

CHANGE
NO 1HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 12 December 1990

BASIC DOCTRINE MANUAL FOR SUPPLY AND STORAGE

TABLE OF CONTENTS

| | Page |
|---|------|
| ★ PREFACE | x |
| PART ONE SUPPLY OFFICERS AND LEADERS | |
| CHAPTER 1 SUPPLY OPERATIONS OFFICER | |
| Determine Your Responsibilities | 1-1 |
| Determine Demand Satisfaction | 1-1 |
| Determine and Monitor ASL Size | 1-1 |
| Reduce Excess Stocks | 1-2 |
| Coordinate and Monitor Stock Accounting and Stock Control Operations | 1-2 |
| Schedule ADP Runs | 1-3 |
| Safeguard Electronic Data Transmissions | 1-3 |
| Prepare for ADPE Outages | 1-3 |
| Ensure Security of ADP Facilities and Software | 1-5 |
| Review Stock Status Report | 1-5 |
| Schedule and Coordinate Inventories | 1-8 |
| Determine Supply Support of Deploying Units | 1-8 |
| Compute and Monitor Supply Performance Indicators | 1-8 |
| Review Receipt Not Due In Listing | 1-8 |
| Review Supply Status | 1-9 |
| Follow-Up on Outstanding Requisitions | 1-11 |
| Reconcile Due-Outs With Supported Units | 1-11 |
| Direct Personnel to Process Manual Off-Line Replenishment Requisitions | 1-11 |

DISTRIBUTION RESTRICTION: Approved for public release: distribution is unlimited.

| | |
|---|------|
| Monitor Turn-In of Recoverable and | |
| Automatic Return Items | 1-11 |
| Coordinate Receipt, Storage, and Issue | 1-11 |
| Coordinate Transportation Requirements | 1-12 |
| Coordinate Class I Operations | 1-12 |
| Coordinate Class II, IV, and VII Operations | 1-13 |
| Monitor Bulk Fuel Operations | 1-13 |
| Coordinate Service Functions | 1-13 |

CHAPTER 2**SUPPLY PLATOON LEADER**

| | |
|--|------|
| Review Your Responsibilities | 2-1 |
| Improve Customer Support | 2-1 |
| Monitor Materiel Release Denials | 2-1 |
| Monitor Receipt Operations | 2-2 |
| ★ Supervise Unloading | 2-4 |
| ★ Review Reports of Discrepancies | 2-4 |
| ★ Review Storage Layout Plans and Use | |
| of Storage Space | 2-4 |
| Monitor Storage Operations | 2-6 |
| Maintain Security of Pilferable Tools | 2-6 |
| Safeguard Classified and Sensitive Material | 2-8 |
| Perform Storage Checks and Inspections | 2-8 |
| Spot-Check Stock Locations | 2-8 |
| Monitor Location Surveys | 2-8 |
| Coordinate Inventories | 2-11 |
| Compute Location Accuracy and Inventory Accuracy | 2-11 |
| Supervise Issue and Shipment of Supplies | 2-11 |
| Perform Night Delivery Operations | 2-12 |
| Set Up a Class I Distribution or Supply Point | 2-12 |
| Monitor Class I Storage | 2-12 |
| Check Excess Class I Stocks | 2-13 |
| Supervise Water Point Operations | 2-15 |
| Monitor Water Requirements | 2-15 |
| Review Water Supply Summary Reports | 2-16 |
| Supervise Rigging of Water Drums for | |
| External Sling Loads | 2-16 |
| Set Up Class II, IV, and VII Distribution | |
| or Supply Points | 2-17 |
| Supervise Class II, IV, and VII Support Operations | 2-17 |
| Monitor Class VII Issue Controls | 2-18 |
| ★ Direct Helicopter External Air Transport | |
| (Sling Load) or Request Airdrop Support | 2-18 |

| | |
|--|------|
| ★ Establish a Map Point | 2-18 |
| ★ Maintain Security of Classified Maps | 2-18 |
| Establish a Salvage Collection Point | 2-19 |
| Establish and Operate a CIF | 2-19 |
| Review CIF Property Records and Adjustment Documents | 2-19 |
| Manage a Self-Service Supply Center | 2-20 |
| Coordinate Laundry, Bath, and Renovation Operations | 2-21 |
| Decontaminate Clothing and Textiles | 2-21 |
| Manage Unit Graves Registration Operations | 2-23 |

