

1/4 B. A. Arrears
New

TM 38-220

1/5

WAR DEPARTMENT

TECHNICAL MANUAL



125

STOCK CONTROL MANUAL FOR
POSTS, CAMPS, AND STATIONS

MAY 3, 1943



✓ *Lus war dept,*

TM 38-220

TECHNICAL MANUAL

STOCK CONTROL MANUAL FOR POST STATIONS, CAMPS, AND

CHANGES }
No 1 }

LIBRARY
AUG 6 1943

WAR DEPARTMENT,
WASHINGTON 25, D. C., 26 June 1943.

TM 38-220, 3 May 1943, is changed as follows:

11. Organizational requisitioning procedure.

e.

(5) Supplies furnished for newly activated organizations, as above, will be held for issue to the organization to which they pertain and not unpacked. At the time * * * a suspense file. When actual issue is made, a copy of the shipping ticket signed by the organization supply officer will be matched with the tally-in and filed in the stock record voucher file. No entries will be made on the stock record card.

[A. G. 300.7 (10 Jun 43).] (C 1, 26 Jun 1943.)

15. Receiving procedure.—a. Station supply officers will post receipts of supplies to stock record cards, based on the incoming tally (bearing the incoming B/L number) or shipping ticket accompanying the supplies. Property will be * * * of the voucher.

c. All supplies shipped to a station based upon a requisition *from a station supply officer* or based upon a requisition from a specific organization forwarded to a depot *through a station supply officer*, will be recorded on the stock record card in the column "Quantity Received" and, upon issue, dropped from such record in the column which will most properly reflect the issue to the organization, whether it be initial issue or replacement issue. Items supplied to newly activated organizations, controlled items of equipment, and other items supplied organizations based upon shipping orders from a source other than a station supply officer for specific organizations, will not be picked up on the stock record card. The accountability therefor will be maintained by matching shipping tickets as provided for in Circular No. 405, War Department, 1943, and revisions thereof. Expendable items of local purchase normally stocked at the station or used at the station will be picked up on stock record

cards. Other expendable items procured locally for immediate consumption will not be picked up on stock record cards and accountability therefor will be maintained in accordance with the existing practice of matching incoming and outgoing vouchers or placing an expended certificate on the incoming voucher.

* * * * *

[A. G. 300.7 (10 Jun 43).] (C 1, 26 Jun 1943.)

17. Stock record account.

* * * * *

f. The following exceptions are authorized, for which no stock record cards will be established:

Engineers: post engineer—repair and utility property.

Quartermaster: subsistence.

* * * * *

18. Stock levels.

* * * * *

b.

* * * * *

(5) (Added.) Maximum stock levels will not be set for items of subsistence as the maximum level is determined by the strength of the command multiplied by the daily menu.

* * * * *

[A. G. 300.7 (10 Jun 43).] (C 1, 26 Jun 1943.)

53. Stock status reports (par. 22).—a.

* * * * *

(3) *Special*.—Class 35, repair parts in class 36, and class 67 will be submitted only on call of The Quartermaster General.

* * * * *

[A. G. 300.7 (10 Jun 43).] (C 1, 26 Jun 1943.)

60. (Added.) **Signal Corps equipment for the Army Air Forces.**—a. In the case of Signal Corps equipment for the Army Air Forces, the provisions of this manual are intended to apply only to that equipment included on Table of Basic Allowances or Table of Equipment for tactical air force units. The following types of Signal Corps equipment are specifically exempted from the provisions of this manual:

(1) All airborne radio, navigation, and radar equipment.

(2) All Army Airways Communication System equipment and items associated therewith.

(3) All V. H. F. net control equipment.

(4) All ground radar equipment for which the Air Service Command is responsible for the distribution, installation, and maintenance.

b. Requisitions for the types of equipment covered by *a*(1), (3), and (4) above, will be submitted to the nearest air depot for filling. Requisitions for Army Airways Communication System equipment will be submitted in accordance with the provisions of *c* below.

c. Except as provided in *b* above and paragraph 11*d*, requisitions for all Table of Basic Allowance items of signal equipment will be submitted by Post Signal Property officers direct to the Signal Corps depot serving his area for filling.

[A. G. 300.7 (10 Jun 43).] (C 1, 26 Jun 1943.)

BY ORDER OF THE SECRETARY OF WAR:

G. C. MARSHALL,
Chief of Staff.

OFFICIAL:

J. A. ULIO,
Major General,
The Adjutant General.

**STOCK CONTROL MANUAL FOR POSTS, CAMPS, AND
STATIONS****FOREWORD**

TM 38-220, Stock Control Manual for Posts, Camps, and Stations, is issued for the purpose of instituting a system of stock control within the Army for those supply echelons below that of depots and similar points. The system is designed to control the stocks furnished by supply services of the Army Service Forces, and will not apply to the supplies and equipment procured and issued by the Army Air Forces.

This manual is applicable to *all* supply services located at a particular station. It contains general information followed by separate sections giving additional instructions which apply to the separate services, except the Transportation Corps and the Army Air Forces for A. A. F. equipment and supplies.

