

MHI
Copy 3

L

FM 29-3

DEPARTMENT OF THE ARMY FIELD MANUAL

DIRECT SUPPORT SUPPLY AND SERVICE IN THE FIELD ARMY

FISHER LIBRARY
U.S. ARMY CHEMICAL CENTER & SCHOOL
Fort McClellan, Alabama



HEADQUARTERS, DEPARTMENT OF THE ARMY
MAY 1965

FIELD MANUAL }
 No. 2-3

HEADQUARTERS
 DEPARTMENT OF THE ARMY
 WASHINGTON, D.C., 27 May 1965

DIRECT SUPPORT SUPPLY AND SERVICE IN THE FIELD ARMY

	Paragraph	Page
CHAPTER 1. INTRODUCTION.....	1, 2	3
2. OBJECTIVES AND PRINCIPLES OF DIRECT SUPPORT.....	3-6	4
3. ORGANIZATION FOR SUPPLY AND SERVICE SUPPORT		
Section I. The battalion.....	7-10	6
II. Battalion headquarters.....	11, 12	7
III. Headquarters company.....	13-21	9
IV. Supply and service company.....	22-28	11
V. Transportation light-medium truck company.....	29-33	14
CHAPTER 4. SUPPLY OPERATIONS		
Section I. General.....	34-37	17
II. Class I supply.....	38-42	18
III. Class III supplies.....	43-46	22
IV. Class II and IV supply.....	47-50	26
CHAPTER 5. SERVICE OPERATIONS		
Section I. Bath.....	51-57	29
II. Laundry and decontamination.....	58-60	30
III. Graves registration.....	61-67	31
CHAPTER 6. COMMUNICATIONS.....	68-70	33
APPENDIX I. REFERENCES.....		36
II. SUPPLY POINT PROTECTION AGAINST NUCLEAR ATTACK.....		38
III. RECORDS AND REPORTS.....		39
IV. PERIODIC REPORT OF OPERATIONS AND PRODUCTION (SUGGESTED).....		40
INDEX.....		43

CHAPTER 1

INTRODUCTION

1. Purpose and Scope

This manual provides guidance on the organization, employment, and operation of the Supply and Service Battalion, Direct Support, as organized and equipped under TOE 29-215. The manual details the organization of the battalion and its component units. It delineates the functions of key personnel and suggests a method of operation to exploit the maximum capabilities of the battalion in dealing with the several classes of supplies and types of services for which it is responsible.

a. Policies and procedures presented are intended to provide guidance. They must not be considered as an inflexible set of rules, which, if followed, will guarantee successful completion of assigned missions. Conditions will vary widely within a theater of operations and each new situation must be solved by the intelligent application of operating principles.

b. The material contained in this manual has been prepared and is presented in contemplation of nuclear and/or chemical, biological, and radiological environments. It is applicable, with minimum modification, to conventional operations.

2. Revision or Change

Changes in concept, organizational structures, or employment will require manual revision or change. Field experience may also suggest modification or improvement. Users of the manual are therefore requested to send comments or recommendations direct to the Commanding Officer, United States Army Combat Developments Command Quartermaster Agency, Fort Lee, Va. Comments should be keyed to the specific page, paragraph, and line of the manual to which change is recommended. Reasons should be provided for each comment to assure understanding and evaluation.

CHAPTER 2

OBJECTIVES AND PRINCIPLES OF DIRECT SUPPORT

3. General

The supply and service battalion is the organization of the field army specifically designed and equipped to provide food, fuels and lubricants, designated supplies and equipment, and specified services to nondivisional troops and units in the combat zone. Supported troops and units are, for the most part, corps and army units operating behind the division rear boundary in the corps and army service areas. Allied forces, prisoners of war, and friendly partisan groups may be included in the list of customers if the army commander or higher headquarters directs.

a. For purposes of command and control, supply and service battalions are combined with their maintenance counterparts to form direct support groups. The direct support groups, in turn, are elements of support brigades charged with providing, with certain exceptions, combat service support in the field army. While there is no set structure for the support brigades, a general pattern of organization has been followed. Each support brigade consists of direct support groups and of general support groups. The general support groups, discussed in other publications, provide combat service support to divisions and to direct support groups. The direct support groups, as previously indicated, provide specified supply, service, and maintenance support to nondivisional troops and units.

b. This difference in mission between direct support groups and general support groups has led quite naturally to differences in organization and method of operation. Direct support groups are primarily customer-oriented and provide supplies and services on a retail basis. General support groups are primarily commodity-oriented and provide support on a wholesale basis.

4. Operating Characteristics

a. Direct support supply and service operations are essentially the same whether they are performed in the corps area or in the army service area. The area of employment does make a difference, however, in the composition of the supply and service battalion. A battalion operating in corps area, where it is usually part of a corps support brigade, consists of a headquarters element, two supply and service units, and a motor transport element. A battalion operating in the army service area, where it is usually part of an army rear support brigade, contains a second motor transport element.

b. Direct support supply and service, to be effective, must impose little administrative burden; must be responsive in detail, rapid in action, and mobile and resilient in operation; and must be tailorable to the requirements of supported units. Direct support supply and service installations must therefore be prepared for frequent movement to keep pace with supported units. As sound supply doctrine emphasizes continuation of support during such movements, it will be normal for direct support and supply and service units to move by "leap frogging" or echelonment.

- (1) Under the first system, one supply and service company of the battalion will bypass the other, each assuming the appropriate support mission in turn.
- (2) In movement by echelonment, each company moves by elements. The company commander details part of the personnel to continue operations at the present location until stocks are exhausted or disposed of otherwise. The remainder of the company personnel displace to the new site to set up for operations. At the same time, all replenishment stocks and those in

transit are routed to the new area. Further displacement, if required, is conducted in essentially the same manner.

5. Operating Principles

a. Direct support supply and service will be provided on an area and/or mission basis.

b. Direct support supply and service units will be located to provide maximum supply and service to supported units.

c. Direct support supply and service units will receive backup supply and service support from general support groups.

d. Direct support supply and service units will provide class I, class III, and all class II and IV supplies, except those made available through the army-wide services. Unit distribution is anticipated and preferred for all classes of supply.

e. Throughput shipment of supplies, particularly class I, bulk class III, and major class II and IV items, direct from the communications zone will be exploited to the extent practicable.

f. Direct support supply and service units will maintain, as a maximum, a 2-day level of supply.

g. Inventory control for the field army will be centralized at field army support command (FASCOM) level. Direct support group headquarters will not be in the channel for routine supply actions and will become involved in supply management on a by-exception basis only. Stock control at direct support supply and service units will be held to the minimum.

6. Objectives

The objectives of direct support supply and service are—

a. Increased operational control and flexibility of combat service support.

b. Simplified operational planning and technical training.

c. Responsive supply action in place of large inventories of supplies.

d. Improved single-source supply support for nondivisional troops and units in the combat zone.

e. Increased security potential in operating units.

f. Reduced administrative burden of supply.

g. Realistic span of supervisory control.

h. Effective dispersion of supply support installations and facilities.

CHAPTER 3

ORGANIZATION FOR SUPPLY AND SERVICE SUPPORT

Section I. THE BATTALION

7. Structure

The supply and service battalion (fig. 1) consists essentially of a headquarters element and subordinate supply and service and motor transportation elements. The headquarters is provided by the Headquarters and Headquarters Company, Supply and Service Battalion, Direct Support (TOE 29-216). The operating elements are two identical Supply and Service Companies (TOE 29-217). The motor transportation element is the Transportation Light-Medium Truck Company (TOE 55-67). A second light-medium truck company is assigned to each battalion operating in the army service area.

8. Mission

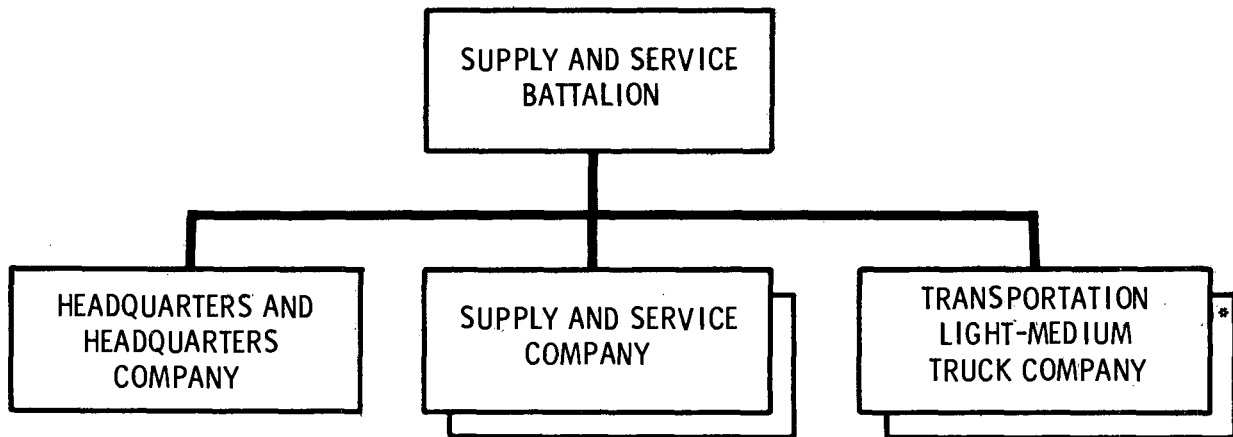
The mission of the supply and service battal-

ion is to provide supplies and services, less those provided by the army-wide services, to nondivisional units in the combat zone.

9. Capabilities

a. The battalion, operating at full strength, can—

- (1) Provide designated supply and service support to approximately 30,000 nondivisional troops.
- (2) Operate supply and service points to receive, store, issue, and distribute class I, class III, and class II and IV supplies, except repair parts, maintenance materials, cryptographic supplies, medical supplies, and quartermaster air drop items.



* AUTHORIZED ONLY WHEN EMPLOYED IN THE ARMY SERVICE AREA.

Figure 1. Supply and service battalion, direct support.

- (3) Provide storage for approximately 280,000 gallons of bulk petroleum. Distribute locally approximately 156,600 gallons of bulk petroleum daily.
- (4) Provide motor transport in support of direct support group operations. Capabilities are based on a vehicle availability of 75 percent and depend upon area of battalion employment.
 - (a) When the battalion operates in corps area as a part of a corps support brigade, it can transport in one lift 276 short tons of general cargo or 1,300 personnel.
 - (b) When the battalion operates in the army service area as part of the army rear support brigade, it can transport in one lift 552 short tons of general cargo or 2,600 personnel.
- (5) Bake and provide fresh bread for the troops supported.
- (6) Operate salvage collecting points.
- (7) Provide the following services:
 - (a) Graves registration.
 - (b) Laundry, bath, and clothing exchange
 - (c) Emergency clothing impregnation.
- (d) Decontamination of vital areas, installations, and materiel incident to chemical, biological, and radio logical operations.
- (8) Maintain prescribed stocks of clothing for emergency replacement of contaminated items.
- (9) Maintain prescribed reserves of designated supplies.
- (10) Provides maps to field army support command units.
 - b. The battalion is dependent upon other units for medical, dental, and religious services. It is dependent upon the Personnel Services Company for personnel services support. It is dependent upon the direct support maintenance battalion for maintenance support.

10. Assignment and Allocation

The battalion is assigned to the Field Army Support Command (FASCOM) and is normally attached to Headquarters and Headquarters Company, Direct Support Group (TOE 54-32). The normal allocation is eight battalions per field army: one battalion per direct support group in each corps support brigade; and one per direct support group in the army rear support brigade.

Section II. BATTALION HEADQUARTERS

11. General

Battalion headquarters is the command element for the battalion. It provides command, control, staff planning, coordination, and technical supervision over subordinate units assigned or attached to the battalion. The battalion headquarters is provided by the headquarters and headquarters company (fig. 2) which also has a headquarters company, a bakery platoon, and a decontamination platoon.

12. Personnel

The battalion commander is responsible for the operation of the supply and service battalion. He plans, supervises, and directs the administration, training, employment, operations, supply, security, and discipline of the battalion. He prescribes policies, procedures, missions, and standards. He visits and inspects battalion elements.

a. The executive officer is second in command of the battalion, and is responsible that the commander's policies are carried out. He exercises general supervision over, and coordinates the work of, the battalion staff. He supervises details of operations and administration, and directs operations during temporary absences of the commander. He normally assumes command if the commander becomes a casualty or is absent for an extended period.

b. The S1-adjutant advises the battalion commander on administrative and personnel matters. He develops and issues instructions for the submission of records and reports, authenticates orders, and supervises the operation of the headquarters distribution center and messenger service. He safeguards, supervises distribution of, and accounts for classified material.