CHAPTER 3**PETROLEUM PLATOON LEADER**

| | |
|---|------|
| Review Your Responsibilities | 3-1 |
| Establish a Class III Supply Point | 3-1 |
| Supervise Bulk Petroleum Receipt and Distribution | 3-1 |
| Inspect Petroleum Tank Trucks and Tank Semitrailers | 3-3 |
| Verify Accuracy of Bulk Petroleum Inventory | 3-3 |
| Supervise Helicopter Refueling | 3-5 |
| Establish Mobile Filling Stations | 3-6 |
| Supervise Hose Line Operations | 3-6 |
| Supervise Pipeline Operations | 3-6 |
| Control Pipeline Corrosion | 3-6 |
| Control Environmental Pollution | 3-8 |
| Supervise Packaged Petroleum Storage and Distribution | 3-8 |
| Perform Quality Surveillance | 3-13 |
| Monitor Storage and Handling of Compressed Gases | 3-13 |
| Coordinate Local Purchase | 3-13 |
| Maintain Returnable and Refillable Cylinders or Containers | 3-13 |
| Prepare or Update POL Safety Program | 3-16 |
| Control Pilferage and Sabotage | 3-16 |

CHAPTER 4**TECHNICAL SUPPLY OFFICER**

| | |
|---|-----|
| Review Your Responsibilities and Concerns | 4-1 |
| ★ Review Mandatory Parts Lists and Determine Impact on ASL | 4-1 |
| Use LIF to Determine Supply Status | 4-1 |
| ★ Determine Size of Class IX ASL | 4-2 |
| ★ Incorporate ASL Change List Recommendations | 4-2 |
| ★ Analyze Impact of PLL Change List on ASL Size and Depth | 4-2 |
| ★ Monitor Demand Satisfaction and Other Supply Indicators | 4-2 |

| | |
|--|-----|
| Verify Critical Equipment Deadlined Due to Zero Balances | 4-2 |
| Monitor Stock Control | 4-2 |
| Set Up Card File for a Part or Reference Number | 4-3 |
| ★ Use of STANAG and QSTAG Agreements | 4-3 |
| Monitor ADP Support | 4-3 |
| ★ Standardize Receipt, Storage, and Issue Procedures | 4-3 |
| Monitor Stock Locations and Storage Procedures | 4-3 |
| ★ Change Storage Records and Storage Aids to | |
| Agree With Monthly Cross-Reference List | 4-7 |
| ★ Maintain or Manage RMA | 4-7 |
| Store Batteries | 4-7 |
| Monitor Tire Storage | 4-7 |
| Manage a QSS | 4-8 |

PART TWO SUPPLY OPERATIONS

CHAPTER 5 CONTROLLING STORAGE SPACE

| | | |
|--------------------|-----------------------------------|-------|
| Section I | Determining Space | |
| | Responsibilities | 5-1 |
| | Storage Space | 5-1 |
| Section II | Making a Storage Layout | |
| | Storage Layout | 5-2 |
| | Storage Layout Plan | 5-2 |
| | Storage Factors | 5-4 |
| | Storage Layout Drawing | 5-4.1 |
| | Open Storage Layout | 5-8 |
| | Tent Storage Layout | 5-9 |
| | Bin Storage Layout | 5-9 |
| | Bulk Storage Layout | 5-11 |
| | Van Storage Layout | 5-13 |
| | Field Storage Layout | 5-13 |
| | Storage Aids | 5-14 |
| Section III | Computing Storage Space | |
| | Responsibilities | 5-17 |
| | Gross Storage Space | 5-17 |
| | Net Storage Space | 5-18 |
| | Covered Storage Space | 5-18 |
| | Dollar Value Per Cubic Foot | 5-18 |
| | Vertical Space in Use | 5-18 |

| | | |
|-------------------|---------------------------------------|------|
| Section IV | Reporting Storage Space | |
| | Responsibilities | 5-19 |
| | Space Allocation Map | 5-19 |
| | Planograph | 5-19 |
| | Storage Space Survey Work Sheet | 5-20 |
| | Storage Space Status Report | 5-21 |
| | Space Recapitulation Record | 5-21 |
| | Storage Space Management Report | 5-21 |