The objective of stock control is to provide an adequate amount of supplies at the proper place and at the proper time without overstocking in any echelon of supply. Specifically, it will provide a means for—

1. Determining the basis of stockage at posts, camps, and stations adequate to insure the prompt supply of troops and in reasonable relationship to needs.
2. Preventing the requisitioning of supplies in excess of authorized allowances by any unit, organization or station supply facility.
3. Insuring the prompt return of excess supplies and dead stocks to depots and the disposal of unserviceable equipment and obsolete and outmoded stocks.
4. Securing inventories and accurate and necessary information for the scheduling of procurement, allocation of materials, and distribution of supplies in accordance with approved stock levels.
5. Providing better use of critical materials and labor and assisting civilian economy by improved distribution, proper allocation of supplies to each distributing point, and the scheduling of requirements in accordance with needs.

The control of stocks is not a new procedure in the Army. Strict control of "controlled items of equipment" has been exercised by the chiefs of supply services for some time. This will continue. The method by which stocks are controlled in units and organizations is largely covered in War Department Circular No. 405, December 15, 1942. Stocks in stations have been controlled to some degree in various ways by the chiefs of supply services. Some stocks are issued

to stations on a credit basis; others are supplied in accordance with authorized levels.

All agencies should bear in mind that the resources of the country are strained to secure supplies for the Armed Forces. Stocks of many items are insufficient. The overall supply picture is therefore such that no particular organization may be given special consideration, nor should any organization attempt to obtain duplicate sets of equipment or "luxury" or "convenience" items.

The intention of stock control is to utilize to the extent possible current procedures and to supplement and coordinate them in such a manner as to provide as uniform a system as possible for the supply and control of stocks for all services. Similar manuals are being issued to higher echelons of supply for the purpose of coordinating all supply activities and stock control from original procurement through to the supply of the individual soldier using the equipment.

The objectives of stock control are clear. These objectives can be most effectively accomplished by direct and informal contact on the part of all concerned. Conferences between the representatives for the service commands, depots, and stations will be necessary in working out the details of this program and arriving at a complete understanding of the requirements to insure the prompt supply of troops. Each agency involved must realize that cooperation is a basic requirement, exercised in a spirit of mutual respect for the responsibilities assigned to each.

The Commanding General, Army Service Forces, through the Stock Control Division, will coordinate this program. Supplements and revisions of this manual will be issued through such Headquarters. All echelons of supply have an active part in this program and are encouraged to submit suggestions to facilitate its execution.

The procedures and instructions contained herein become effective June 1, 1943. As of that date the provisions of this manual will control in all instances of conflict with existing regulations.

	Paragraph
SECTION I. Outline of principal functions involved in this procedure.....	1-7
II. Relations of service command to stock control....	8-9
III. Definitions.....	10
IV. General stock control procedure.....	11-24
V. Chemical Warfare Service.....	25
VI. Corps of Engineers.....	26-31
VII. Medical Department.....	32-39
VIII. Ordnance Department.....	40-42
IX. Quartermaster Corps.....	43-58
X. Signal Corps.....	59

SECTION I

OUTLINE OF PRINCIPAL FUNCTIONS INVOLVED IN THIS
PROCEDURE

	Paragraph
Stock record accounts.....	1
Determination of maximum stock levels at posts, camps, and stations.....	2
Record of issues.....	3
Replenishment.....	4
Editing.....	5
Stock status reports.....	6
Excess, obsolete, outmoded equipment.....	7

1. Stock record accounts.—The primary purpose of stock records to be maintained under this system is to insure balanced stocks, accountability being of secondary importance. The system will provide for two records of accountability:

a. Stock record account.—This account will show only those supplies which are in storage and available for issue.

b. Memorandum receipt stock account.—This account will provide separate accountability for the quantities of those items which have been issued on memorandum receipt.

2. Determination of maximum stock levels at posts, camps, and stations.—The efficient supply of troops at a station is contingent upon a correct determination of the quantity of each item which should be carried in stock at the station. These quantities, referred to in these instructions as maximum stock levels, must have relation to needs as well as to present and anticipated strength of the command. Consideration must be given to the types of organizations to be supplied at the station. Accordingly, the accuracy with which stock levels for the various items is determined will, in turn, govern the efficiency by which troops are supplied and the degree to which the accumulation of excess supplies is prevented.

3. Record of issues.—One of the many difficulties heretofore experienced in the proper stockage of depots and posts, camps, and stations has been the lack of knowledge as to the quantities consumed by reason of initial issues and those items issued as replacements or maintenance. This was further complicated by transfers from one station to another or from the station to the depot. The stock record account prescribed herein is to be posted and maintained so as to indicate separately—

a. Quantities of each item of initial issue.

b. Quantities of each item issued as replacement or maintenance.

c. Items and quantities transferred from the station to other stations, returns to depots, or inventory adjustments.

4. Replenishment.—Replenishment of station stocks will continue to be by periodic requisitions.

5. Editing.—Responsibility for editing, that is, determining that quantities requisitioned are necessary and in accordance with instructions, rests on the station commander. The station supply officer will make whatever checks are necessary to determine that the items requisitioned by him, as well as the quantities therefor, are both proper and necessary. The station commander will be held fully responsible if, through delinquency of post supply personnel, excesses are developed or supplies improperly issued.