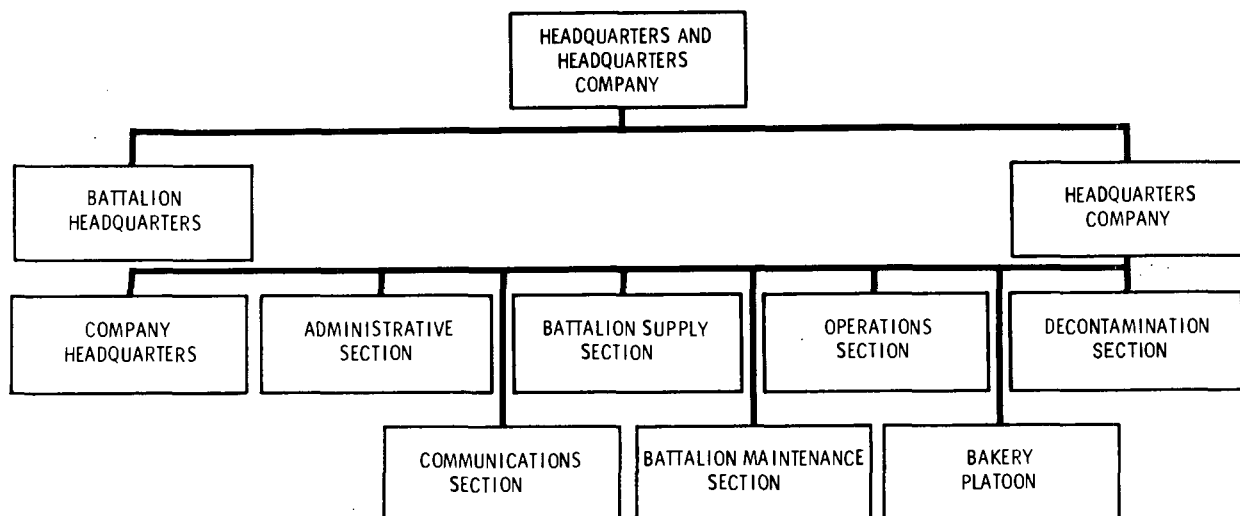


Figure 2. Headquarters and headquarters company, supply and service battalion, direct support.

c. The operations officer plans, coordinates, and supervises the supply and service support operations of the battalion. He plans and coordinates battalion movements. He supervises battalion training, and also serves as battalion intelligence officer.

(1) As operations officer, he—

- (a) Advises and assists the battalion commander in planning, coordinating, and supervising the operations of subordinate units.
- (b) Prepares operational plans, estimates, and directives, to include assignment of missions for subordinate units and general operational locations.
- (c) Coordinates support plans to insure continuous support during displacement of subordinate companies.
- (d) Arranges for movements of the battalion.
- (e) Assists the battalion commander in the preparation of required operational reports.
- (f) Coordinates battalion operations with higher headquarters and supporting units.
- (g) Coordinates and supervises security, defense, and area damage control measures for the battalion.

(2) As intelligence officer, he—

- (a) Supervises the collection, collation, and distribution of pertinent intelligence information.
- (b) Develops and supervises the battalion intelligence program.
- (c) Directs the intelligence operations of the battalion.
- (d) Maintains contact and exchanges information with intelligence agencies of higher, adjacent, and subordinate units.

d. The motor officer advises the battalion commander and operations officer on the employment of the transportation sources of the battalion. He coordinates with the operations officer on employment of the transportation units assigned or attached to the battalion. He also serves as battalion maintenance officer. As such he is responsible for the operation of the battalion maintenance section of the headquarters company. He supervises the preparation within the battalion maintenance section of maintenance records and reports required by the Army equipment record system (TM 38-750 and AR 11-14).

e. The S4 advises the battalion commander on battalion supply activities. He directs, and is in charge of, the battalion supply section.

f. The sergeant major is the battalion commander's principal enlisted assistant. He maintains liaison between the battalion commander and the first sergeants of subordinate units, advises and assists senior noncommissioned officers in the accomplishment of their assigned missions, and assists the battalion commander

in the inspection of the subordinate units and in such other activities as may be required. He acts as first sergeant of the battalion headquarters company and supervises routine administrative activities within battalion headquarters.

Section III. HEADQUARTERS COMPANY

13. General

The headquarters company has the enlisted technicians and specialists who staff the battalion headquarters. Headquarters company consists of a company headquarters, administrative section, battalion supply section, operations section, communications section, and battalion maintenance section.

14. Company Headquarters

The company headquarters provides the tactical training, discipline, security, administration, and messing support for personnel of the headquarters and headquarters company. It includes the company commander, first sergeant, company clerk, and mess personnel.

15. Administrative Section

Personnel of the administrative section perform, coordinate, and supervise battalion-level administrative activities. The S1-adjutant is in charge of the section. His principal assistant is the personnel staff non-commissioned officer who monitors personnel management and classification and assignment functions and maintains liaison between the battalion and the personnel services element supporting the brigade. The administrative specialist is also mail delivery supervisor and message center chief. The duties of other personnel assigned to the section are generally apparent from the job titles assigned by TOE 29-216 and corresponding descriptions in AR 611-201.

16. Communications Section

Personnel of the communications section establish and operate the battalion headquarters communications facilities and exercise technical supervision of communications activities in subordinate units. The company commander serves also as the battalion communica-

tions officer. The communications responsibilities of the battalion are covered in detail in chapter 6.

17. Battalion Supply Section

The battalion supply section operates under the direction of the S4. Personnel assigned to the section coordinate and perform battalion organization supply operations. This includes supervision of organizational supply activities performed by subordinate units. Section personnel also coordinate with the operations section in planning and implementing such measures as evacuation of casualties, transportation and disposal of contaminated materials, and provision of special supplies and equipment for rescue and recovery details provided by subordinate units. The unit supply technician is battalion property book officer. The assistant supply sergeant serves as armorer and as supply sergeant for the headquarters company.

18. Battalion Maintenance Section

Personnel of the battalion maintenance section perform organizational maintenance on vehicles assigned to the battalion headquarters and headquarters company. They also provide organizational maintenance backup support for subordinate units. For this purpose, four mechanics are normally detached from the subordinate transportation light-medium truck company(s) to operate at battalion headquarters under the supervision of the battalion maintenance section.

19. Operations Section

a. The operations section is the nerve center of battalion operations. It provides the battalion commander with the personnel necessary to direct, control, and coordinate the supply and service support, security, and training activi-

ties of units assigned or attached to the battalion. Within the general policies established by the battalion commander and the operations officer, personnel in the section provides technical advice or direction, as authorized, to stock control and storage personnel in the supply and service companies. They provide advice and assistance to the operations officer and battalion commander on procedures for receipt, storage, and issue of supplies handled by the battalion.

b. The section is headed by the operations officer. His assistants are identified in the following paragraphs, which also indicate the specific functions that each performs. There are, however, certain general activities for which the battalion commander looks to the operations officer. These are listed in paragraph 12 and also include—

- (1) Estimates as to the capabilities of subordinate units to perform their missions under the specific operational conditions.
- (2) Recommendations as to general operating sites for subordinate units.
- (3) Coordination of the transportation assigned or attached to the battalion for supply and service support purposes. This activity is accomplished in conjunction with the battalion motor officer.

c. The ordnance supply officer is concerned primarily with the activities incident to the supply of ordnance items by the battalion.

- (1) Working within the framework of the general policies provided by the battalion commander and the operations officer, he provides technical advice or direction, as authorized, to the ordnance stock control and storage personnel in the supply and service companies.
- (2) He provides advice and assistance to the operations officer and battalion commander on procedures for the receipt, storage, and issue of designated ordnance supplies.
- (3) He maintains liaison with the general support supply and services battalion

to make certain that uniform or compatible policies and procedures are maintained.

d. The quartermaster supply officer provides advice, technical direction, and operational guidance on the supply of subsistence and quartermaster class II and IV supplies. He coordinates from the battalion commander's point of view, the activities of the supply and service companies in regard to the operation of supply points for subsistence and the storage and issue of class II and IV supply items. One of his main duties, and one common to all supply officers in the section, is to advise the motor officer of transportation requirements for the distribution of supplies. He is assisted by the quartermaster supply sergeant, and signal supply sergeant.

e. The petroleum officer assists the operations officer and battalion commander in carrying out the battalion's mission for the supply of class III products. He receives requests (forecasts) for petroleum products from supported units or determines requirements for them as outlined in paragraph 43. He exercises technical direction over the activities performed by the petroleum personnel in the supply and service companies.

f. The field service officer advises and assists the operations officer and battalion commander in coordinating and directing the service operations performed by the battalion. His primary concerns are the activities of the laundry and bath platoons and the graves registration sections in each supply and service company. He is usually designated battalion graves registration officer and serves also as security and training officer. In this last capacity, under the direction of the operations officer, he—

- (1) Plans, coordinates, and supervises local security defense measures and damage control.
- (2) Supervises the training of the battalion.
- (3) Prepares and processes training reports required by higher headquarters.
- (4) Selects and allocates training areas and facilities.
- (5) Conducts training inspections and tests.

20. Bakery Platoon

Personnel of the bakery platoon bake and provide fresh bread for the units supported by the battalion. Because platoon personnel must pick up operating supplies at, and deliver fresh bread to, the supply and service points operated by the battalion, it should be so located that the roundtrip will not exceed 10 hours. The platoon is organically equipped with a trailer-mounted field bakery plant.

21. Decontamination Section

The decontamination section provides limited third-echelon decontamination of areas, installations, and materiel. The section is capable of providing fire fighting services and of establish-

ing mobile shower units or personnel decontamination stations. This last function includes such tasks as preparation of decontamination solutions and operation of the decontaminating apparatus and its auxiliary equipment, and determining the effectiveness of completed decontamination through the use of detection devices. The officer in charge of the section also advises and assists the operations officer in matters concerning the supply of chemical items for which the battalion is responsible. The supply of such items depends upon the extent to which chemical weapons are employed. He provides guidance and technical assistance to the chemical stock control and storage personnel in the supply and service companies.

Section IV. SUPPLY AND SERVICE COMPANY

22. General

The supply and service company (fig. 3) is organized into a company headquarters, a stock control section, a supply platoon, a petroleum platoon, a laundry and bath platoon, and a graves registration section. Each platoon consists of a headquarters and such sections as are required for the several specific operating functions.

23. Company Headquarters

Company headquarters has the personnel for the command of the company and for the control of company operations. It provides the technical specialists for the supervision of internal supply, mess, administration, communications, and security. The company commander supervises all phases of the technical, administrative, tactical, and training duties in the unit. He is personally responsible for his organization, although subordinates should be charged with authority for supervising specified aspects of the mission.

a. The commander's initial and primary responsibilities are to plan, direct, and supervise the operation and training of the organization so that it can—

- (1) Perform its assigned mission.
- (2) Accomplish its own administration.
- (3) Maintain military standards of discipline.

(4) Defend its own installations against enemy attack.

b. The company commander must be familiar with the regulations and instructions governing his mission and with the qualifications of the personnel assigned to him in order to assign duties to appropriate supervisors and specialists. After satisfactory standards of training have been attained, the company commander must continue to develop subordinates so that routine technical, administrative, and military tasks are accomplished as a matter of standing operating procedure.

c. When the technical mission of the organization has been established, the company commander must prepare a plan to carry out the mission, issue the necessary orders to execute the plan, delegate appropriate duties to subordinates, and supervise the progress of the work.

d. The company commander has been provided with key personnel qualified to control and supervise operations and instruct and train subordinates. In most other cases the job titles listed in the TOE are completely descriptive of the duties involved. In some instances, there are additional or collateral responsibilities.

24. Stock Control Section

a. The stock control section is the nerve center for company operations. Its staffing is

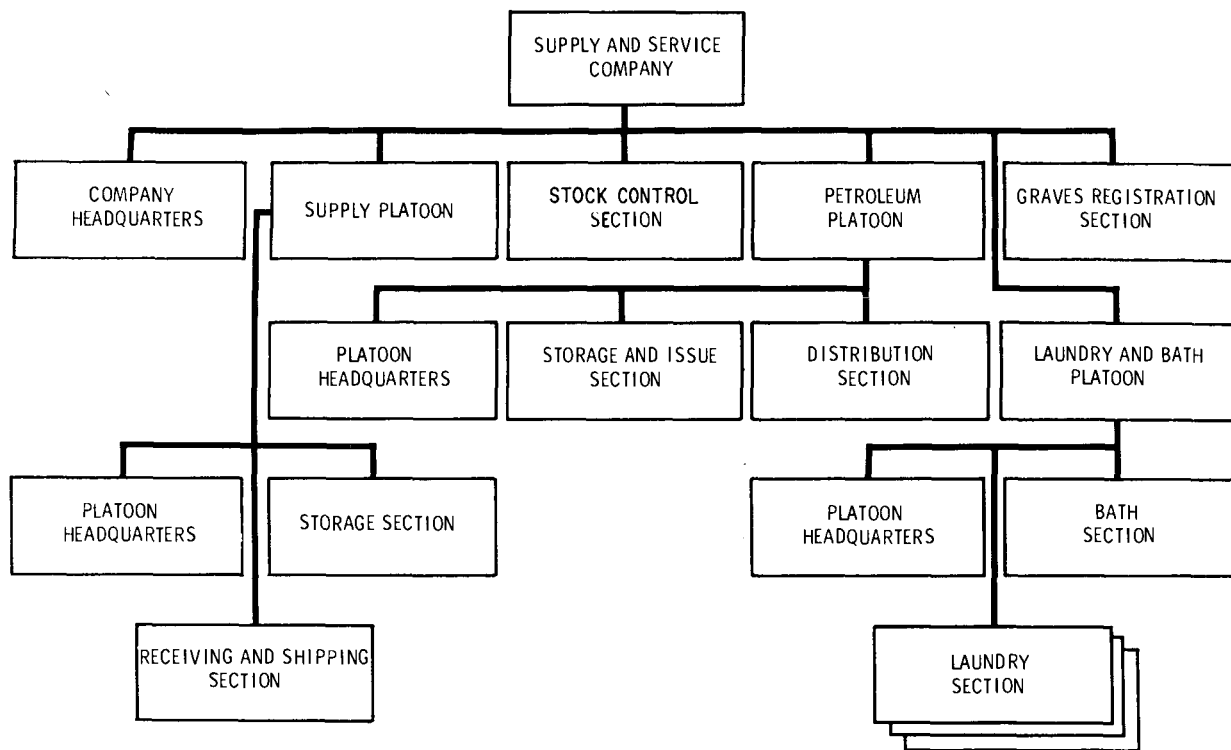


Figure 3. Supply and service company, supply and service battalion, direct support.

like that of the operations section at battalion headquarters. It has the specialists and technicians to provide stock control for the supplies handled by the company. The same pattern of organization is followed in the supply platoon.

b. The section is headed by the stock control officer. His principal assistants are the stock control and the assistant stock control supervisors. They direct the activities of the assigned stock control specialists who perform centralized stock accounting functions for all supplies handled by the company. This section receives requests for supplies from supported units, processes them, and issues necessary instructions to the supply platoon. It maintains and submits, as directed, the reports that serve as the requests for replenishment shipments from the installation supporting the company. Technical guidance and direction are provided to the stock control specialists from battalion headquarters.