CHAPTER 6 SETTING UP AND MAINTAINING A STOCK LOCATOR SYSTEM

| | | |
|--|-------------------------------------|------|
| | Using the System | 6-1 |
| | Setting Up the Locator System | 6-1 |
| | Marking Locations | 6-5 |
| | Setting Up the Locator File | 6-7 |
| | Maintaining the Locator File | 6-7 |
| | Making Location Changes | 6-8 |
| | ★ Making Location Site Forms | 6-10 |

CHAPTER 7 RECEIVING SUPPLIES

| | | |
|--|---|------|
| | Responsibilities | 7-1 |
| | Receipt Documents | 7-1 |
| | Document Control Register | 7-5 |
| | DSS and DSS Air Line of Communication Shipments | 7-6 |
| | DSS Shipments | 7-7 |
| | Documents Received with DSS and DSS Air Lines of Communication Shipments | 7-8 |
| | Non-DSS Shipments | 7-10 |
| | Substitute Items | 7-10 |
| | Misrouted Items | 7-12 |
| | Overages or Shortages and Damaged Items | 7-13 |
| | Turn-Ins From Supported Units | 7-13 |

★ CHAPTER 8 STORING AND SELECTING SUPPLIES FOR ISSUE

| | | |
|------------------|---|-----|
| Section I | Storing Supplies | |
| | Supervising Personnel | 8-1 |
| | Storing Incoming Supplies | 8-2 |
| | Processing Substitute Items for Storage | 8-3 |
| | Identifying Incorrectly Stored Items | 8-4 |
| | Relocating Stored Supplies | 8-5 |

| | Page |
|------------------|--|
| Section II | Selecting Items From Storage |
| | Choosing Items for Issue 8-5 |
| | Sorting Materiel Release Orders by Priority 8-5 |
| | Sorting Materiel Release Orders by Storage Location 8-6 |
| | Pulling Items From Stock 8-6 |
| Section III | Processing Supplies for Issue |
| | Processing Materiel Release Orders 8-6 |
| | Processing a DA Form 2765 Materiel Release Order 8-7 |
| | Processing a DD Form 1348-1 Materiel Release Order 8-7 |
| | ★ Processing a SARSS-Produced Materiel Release Order 8-8 |
| | Processing Materiel Release Orders for |
| | Sensitive and Pilferable Items 8-8 |
| | Processing Materiel Release Orders for Partial Issues 8-8 |
| | Processing Materiel Release Denials 8-11 |
| | Processing Materiel Release Denials |
| | for Partial Issues 8-11 |
| | Processing Materiel Release Denials |
| | for Complete Denials 8-11 |
| | Processing Materiel Release Order List |
| | (Supply Management Report) 8-12 |
| | ★ Processing MROs for Partial Issue or Denials in SARSS 8-12 |
| | Issuing a Materiel Release Denial 8-12 |
| CHAPTER 9 | ISSUING AND SHIPPING SUPPLIES AND EQUIPMENT |
| Section I | Planning Issue and Shipping Activities |
| | Responsibilities 9-1 |
| | Issue/Shipping Section 9-1 |
| Section II | Issuing Items |
| | Using Issue Documents 9-1 |
| | Issuing Supplies 9-2 |
| | Picking Up Supplies 9-2 |
| | Preparing Customer Unit Notification Log 9-3 |
| | ★ Checking Customer Identification 9-3 |
| Section III | Shipping Materiel |
| | Shipping Supplies 9-5 |
| | Preparing Release Orders 9-5 |
| | Planning the Shipment 9-6 |
| | Picking the Stock 9-7 |
| | Making a Release Denial 9-7 |