6. Stock status reports.—This system requires the submission of periodic stock status reports to provide—

a. A means for periodical check of the stock status of the station to permit the depots to gauge the volume of stocks in relation to past issue and probable future needs and to determine if stock levels are adequate or excessive.

b. Statistical data to serve as the basis for the establishment of adequate stock levels at depots.

c. A means for consolidation of such data by depots, for their assigned areas of distribution, and submission to the chiefs of supply services for use as one of the basic factors to be considered in the preparation of the Army Supply Program, and the determination of the overall quantity of supplies and equipment to be procured.

7. Excess, obsolete, and outmoded equipment.—Prompt disposition of excess, obsolete, and outmoded supplies and equipment is essential. Close attention must be given to prevent the accumulation of excess supplies and to make prompt disposition of excesses which accumulate, so as to insure the earliest possible return to the channels of supply. Items on hand no longer supplied by reason of reassignment to another supply service will be transferred to the proper service or reported for return to a depot. Obsolete and outmoded equipment places unnecessary burdens on stations and depots, and all concerned must act promptly to insure that such equipment is disposed of to the best advantage. In some instances, such obsolete and outmoded equipment may be of great value if returned to civilian channels of supply. It is the responsibility of all concerned to make prompt report of, and insist upon disposition instructions for this class of supplies.

SECTION II

RELATIONS OF SERVICE COMMAND TO STOCK CONTROL

Responsibility -----	Paragraph 8
Reports -----	9

8. Responsibility.—Commanding generals of the service commands and respective commands of the Army Air Forces are responsible that the stock control procedures as prescribed herein are carried out at stations under their respective commands. In addition, commanding generals of service commands will include inspections outlined in accordance with responsibilities contained in par. 6a (4), AR 170-10 for all stations having stock record accounts. They will require that personnel from their headquarters make periodic inspections of the stations under their command for the purposes enumerated below. Commanding generals of the respective service commands, Army Service Forces, will furnish necessary technical personnel when requested by the Army Air Forces commands to assist the latter in making necessary inspections in accordance with the schedule as proposed by the Army Air Forces.

a. Inspections will be made in order to determine—

- (1) That requisitioning procedures are being followed.
- (2) That requisitions are being filled promptly by station supply officers.
- (3) That obvious overissues are not being made.
- (4) That stock record cards are up to date.
- (5) That stock record cards truly reflect physical stocks.
- (6) That inventories as prescribed are being taken.
- (7) That reconditioned salvage items are properly charged to stock records.
- (8) That stock levels are periodically reviewed and adjusted.
- (9) That reports to depots are accurate.
- (10) That the memorandum receipt account is periodically inspected for the purpose of assuring that no property, as listed thereon, is carried improperly.

b. Personnel will investigate—

- (1) Whether requisitions are being filled promptly by the depot.
- (2) Whether the depot is taking action for the return of station excesses.

9. Reports.—Immediately upon completion of any inspection made, the officer making the inspection will report his findings to the appropriate commander through the station commander concerned. A copy or extracts of the report, including the indorsements of the station commander, will be furnished the appropriate depot com-

mander. Whereas the commanding generals of the service commands, Army Service Forces, and the Army Air Forces commands are responsible for procedure and operations within the station, the depot supply officer is responsible for checking and advising on station stock levels and controlling the disposition of excess stocks as prescribed herein.

SECTION III

DEFINITIONS

	Paragraph
Definitions-----	10

10. Definitions.—*a. Adjustment of balances.*—This term is applied to the correction of the “balance on hand” figure appearing on the stock record card to agree with the physical inventory. Such adjustment will be made in accordance with the provisions of Section IV, of War Department Circular No. 101, April 12, 1943, “Simplified Inventory Adjustment Procedure.”

b. Authorized allowances.—The quantity of items permitted an organization in accordance with Table of Allowances, Table of Basic Allowances, Table of Equipment, or Special Table of Equipment.

c. Automatic supply.—The procedure by which supplies are furnished without the using organization initiating a requisition.

d. Back order.—The term applied to requisitions or parts thereof unshipped pending receipt of supplies.

e. Balanced stocks.—Stocks in proper relationship to needs.

f. Controlled items.—Items, the distribution of which is centrally controlled in accordance with priorities established by the War Department.

g. Credit system of supply.—The system whereby units, organizations, stations, or higher echelons, are allotted certain quantities of supplies for a given period. Supplies are furnished as requisitioned and charged against the credit.

h. Dead stock.—Stock which will not be used in its present location such as equipment for special units at stations where no such units are supplied.

i. Depot.—A supply establishment for the receipt, inspection, classification, storage, issue, repair or salvage of supplies, or other special functions directed by higher authority, such as procurement.

(1) *Distribution depot.*—Depot set up for the supply of certain items to a specified area in accordance with an established plan.

(2) *Filler depot.*—Depot designated to store and issue supplies to ports of embarkation for filling overseas requisitions or supplying last minute shortages.

(3) *Key or master depot*.—A depot established for the purpose of centrally storing selected items to supply stations, other depots and ports of embarkation. It will also perform the function of levelling “out of phase” production.