25. Supply Platoon

The supply platoon operates the supply

points from which supported units receive class I and class II and IV supply support. The platoon is organized into a platoon headquarters, a shipping and receiving section, and a storage section. The sections have a similar pattern of organization, each consisting of a senior noncommissioned officer, who serves as section chief, and technical service specialists to perform assigned tasks.

a. The organizational division is a personnel management and control device. It does not represent a method of operation. Actually, personnel from both sections work as teams to operate a class I supply point; a class II and IV supply point, if directed; and a salvage collecting point.

b. To indicate a method of operation—

- (1) Receiving and shipping specialists verify incoming items against appropriate documents, submit the necessary information to the stock control section, and select items required to fill requests. They pack and crate

items, as necessary, and notify the stock control section that the shipments are ready for delivery. They also assist the salvage inspector, salvage specialist, and salvage clerk in the identification of items received at the salvage collecting point.

- (2) Storage personnel prepare and maintain stock locator cards for items received and perform necessary warehousing functions. Personnel in both sections, assisted by specialists from the stock control section, perform required inventories. Storage specialists also assist at the salvage collecting point as required.

c. The storage section provides the materials handling equipment and operators essential to the storage operation. As a matter of policy, reserves maintained by the unit should be palletized and utilized to the extent practicable to facilitate handling by materials handling equipment and to permit economies to be realized in the case of available transportation.

26. Petroleum Platoon

The petroleum platoon is responsible for the receipt, storage, inspection, and distribution of bulk and packaged petroleum products to supported units. The platoon consists of a platoon headquarters, a storage and issue section, and a distribution section.

a. Platoon headquarters has the platoon leader and platoon sergeant who supervise the operation of the platoon. It also has the quality surveillance specialist who performs the tests necessary to insure that the petroleum products issued meet prescribed specifications for use. He also inspects and tests all stored products for contamination.

b. The storage and issue section provides the personnel to operate a class III supply point that consists of two fuel system supply points augmented by two 10,000-gallon collapsible tanks, filter separators, 50-gpm dispensers, and hose and fitting kits. The loader operator and petroleum specialists, who make up the section operate under the supervision of the section chief and his assistant. A container cleaning machine is provided for use in connection

with the section's capability to perform container cleaning operations.

c. The distribution section provides the personnel required to distribute petroleum to supported units. These personnel are the petroleum vehicle operators who drive the 5,000-gallon semitrailers and 1,200-gallon tank and pump units. Based on 75% vehicle availability and two trips per day, the section can deliver 78,300 gallons of bulk petroleum with this equipment. Section personnel can also set up and operate mobile filling stations when the volume of traffic or diversity of fuel-consuming equipment justifies the service. To the extent possible unit tank and pump units and semitrailers are kept filled to provide maximum utilization of bulk petroleum storage and distribution capabilities.

27. Laundry and Bath Platoon

The laundry and bath platoon provides laundry, bath, and clothing exchange service for supported troops. The platoon maintains prescribed stocks of clothing for emergency replacement of contaminated items. It provides reclamation laundry service in support of maintenance activities performed by direct support maintenance units. It also provides emergency clothing impregnation service. The platoon consists of a platoon headquarters, a bath section, and three laundry sections.

a. Platoon headquarters has the platoon leader, platoon sergeant, and quartermaster supply specialist. The platoon leader is the general supervisor of both bath and laundry activities. He prepares the laundry and bath schedules and dispatches the units for operation. The platoon sergeant supervises the preparation of required records and reports. The quartermaster supply specialist requisitions and accounts for operating supplies and clothing, and supervises clothing exchange operations.

b. The bath section has five bath teams that can operate in separate locations to provide service to supported troops. Each team is capable of bathing about 3,000 troops each week and/or providing clothing exchange to the troops bathed. The teams stock a one-day supply of clean clothing for clothing exchange purposes at each shower point.

c. The platoon has three laundry sections. Each section operates on two 10-hour shifts. The laundry foreman in charge of each section is the general supervisor of operations and of the maintenance of laundry equipment. The assistant laundry foremen are normally shift leaders, and may function as team chiefs if it is necessary to locate elements of the section at two points. The laundry clerk records the work received and processed and records the amount of operating supplies consumed by the section. The sections may be equipped with either the single-trailer or the 5-trailer laundry unit. If the 5-trailer laundry unit is provided, two additional laundry workers must be made available to each section. If this equipment is provided, the section may not be located at two points.

28. Graves Registration Section

The graves registration section has the personnel necessary to operate a collecting point

for remains evacuated from nondivisional units. The graves registration officer in charge of the section supervises all operations. He is assisted by the section chief who, if the section operates two sites, may be in charge of operations at one of them.

a. Operations at two sites is only one of the ways in which the section may be employed. The other most common system is to employ the section as teams. This method of operation offers benefits when the section is required to conduct post-combat area search and recovery operations.

b. When the section operates as teams, each team is made up of collection and evacuation specialists and identification and effects specialists. The collection and evacuation specialists process and prepare remains for evacuation. The identification and effects specialists identify remains, classify and inventory personal effects, and prepare the necessary documentary records and reports.

Section V. TRANSPORTATION LIGHT-MEDIUM TRUCK COMPANY

29. General

The Transportation Light-Medium Truck Company (TOE 55-67) provides an effective motor transport pool for the movement of all classes of supply, except bulk petroleum. Its organizational structure provides task vehicles to perform a variety of motor transport missions and the necessary elements for command, control, administration, mess, supply, and maintenance. Effective employment of this type transportation depends upon coordinated planning, control, and supervision. The battalion commander normally delegates the planning function to his operations officer, who is assisted and advised by the motor officer and the transportation light-medium truck company commander. Implementation of plans adopted is a responsibility of the truck company commander.

30. Organization

Company organization is illustrated in figure 4.

a. Company headquarters has the company commander and enlisted personnel to assist

him in the performance of administrative duties and to serve as his staff in planning, transmitting orders and instructions, and supervising company operations. The job titles listed in the TOE are descriptive of the duties performed. Some personnel have additional or collateral duties. These are also indicated in the TOE. The first sergeant is the senior non-commissioned officer of the company and is the administrative assistant to the company commander. He supervises the administration, mess, supply, and communications activities.

b. The maintenance section is organized and equipped to perform organizational maintenance for the company and to provide preventive maintenance guidance and supervision.

c. The three operating platoons of the company provide task vehicles, drivers, and command elements. Each light truck platoon is organized into a platoon headquarters and two light truck squads. Each squad is equipped with ten vehicles and sufficient drivers to provide around-the-clock operational capability. The light-medium truck platoon has an identical organization, except that a medium truck squad is added. This additional squad

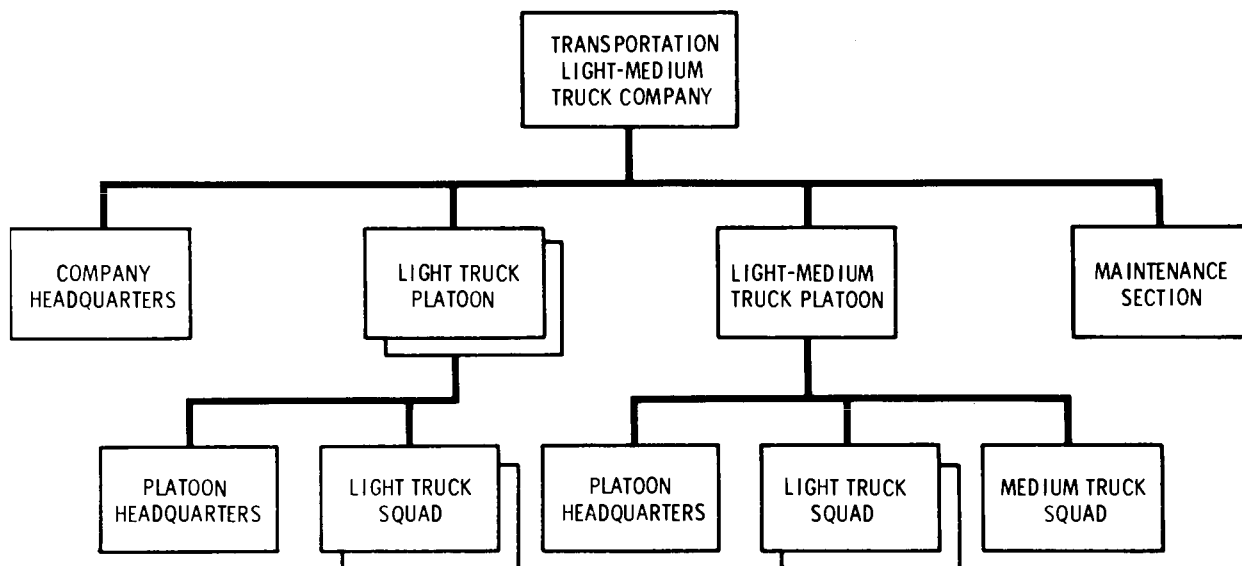


Figure 4. Transportation light-medium truck company.

is equipped with ten truck-tractors and twenty stake and platform cargo trailers as task vehicles. It also is provided with sufficient drivers for around-the-clock operation.

31. Assignment

Truck companies are assigned to supply and service battalions on the basis of one truck company to each battalion in a corps support brigade and tow truck companies to each supply and service battalion in the army rear support brigade. The transportation light-medium truck company is also provided to fill motor transport requirements in general support groups and in the transportation brigade. There are normally 24 light-medium truck companies in a type field army.

32. Equipment and Capabilities

Task vehicles authorized for the company are sixty 2½-ton long-wheelbase trucks; sixty 1½-ton cargo trailers; and ten 5-ton truck tractors that are the prime movers for the twenty 12-ton stake platform semitrailers. Six of the 2½-ton trucks are equipped with winches. This equipment provides a one-lift capability of 276 short tons of general cargo or 1,300 passengers when the company is at full strength with 75-percent vehicle availability.

a. Rated unit capacities (table I), in terms of both tonnage and volume, may be easily calculated. Operational capabilities, on the other hand, must be based upon consideration of many factors. Those which tend to degrade the capabilities of the unit should be carefully

Table I

	2½ ton trk w/1½ ton tr		5 ton trk-trac w/12 ton S&P semi-tr		
	Cargo (4 tons ea)	Pers (20 ea)	Cargo (12 tons ea)	Pers (50 ea)	
At full strength, all vehicles available, one-time lift --	240	or	120	or	500
At full strength, 75 percent vehicles available, one-time lift.	180	or	96	or	400
Local haul, 15 miles forward. Two-shift operations 75-80 percent vehicles available, 4 trips cargo and 6 trips personnel.	720	or	384	or	2400
Line haul, 75 miles forward, two shift operations, 75-80 percent vehicles available 2 trips daily.	360	or	1962	or	800

examined in planning motor transport missions. While broad averages are satisfactory for long range planning, experience factors for a specific operational environment must be used as soon as they can be developed.

b. Planning factors include available road net, local climate and weather, tactical situation and possibility of hostile interference, and local maintenance situation.

33. Employment

a. The company is a tool for the commander of the supply and service battalion. He can employ it in any way that will promote effective accomplishment of battalion missions.

- (1) Light-truck units are intended to provide economical, highly flexible transportation for normal supply loads over roads and trails—with limited off-road mobility—under all conditions in the combat zone. The task vehicle may be loaded to double its rated capacity for operation on improved roads, except when carrying supplies of very low density. The cargo trailer should not be considered in capability calculations when trafficability is very poor or when extensive off-road operation is anticipated.
- (2) The medium truck squad is provided to exploit the economies of unitized cargo in the forward areas. The 12-ton semitrailer is designed to carry large units of dry cargo, is easily loaded and unloaded using materials

handling equipment, and requires minimum operating personnel in terms of tonnages moved. Although more sensitive to adverse trafficability factors than the light truck (with practically no off-road capability), the medium truck is used to advantage in moving supplies and equipment over average or better-than-average highways. With the assignment of truck-tractors and semitrailers on a 1 to 2 ratio, the effects of loading times upon the total trips per day may be sharply reduced. The truck-tractor with loaded semitrailer proceeds to its destination, is unloaded, and returns while the second semitrailer is being loaded. The semitrailers are exchanged and the process is repeated. The use of the second semitrailers for mobile storage of supplies is not recommended since this practice would limit the lift capability of the squad and would not permit the transport of one trailer as a load on another when moving to a new base of operations.

b. The battalion commander and his staff normally rely heavily on the experience and advice of the motor transport commander in planning the employment of the company. The operations resulting from this coordination should provide maximum utilization of vehicles, use of the most suitable vehicles for the tasks assigned, and minimum loading and unloading times.

