

Section I THE COMPANY

_____ This section is for the company commander. _____

MISSION

The mission of the quartermaster repair parts supply company is to establish and operate a Class IX (repair parts) supply point. Your company provides repair parts to divisional and nondivisional maintenance units in division and corps area and to nondivisional maintenance units in the COMMZ. Your company does not provide repair parts for aircraft or missiles or for airdrop, cryptographic, or topographic materiel. Your company is responsible for maintaining stock location, performing inventories, and processing MROs. Your company also provides status reports to the MMC. The MMC maintains stock accounting. The MMC also directs the issue of repair parts. Your company serves as a storage site for the MMC. The two repair parts supply platoons receive, store, and issue parts for which they are responsible. Packing and crating requirements are handled by a separate section subordinate to the supply operations office. The electronics parts section has been merged into the general equipment parts platoon. There is no requirement for your company to deliver to any customer.

ORGANIZATION

The organization is designed to meet mission requirements in changing situations. The quartermaster repair parts supply company is organized as shown in Figure 3-1, (page 3-2).

ASSIGNMENT AND ALLOCATION

As a rule, the quartermaster repair parts supply company is attached to the HHC, S&S battalion. The S&S battalion is attached to the COSCOM or TAACOM and operates under the control of the COSCOM corps support group or the TAACOM area support group. The quartermaster repair parts supply company is designated a Category II unit when employed in the corps rear of the area COMMZ. Whether operating in the COSCOM or the TAACOM, the unit Class IX allocation or throughput policies are the same. Eighty percent of ALOC Class IX supplies is throughput directly to the DSUs. The remaining 20 percent is handled by a quartermaster repair parts supply company. For non-ALOC Class IX supplies, the situation reverses. Twenty percent is throughput directly to

the DSUs. Eighty percent of the non-ALOC work load is handled by a quartermaster repair parts supply company.

CAPABILITIES

A unit's capabilities are determined by the personnel strength levels prescribed in its TOE. The capabilities of the quartermaster repair parts supply company, organized under TOE 42419L, are described below.

TOE Strength Level 1

At TOE Strength Level 1, your company is at full strength. It can receive, store, and issue 102 short tons of Class IX supplies in the corps and 111

short tons in the theater army. Your company does not handle aviation, missile, cryptographic, topographic, medical, airdrop, or Class V repair parts. When augmented, your unit provides aviation repair parts. Your company also maintains a 15-day stock of Class IX non-ALOC and a 30-day supply of maintenance-related Class II and Class IX ALOC supplies. Your company can stock up to 20,000 ASL line items.

TOE Strength Levels 2 and 3

At these levels, your company is at reduced strength. At Strength Level 2, your company operates at 90 percent capacity. At Strength Level 3, your company operates at 80 percent capacity. For more on strength levels, see AR 220-1.