(4) *Reserve or storage depot*.—Depots storing designated items in bulk for special purposes, as well as supplies in excess of current needs. Generally, such depots will make bulk shipments to other depots and ports of embarkation.

j. Due in.—Quantities of supplies scheduled for receipt at any organization or supply point.

k. Due out.—The total quantity of back orders or other commitments requiring supplies to be furnished.

l. Editing.—The examination of requisitions for specific purposes.

(1) *Authorization*.—Determining whether or not the items are needed, properly requisitioned and the requisition has been approved and certified, as required.

(2) *Availability*.—Determining whether the requisition can be supplied, or is to be back ordered, extracted, etc.

(3) *Computation of allowances*.—An examination in full detail or on a “test check” basis to determine that the quantities requisitioned are properly computed based upon the Table of Allowances, Table of Equipment, etc.

(4) *Nomenclature*.—Determining whether or not the items are properly identified, including correct stock numbers.

m. Excess stocks.—Supplies above those authorized for the particular organization, supply point, or supply service.

n. Extract.—This term designates a requisition or that portion of a requisition forwarded by one supply point to another supply point for handling.

o. Inventory.—An inventory is a physical count of supplies or equipment on hand.

(1) *A complete inventory* is the count of all supplies and equipment at a particular point.

(2) *A continuous inventory* is the scheduling of a number of small inventories designed to accomplish a complete inventory during a specified period of time.

(3) *A spot inventory* is the counting of certain items only.

p. Level.—(1) *Maximum level*.—The greatest quantity of an item authorized to be on hand and due in at any one time.

(2) *Re-order point*.—The point below which supplies will be requisitioned on the next scheduled requisitioning date.

q. Requisitioning schedule.—Dates upon which organizations or stations will submit requisitions to supply points intended to stagger the load on supply points.

r. Station.—The term used to designate posts, camps, and stations, Air Corps bases, or similar installations.

SECTION IV

GENERAL STOCK CONTROL PROCEDURE

	Paragraph
Organizational requisitioning procedure.....	11
Organizational editing procedure.....	12
Requisition filling for organizations.....	13
Station requisitioning procedure.....	14
Receiving procedure.....	15
Back order and extract procedure.....	16
Stock record account.....	17
Stock levels.....	18
Re-order point.....	19
Memorandum receipt procedure.....	20
Reclaimed and repair procedure.....	21
Station stock status report.....	22
Excess and obsolete stocks.....	23
Inventories.....	24

11. Organizational requisitioning procedure.—*a.* Detailed instructions on the preparation of requisitions are contained in War Department Circular No. 405, December 15, 1942. War Department Circular No. 405 includes subjects as follows:

- (1) Informal requisitions (par. 30).
- (2) Consolidated regimental or battalion requisitions (par. 31).
- (3) Requisitions of separate divisional companies and detachments (par. 32).
- (4) Consolidated division requisitions (par. 33).
- (5) Requisitions for items which cannot be supplied locally (par. 34).
- (6) Requisitions by divisional unit detached from its parent division (par. 35).
- (7) Requisitions by nondivisional units (par. 36).

b. (1) Informal requisitions may be prepared on any paper provided essential data are furnished. Formal requisitions will be submitted in triplicate on W. D., Q. M. C. Form No. 400, Revised (see fig. 1). W. D., Q. M. C. Form No. 401 will be revised for second and subsequent pages.

(2) Sufficient descriptive information of items must be indicated on the requisition to permit positive identification. All required information as to allowances, supplies on hand and "due in" will be furnished. The basis for issue (T/A, T/BA, or T/E) of requisition will be furnished. This will include a statement as to whether or not the requisition is for initial issue or replacement. In requisitioning expendable supplies quantities are not to exceed thirty days supply. Special issue requisitions will be fully justified as to need or use.

c. Each station supply officer will establish a schedule for the requisitioning of supplies by organizations and station activities. This schedule should provide for staggering requisitions so that the load will be distributed and for completing the schedule prior to submission of the station replenishment requisition to the supplying depots.

d. Initial issue of all types of equipment for newly activated units will be effected, without requisition by the unit, on shipping orders from the chief of supply service. A definite date for the arrival of supplies at the station will be given in the shipping orders.

e. The commander of the station at which a new unit is activated will—

(1) Insure that a copy of the proper Table of Equipment or special Table of Equipment prescribed in activation order is available. If not, the commanding general of the service command will be notified.

(2) Check incoming shipment against proper Tables of Equipment to make certain all authorized supplies are received.

(3) Notify the service command and the depot of those supplies which have not been received by the day of activation of the unit.

(4) Issue equipment and supplies, as received, to the new unit without requisition. Occasionally the supplying depot may direct that the station supply officer issue to the newly activated unit certain items from station stock.

(5) Supplies furnished for newly activated units, as above, will be held for issue to the unit to which they pertain and not unpacked. At the time of receipt, they will be tallied-in and vouchered and the tally-in held in a suspense file. When actual issue is accomplished the quantities will be picked up on a stock record as "quantity received" and immediately dropped from the stock record card as "initial issue," for record purposes.

f. When an organization changes station, it will be the responsibility of the post commander of the old station to furnish to the depot commander supplying that station information as to the outstanding requisitions for the unit changing station, and the new station of the unit. Such information should include requisition numbers, items, and quantities outstanding on these requisitions, and any other pertinent data to enable the depot to reroute such outstanding shipments to the new station, or to transfer supply functions to the depot charged with supplying the new station.