CHAPTER 4

SUPPLY OPERATIONS

Section I. GENERAL

34. Method of Operation

The battalion normally operates on an area basis, *i.e.*, in support of units within a geographical area, or on a mission basis. It can operate in whole or in part when required.

a. When the battalion is employed to support units on an area basis, stock control personnel from subordinate units of the battalion may be pooled in the battalion operations section to function as a centralized stock control activity. When this arrangement is in effect, all supply requests of supported units are submitted directly to battalion headquarters. When the battalion is employed to provide support on a mission basis, supported units transmit support requirements to the supply and service company designated in administrative orders. In either case, stock control activities are kept to the minimum consistent with efficient operations.

b. Battalion headquarters receives logistical plans, estimates, and directives relating to supply and service support operations from the direct support group headquarters to which it is assigned. Under the direction of group headquarters, it prepares detailed plans and policies for the operations of subordinate units; assigns missions to them; and prescribes general guidance for unit commanders. Each supply and service company normally operates on a single shift basis and in one general location. The laundry and bath platoon is one exception to these policies. It normally operates on the basis of two 10-hour shifts per day, and the laundry sections operate at separate locations, because the laundry equipment must be near a source of water and because the troops it supports are normally dispersed throughout the area. The bakery platoon is generally the other exception. Support requirements will usually

make it necessary for this platoon to work on two 10- hour shifts.

c. The light-medium truck company is also capable of around-the-clock operations and may be so employed to meet group transport requirements.

35. Requisitioning

The requisitioning procedures established for and by the battalion depend upon several factors. The availability of automatic data processing equipment and the extent to which it is used are two of the most important. The degree to which the principles of scheduled supply are applied is another. Detailed discussions are contained in the later sections of this manual. Generally speaking, status reports from the battalion are the basis for replenishment of class I and class III supplies to authorized levels. Specific demands to general support battalions are the basis for replenishment of class II and IV supplies. User requirements for class I and class III supplies are met to the extent practicable by throughput shipments to them from general support installations.

36. Stockage and Distribution

The battalion maintains a 2-day level of class I and class II and IV items of supply for supported units. Authorized class II and IV stockage is based on demand experience. It usually consists of selected fast-moving items for which there is a relatively predictable consumption pattern. Stockage of heavy, slower-moving items is limited. Requisitions for regulated and command-controlled items are processed through command channels.

a. The battalion maintains a class III bulk

storage of 1 to 1½ days. This stockage is based on the battalion's capability of storing about 280,000 gallons and a consumption factor of about 7 gallons per man per day.

b. Battalion personnel make daily distribution of class I, class II and IV, and bulk class III supplies to supported units. Distribution is made by using the vehicles organic to the battalion.

37. Displacement

The battalion displaces by units, each unit

having a different mobility. The headquarters and headquarters company are approximately 90 percent mobile. Additional vehicles are required for certain bulky and heavy items of equipment. Each supply and service company is approximately 65 percent mobile. Additional transport must be made available for such purposes as carrying one of the fuel system supply points. The light-medium truck companies are 100 percent mobile. Each supply and service company may displace by either of the techniques discussed in paragraph 4.

Section II. CLASS I SUPPLY

38. General

Under the Army's supply classification system class I supplies are those consumed at a predictable rate under all circumstances. The classification is most commonly used for rations and subsistence. The fact that consumption is predictable has suggested development of a supply system aimed toward ultimate automation of both data processing and supply action. While practical considerations prevent the immediate attainment of this objective, certain advances have been possible. The requisitioning procedure outlined below represents such an advance. Although it is primarily a manual system, it is compatible with, and permits ready conversion to, one utilizing automatic data processing and electronic transmitting equipment. It provides, at the same time, a basis for a smooth transition to a completely automatic system in which consumers will be required to communicate with the supplier only when significant changes in requirements occur.

39. Requisitioning

a. Under the ultimate conditions discussed above, class I requirements for current consumption are determined within the inventory control center. A schedule of deliveries, indicating time, quantity, types of rations, and location, is agreed upon by the supply and service company and the supported unit. A similar schedule is agreed to by the supply and service company and its supporting unit insofar as supply point replenishment is concerned. Class I supplies are delivered as scheduled unless the supported unit wishes to modify the schedule for its shipments for any reason. Silence on the

part of the unit indicates that no changes are desired to the schedule. A similar arrangement exists between the supply and service company and its source of support.

b. Pending the availability of automatic data processing equipment or until sufficient experience has been gained, it may be necessary to employ a more conventional manual method. Such a system is described below. It is presented for guidance only and may be adapted or modified as required.

- (1) Under this system, a statement of daily requirements is transmitted from each nondivisional unit to its supporting supply point and from the supply point to its designated source of supply. A formal ration request is not necessary. Requirements may be transmitted by any available effective means of communication. If a requisition is required for any purpose, it may be the Ration Request for Theaters of Operation, DA Form 2058-R, or any locally designed and reproduced form similar to that illustrated in figure 5. The request need indicate only the type of rations desired.
- (2) At intervals prescribed by the direct support group or higher headquarters (2, 3, or 5 days, for example), the supply and service company submits a status report to the designated general support supply and services battalion. This report is the result of a physical inventory and indicates

FROM CO. A, 243d DIR SPT BN	TO CO B 341st QM GEN SPT BN
FOR CONSUMPTION (DATE) 10 APRIL	SHIP TO (LOCATION) A-18 BORDEAUX

ESTIMATED STRENGTHS SUPPORTED:

TROOPS	<u>15.320</u>	OTHERS (SPECIFY)	_____
POW'S	<u>0</u>		_____
CIVILIANS	<u>0</u>		_____

PERIOD ENDING:	HOUR	DATE	
31 MARCH - 4 APRIL	0900	5 APRIL	
<u>ITEM</u>	<u>UNIT</u>	<u>QUANTITY</u>	
		<u>DESIRED</u>	<u>ON HAND</u>
RATION, B		60,600	26,440
RATION, SMALL DET.		15,000	4,000
MEAL, COMBAT INDIV.		500	200

4A-22-12

Figure 5. Class I requirements and status report (suggested).

quantities on hand by component for A and B rations, and by type of combat rations. These quantities may be indicated in the appropriate column of the form illustrated as figure 5, or the Status Report, DA Form 2060-R, may be used if directed. Stock record cards and locator files, if maintained at the supply point, may be updated when the inventory is conducted.

- (3) The status report is the basis for replenishing the supply point. Other factors taken into account in computing total quantities of each component to be supplied are anticipated troop strengths, tactical situations, past issue experience, and prescribed menus. When necessary, the army commander may control supply through imposition of priorities or allocations.

40. Distribution

Class I supplies are normally delivered daily by army transportation to the class I supply point operated by the supply and service company. Supply and service battalion transportation is used to deliver from the supply point to supported units. When feasible, class I supplies may be shipped direct to supported units from the general support installation bypassing the class I supply point. This will generally be necessary in the case of perishable subsistence which will not be stocked at the direct support level. In effect, perishable items are supplied on demand.

a. The action of the supply point to prepare supplies for distribution depends upon the type of ration, the method of packaging, and the tactical situation. It may be possible, and particularly in the case of combat-type rations, for the original packages to be transshipped to using units as received from the supply point. It may be necessary to break down bulk items for allotment to using units. When such a breakdown is necessary, the following general suggestions may be helpful

- (1) Original packages of sensitive items should be broken only to the extent necessary for apportionment of the content items. If these are of such

nature as meats, flour, sugar, or other products susceptible to contamination or deterioration from exposure, the breakdown location should be chosen to afford maximum protection against these hazards.

- (2) The can is the usual unit of issue for canned goods. Cases should be broken down as required for distribution by can. Broken and repackaged lots of dry subsistence items should be marked with weight, item, and unit for which intended.

b. The actual breakdown may be accomplished by any of several methods. Regardless of method used, the supply point personnel prepare ration breakdown sheets which are used as shipping documents.

- (1) The first method of breakdown is the item pile method. Under this method, supplies received from the general support unit are divided into as many piles as there are items of issue. When issue is to be made, the trucks that deliver supplies to supported units stop at each pile to be loaded with the prescribed allowance of the item.
- (2) The second method of breakdown is the unit pile method. Under it, supplies are assembled into a separate pile for each supported organization. This method is preferable when unit distribution is used.
- (3) The third method is the truck-to-truck method. This is the direct transfer of items from trucks containing incoming supplies to those which transport the supplies to supported units. This method saves labor and handling and keeps supplies under cover. It permits the supply point to retain maximum mobility and dispersion. Trucks can rendezvous with supported units by map coordinates, day and night, and with supply columns during movements. The principal advantage of this system is that no preliminary breakdown is required.

41. Schedules

a. Time factor. For planning purposes, aver-

age time factors are detailed in FM 101-10, but the actual schedule for breakdown and issue will depend upon—

- (1) Time of arrival of rations at the supply point.
- (2) Time required to unload supplies and, possibly, to correct depot shipping documents.
- (3) Time required for breakdown.
- (4) Time required for delivery.
- (5) Waiting time.

b. Delivery schedule. A delivery schedule will be published in administrative orders or by message. Units will be advised of changes.

42. Bakery Operations

The bakery platoon of the battalion headquarters and headquarters company is responsible for baking bread and delivering it to the supply point operated by the supply and service company. Amounts and times of delivery will be scheduled and requirements established by platoon headquarters. Platoon responsibility includes drawing and transporting operating supplies and ingredients from the supply point.

a. The platoon is equipped with a modified M-1945 mobile bakery unit. The unit consists of—

- (1) Mixing and makeup machinery trailer which contains—
 - (a) A mixing machine with tank for tempering ingredient water.
 - (b) Divider.
 - (c) Molder.
 - (d) Monorail system complete with five demountable dough through carriers and five insulated dough troughs.
 - (e) Working platform for the machine operator.
 - (f) Power control panel with branch circuits for distributing current to the other components for the bakery unit.
- (2) Three oven trailers, each consisting of two 18-pan oven chambers and a

heating system. The oven is thermostatically controlled, and is fired by a gravity-fed, horizontal pot-type burner utilizing either gasoline or light fuel oil.

- (3) Two generator trailers to supply power and light for the bakery unit. The generators are used alternately, with one kept as a standby at all times. The generator is a complete electric generating plant. It consists of a gasoline engine and an electric generator with necessary controls and accessories, enclosed in a steel housing with a steel base.
- (4) Three proofing cabinets. These cabinets are allocated to the bakery unit to proof (ferment) the dough at a constant heat and high humidity. The nine rack assemblies of each proofing cabinet have a capacity of 36 standard sheet bread pans.

b. The platoon also has a collapsible flour sifter of 50 to 60 pounds per minute capacity. A skid-mounted, electrically-driven, water pump; molding tables; bread racks; scales; conveyors; water trailers; and water heaters are organic equipment of the section.

c. The layout of the bakery equipment must be planned to establish, as nearly as possible, a straight line production of bread within each baking cycle. The bakery platoon can normally be set up at a new location in approximately four hours. Details of setup and layout are contained in TM 10-410, and in the 10-1699-series.

d. The essential dry ingredients of bread are flour, yeast, salt, sugar, shortening, and powdered milk. These will normally be drawn from the class I supply point. The baking operation requires approximately 500 to 800 gallons of water per day. Water sources must be approved, and proper sanitation and discipline observed in its handling. Selection of water sources, precautions to be exercised, and water treatment are described in TM 5-295. Information on types of water, water impurities, and water treatment is contained in TM 10-410.

Section III. CLASS III SUPPLIES

43. Supply System

Class III supplies are petroleum and petroleum products. The system for their supply and distribution in the field army is discussed in FM 29-45. This system envisions maximum use of automatic data processing and electronic transmitting equipment. Regardless of the system employed, the submission of demands and requirements is an after-the-fact action and is done to substantiate the virtually automatic issues of petroleum made during any given period. An empty fuel tank of a vehicle is a demand; so is the amount of empty space in a 10,000-gallon collapsible tank. As a result, petroleum is moving through the system at a constant, scheduled rate and the verbal requests placed on the controlling headquarters merely serve to adjust or modify the schedules.

a. The effective use of the transportation available for the distribution of the product is the critical area in petroleum supply. For this reason, controls over its use must be exercised at command level. The objective is not to allocate or delimit quantities of product, but rather to have available information and data on which to base decisions effecting diversions, re-

SUP PT No. 2

DATE 11 APR

REPORT PERIOD 05/800 APR TO 10/800 APR

UNIT

ITEM	RECEIPTS	ISSUES	ON HAND
M0GAS	330,000	285,000	220,000
AVGAS	8,000	7,000	5,000
DIESEL	125,000	105,000	75,000

4A-22-15

Figure 6. Petroleum status report (suggested).

locations, schedule changes, or other adjustments necessary to satisfy product requirements with transport capabilities.

b. The system at the direct support level is informal. Supported units transmit to the supply point forecasts for both bulk and packaged petroleum products. These forecasts are transmitted daily or periodically (2, 3, or 5 days, for example) as directed by proper authority. The supply point transmits its forecasts in like manner to the organization specified by the direct support group or higher authority.* Unless specific conditions dictate otherwise, the support brigade headquarters are the specified organizations to which the forecasts are transmitted.

c. At the end of the forecast period, the supply point transmits a status report of quantities received, issued, and on hand. This report may be informal, or a form similar to that illustrated in figure 6 may be used. In any event, the report must be substantiated by whatever documents the supply point used to record daily issues to supported units. This may be DA Form 10-118, Daily Issues of Gasoline and Oils, or any similar form prescribed by higher headquarters.

d. The petroleum supply units of the general support supply and services battalions in the corps support brigades make replenishment deliveries to the supply and service companies and to the units supported by the supply and service company to the extent practicable. Direct support units in the army service area are replenished by shipments from the quartermaster petroleum battalions in the rear support brigade. Whenever conditions permit, the general support units effects at least 25 percent throughput delivery to the units supported by the supply and service company.