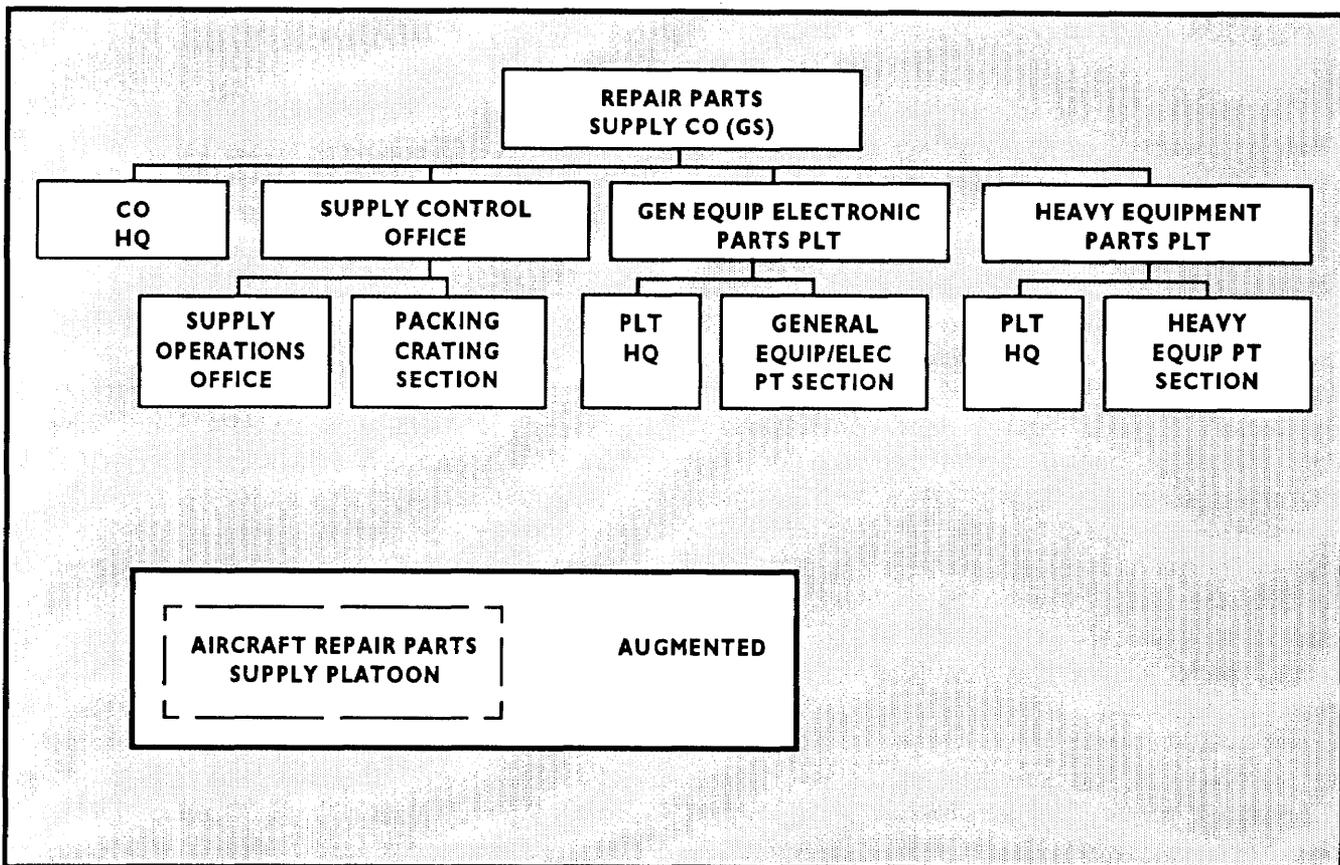


Figure 3-1. Quartermaster repair parts supply company, TOE 42419L

Support. Your company depends on elements of the corps or theater army for religious, medical, legal, personnel, finance, and administrative services. It also depends on corps or TA transportation support for pickup and delivery of repair parts to customers. It depends on the COSCOM MMC or the TAACOM MMC for supply management and on the light equipment maintenance company for unit maintenance of CE equipment. Your company will need additional security forces when physical security or defense needs exceed your company's capability. It also depends on the aircraft repair parts platoon, TOE 42519LA00 for aircraft repair parts and the repair parts team, host-nation support, TOE 42519LB00, for host-nation support coordination of repair parts.

Mobility. The mobility of your company is limited by the number of vehicles and personnel you have and the number of personnel and the amount of equipment and supplies you must move. If your company has to move at one time, you must arrange for more vehicles. Your company can transport 1,030,500 pounds (22,443.0 cubic feet) of TOE equipment. It needs transportation for non-TOE equipment and supplies and for

164,012 pounds (14,152. 1 cubic feet) of TOE equipment. This unit must be able to transport 50 percent of its TOE equipment in a single lift using its authorized organic vehicles.

COMMUNICATIONS

Communications help the unit perform company missions, carry out administrative duties, maintain contact with higher headquarters, transmit tactical information, and defend the company. Your soldiers must communicate with higher headquarters, adjacent units, and both supporting and supported units. The wiring diagram shown in Figure 3-2 (page 3-3) supports your company. Wire installers under the supervision of the combat signaler team chief install and operate it. See TC 24-20 for details on field wire activities and the general characteristics of equipment used with field wire systems. Radio is your main method of communication with your elements that are mobile or do not have access to the telephone system. A proposed company radio net is shown in Figure 3-3 (page 3-4).