12. Organizational editing procedure.—The organization supply officer will edit all requisitions of his units to determine that they are correctly prepared, and that the items requested are needed. He will determine that quantities are not in excess of authorized allowances and will so certify on each requisition. Such certification, when

appearing on a requisition, will render unnecessary further detailed editing of the requisition by the supplying agency. However, obvious errors should be corrected. The station supply officer will edit for stock number, nomenclature, and for availability if necessary. Where the station supply officer considers an error has occurred, he will communicate promptly and informally with the unit supply officer to effect adjustment. In the event the station supply officer considers that the quantity called for exceeds existing authorizations he will furnish such part of the quantities requested as are considered authorized and will refer the request for the balance to the chief of supply service, through the service commander, for action.

13. Requisition filling for organizations.—*a.* Upon the completion of editing, the approved requisition will be forwarded to the warehouse.

b. The warehouse will supply the items and prepare a tally-out or make appropriate notation on the requisition indicating those items supplied to the organization. This tally or substitute document will be vouchered and will be the basis for entry of issue on the stock record card. On expendable items issued frequently each month tally-out or issue slips may be consolidated for posting once monthly provided that posting is completed prior to submission of station requisition to supply depot.

c. An action copy of the requisition will be returned to the organization, giving advice as to the items not supplied. Such advice may be an indication of back order and will include information as to when the item will be supplied. If an item will not be available for supply within a reasonable time it may be cancelled with a request for resubmission of the requisition on a definite future date or with an explanation as to the availability of such item. No item will be cancelled without such information. Entry of back order to organization will be made on the stock record card from this action copy of the requisition.

14. Station requisitioning procedure.—*a.* None of the following instructions is intended to relieve the station commander of his responsibilities.

b. Requisitions will be submitted on W. D., Q. M. C. Form No. 400 (and 401), as revised (fig. 1). Preprinted requisition forms may be used as prescribed by the chiefs of supply services, provided the basic information as set forth in revised form (W. D., Q. M. C. Form No. 400) is incorporated. Until such time as supplies of revised W. D., Q. M. C. Form No. 400 (and 401) are available, existing forms will be used, revised as indicated.

d. The chiefs of the supply services designate distributing depots responsible for normal supply and will designate key depots responsible for the supply of certain items.

(1) Separate requisitions will be prepared for each supply service.

(2) Separate requisitions will be prepared for expendable and non-expendable supplies.

(3) Separate requisitions will be prepared in case of emergency, should it be necessary to obtain a large quantity of supplies in excess of established levels.

(4) Separate requisitions will be prepared for any items requiring special authorization.

e. As of the dates specified by the depot requisitioning schedule, the station supply officer will review the stock record cards, and in every instance where the quantity on hand plus that on order minus "due out" is less than the re-order point, a requisition will be placed for the differential between stock on hand plus stock on order and the maximum level. If the stock on hand plus that on order minus "due out" is in excess of the re-order point, requisition will not be made for that particular item. To the extent practicable, requisitions will be for such quantities as will permit the shipment of standard packages.

f. Replenishment requisitions will be submitted to the supplying depots monthly according to the schedule prescribed by the depots. The station supply officer will coordinate the schedules established for organizations with the depot schedules in order to expedite local distribution. Exceptions are permitted as follows:

(1) Quartermaster clothing and equipment at reception centers may be requisitioned twice monthly.

(2) Ordnance supplies and equipment may be requisitioned twice monthly.

(3) In emergencies, requisitions for any supplies and equipment may be submitted off schedule.

g. Immediately following the mailing of requisitions to supplying depots, a "due in" entry will be made on the stock record card. Upon receipt of the action copy of the requisition from the supplying point, any changes in the quantities requested will be indicated by similarly revising the original entry.

h. When necessary for the station to follow up the depot, because of depot delinquency in filling requisitions, the number and date of the requisition must be given.

15. Receiving procedure.—*a.* Station supply officers will post receipts of supplies (including local purchases) to stock record cards, based on the incoming tally (bearing the incoming B/L number) or shipping ticket accompanying the supplies. Property will be picked

up on stock record as soon as tallied in without waiting for arrival of shipping ticket. The shipping ticket will be matched with the tally-in and made a part of the voucher. In the event there is a discrepancy in the shipment received, an OS&D report will be promptly prepared and made a part of the voucher.

b. In posting receipts to the stock record card, the posting clerk will check the card to determine whether or not there are any "dues out" and shipping procedure will be initiated to supply any quantity on order to organizations.

c. All supplies shipped to a station designated for a specific organization will be recorded on the stock record card in the column "Quantity Received" and dropped from such record in the column which will most properly reflect the issue to the organization, whether it be initial issue or replacement.

d. Supplies received in a damaged condition will be picked up as received and handled in a manner similar to unserviceable property.