44. Supply Point Location

The class III supply point, like other elements of the supply and service company, should be located as close to supported units as the tactical situation, dispersion factors, and

* Daily or periodic forecasts will be required of supported units only until sufficient experience has been gained for the supply point to make scheduled shipment without action on the part of the user unless specific situations cause variances in the normal pattern.

other considerations permit. The site should have easy access to transportation nets and signal communications. Important communications and population centers vulnerable to enemy action should be avoided. Consistent with dispersion and support missions, sites should be selected to provide for mutual support in area defense and damage control.

a. Terrain. Terrain features which provide cover and concealment minimize the danger of enemy observation and attack. The ground should have sufficient elevation to provide drainage. It should be paved or graveled, when possible, to permit vehicle traffic to move easily in all weather.

b. Dispersion. The site must be large enough to allow for two or more storage areas with balanced stocks in each. While storage facilities must be adequate to meet the needs of petroleum supply and distribution plans, space

must be kept to a minimum to reduce handling operations. Sites must be so arranged as to avoid offering attractive targets.

c. Layout.

- (1) The site should be reasonably level. It should provide good drainage.
- (2) Depressions should be avoided to prevent dangerous vapor collection.
- (3) Sites may be in low hills or in rolling country if the stocks are properly dispersed. Sites should not be uphill or upstream from other installations which would be in the flow of escapable flammables.
- (4) Natural concealment should be exploited when available.
- (5) A source of water should be available.
- (6) Combustible buildings should be given a minimum clearance of 250 feet.

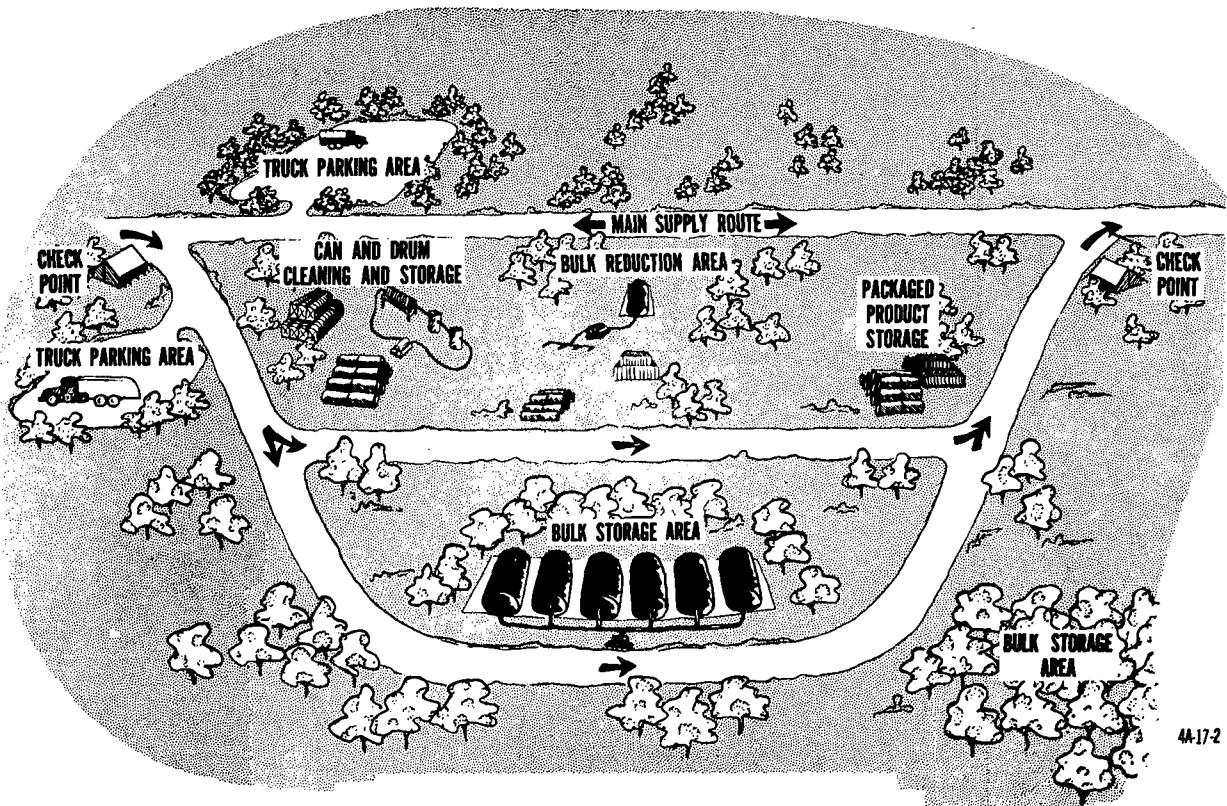


Figure 7. Class III supply point (suggested).

- (7) A control point should be established on the route of incoming and outgoing traffic and at safe distances from handling areas. A suggested layout appears as figure 7.

45. Supply Point Operations

The level of class III supplies for the supply point is prescribed in orders from higher headquarters. When an increase in the level is necessary to meet tactical demands, additional collapsible tanks and additional transportation may be required.

a. The class III supply point performs two functions—storage and distribution—and these two activities must be integrated into one effective operation. The petroleum platoon leader must, therefore, make certain that his supply point is equipped at least with the following—

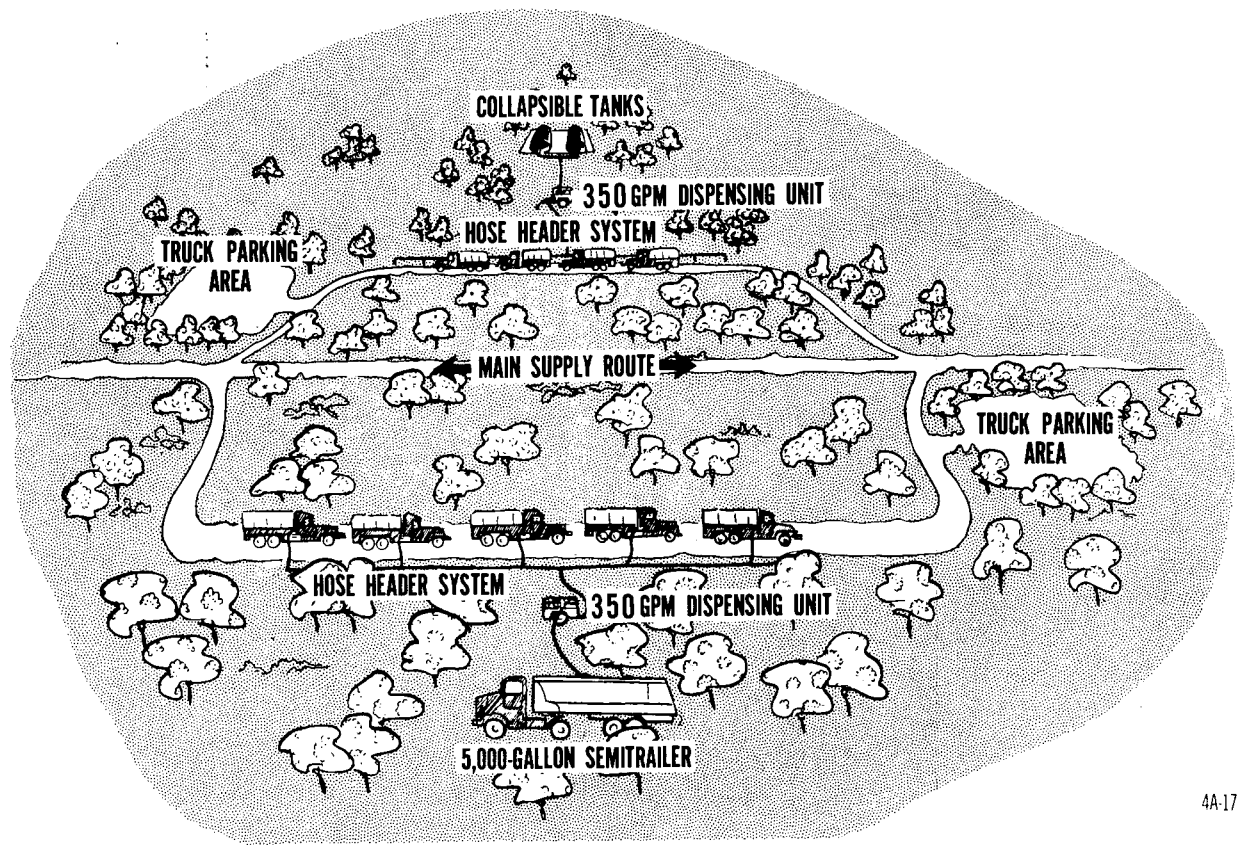
- (1) A list, by quantity, of stock to be handled.
- (2) A list of units to be supported.
- (3) An overlay of the entire supply point, indicating the location of supplies and operational areas.
- (4) A simple layout of facilities to expedite issues.
- (5) Forms, records, and reports required for inventory purposes.
- (6) Adequate communications between operating areas and supply point headquarters.
- (7) An issue schedule for supported units.

b. Effective and flexible utilization of equipment is as important as the development of sound operating procedures.

- (1) Packaged greases and lubricants should be delivered with fuels.
- (2) Organic tank trucks and semitrailers may be used for any of several operations, including transfer of product from the supply point to using units, bulk storage at the supply point, and convoy refueling. Operating procedures for this equipment must, therefore, be adaptable to the demands of the situation.
- (3) As the supply point may be required to move in support of using units, the

section chief must develop, maintain, and rehearse procedures for drying up and loading collapsible tanks at one location and beginning immediate supply operations at another.

- (4) The standard fuel system assembly includes six 10,000-gallon collapsible (fabric) storage tanks, two trailer mounted pumps, filter separators, and a 6-nozzle hose-header system for direct refueling of vehicles and limited decanting operations. The assembly is described and discussed in TM 10-4030-203-12. The tactical situation, the movement and deployment of supported forces, fuel requirements, and the characteristics and capabilities of the components that comprise the assembly are among the factors that determine or suggests methods of employment. Maximum advantages may be gained, for example, by limiting use of the assembly to the loading of tank and cargo vehicles having business at the distributing point. Certain tanks may be designated for the storage of aviation fuels. Under other circumstances, the assembly's use as a convoy refueling point may relieve tank trucks for other important missions.
- (5) The 500-gallon collapsible drum is used primarily for air or ground delivery of bulk fuel and for storage of product. The standard 2½-ton cargo vehicle can carry 2 full drums, plus dispensing equipment, providing a bulk fuel delivery capacity of approximately 1,000 gallons. For short hauls over improved roads 3 full drums and dispensing equipment can be carried, increasing the fuel delivery capacity to about 1,500 gallons. The standard 5-ton cargo vehicle can normally carry 3 full drums, plus dispensing equipment. Additionally, the drum can be delivered by fixed wing aircraft, sling carried by helicopter, or by airdrop. A primary advantage of the collapsible fuel drum over the rigid container is that vehicles can be utilized for



4A-17

Figure 8. Mobile filling station (suggested).

hauling dry cargo or personnel when not in use for transporting fuel.

46. Filling Stations

Mobile and/or stationary filling stations may be set up along main supply routes when the volume of traffic or density of fuel-consuming equipment justifies such service. This service eliminates excessive handling of petroleum products and avoids concentration of vehicles at the supply point.

a. Mobile filling station service (fig. 8) may be provided by using tank trucks and semi-trailers with a dispensing unit and a hose header system. The number of vehicles that can be refueled at one time depends upon the type of dispensing unit employed. Collapsible tanks may be used to provide increased capability.

- (1) The layout of a mobile filling station depends upon tactical conditions, vehicle fuel requirements, terrain features, existing road network, and availability of fuel-dispensing equipment. When additional dispensers are employed, they may be set up to form one long row of filling points, or on both sides of the road so that a double column of vehicles may be refueled at one time.
- (2) To prevent traffic congestion along the main supply route, sufficient parking area should be provided at the filling station for vehicles awaiting fueling. If the bypass road is long enough to accommodate all vehicles of a convoy, parking areas may not be required. When all vehicles of a convoy or con-

voy element cannot be accommodated, the convoy should be divided into march units so that only a workable number of vehicles will arrive at the filling station at one time.

b. Stationary filling station service, when employed, is normally located on main supply

routes for convoy refueling, or where there is a regular demand for unit vehicle refueling by large consumers. This service will use permanent-type fixtures and equipment when available; otherwise collapsible tanks, dispensing units, and hose header systems organic to the section may be used.

Section IV. CLASS II AND IV SUPPLY

47. General

The term "class II" designates, with certain exceptions, items issued to units or individuals on the basis of allowances prescribed by tables of organization and equipment, tables of allowances, equipment modification lists, or other appropriate authorization documents. The term "class IV" is used to designate such items for which allowances have not been prescribed and which must be procured and issued by special authorization. The classification also covers class II supplies required in excess of authorized allowances.

a. Fortification and construction materials and special materials and equipment are normally regarded as class IV supplies. Other technical services include different types of supplies in the category. Items equivalent to Army Exchange items when Army and Air Forces Exchange Service facilities are not available, ecclesiastical supplies for chaplains, and supplies for such special organizations as the Red Cross are typical examples. In practice, the differences between class II and class IV supplies lies in the requisitioning procedure. The issue of class IV items must be approved by the appropriate commander.

b. Class II and IV supply requirements fluctuate and are affected by such factors as—

- (1) Seasonal changes, which require that needs for summer or winter uniforms, tent heaters, and other seasonal items be anticipated. Such requirements are normally forwarded to the appropriate supply agency as directed by administrative orders of division or higher headquarters.
- (2) Requirements for specific tactical operations and for refitting units after combat.