| | Page |
|---|--|
| | 9-10 |
| | 9-10 |
| | 9-11 |
| | 9-11 |
| Section IV | |
| Using Pallets | |
| Description | 9-14 |
| Types of Pallets | 9-14 |
| Section V | |
| Using Cargo Containers | |
| Responsibilities | 9-16 |
| Description | 9-16 |
| MILVAN | 9-16 |
| SEAVAN | 9-16 |
| Preparation for Loading | 9-16 |
| CHAPTER 10 | PERFORMING PHYSICAL INVENTORIES |
| Section I | Overview |
| ★ Responsibilities | 10-1 |
| Physical Inventories | 10-4 |
| Preparation | 10-4 |
| Section II | The Location Survey |
| Preparing for Survey | 10-6 |
| ★ Performing the Survey | 10-7 |
| Using Handmade Location Survey Work Cards | 10-7 |
| Processing Manual Location Survey Work Cards | 10-7 |
| Using Preprinted Location Survey Work Cards | 10-8 |
| ★ Using SARSS Location Survey Listing | 10-8 |
| ★ Correcting Location Survey Problems and Storage Errors | 10-8 |
| Comparing Survey Results With Stock Records (Manual Procedures) | 10-8 |
| Section III | Preinventory Procedures |
| Setting Up Controls | 10-10 |
| Setting Cutoff Controls on Receipts | 10-11 |
| Setting Cutoff Controls on Materiel Release Orders | 10-13 |
| Getting an Inventory Voucher Number | 10-13 |
| Preparing Inventory Count Cards | 10-14 |
| Preparing Inventory Count Card Control Listings | 10-17 |
| Preparing Stored Items for Inventory | 10-17 |

| | Page |
|---------------------|---|
| Section IV | The Inventory |
| | Working with Key Inventory Personnel 10-20 |
| | Issuing Items During the Inventory 10-20 |
| | Inventorizing Lumber 10-21 |
| | Performing the Inventory 10-21 |
| | Accepting the Count 10-26 |
| | Requesting a Recount (Manual Procedures) 10-26 |
| | Completing the Inventory 10-29 |
| | Evaluating Inventory Performance 10-29 |
| CHAPTER 11 | USING MATERIALS-HANDLING EQUIPMENT |
| | Determining Responsibilities 11-1 |
| | Choosing Materials-Handling Equipment 11-1 |
| | Using Powered Materials-Handling Equipment 11-1 |
| | Using Nonpowered Materials-Handling Equipment 11-3 |
| | Controlling Materials-Handling Equipment 11-4 |
| | Maintaining Materials-Handling Equipment 11-6 |
| CHAPTER 12 | UPLOADING AND STORING THE COMBAT ASL |
| Section I | Overview |
| | Purpose 12-1 |
| | Combat ASL Items 12-1 |
| | Special Considerations 12-1 |
| | Location and Storage Aids 12-1 |
| | Location System 12-1 |
| | Deployment 12-1 |
| Section II | Computation and Configuration of Usable Storage Capacity |
| | Computation 12-2 |
| | Storage Aids 12-2 |
| | Vehicles 12-2 |
| ★ APPENDIX A | LOGISTICS HOT LINES A-1 |
| B | SOP FOR CENTRAL ISSUE FACILITY B-1 |
| C | INTERNAL SOP FOR QUICK SUPPLY STORE C-1 |

Page

| | | |
|-------------------|--|---------------------|
| E | JULIAN DATE CALENDAR | E-1 |
| F | QUALITY CONTROL/ASSURANCE PROGRAM | F-1 |
| GLOSSARY | | Glossary-1 |
| REFERENCES | | References-1 |
| INDEX | | Index-1 |

CHANGE
NO 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
Washington, DC, 30 September 1993

BASIC DOCTRINE MANUAL FOR SUPPLY AND STORAGE

FM 10-15, 12 December 1990, is changed as follows:

1. New or changed material is identified by a star (★).
2. Remove and insert pages as indicated below.

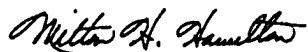
| Remove pages | Insert pages |
|------------------------------------|---|
| i through viii | i through x |
| 2-3 and 2-4 | 2-3 and 2-4 |
| 2-17 and 2-18 | 2-17 and 2-18 |
| 4-1 through 4-12 | 4-1 through 4-9 |
| 5-1 through 5-6 | 5-1 through 5-6 |
| 6-7 through 6-13 | 6-7 through 6-11 |
| 7-7 and 7-8 | 7-7 and 7-8 |
| 8-1 through 8-20 | 8-1 through 8-13 |
| 9-3 and 9-4 | 9-3 and 9-4 |
| 10-1 through 10-12, A-1 and A-2 | 10-1 through 10-12 A-1 and A-2 Glossary-5 References-7 |

3. File this transmittal sheet in front of the publication for reference purposes.

Post these changes per DA Pamphlet 310-13.