16. Back order and extract procedure.—*a.* The action copy of a station requisition, returned by the supplying depot, will indicate the action taken in connection therewith. Such action copy may indicate that the requisition has been back-ordered by the depot or has been extracted for supply to another depot or to the chief of service.

b. If notice of extract to another depot is received, the name of the depot on the "due in" record will be crossed out and name of new depot substituted.

c. Back orders not shipped by the depot within 90 days after creation of back order will be canceled and notification thereof sent to the station with instructions that if the items are still required the station will return the cancelation notice to the canceling depot noting those items which are still required. Back orders for controlled items will not be canceled.

17. Stock record account.—*a.* The stock record card (fig. 2) is designed primarily as an instrument to facilitate maintaining authorized levels of supply. The card will also be used to establish accountability. It will be kept accurately and postings should never be more than a few hours behind the issue or receipt of supplies.

b. The new stock record card provided is 8" x 10½" and is designed to be kept in a tub file, stock record desk or tray, of local construction or procurement. A buff-colored card will be used for expendable items and a green-colored card for nonexpendable items. Index dividing cards will be used to facilitate filing and locating the cards. The card has the upper right-hand corner cut off to facilitate review of active cards for requisitioning purposes. After a requisitioning

tion has been prepared and "due in" entry made, cards will be filed face forward with the cut at the upper right-hand corner. When an issue is posted between requisitioning dates, thereby changing the stock status, the card will be returned to file with the back of the card facing forward and the cut in the *lower* right-hand corner.

c. For stock record on Quartermaster supplies, The Quartermaster General will furnish visible filing equipment and appropriate cards for all stations at which reception centers are located and at all stations having an authorized strength of 5,000 or more.

d. A description of the stock record card follows:

(1) *Class*.—This represents the major classification of the item as prescribed by the chiefs of supply services, if by class, as designated by The Quartermaster General, or Standard Nomenclature List as prescribed by the Chief of Ordnance.

(2) *Stock number*.—This is the specific number assigned to the item within the class.

(3) *Description*.—The description represents the nomenclature of the item as prescribed by the chief of supply service. It will include the size of the item, or model or other information where applicable. Separate cards will be set up for each size, model, etc.

(4) *Order schedule* is the day, date, or period prescribed by the supplying depot for the submission of replenishment requisitions.

(5) *Package* is the quantity of the item in the standard factory package.

(6) *Unit*.—Whether each, dozen, pound, gross, etc.

(7) *Interchangeability* indicates other stock numbers for which this item may be substituted.

(8) *Date* (in level block) is the date on which the levels were set. Provision is made for three changes in levels. Only the latest level will be carried over to a new card. The earliest level must be erased if more than three changes are made before a new card is required.

(9) *Maximum level*.—The maximum stock level is described in paragraph 18.

(10) *Re-order point*.—The re-order point is defined in paragraph 10p(2).

(11) *Due in and due out*.—(a) *Due in* will record all requisitions submitted to supply points, and indicate shipments received.

(b) *Due out* will record all requisitions from units that cannot be supplied.

(c) Alternate lines or blocks of lines or encircled or colored pencil entries may be used to differentiate between dues in and dues out.

(12) *Receipts and issues*.—(a) Quantity received: self-explanatory.

(b) Initial issue: for items furnished as initial issue.

(c) Replacement issue: for items furnished as replacement or maintenance.

(d) Transfers: for those items dropped from accountability when transferred out of the station, and for adjustment of the stock record card.

(13) *Balance on hand*.—Balance on hand will indicate stocks on hand *available for issue*. In order to maintain accountability records for memorandum receipt property, memorandum receipts will be posted to a separate record. Issues of memorandum receipt property will be reflected in the proper issue column and the return thereof will be a reduction in that issue column. The blank utility column may be used to further note memorandum receipt balance where desirable.

(14) *Monthly issues*.—At the end of each month, the total amount of initial issues and replacement issues made during that month will be totalled and recorded in the space provided.

e. Stock record cards will be established on each individual item of supply and equipment carried in station stock, unless an exception is specifically authorized by this Manual or in subsequent revisions thereof. Where exceptions are authorized, other controlling procedures will be provided by the chief of supply service concerned, applying to the individual item or classification of supplies.

f. The following exceptions are authorized, for which no stock record cards will be established:

Engineers: post engineer—repair and utility property.

g. Posting must be kept current at all times. This is a mandatory requirement, as the stock control system is predicated on the use of stock record balances in the preparation of requisitions. Those balances must accurately reflect the stock available for issue.

Date		Interchangeability		Description		Class		Stock No.	
6/1/43	9/1/43	21-7570-5-05		Rope, Manila, 3 Strand	21	7555.3-05	Unit	Std. Pack	Order Sched
Max. Level	3,000	3,100		Medium lay, Federal Spec					10th ea.
Reorder Point	7,000	1,400		TR 601, 1/2 inch diameter	Pt.	.500 Ft Cols			

DUE IN & DUE OUT				RECEIPTS & ISSUES				BALANCE		
DATE	ORDER NUMBER	DEPOT or ORG.	QUANTITY ORDERED	DATE	QUANTITY REC'D.	VOUCHER NUMBER	INITIAL	REPL. ISSUE	TRANS. FERS	ON HAND
7/10/43	4221-2	Memphis	1,500	7/10/43						2,600
				7/14		M-14				2,400
				7/17		M-13				2,100
				7/22		M-17				1,950
				7/30		I-19				1,550
				7/11		M-7				1,300
				7/13	1,000	R-3				2,300
				7/23		M-9				2,100
				7/29		M-12				2,000
				8/4		M-17				1,800
				8/11	500	R-7				2,300
				8/16		M-14				2,000

FIGURE 2 (Obverse).