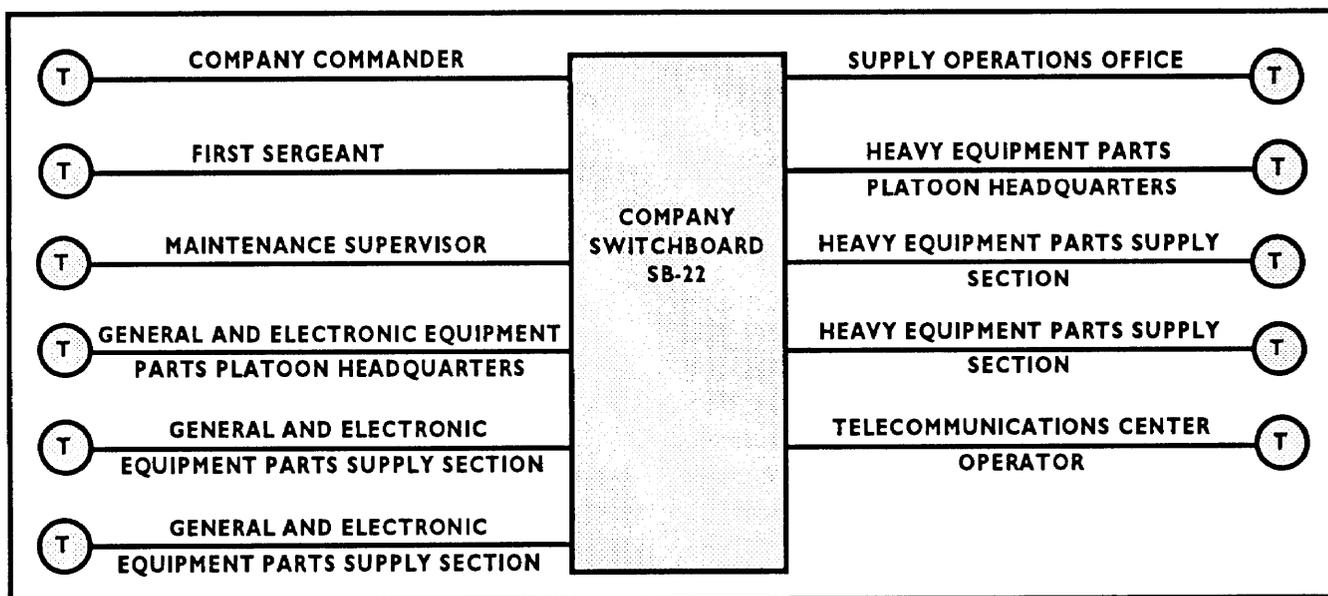


Figure 3-2. Wire net diagram of a quartermaster repair parts supply company

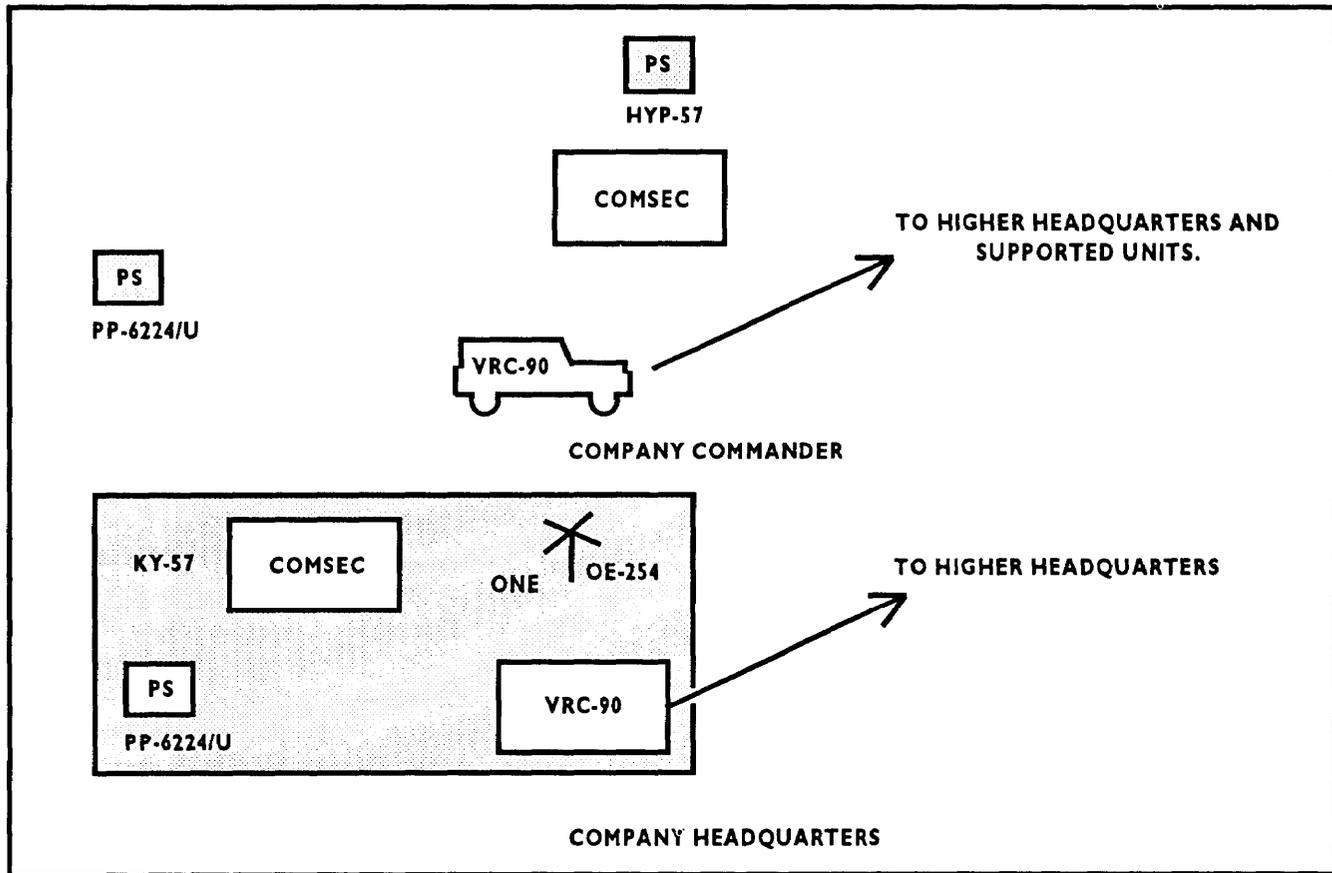


Figure 3-3. Radio net of a quartermaster repair parts supply company

Section II COMPANY HEADQUARTERS

This section is for the company commander.

MISSION

Company headquarters personnel support the company elements and are responsible for the effectiveness of company operations. The headquarters staff provides command and control, administrative, logistical, food service, and unit maintenance support and tactical direction to the company elements. It provides technical inspection support to operation elements of the company. It is responsible for the training, discipline, billeting, and security of the company.

OPERATIONS

Your headquarters provides supervision and directs the overall operation of the company. You and your staff operate the command post and oversee support functions, including food service, supply, maintenance, defense, and communications. For further details on company headquarter operations, see FM 10-27-3.