- (3) Loss rates, consumption rates, and wearout periods for class II and IV items, which are neither uniform nor predictable with any degree of accuracy.

48. Controls

Controlled issue and distribution of class II and IV supplies are necessitated by the characteristics of these classes of supply and by the principles of economy of supply. Stockage must be controlled to provide maximum service with minimum stocks. Issues must be controlled to insure distribution to units and organizations in accordance with established allocations and priorities.

a. *Selective Stockage.* Selective stockage is a process for developing stockage lists on the basis of actual usage experience. Such lists result from continual review and analysis of demand data. By their use, theater, army, or division commanders modify TOE's and TA's to meet requirements of specific tactical or logistical situations. Basic policies applicable to stockage of supplies and maintenance of authorized stockage lists are contained in AR 711-25 and AR 735-35.

b. *Issue Control.* The principal means of issue control are regulated items lists and command-controlled items lists.

- (1) Regulated items lists are published by the Department of the Army to control and supervise the issue and distribution of items in short supply and items that are closely or of a highly technical or hazardous nature. Requests for regulated items must be processed through command channels, and items may be deleted from such lists by the Department of the Army only.

- (2) Command-controlled items lists are published by commanders at all echelons to control and regulate issue and distribution of locally critical items. Requests for command-controlled items must be processed through command channels, and items may be deleted from any such list only by the command which published the list.

49. Requisitioning Procedures

a. The system for requisitioning class II and IV supplies is specified in battalion SOP's or administrative orders, in accordance with the provisions of AR 711-16. The system will be adapted to requirements arising from the deployment of units and the nature of the tactical operations. In combat, the processing of requisitions at all levels is as expedient as the situation, availability of resources, and necessary supply controls permit. Requisitions may be transmitted electronically and necessary records for stock control purposes maintained by automatic data processing equipment. If these methods cause a deviation from the prescribed procedures, their use must be approved by appropriate authority. Deviations which violate the principles of selective stockage or impede the accumulation of vital data will normally not be approved.

b. The system of requisitioning class II and IV supplies discussed below applies to the initial issue of end items and the issue of end items to replace battle losses (replenishment). Requisitioning and supply of repair parts are responsibilities of maintenance battalions at the direct support level (FM 29-13).

- (1) Requests for class II and IV supplies are received in the stock control section of the supply and service company.
 - (a) Requisitions for class II items are edited for identity and availability. Any corrections necessary in form or substance of the requisitions are made. If the required items are in stock, the stock control section directs their issue. If the items are not in stock, the section may query battalion headquarters to determine whether the item is available

within the direct support group. If a notice of unavailability is received, the section forwards the requisitions to the designated supply sources for action.

- (b) Unless otherwise prescribed, the stock control section evaluates and assembles requisitions for class IV supplies for forwarding to battalion headquarters. The kinds of supplies requisitioned determine handling within the section. The engineer supply personnel, for example, will normally handle requests for construction, road maintenance, field fortification, and camouflage materials. Items within these classifications are usually handled on project bases. He is also concerned with the distribution of maps for supported FASCOM units. The signal supply personnel will normally handle requests for radios, teletypewriters, wire and other signal communications class II and IV equipment. It should be noted that cryptographic supplies are excluded.
- (2) The single line requisition (DA Form 2765 or DA Form 2765-1) is the basic form used. It is prepared and forwarded in accordance with SOP's or administrative orders. When used to requisition replacement of class II items, it constitutes a justifiable demand for which no further authorization is needed.
 - (3) Requisitions for regulated or command-controlled class II and IV items must be forwarded through command channels. Unless otherwise prescribed, the support brigade assistant chief of staff for supply and maintenance can approve requisitions for items appearing on command-controlled lists published by the brigade commander. Requisitions for regulated items and items on command-controlled lists published by higher headquarters must be submitted to the headquarters retaining command control.

50. Distribution

a. The distribution of class II and IV supplies generally follows the pattern indicated for other classes. Throughput delivery direct from the appropriate COMMZ depot or general support unit is emphasized. This will be particularly true in the case of slow-moving items (usually major end items) which are not stocked at the direct support level. In effect, these are provided on a demand basis. It is also true, in most cases, for class IV items. Fast-moving items stocked by the supply and service company are maintained at their levels by replenishment shipment from the supporting general support unit. The supply and service

battalion makes deliveries to supported non-divisional units. This general policy does not preclude supply point distribution or a combination of the two methods, if necessary.

b. To make sure that the user receives end items in a ready-for-service condition, the stock control section must, when appropriate, coordinate and make arrangements with the maintenance battalion service for preissue inspection and maintenance processing. The coordination must encompass arrangements for the delivery of issue of the items. In all cases, issue responsibility remains with the supply and service battalion.

CHAPTER 5

SERVICE OPERATIONS

Section I. BATH

51. Teams

The bath section of each laundry and bath platoon has five bath teams. Four are kept operative and one inoperative so as to permit maintenance of equipment on a rotating schedule. Four bath teams can service approximately 12,000 troops per week, each team being capable of servicing about 3,000 troops. Each team usually operates at a separate location. Each maintains a one-day stock of clean clothing for exchange purposes.

52. Equipment

a. Each bath team is equipped with an 8-showerhead bath unit, decontaminating apparatus, chemical agent detector kits, radiacmeters, and two shower stands, each with four showerheads. Tents for undressing, showering, drying, dressing, and storage of equipment; tent stoves or heaters; and cargo trucks and trailers for hauling equipment and supplies are also organic to the teams. The bath section is also provided with a power-driven delousing outfit.

b. Gasoline, fuel oil, delousing powder, soap, and other necessary operating supplies and materials are obtained through normal supply channels.

53. Location

a. Operating locations are reconnoitered and chosen in accordance with the principles applicable to all military site selection. In addition, bath points require reasonable accessibility to roads convenient to supported troops, adequate water supply, and drainage.

b. While each bath team usually operates at a separate location, combined operations are sometimes necessary. This method of operation affords close supervision and control, provides

uninterrupted service in case of mechanical failure of a bath unit, and requires fewer operating personnel. Individual team operation is preferable, however, as it allows for greater mobility and closer support of dispersed units.

54. Space Requirements

The nature and amount of space required for the bath point will depend primarily upon the number of bath teams operating at the point and the weather. Normal operations include a clothing exchange service and required space for installation of bath units, assembly of troops, dressing area, and an issue point for clean clothing. In cold or inclement weather, additional space may be necessary for tent coverage of the entire operation.

55. Bath Schedules

Careful coordination and scheduling of units using a bath point will avoid confusion at the point. Using units will be instructed to provide their own guards for the dressing station.

56. Preparing for Operation

In preparing for operations—

a. The bath unit should be placed as near as possible to the water source.

b. Waste water should be diverted to a point downstream from the intake hose.

c. Improvised duckboards may be placed beneath the showers. In winter, the ground may be covered with straw for warmth.

d. Salvage canvas may be spread on the ground to keep troops in line and to protect their feet as they pass from one situation to another.

57. Processing Procedures

a. Troops assemble at the bath point and are

processed in groups of 8, 16, 24, or 32, depending upon the number of bath units available.

b. In a designated area, groups undress and pile dirty or contaminated clothing as directed, for removal for laundry or other disposition. Personal effects of bathers will be guarded by members of the bathers' unit.

c. Groups move to designated shower units.

d. After bathing, troops move to the issue point and receive clean clothing. For convenience, issue should be at or near the undressing area.

e. When dressed, groups will move promptly to their proper assembly areas.

f. When directed by medical authority, de-lousing may follow bathing (FM 21-10).

Section II. LAUNDRY AND DECONTAMINATION

58. General

a. The primary laundry mission is to provide weekly bulk laundry service for supported units. Support of bath points by provision of clean clothing for exchange and reclamation laundry service in support of maintenance activities performed by direct support maintenance units are also platoon missions. The flow of work in the laundry sections should be on a bulk basis. TM 10-1680A prescribes processing steps, operating instructions, laundry formulas, and information concerning the emergency impregnation of clothing.

b. Operating locations are selected in conformity with the considerations applicable to selection of military operating sites generally. Specific sites for section operations are governed primarily by the source of water, the source of items to be laundered, and the location of the facilities from which clothing is received. The laundry sections may operate separately when administration, mess, and operating supplies are provided. Each section operates on two 10-hour shifts. Soiled clothing is exchanged at the shower points.

59. Equipment

a. Each laundry section is provided with either single trailer-mounted laundry units or two washer-extractor trailers and three dryer-generator trailers. The washer-extractor trailer includes a water pump and a water heater.

b. Transportation required to deliver fresh clothing stocks to shower points will be provided by the laundry sections to the extent practicable. This same transportation is employed to pick up soiled clothing at the shower points, and return it to the supply and service company for laundering. It is also used to de-

liver to and return from the direct support maintenance organization items of clothing requiring repair. Vehicles of the transportation light-medium truck company are used when the distances involved or the workload imposed exceeds the transportation capabilities of the laundry and bath platoon.

60. Decontamination

a. The primary mission of the decontamination platoon is limited direct support decontamination of vital areas, installations, and materiel. Responsibility for coordinating the work of the platoon with that of other units rest with the chemical officer in battalion headquarters. The platoon may be used to assist units in decontamination work when the chemical officer believes that such employment is justified. Required operations may make modifications of platoon organization necessary. The consideration of such modifications should include the basic requirement that each section be employed. The major item of equipment is the power-driven, truck-mounted decontaminating apparatus. Information on loading, operating, and maintaining the apparatus is contained in TM 3-223 and 3-407. Allowances and decontaminating materials used in the apparatus are specified in TA 3-104. Detailed information on operational procedures is contained in FM 3-85.

b. By using its power-driven, truck-mounted decontaminating apparatus, the decontamination platoon is capable of performing various operations other than decontamination. These capabilities, however, must not be allowed to interfere with the platoon's decontamination mission. The decontaminating apparatus can be used for carrying, spraying, and pumping

water for showers for personnel. The apparatus can also be used for firefighting, spraying insecticides and de-icing and defrosting fluids, and for preparing solutions for the water-

proofing of tents and other fabric materials. Liquids or fluids that would cause corrosion or damage to the decontaminating apparatus and allied equipment should not be used.

Section III. GRAVES REGISTRATION

61. General

Graves registration activities at the direct support level consist principally of the establishment and operation of collecting points for the receipt of remains from corps and army units. Collecting points should be well removed from other installations and their operations concealed from passing traffic. At collecting points, identification and effects specialists take and record fingerprints, take all steps to identify or verify identification of remains, establish and maintain a register of remains, assign evacuation numbers, inventory personal effects, and prepare remains for further evacuation to army facilities.

62. Identification

Identification of deceased personnel is a continuing process from recovery until positive identity is established. It begins at the point of recovery and continues through all collecting echelons. Complete information on identification procedures is contained in FM 10-63.

a. Basic Requirements. The following points are most important to graves registration personnel in identification procedures—

- (1) Thoroughness and resourcefulness in examination of all possible sources of identity information.
- (2) Care in preservation of identification media.
- (3) Thoroughness and accuracy in preparation of forms and reports dealing with identification.
- (4) Use of interview method. Identification by individuals personally acquainted with the deceased should be obtained when possible.

b. Identification Media.

- (1) Army equipment and records that may establish identity are clothing marks, pay records, identification

tags, emergency medical tags, identification cards, weapons numbers, tank or vehicle numbers, morning reports, and rosters.

- (2) Personal effects include items listed in paragraph 63.
- (3) Additional information may be provided by fingerprinting, interviews, and identification of other remains recovered with those unidentified.

c. Identification Procedures. In most cases, remains received at the collecting point will have been identified by the evacuating unit, and identifying media and personal effects will accompany them. The graves registration section is then required to verify the identification, inventory the effects, and provide for their evacuation with the remains. When the remains arrive at the collecting station without positive identification, the technical personnel and processes of the graves registration section will be fully utilized and identification established insofar as possible. In all cases, a complete register is prepared to record all known data concerning the deceased; status, method and means of identification, circumstances of death and recovery, disposition of remains, identifying media, and effects.

63. Personal Effects

Money, wallets, jewelry, identification wristbands, and military decorations are inventoried on appropriate forms designed for this purpose, and attached to the remains at the initial collecting point. Effects are removed for inventory, sealed in personal effects bag, attached to remains, and not again removed until the remains reach a field army cemetery.

64. Collection

The graves registration section takes delivery of the remains from corps or army units and makes the necessary preparations for further evacuation. This includes the required administrative work; shrouding or pouching

and tagging the remains; attaching effects, identifying media, and accompanying documents; and supervising their preparation for evacuation. When a post-combat area search is to be made for deceased personnel, search and recovery teams can be organized from members of the graves registration section or be placed under their supervision.

65. Emergency Medical Tag

If the remains have not been previously tagged, an Emergency Medical Tag (DA Form 8-26) is prepared by medical personnel and attached to the remains at the first collecting point to which remains are evacuated by recovery personnel. The tag lists, insofar as possible, the name of the deceased, arm or service, branch, age, race, place of recovery, when and where tagged, and cause of death. The tag will be checked at each collecting point through which the remains pass. It will be verified and protected from the chance of be-

ing obscured or obliterated in handling. If tags are not available, a note containing the essential information should be attached to the remains.