DESCRIPTION OF EXAMPLE ENTRIES ON FIGURE 2, STOCK RECORD CARD

The opening inventory recorded 2,600 units on hand. Based upon previous issue experience, the maximum level was set at 3,000 units and the re-order point at two-thirds thereof or 2,000 units.

Issue transactions followed and on the first re-order date, June 10, the stock record revealed 2,100 units on hand. As this was in excess of the re-order point, no order was placed.

Further issue transactions took place, and on the next re-order date, July 10, there were 1,550 units on hand. This quantity was below the re-order point and an order was placed for 1,500 units which was the nearest quantity in standard packages to fill the maximum level. This order was entered as "Due In." The date of the entry is the date of the requisition, the order number is the number on the requisition. The depot to which the order was sent was indicated, and entry was made of the quantity ordered.

On July 23 a partial shipment of 1,000 units was received from the depot. This quantity was recorded in the "Due In" section of the stock record card, leaving a balance of 500 "Due In." The shipment was also entered in the "Quantity Received" column in the "Receipts and Issue" section of the stock record card.

Issues continued and on the next re-order date a review of the stock record card indicated there were 1,800 on hand, plus 500 "Due In," a total of 2,300 units. As this was in excess of the re-order point, no order was placed. On August 12, the 500 units due in on the July 10 requisition were received. Entry was made in the "Due In" section and in the "Receipts and Issue" section.

The issue transactions, shown as examples, indicate one initial issue and a number of replacement issues. Initial issues will occur at such times as newly activated units are supplied from station stock upon the specific directions of the depot, or additional initial issues are made to organizations upon the upward revision of T/BA, etc.

The stock record card on September 5, indicated that issues for a three month period totalled 2,100. As this is a substantial difference when compared with the maximum level of 3,000, the supply officer adjusted his maximum level to 2,100 and the re-order point to two-thirds thereof or 1,400, making suitable record of such action in the space provided.

18. Stock levels.—*a.* The "maximum stock level" is the greatest quantity of an item authorized to be on hand and on order at any one time. This maximum level is the focal point of the stock control system, and on its proper determination depends the result of having adequate supplies and equipment without overstocking. Since this maximum stock level represents the sum of on hand and on order, actual stocks on hand will seldom reach this level.

b. Maximum levels will ordinarily represent an estimated quantity of supply needed to cover a normal ninety-day period of issues. Smaller levels may in some cases be more practicable but none larger will be permitted unless specially authorized in this Manual or in revisions thereof. Exceptions made are as follows:

(1) Quartermaster laundry supplies will be requisitioned on a 180-day basis, and reclamation supplies on a 120-day basis.

(2) Medical supplies will be stocked on a 150-day basis.

(3) Where the minimum practicable stock may represent more than an average 90-day supply, the exception is permitted.

(4) Ordnance supplies and equipment will be requisitioned on a 45-day maximum level.

c. A "maximum stock level" will be established by the station supply officer for all items authorized by the chiefs of supply services to be stocked at any station. The method to be used in establishing this level is as follows:

(1) *Wherever issue data are available* the maximum stock level is to be based on issues for the previous ninety days, with modifications, taking into consideration the following:

(a) Average strength and type of organization, past, present, and near future.

(b) Out of stock condition in past resulting in smaller issues of one item and excess issues of an item that may have been substituted therefor.

(c) Issues not representing true or normal issues, such as non-recurring initial issues, transfers out of station, special supplies to alerted or special units, etc., will be excluded.

(d) Seasonal requirements.

(2) *Where issue data are not available*, temporary maximum stock levels will be based on maintenance factors or approved allowances as prescribed by the chief of supply service. However, as soon as possible these temporary levels should be adjusted on the basis of actual issues.

(3) Exceptions to the above method are maximum stock levels for nonexpendable medical supplies (see sec. VII.)

d. Once each month and prior to the date on which requisitions to the depot are to be prepared, the post supply officer will review stock record cards to determine the adequacy of stock levels and to make upward or downward revisions, as may be required. After stock record cards have been in use for a number of months, the need for revision can be quickly determined. Comparison will be made between the level and the issues of the past several months. Check of ordering frequency and quantities ordered should be made. If it has not been necessary to order for several months, or if ordering has been infrequent over a long period, the stock level is probably higher than necessary. If, on the other hand, it has been necessary each month to order an amount in excess of one month's portion of the level, it will probably be desirable to increase the level.

e. Minor adjustments in maximum stock levels are not necessary. Also, where troop movements have *temporarily* increased or decreased the strength of the post, a change in maximum stock levels need not necessarily be accomplished. Unusual demands not of a repetitive nature, such as the equipping of alerted units or replenishment upon the return of troops from maneuvers, should not influence an increase in the maximum stock level.

19. Re-order point.—The re-order point will be established at two-thirds of the maximum level unless circumstances make this impracticable.