Section III SUPPLY OPERATIONS OFFICE

This section is for the supply operations officer.

MISSION

The mission of the supply operations office is to act as the control element of the company repair parts supply activities. Your office ensures that the company follows directives received from the COSCOM or TAACOM MMC about the receipt, storage, and issue of repair parts. Your soldiers prepare plans and schedules of incoming and outgoing repair parts. They prepare and forward required reports to the MMC battalion logistics operations branch and to the parts platoons. They coordinate transportation, maintain stock locator records, and operate ADPE when it is assigned.

COMMUNICATIONS

Your office must stay in close contact with the MMC. There must be no interruption in receiving or transmitting messages. Soldiers in the advance party, including the combat telecommunications operators, lay and install wire for telephones,

switchboards, and teletypes according to the wire net diagram. Communications equipment should be allocated as needed to accomplish the mission. Communications equipment allocated to the supply operations office is shown in Figure 3-4 (page 3-5). In a tactical situation, you may have to give up phones to fighting positions. When the communications equipment arrives, the operators ground it, connect wire, and test the connections and circuits. Equipment operators should then check their equipment before operating it. Make sure that all security equipment is installed and operating properly when power is provided. Be prepared to provide 24-hour service. For more details, see FMs 24-1, 24-16, and 24-18. Designate someone to process incoming and outgoing messages. Outgoing messages should be marked according to priority designation. See FM 24-1. Your message service personnel log copies of messages sent and received.

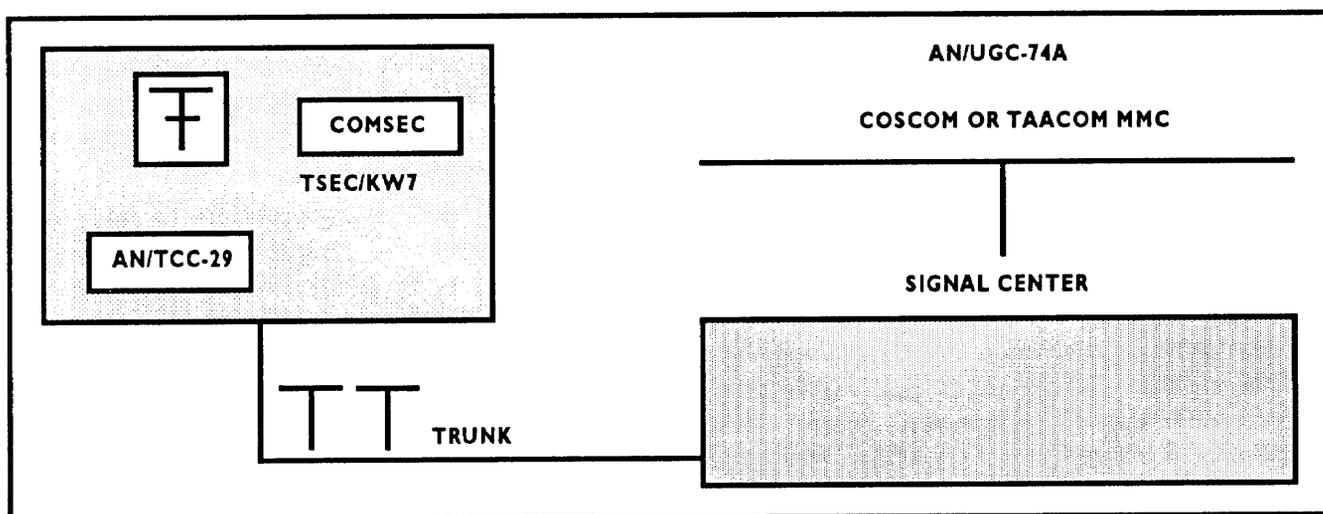


Figure 3-4. Communications equipment for the supply operations office

OPERATIONS

Your office is the focal point for company operations. Personnel in the section supervise and direct the company repair parts supply activities. As supervisor, you monitor document input and output from the TACCS. Your soldiers prepare plans and schedules of incoming and outgoing supplies and maintain stock locator records.

Control

Your office is the control element of the company. Your soldiers coordinate supply activities with the MMC and the operating platoons. The MMC manages your supply assets. You receive supply directives and documents from the MMC and submit reports to the MMC. Make sure that personnel post charts and logs when information is received. Your computer interfaces with the TACCS computer at the MMC. When the tactical situation prevents the use of ADPE, your soldiers have to operate manually, using AR 710-2 and DA Pamphlet 710-2-2 as guides. Your office is responsible for most of this paperwork. Soldiers in your office are involved in receiving, storing, issuing, and shipping supplies and conducting inventories.

Receipt. When supplies are shipped to the company, your office receives a notice from the MMC. Your soldiers inform the parts platoons of the shipment so they can prepare to receive the supplies. When the supplies arrive, platoon soldiers check them against the receipt documents. Report to the MMC any shipment discrepancies or damage on the proper receipt documents. Verify the DD Form 1384 with the materiel prior to processing the receipt. Distribute copies of the TCMD according to your SOP. You should also have material receipt cards prepared and entered into the TACCS. Make sure that stock locations are entered on the receipt documents and that incoming material is routed to the proper storage area.