By Order of the Secretary of the Army:

Official:



MILTON H. HAMILTON
Administrative Assistant to the
Secretary of the Army

05017

GORDON R. SULLIVAN
General, United States Army
Chief of Staff

DISTRIBUTION:

Active Army, USAR, and ARNG: To be distributed in accordance with DA Form 12-11-E, requirements for FM 10-15, Basic Doctrine Manual for Supply and Storage (Qty rqr block no. 0863).

DISTRIBUTION RESTRICTION: Approved for public release;
distribution is unlimited.

★ PREFACE

PURPOSE

This field manual provides supply support activity officers with a handy guide. It covers critical mission task common to SSA officers. This manual is only a guide. It does not present all the information you need. However, it cites sources of additional information.

SCOPE

This FM gives specific guidance on planning, organizing, directing, coordinating, and controlling supply support and field services. It highlights DA requirements and provides time and personnel planning factors on which to base supervisory logistics decisions. This manual will be more useful to you if you adapt the information in it to your duty position and local policies and procedures. The task checklists are in chronological or logical sequence. You may find it helpful to enter a number in the task box to identify the priority you or higher headquarters places on that task. Also, you may want to darken those boxes next to the tasks performed by the materiel management center or those assigned to your section chiefs or platoon sergeant. Appendix A has a hotline of logistical agencies and activities.

RECOMMENDED CHANGES

The proponent for this publication is HQ TRADOC. Submit changes for improving this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms). Key your comments to the page, paragraph, and line of the text in which the change is recommended. Provide reasons for each comment to ensure understanding and complete evaluation. Forward the DA Form 2028 to-

Commander
US Army Quartermaster Center and School
ATTN: ATSM-SPT-I
Fort Lee, Virginia 23801-5036

Unless otherwise stated, whenever the masculine gender is used, both men and women are included.

PART ONE - SUPPLY OFFICERS AND LEADERS

CHAPTER 1 Supply Operations Officer

DETERMINE YOUR RESPONSIBILITIES

Success on tomorrow's battlefields may depend on the Army's ability to feed and clothe its fighting forces, fuel its combat vehicles, fortify its positions, and replace its weapons systems. Your office acts as the supply mission control element of your unit. Depending on your unit's supply mission, you must ensure that food, water, clothing, petroleum, barrier material, and major end items are available when and where they are needed. You may even determine the quantity and types of items to be stored in distribution or supply points. A major concern will be ASL size versus mobility requirements. A supply platoon can receive as many as 5,000 demands per month for stocked items and 1,000 demands for nonstocked items. You are responsible for coordinating with your MMC or SCS, operating platoons, supported units, and higher sources of supply to ensure that demands are met. While the MMC or SCS manages your supply assets, your soldiers prepare and process stock accounting and stock location records for all supplies received, stored, and issued from your unit supply and storage elements. You will need to learn how to use computer listings to monitor DIs, MROs, and DOs to identify problem areas. You will also be concerned with the security of ADP software and hardware and contingency planning for ADPE outages.

DETERMINE DEMAND SATISFACTION

The mission of the SSA is to supply supported units. How well your unit provides this support

will depend on whether requests are for ASL or NSL items and on the number of items in stock. You must make sure your SSA stocks the line items demanded as part of your ASL and that stocks are on hand to fill requests upon demand. DA objectives and acceptable management levels are prescribed in AR 710-2, Chapter 1. The formulas for measuring demand satisfaction is covered later in this chapter.

DETERMINE AND MONITOR ASL SIZE

Your main concern is that your SSA will be able to supply supported units upon demand or within acceptable time limits. The problem is that your SSA cannot stock all demand-supported items and still remain mobile. Table 1-1 lists ASL stockage criteria. Your tasks are listed below.

- Review the ASL semiannually for potential reductions in range.
- Monitor the quarterly ASL continually to determine and drop nonessential lines.
- Review action codes on the ASL change list which recommend addition, deletion, or retention of items. DS4 makes automatic increases to ASL lines.
- Analyze the impact of stockage level changes on movement and storage requirements.
- Ask the supply manager to set minimum RO and ROP quantities, so that automated supply systems will not be adjusted below the set minimum.