢ of
minor nonrecoverable items less than 25¢ each

inventory