Storage. The parts platoon personnel maintain the stock locator card file. The file contains a DA Form 2000-3 for each assigned location. When you change any locations, you must notify the supply operations section so that the change can be entered in TACCS. More about stock locator files is in FM 10-15.

Issue. The issue process begins when a supported unit submits a request. If the supplies are not in the supporting DS maintenance unit but are available for issue from the repair parts company, an MRO will be generated. The MRO will be sent to the issue section, where the stock will be pulled and placed in the unit's issue bin awaiting pickup. The timeframe for processing MROs depends on the priority designator and whether the requirement is for a nonmission capable supply condition. For more on MROs, see AR 710-2, AR 725-50, and DA Pamphlet 710-2-2.

Shipment. The shipment of repair parts is usually based on MROs received from the MMC. The MMC informs the CMCC or theater army movement control agency of the transportation requirement. The MMC or movement control agency arranges for drivers and vehicles to pick up supplies at your supply point. They will deliver them to the intermediate DS or GS maintenance unit. The remaining 20 percent of repair parts for ALOC are handled by the company. The operating platoons are responsible for loading supplies at the supply point.

Inventory. Storage specialists in the parts platoons conduct the inventories. The purpose of an inventory is to determine the condition and quantity of stock by a physical inspection and count. Inventory types include wall-to-wall, scheduled, cyclic, or special. The supply operations section determines the need for an inventory, and it will generate the inventory count cards and inventory control list. These will be forwarded to the parts platoon for action. Upon completion of the inventory, soldiers in the parts

platoons send inventory cards to you for posting to the stock record account. Additional cards are prepared, as required, from results of the continuing inventory process. Use an inventory adjustment report to record item discrepancies according to ARs 710-2 and 735-5. Your soldiers prepare and forward inventory reports to the MMC.

Reorder. The replenishing of the ASL requests is an automatic function of TACCS based upon stockage position and authorization. The supply operations section should forward ASL replenishment requests to the MMC immediately for processing to the source of supply.

Data Processing

Your office has ADPE to help in stock control and coordination with the MMC. The equipment

consists of a 6-ton van which houses a remote keyboard visual display unit and a TACCS computer system. Arrange your work load schedules to make sure the ADPE is used to meet priority demands. Analyze when the ADPE is used. Then you can project accurate time requirements into the daily schedule. Schedule a steady flow of material to be processed so that equipment and operators are used to best advantage. See DA Pamphlet 18-7 for help in making schedules. You must maintain the proper humidity and temperature for the ADPE as outlined by its manufacturer. All doors of the van must be kept tightly closed. Set up a cleaning schedule, and make sure it is followed to keep the van as free of dust as possible. Maintenance of ADPE is covered in DA Pamphlet 18-7. Refer to the manufacturer's manual for preventive maintenance checks and service authorized at operator level.

Section IV PACKING AND CRATING SECTION

_____ This section is for the packing and crating section chief. _____

This section implements STANAG 2827.

MISSION

The mission of the packing and crating section is to handle all packing and crating functions of the company. Your section is subordinate to the supply operations office. The packing and crating functions have been consolidated into one section. This increases productivity and makes it easier to command and control the company. You will have many packing and crating requirements, especially for repair parts that you have to send back to TAACOM. Make sure that your soldiers conform to the provisions of STANAG 2827, if applicable, and TMs 38-230-1 and 38-230-2 when performing packing and crating operations.

OPERATIONS

Few repair parts are shipped in the containers in which they were originally packed. Repair parts must be repacked in suitable bags, boxes, or other containers to make them easy to deliver and to protect them. Before repacking repair parts, see if they have been damaged by weather or shipment. If they have been damaged by weather, you will probably have to have them cleaned. Be sure your soldiers have the proper tools to clean them and the necessary cleaning and drying materials. See that they use the correct methods for cleaning and drying supplies. See TM 38-230-1, Chapter 1, for more details. Repair parts that have been cleaned

and dried must be preserved and repacked. You may receive repair parts in containers that are damaged or unsuitable for field conditions. These will also have to be repacked in containers according to TM 38-230-2, Chapter 1. When selecting the type of containers to use, consider the-

- Protection it gives from the elements.
- Reusability.
- Cost.
- Ease of assembly and closure.
- Type of load.
- Destination.
- Item characteristics.
- Weight and cube.
- Availability.
- Mode of transportation.

If a repair part does not fill the container, make sure it is adequately blocked, braced, and cushioned. For details, see TM 38-230-2, Chapter 1. Items that are light in weight need to be

cushioned carefully. Large items need to be braced carefully and anchored to the base of the container. Be sure that your soldiers use the necessary protective barriers to protect the repair parts from the effects of the weather. Barriers, such as case liners, plastic bags, and overwraps, also protect items from dust, dirt, water, and other foreign matter. Once containers have been wrapped, your soldiers need to close, band, and stencil them with the proper identification according to Military Standard 129. Make sure that shipping papers are affixed to the outside of the container in a weatherproof envelope. Your soldiers can speed up delivery and handling by combining several containers into unit loads. These loads will be delivered in the theater as far forward as practical to various areas of the corps, the division, and the brigade. Classify unit loads and bulky goods according to the classification standards from STANAG 2827 in Table 3-1 (page 3-8).