66. Tactical Information

Written information of tactical importance found on or with any remains, should be removed and delivered to the appropriate authority for disposition. A note to this effect should be attached to such remains.

67. Evacuation

Remains are normally evacuated to a temporary cemetery or collecting point operated by the general support battalion. Remains in transit should be shrouded and the back curtains of the transporting vehicles closed. Evacuation routes should bypass troop concentrations and civilian areas. A guard should accompany the remains and all pertinent records should be forwarded with them.

CHAPTER 6 COMMUNICATIONS

68. General

a. Current concepts of warfare dictate that combat service support units in theaters of operations be mobile, flexible, and capable of operating at dispersed locations. This requires adequate and flexible communications facilities for support of combat service support operations. To operate effectively under these requirements, the elements of the direct support supply and service battalion have been

provided with three primary means of communication: Radio, wire, and messenger (FM 100-11).

b. The company commander of the battalion headquarters company, in his capacity as battalion communications officer, is responsible for the installation and maintenance of communications equipment organic to the battalion. He coordinates battalion communications activities with higher headquarters and

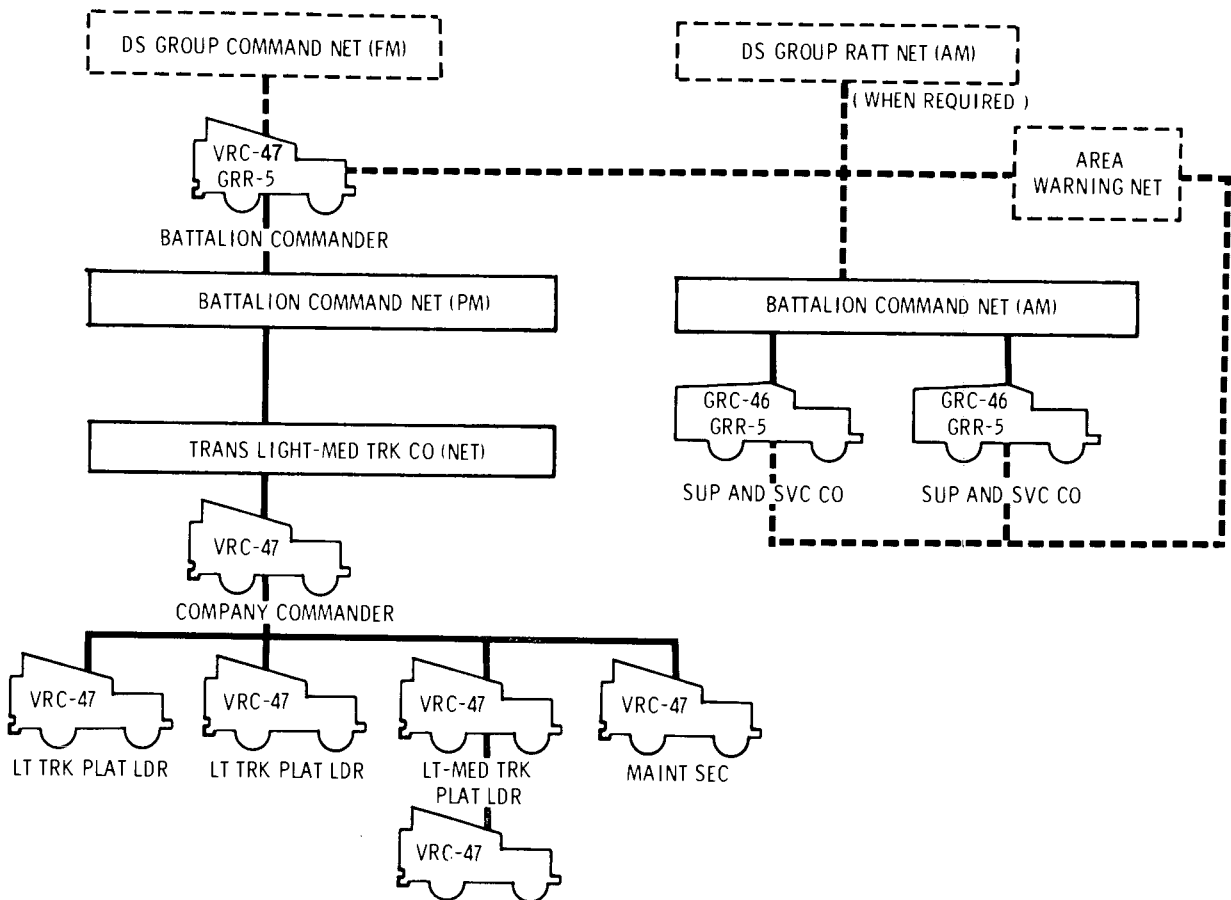


Figure 9. Type radio nets, supply and service battalion.

with adjacent units. He coordinates the battalion's entry into the army area communications system. He also secures or prepares extracts of Standing Signal Instructions (SSI) and Signal Operation Instructions (SOI) for the battalion. Detailed information is contained in FM 24-16.

c. Communications security is the protection resulting from all measures designed to prevent or delay unauthorized persons from gaining information of military value from communications sources. It includes physical, cryptographic, and transmission security. The first and last of these are most applicable to the supply and service battalion and its units.

- (1) Physical security protects classified signal equipment and material, including plain-language copies of classified messages and carbons, from capture,

damage, or loss. It means, among other things, that an inspection must be conducted before a command post is vacated to make certain that copies of messages, carbon copies, tapes, and copies of maps which might prove beneficial to the enemy are not left behind. It means also that personnel must be trained in the proper methods and importance of destroying documents.

- (2) Transmission security is designed to make it difficult for the enemy to intercept transmissions and to prevent him from using friendly communications systems for deception purposes. Radio is particularly susceptible to deception, interception, direction-finding, and traffic analysis:

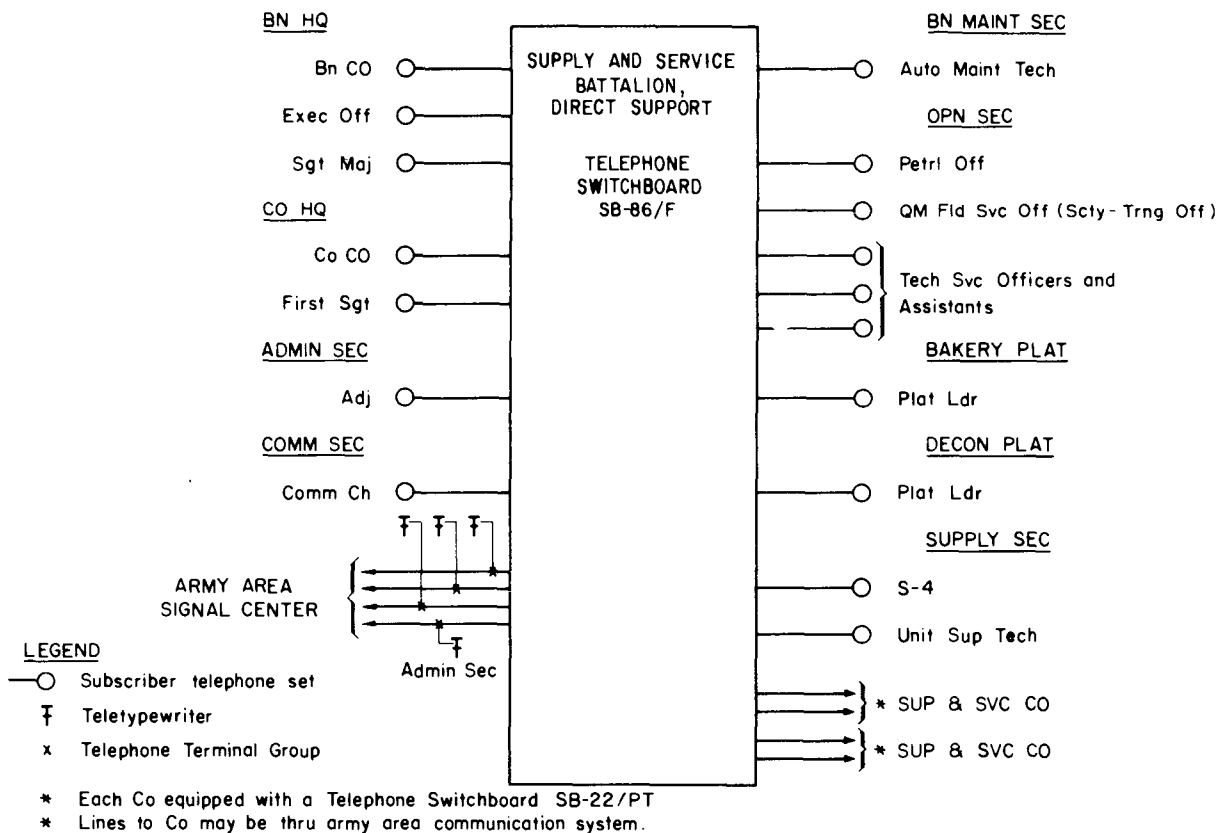


Figure 10. Wire diagram, supply and service battalion.

Individuals who operate radios must be trained in correct procedures so that they will not divulge information to the enemy through faulty procedures or techniques. A high standard of net discipline is essential. Persons transmitting clear-text message by voice radio must use prescribed radio-telephone techniques.

69. Radio Communications

a. The headquarters and headquarters company is equipped with a vehicular-mounted FM radio set and also has a warning receiver for use in area damage control and defense activities. Company headquarters of the supply and service company is equipped with a voice radio set for use in communication with higher headquarters and also has a warning receiver for use in area defense and damage control activities.

b. See figure 9 for the type radio nets operated by the battalion.

70. Wire Communications

a. The headquarters and headquarters company is equipped with a manual telephone

switchboard, telephone sets, and teletypewriter sets. The telephone switchboard and teletypewriter sets are connected to the nearest army area signal center for entry into the army area communications system for communications to subordinate units and higher headquarters. Figure 10 shows a type wire diagram for the supply and service battalion, direct support. The manual switchboards are connected to the nearest switching center for contacting the area communications center and higher headquarters.

b. The supply and service company is similarly equipped with one manual switchboard, telephone sets, and teletypewriter sets. The teletypewriter sets are assigned to company headquarters. The switchboard and teletypewriter set are connected to the nearest army signal center for entry with the army area communications system and for communication to higher headquarters. Company headquarters and the support control section each have telephone sets as does the petroleum platoon headquarters, the laundry and bath platoon headquarters. Telephone sets are also available in the supply platoon headquarters, the laundry and bath platoon headquarters, and the graves registration section.

APPENDIX I REFERENCES

1. Army Regulations (AR)

310-3	Department of the Army Publications; Preparation, Coordination, and Approval
320-5	Dictionary of United States Army Terms
320-50	Authorized Abbreviations and Brevity Codes
335-60	Morning Reports
380-5	Safeguarding Defense Information
611-101	Manual of Commissioned Officer Military Occupational Specialties
611-201	Manual of Enlisted Military Occupational Specialties
643-55	Disposition of Personal Effects—Military Operations
711-16	Installation Stock Control and Supply Procedures (Army Field Stock Control System)
711-17	Request for Issue or Turn-In (Punched Card Series)
711-25	Stockage of Supplies and Maintenance of Authorized Stockage Lists
725-50	Issue of Supplies and Equipment: Requisitioning, Receipt, and Issue System
735-10	Principles and Policies; Accounting for Lost, Damaged, and Destroyed Property
735-35	Supply Procedures for TOE Units, Organizations, and Non-TOE Activities
740-20	Storage and Shipment of Supplies and Equipment: Preparation for Shipment

2. Department of the Army Pamphlets (DA Pam)

108-1	Index of Army Motion Pictures, Film Strips, Slides, and Phono-Recordings
310-1	Index of Administrative Publications
310-2	Index of Blank Forms
310-3	Index of Doctrinal, Training, and Organizational Publications
310-4	Index of Technical Manuals, Technical Bulletins, Supply Manuals, Supply Bulletins, Lubrication Orders, and Modification Work Orders

3. Field Manuals (FM)

3-85	Chemical Service Units
5-20	Camouflage; Basic Principles and Field Camouflage
5-31	Use and Installation of Boobytraps
5-36	Route Reconnaissance and Classification
9-1	Ordnance Service in the Field
9-6	Ammunition Service in the Field Army
10-37	Quartermaster Petroleum Depot Company
10-60	Supply of Subsistence in a Theater of Operations
10-63	Handling of Deceased Personnel in Theaters of Operations
10-64	Quartermaster Class II and IV Supply in Theaters of Operations
11-21	Tactical Signal Communications Systems Army, Corps, and Division
21-5	Military Training
21-6	Techniques of Military Instruction

21-10	Military Sanitation
21-11	First Aid for Soldiers
21-15	Care and Use of Individual Clothing and Equipment
21-20	Physical Training
21-26	Map Reading
21-30	Military Symbols
21-40	Small Unit Procedures in Atomic, Biological, and Chemical Warfare
21-41	Soldier's Handbook for Nuclear, Biological and Chemical Warfare
21-48	CBR Training Exercises and Integrated Training
21-75	Combat Training of the Individual Soldier and Patrolling
24-1	Tactical Communications Doctrine
24-16	Signal Orders, Records and Reports
29-10	Supply Management in the Field Army
29-22	Maintenance Service in the Field
29-45	General Support Supply and Service in the Field Army
54-3	The Field Army Support Command
54-4	The Support Brigade
55-35	Motor Transport: Conduct of Operations and Transportation Service Support
100-5	Field Service Regulations: Operations
100-10	Field Service Regulations: Administration
101-5	Staff Officers' Field Manual: Staff Organization and Procedures
101-10	Staff Officers' Field Manual: Organizational, Technical, and Logistical Data (Part I)

4. Technical Manuals (TM)*

3-220	CBR Decontamination
10-405	Army Mess Operations
10-1101	Petroleum-Handling Operations
10-1103	Quartermaster Petroleum Handling Equipment
10-1105	Inspecting and Testing Petroleum Products
10-1107	Petroleum Handling Operations for Aviation Fuels
10-1113	Petroleum Tank-Vehicle Operation
10-1680A	Laundry Unit, Trailer Mounted Washer Trailer and Tumbler Trailer
10-4510-201-10	Operator's Manual: Bath Unit, Portable, 8-Showerhead, M1958
10-4520-201-10	Heater, Duct Type, Portable
10-4930-203-12	Operator and Organizational Maintenance Manual: Fuel System, Supply Point
10-8110-201-15	Drum, Fabric, Collapsible, Liquid-Fuel, 500-Gallon Capacity (Nonvented)

5. Technical Bulletins (TB)

10-1610-1	Utilization of Materials Handling Equipment; Accessories and Aids
-----------	---

6. Supply Manuals (SM)

10-C9100-ML (Federal Supply Catalog, Department of Defense Section C9100-ML CB Vol 2, No. 1)	Petroleum, Petroleum-Base Products, and Related Materiel, FSC Group 91, Fuels, Lubricants, Oils, and Waxes
--	--

* Includes selected technical manuals only. For a complete listing of equipment publications applicable to specific items of equipment provided by TOE to the units discussed, see the current DA Pamphlet 310-4.