Table 3-1. Classification standards

CATEGORY		STANDARD
A. Standard Unit Loads	NATO	A height limit of 1 meter and a weight limit of 1 metric ton. Tolerances: In height, up to 1,050 millimeters (41 inches) and in weight, up to 1,130 kilograms (2,500 pounds).
	United Kingdom	A height limit for all defense materiel, except ammunition of 1,575 millimeters (62 inches) and for ammunition, of 1,372 millimeters (54 inches). A weight limit of 1,814 kilograms (4,000 pounds).
B. Containers		1,524 millimeters (60 inches) 2,032 millimeters (80 inches) 3,048 millimeters (120 inches) 6,096 millimeters (240 inches)

Table 3-1. Classification standards (continued)

C. Bulky Goods (loose or packaged)				
Group	Weight (tons)	Dimensions		
		Length Millimeters (inches)	Width Millimeters (inches)	Height Millimeters (inches)
1	1 to 5	to 2,500 (98)	2,300 (91)	1,600 (63)
2	6 to 9	2,500 (98)	2,300 (91)	1,600 (63)
3	9 to 16	2,500 (98)	2,300 (91)	1,600 (63)
4	over 16	2,500 (98)	2,300 (91)	1,600 (63)
5	1 to 5	2,000 (79)	2,300 (91)	3,500 (138)
6	6 to 9	4,000 (157)	2,300 (91)	3,500 (138)
7	9 to 16	6,000 (236)	2,300 (91)	3,500 (138)
8	over 16	over 6,000 (236)	over 2,300 (91)	over 3,500 (138)

Section V PARTS PLATOON HEADQUARTERS

This section is for the parts platoon leaders.

MISSION AND ORGANIZATION

Parts platoon headquarters personnel supervise, direct, and coordinate the activities of the supply parts sections. Included is the receipt, storage, in-storage maintenance, and preparation for shipment of general, electronic, and heavy equipment spare parts. There are two platoons in the company. One is the general and electronic equipment parts platoon. The other is the heavy equipment parts platoon. Each platoon has two supply sections.

The General and Electronic Equipment Parts Platoon

The platoon soldiers maintain a stock of repair parts for end items. These include cooking and heating equipment, office machines, and small arms. Your platoon also maintains a stock of common hardware items. Your platoon ASL will

have the line items. Your platoon consists of a platoon headquarters and two general and electronic equipment parts supply sections.

The Heavy Equipment Parts Platoon

The platoon stocks heavy equipment repair parts for wheeled and tracked vehicles, heavy weapons, and service equipment. Your platoon ASL will have the line items. Your platoon consists of a platoon headquarters and two heavy equipment parts supply sections.

OPERATIONS

No matter which platoon you head up, you are responsible for its activities and operations. Make sure that your personnel have correctly annotated

and researched all documents. Direct the continuous care of supplies in storage projects. Instruct all newly assigned soldiers on storage procedures and company platoon policies and requirements.

Standing Operating Procedure

Develop an SOP to provide concise directives for platoon soldiers. The platoon must receive, store, inspect, and issue repair parts efficiently and safely. Include in your SOP guidance to make sure soldiers process repair parts quickly and accurately. Note records that are to be maintained or forwarded. Include the following in the SOP:

- Instruction for proper handling of materiel release denials by both warehouse workers and warehouse administrative personnel.
- Procedures for handling paperwork of each warehouse duty position.
 - Fire and safety instructions.
 - Controlled-entry procedures.
 - Plans and procedures for the cross training of all soldiers.
 - Procedures for the control and maintenance of housekeeping supplies and equipment.
 - Procedures for the control and maintenance of equipment and for the training of MHE operators.
 - A formal chain of command within the warehouse to be followed by all warehouse personnel and teams.
 - Provisions for the protection of classified equipment according to directions in AR 380-5.

Documents

Platoon sergeants are responsible for managing the flow of documents to and from the supply operations office. You should establish away to account for documents. The normal flow is from the supply operations office, through you, to the materiel storage and handling supervisor. He reviews the documents and passes them onto the materiel and storage specialists. They process the

documents and put them into sequence. The specialists then send them back to the warehouse supervisor, who inspects the documents to make sure they are correctly annotated. He makes sure all denials (full and partial) have one signature. He then has each document placed in serial-number sequence and sent through you to the supply operations office.

Parts Control

You are responsible for the handling of and accounting for repair parts, to include the following:

Off-loading procedures. Personnel must off-load parts in a safe and orderly manner within the time dictated by volume and mission requirements.

Shipping discrepancies. Have your personnel compare parts received with receipt documents. Note any discrepancies on the document. See ARs 55-38 and 735-11-2 for details.

Repair parts inspection. Incoming parts must be visually inspected to determine any in-transit damage. Note damaged items on shipping documents. Prepare discrepancy reports to report damage to the shipper. Prepare work orders for items that require repairs or for items to be turned in. Sign receipt documents for stock items.

Receipt procedures. Procedures for handling receipt of repair parts are covered in DA Pamphlet 710-2-2. If your company receives supplies from another nation, personnel of the supplying nation will load the vehicle. Your soldiers will be responsible for handling and moving the supplies, but you may request assistance from the supplying nation.

Location Surveys

The supply operations office schedules location surveys. You must form location survey teams

and issue serially numbered locator cards. The teams check each location to see if the items stored match the locator card, bin tag, and NSN. Double-check before you change the cards. When the location survey supervisor is satisfied that all valid locations have been surveyed, collect the locator cards. Return them to the supply operations office. See AR 710-2 and FM 10-15 for more details.

Inventories

When the supply operations office schedules periodic inventories, your soldiers conduct them. The procedures for controlling and processing inventory count cards are in DA Pamphlet 710-2-2. The three types of inventories are scheduled wall-to-wall, scheduled cyclic, and special. The scheduled wall-to-wall inventory is the counting of all items located within your area as of a scheduled date. The scheduled cyclic inventory is the counting of equal parts of your assets each week, month, or quarter. A special

inventory is the counting of selected items for a specific reason. It is conducted when-

- A credit balance is recorded (negative balance).
- A materiel release denial or disposal release denial is processed.
- A location survey finds an item in an unrecorded location or in the wrong location.
- There is evidence of illegal, forced, or unauthorized entry into a warehouse.
- The stock record office, SSA commander, or other commander in the SSA chain of command directs it.

Handling Procedures

Handle repair parts as little as possible. When you must move supplies, plan in advance. Include in your plan protection of supplies from weather and breakage, use of unitized loads, and safety hazards. Consider the number, size, and weight of items to be moved to determine the best way to handle them. Choose the right equipment, and stay within its capabilities. Permit only licensed drivers to operate equipment.

Section VI PARTS SUPPLY SECTIONS

_____ **This section is for the parts supply section chiefs.** _____

MISSION

The mission of the parts supply sections is to receive, store temporarily, perform in-storage maintenance, and issue repair parts to supported units in its area of operation. There are two supply sections in each of the platoons as noted in Section V.

The General and Electronic Equipment Parts Supply Sections

These sections maintain a stock of repair parts for all general and electronic equipment. This

includes items such as resistors, capacitors, connectors, relays, electronic tubes, transistors, and crystals.

The Heavy Equipment Parts Supply Sections

These sections maintain a stock of repair parts for heavy equipment. This includes items such as wheels and motors for self-propelled and towed vehicles.

OPERATIONS

No matter which section you lead, the operation of the section is basically the same. When repair parts are issued, make sure that MROs are processed according to priority. Check the completed documents for signatures. Make sure that documents and reports are prepared and forwarded correctly. Make sure your materiel storage and handling specialists know all phases of receipt, storage, in-storage maintenance, and issue operations.

Receipt

When repair parts arrive at your section, make sure your soldiers inspect them and verify the receipt documents. Have your soldiers match the receipt documents with the pre-positioned receipt cards, and verify the NSN, quantity, and location. Items will either be put into a designated location or issued. If the item is not due in, determine a storage location and have a temporary location card prepared. Make sure the item is placed in the location shown on the document. Send the receipt documents and the temporary location card to the storage location with the carrier. For more details, see FM 10-15.

Storage

Soldiers in the supply operations office assign storage locations. Make sure that they segregate and store items in locations by item type. Your materiel storage specialists are responsible for storing the items in the assigned locations. Report any change in location and alternate locations to the supply operations office. Attach the pre-positioned receipt cards to the receipt documents. Place in a separate area any containers or repair parts that are damaged. Report any shipment discrepancies. Store heavy items on the bottom. If time permits, rotate stock for first-in, first-out issue. Make sure all shipment documents and

reports are sent through platoon headquarters to the supply operations office. Make sure you protect repair parts from adverse weather; the effects of nuclear, biological, or chemical attacks; and insect and rodent damage. Make sure repair parts are protected from pilferage by surveillance or other physical security methods. Develop a security plan. See AR 190-51 and DOD 4145.19-R-1 for more details.

In-Storage Maintenance

Your materiel storage and handling supervisors are responsible for in-storage maintenance. An effective in-storage maintenance program will result in a savings of money and time. Thus, your goal is to have an in-storage maintenance program that covers the inspection, minor repair, testing, preservation and packaging, and packing of supplies in storage. You are responsible for making sure the location and condition of supplies in storage are known and recorded. Use AR 740-3 to strengthen your operation. It will provide ideas for consolidating stock, making manual location surveys, repacking parts, and labeling and cleaning bins. Make sure your specialists place repair parts on dunnage or in bins. Bag or wrap loose items to protect them from dust, moisture, and foreign matter. Place sensitive items in a locked or controlled security area. Store bulk-type boxed or crated items outside in a neat stack. Cover items with canvas or similar material to protect them from rodents and the weather. Maintain random surveillance to prevent pilferage.

Issue

When you receive MROs, verify that the total number received agrees with the total number of MROs shown on the MMC MRO printout (picking station report). Then identify the DD Forms 1348-1 that do not have locations printed on them.