APPENDIX II

SUPPLY POINT PROTECTION AGAINST NUCLEAR ATTACK

1. The information in paragraphs 2 through 5 is presented for guidance in protection of supply points operated by supply and service units against the effects of nuclear attack.

2. Passive defense measures are the only practical protection for material in army supply points.

3. Their proximity to the scene of combat action may make army supply points appropriate targets for low-yield tactical nuclear weapons. As there are no new passive defense measures available to supply point commanders, application of existing measures of dispersion, cover, and concealment must be continued, consistent with capabilities, mission, and other variables. Refinements in the implementation of such measures must be sought and applied as practicable.

4. The nuclear capability of the enemy is the primary factor in the application of passive defense measures. This is especially true in the

degree of dispersion to be practiced. Mobility of supplies is an evasive measure particularly appropriate to the modern battlefield, but availability of transportation will effect and limit its application. Natural and manmade concealment generally offer little protection against modern surveillance. It may, however, be used to advantage where cover is a contributing factor.

5. The accomplishment of the supply mission limits the application of protective measures. Such measures must not jeopardize the supply mission. In locating army supply points, dispersion will be such as to preclude a disproportionate destruction of supplies by a single blast or weapon. Cover afforded by natural terrain is of prime importance, and hasty improvements should be made whenever feasible. In anticipation of evasive action, supplies should be held in the maximum practicable state of mobility.

APPENDIX III

RECORDS AND REPORTS

1. General

The supply and service battalion headquarters must have available a variety of data and specific information concerning operation of subordinate companies. Preparation, collection, assembly, sorting, and transcription of this data into a usable medium comprises a major portion of battalion administrative activities. Much of this information is available from records and reports used in the normal routine of operations. Some can be obtained from feeder reports required of subordinate units. Some must be required of these units on a recurring basis. In general, the frequency with which such data must be submitted, compiled, and transmitted will be recommended by higher headquarters.

a. Records and reports should be kept to the minimum consistent with requirements of the situation and instructions of higher commands. But they should contain sufficient information to develop required statistical information on battalion activities, whether daily, weekly, or monthly. Automatic data processing and improved means of transmission suggest a departure from manual compilation and delivery. This does not preclude operating elements from maintaining informal records for their own use and for historical purposes. Moreover, it remains necessary to have available the basic information for conversion into the machine language of electronics.

b. Accurate information is a basis for planning, control, and decision. It is a tool of management. While automatic data processing is a means of applying this tool more rapidly and effectively, it has, furthermore, some distinct disadvantages of application on the battlefield. Consequently it is not a prerequisite for the efficient functioning of the supply and service battalion. A considerable volume of data can be assembled and collated manually or with the aid of conventional business equipment if feeder information is carefully selected.

2. Types

The principal types of data for which information records may be maintained are listed below. Current Department of the Army forms may be used, where applicable, or forms may be prescribed by command headquarters or higher authority. A sample periodic report covering battalion activities appears as appendix IV.

- a.* Labor and personnel activity.
- b.* Equipment down-time.
- c.* Salvage evacuation.
- d.* Class II and IV supply.
- e.* Class I supply.
- f.* Class III supply.
- g.* Laundry activity.
- h.* Graves registration activity.
- i.* Production per man per hour.
- j.* Non-United States personnel activity.

APENDIX IV
PERIODIC REPORT OF OPERATIONS AND PRODUCTION
(SUGGESTED)

 (Classification)

Copy No. _____
 Orgn. _____
 Location _____
 Map ref. _____
 Period. _____

1. General

a. Administrative situation.

(Indicate the general administrative situation in terms of those aspects that have had an effect upon operations and/or production, i.e., replacements, non-battle losses, training, pilferage, etc.)

b. Tactical situation.

(Specify the general tactical situation in terms of those aspects that have had an effect upon operations and/or production, i.e., guerrilla action, sabotage, battle actions, battle casualties, etc.).

2. Operations

a. Supply

(1) Stock control.

- (a) Number of Hours Operated During Period _____
- (b) Number of Personnel Assigned _____
- (c) Number of Line Items Stocked _____
- (d) Number of Transactions Per Period _____

(2) Class I.

(a) Status.

Status of Class I

Items	Unit	On Hand Beginning of Period	Received During Period	Issued During Period	On Hand End of Period

 (Classification)

(Classification)

(b) Tonnage.

- 1. Received During Period _____
- 2. Shipped During Period _____

(3) Class II and IV

(a) Status.

Status of Class II & IV Line Items			
On Hand Beginning of Period	Received During Period	Issued During Period	On Hand End of Period

(b) Percent of Initial Requisition Fills.

Note.

$$\frac{\text{Full Fills} + \text{Partial Fills}}{\text{All Requisitions (Minus Cancellations)} + \text{Partial Fills}} = \text{Percent of Initial Fills}$$

Initial Fills and Internal Processing Time					
Percent Initial Fills	Percent Filled Within				
	1 Day	2 Days	3 Days	4 Days	Over 5 Days

(c) Tonnage.

- 1. Received During Period _____
- 2. Shipped During Period _____

(4) Class III.

(a) Status.

Status of Class III				
Item	On Hand Beginning of Period	Received During Period	Issued During Period	On Hand End of Period

(Classification)

(Classification)

(b) Activity.

1. Number of 5,000 Gal Tank Trucks Unloaded _____.
2. Number of 5,000 Gal Tank Trucks Loaded _____.
3. Number of 1,200 Gal Tank Trucks Unloaded _____.
4. Number of 1,200 Gal Tank Trucks Loaded _____.

b. Salvage.

- (1) Tonnage Received During Period _____.
- (2) Tonnage Shipped During Period _____.

c. Laundry.

- (1) Pounds Laundered During Period _____ Lbs.
- (2) Hours Operated During Period _____ Hrs.
- (3) Amount of Equipment on Hand:
 - Tumbler Trailer _____ Ea.
 - Washer Trailer _____ Ea.
- (4) Equipment Down-Time _____ Hrs.
- (5) Number of Non-Supervisory Personnel Assigned _____ Ea.

d. Graves Registration

- (1) Number of Remains Received _____ Ea.
- (2) Number of Hours Consumed in Receiving Operations _____ Hrs.
- (3) Number of Personnel Assigned _____ Ea.
- (4) Number of Remains Identified _____ Ea.
- (5) Number of Hours Consumed in Identification _____ Hrs.
- (6) Number of Personnel Assigned _____ Ea.

e. Labor

(Classification)

INDEX

	Paragraph	Page		Paragraph	Page
Administrative section,			Field service officer -----	19	9
headquarters company -----	15	9	First sergeant:		
Apportioning bulk supplies -----	36	17	Headquarters company -----	13	9
Bakery platoon, headquarters company	20	11	Supply and service company ----	23	11
Bath:			General supply officer -----	23	11
Equipment -----	52	29	Graves registration:		
Facilities -----	51	29	Collection and evacuation -----	63	31
Location -----	53	29	Emergency medical tags -----	64	31
Processing procedures -----	57	29	Evacuation to cemeteries -----	66	32
Preparation for operations -----	56	29	Identification of		
Schedules -----	55	29	deceased personnel -----	62	31
Space requirements -----	54	29	Personal effects -----	63	31
Battalion:			Personnel -----	28	14
Assignment and allocation -----	10	7	Section information -----	65	32
Capabilities -----	9	6	Battalion headquarters -----	12	7
Mission -----	8	6	Intelligence officer -----	12	7
Battalion chemical officer -----	19, 57	9, 29	Laundry:		
Battalion commander -----	12	7	Equipment -----	59	30
Battalion personnel -----	12	7	Location -----	60	30
Breakdown of class I supplies -----	40	20	Operation -----	59	30
Chemical officer, battalion -----	13, 19	9	Laundry and bath platoon -----	27	13
Class I supplies:			Maintenance section -----	10	7
Control -----	38	18	Motor officer -----	12	7
Receipt and issue -----	41	20	Nuclear attack protection -----	App. II	38
Requisitioning -----	39	18	Operations officer -----	12, 19	7, 9
Class II and IV supplies:			Operations section -----	19	9
Controls -----	48	26	Ordnance supply officer -----	19	9
Distribution -----	50	28	Petroleum platoon -----	26	13
Requisitioning procedures -----	49	27	Quartermaster supply officer -----	19	9
Class III supplies:			Radio communications -----	69	35
Filling stations -----	46	25	Receiving and shipping section -----	25	12
Location of supply point -----	44	22	Records and reports -----	App. III	39
Operation of supply point -----	45	24	Regulated items -----	36	17
System -----	43	22	Salvage foreman -----	25	12
Class III supply point -----	43	22	Schedules of class I supplies -----	41	20
Communications -----	68, 70	33, 35	Selective supply stockage -----	47	26
Communications officer -----	16, 68, 70	9, 33, 35	Sergeant major -----	12	7
Company commander,			Site selection -----	4	4
headquarters company -----	13	9	S1-adjutant -----	12, 15	7, 9
Company commander,			S4 -----	17	9
supply and service company -----	23	11	Stock control supervisor -----	24	11
Company headquarters,			Supply and service company:		
supply and service company -----	23	11	Graves registration section ----	28	14
Decontamination platoon -----	21, 60	11, 30	Headquarters -----	23	11
Direct support:			Laundry and bath platoon -----	27	13
Characteristics -----	4	4	Mission -----	22	11
Objectives -----	6	5	Personnel -----	23	11
Principles -----	5	5	Petroleum platoon -----	26	13
Displacement by unit -----	37	17			
Distribution of supplies -----	36	17			

	Paragraph	Page		Paragraph	Page
Supply and service company—Cont.			Distribution -----	36	17
Supply platoon -----	25	12	Preliminaries -----	34	17
Support control section -----	14	9	Requisitioning -----	35	17
Supply control -----	34	17	Site selection and occupation -----	37	17
Support control officer -----	24	11	Stockage and distribution -----	36	17
Supply distribution -----	36	17	Support control section -----	24	11
Supply operations:			Supply platoon -----	25	12
Control -----	34	17	Transportation truck company -----	29-33	14-16
Displacement -----	37	17	Wire communications -----	19, 70	9, 35

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
Major General, United States Army,
The Adjutant General.

HAROLD K. JOHNSON,
General, United States Army,
Chief of Staff.

Distribution:

Active Army:

DCSPER (2)
ACSI (2)
DCSLOG (10)
DCSOPS (10)
CORC (2)
CRD (1)
COA (1)
CINFO (1)
TIG (1)
TJAG (1)
TPMG (1)
TSG (1)
CofEngrs (1)
CofCh (1)
OPO (10)
USAMB (1)
USACDC Agcy (1) except
 USACDCOA (5)
 USACDCEA (5)
 USACDCAA (5)
 USACDCTA (5)
 USACDCCEA (5)
 USACDCQMA (10)
USCONARC (10)
USACDC (20)
USAMC (15)
ARADCOM (1)
ARADCOM Rgn (1)
OS Maj Comd (5)

LOGCOMD (5)
Armies (25) except
 7th US Army (500)
 EUSA (100)
Corps (15)
Div (2)
USMA (30)
USAWC (15)
USALMC (1)
Br Svc Sch (25)
USACDCCSSG (25)
USACDCCAG (5)
Units org under fol TOE:
 3-157 (2)
 5-188 (2)
 9-9 (2)
 10-407 (2)
 10-449 (2)
 10-458 (2)
 10-465 (2)
 10-467 (2)
 10-477 (2)
 29-206 (2)
 29-207 (2)
 29-208 (2)
 29-216 (5)
 29-217 (5)
 55-67 (5)

NG: State AG (3); units—same as Active Army except allowance is one copy to each unit.

USAR: None.

For explanation of abbreviations used, see AR 320-50.