Obtain missing locations from your locator card file. Your SOP should have local control procedures for issuing sensitive and pilferable stock from the storage location. When the quantity requested is not available or when only part of it is available, check the locator deck to see if the items are available at another location. If they are, your soldiers should process the MRO. If only a part of the quantity requested is available for issue, they should process the MRO for the quantity available. They should process materiel release denials for the quantity not available (see FM 10-15). Items not available when the request was

processed will come later from the receiving section. They will be placed in a temporary holding area until an MRO is received from the stock control section. Then the issue will be processed. The two ways in which issues of items are posted are by prepost and postpost. Prepost transactions are those in which you credit the stock accounting records before on-hand stocks are made available for issue. Postpost transactions are those in which you issue on-hand stocks before the stock accounting record is credited. After your soldiers release stock, they send a materiel release confirmation to the platoon headquarters.

Section VII QUARTERMASTER AIRCRAFT REPAIR PARTS SUPPLY PLATOON (AUGMENTED)

_____ This section is for the platoon leader and the parts storage and handling supervisors. _____

MISSION AND ORGANIZATION

The mission of the platoon is to provide GS aircraft repair parts supply in support of a corps or theater. The platoon is authorized when the company assumes the repair parts mission for Army aircraft. Your platoon consists of a platoon headquarters and two repair parts supply sections.

by the platoon. There are two supply sections in each of the platoons. No matter which section you lead, the operation of the section is basically the same. When repair parts are shipped, make sure that MROs are processed according to priority. Make sure that documents and reports are prepared and forwarded correctly. Make sure your materiel storage and handling specialists know all phases of receipt, storage, in-storage maintenance, and shipping operations.

RESPONSIBILITIES

Your responsibilities are the same as those of the parts platoon headquarters. See pages 3-9 through 3-12 for a description of the duties of your personnel.

PARTS SUPPLY SECTIONS MISSION AND OPERATIONS

The mission of the parts supply sections is to receive, store temporarily, perform in-storage maintenance, and ship aircraft repair parts handled

Receipt

When repair parts arrive at your section, make sure your soldiers inspect them and verify the receipt documents. Have your soldiers match the receipt documents with the pre-positioned receipt cards and verify the NSN, quantity, and location. Items will either be put into a designated location or issued. If the item is not due in, determine a

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storage location and have a temporary location card prepared. Make sure the item is placed in the location shown on the document. Send the receipt document and the temporary location card to the storage location with the carrier. For more details, see FM 10-15.

Storage

Soldiers in the supply operations office assign storage locations. Make sure they segregate and store items in locations by item type. Your materiel storage specialists are responsible for storing the items in the assigned locations. Report any change in location and alternate locations to the supply operations office. Attach the pre-positioned receipt cards to the receipt documents. Place any damaged containers or repair parts in a separate area. Report any shipment discrepancies. Store heavy items on the bottom. If time permits, rotate stock for first-in, first-out issue. Make sure all shipment documents and reports are sent through platoon headquarters to the supply operations office. Make sure you protect repair parts from adverse weather; the effects of nuclear, biological, or chemical attacks; and insect and rodent damage. Make sure repair parts are protected from pilferage by surveillance or other physical security methods. Develop a security plan. See AR 190-51 and DOD 4145.19-R-1 for more details.

IN-STORAGE MAINTENANCE

Your materiel storage and handling supervisors are responsible for in-storage maintenance. An effective in-storage maintenance program will result in a savings of money and time. Thus, your goal is to have an in-storage maintenance program that covers the inspection, minor repair, testing, preservation and packaging, and packing of supplies in storage. You are responsible for making sure the location and condition of supplies in storage are known and recorded. Use AR 740-3 to strengthen your operation. It will provide ideas for consolidating stock, making manual location

surveys, repacking parts, and labeling and cleaning bins. Make sure your specialists place repair parts on dunnage or in bins. Bag or wrap loose items to protect them from dust, moisture, and foreign matter. Place sensitive items in a locked or controlled security area. Store bulk-type boxed or crated items outside in a neat stack. Cover items with canvas or similar material to protect them from rodents and the weather. Maintain random surveillance to prevent pilferage.

ISSUE

When you receive MROs, verify that the total number received agrees with the total number of MROs shown on the MMC MRO printout (picking station report). Then identify the DD Forms 1348-1 that do not have locations printed on them. Obtain missing locations from your locator card file. Your SOP should have local control procedures for issuing sensitive and pilferable stock from the storage location. When the quantity requested is not available or when only part of it is available, check the locator deck to see if the items are available at another location. If they are, your soldiers should process the MRO. If only a part of the quantity requested is available for shipment, they should process the MRO for the quantity available. They should process materiel release denials for the quantity not available (see FM 10-1 5). Items not available when the request was processed will come later from the receiving section. Place them in a temporary holding area until an MRO is received from the stock control section. Then your personnel will process the shipment and post the MRO. The two ways in which issues of items are posted are by prepost and postpost. Prepost transactions are those in which you credit the stock accounting records before on-hand stocks are made available for shipment. Postpost transactions are those in which you issue on-hand stocks before the stock accounting record is credited. After your soldiers release stock, they send a materiel release confirmation to the platoon headquarters.