20. Memorandum receipt procedure.—*a.* The stock record card will reflect only items available for issue; therefore, it is necessary to maintain a separate record for property issued on memorandum receipt. This record will be an accountability record and the total accountability of a property officer will be the sum of the items on the stock record card and the items on the memorandum receipt record.

b. The present procedure, as set forth in AR 35-6520, for maintaining records of memorandum receipts will remain in force, except that upon the issue of memorandum receipt property the amount so issued will be dropped from the stock record card. If desired, pencil notations may be made in the utility column on the stock record card indicating the amount of property on memorandum receipt or the total amount for which the supply officer is accountable.

c. When submitting requisitions for replenishment of station stock, the quantity issued on memorandum receipt will not be considered as part of the balance on hand, except as noted below:

(1) For medical equipment, the total on hand as reflected on the stock record card, plus that issued on memorandum receipt, will be the quantity on hand with which the level is compared.

(2) Items temporarily issued on memorandum receipt, the return of which is expected within a short period of time and which are therefore available for issue, will be added to the stock on hand for comparison with the maximum level.

d. Memorandum receipt issues will be entered in the issue column "Initial Issue" or "Replacement" which best reflects the type issue being made. When property is returned, the credit on the stock record card will be entered as a deduction against the type of issue, charged when the issue was made, rather than as a receipt.

e. All memorandum receipt transactions will be vouchered in the regular voucher register. The voucher number will be marked on the original and second copy of the individual memorandum receipt, W. D., Q. M. C. Form No. 487. The original will be filed in the regular voucher file as a permanent record of the voucher entry and be the

basis for dropping the item from the stock record account. The second copy will be used for picking up the entry on the memorandum receipt general account and then be filed in the individual account jacket file. Credit entries will be handled in a similar manner. The individual account copy of the credit memorandum receipt, after posting, will be attached to the debit copy and permanently filed.

f. Property on a Memorandum Receipt Account which has been surveyed, dropped on a statement of charges, etc., will be dropped directly from that account, using a copy of the report of survey or other document as a voucher. Similarly, if memorandum receipt property is to be transferred to another station, it will be dropped directly from the Memorandum Receipt Account, using the retained copy of the shipping ticket as a supporting voucher. All shipping tickets will be stamped "MEMORANDUM RECEIPT" and will be picked up directly on the Memorandum Receipt Account by the receiving property officer. In a like manner, transfers of memorandum receipt property from one organization or individual to another within the same station can be made without passing through the stock record card. The transaction will be vouchered and entries made on the memorandum receipt general account and individual account.

g. Unserviceable property held on memorandum receipt will be exchanged for serviceable property directly, without paper work. The property officer will then take immediate steps for the dropping of unserviceable property, and entry in the "Replacement Issue" column of the stock record card.

21. Reclaimed and repair procedure.—The accountability records of the supply officer will reflect only serviceable items or unserviceable items which are readily reparable locally and are under the control of the supply officer. The following procedure will be followed in the handling of unserviceable property:

a. All unserviceable property will be turned in to the station supply officer or classification officer. The property turned in will be accompanied by a "turn in" document (fig. 3) which will include or be accompanied by a certificate of fair wear and tear or a report of survey as applicable. The minimum number of copies to be prepared will be one each as follows:

- (1) For station supply officer or classification officer concerned.
- (2) For organization turning in property.

(3) For use as requisition if replacement issue is to be made. The turn-in document will be used not only as a tally-in but a properly marked copy will serve as a requisition for replacement issue. Until such time as the form is centrally available, it may be reproduced locally, as shown in figure 3.

b. In accordance with the provisions of AR 35-6520, the station supply officer or classification officer will maintain such records as may be necessary to trace all property turned in until its disposition; whether this disposition be repair, either locally or shipped to a higher echelon of repair, returned to stock for reissue, or salvage. This record may be a file of "turn in" documents, tracing the property by cross reference to subsequent documents, or, in such instances when identity cannot be properly maintained in this manner, stock record cards on W. D., Q. M. C. Form No. 423 or No. 424 may be used. A register will be set up by the supply officer or classification officer for all "turn in" documents. Other registers, as necessary, may be used. The commanding officer, by necessary inspections, will be responsible for checking such records to determine proper disposition of the property and to assure that unserviceable property is flowing back into supply channels in a satisfactory manner.

c. The station supply officer will acknowledge receipt of the items turned in and indicate on the document those items that are to be issued as replacement. A similarly marked copy of the "turn in" document will be used by the station supply officer as an approved requisition for the issue of the replacement. The quantity so issued will be entered on the supply officer's stock record card in the column "Replacement Issue."

d. Items turned in, which are fit for immediate issue or can be readily repaired locally under the control of the station supply officer, will be picked up immediately on the stock records of the station supply officer under column "Amount Received." (In this case repairable items are available for issue and must be repaired and put back in warehouse stock without delay.)

e. Items to be repaired at a central repair shop will be shipped on shipping ticket as prescribed in Pamphlet 38-1, "Standing Operating Procedure for Disposition of Unserviceable Property (Reparable or Non-Reparable), dated March 1, 1943." When these items do not appear on the accountability record of the supply officer, the shipping ticket will be stamped as follows:

"Unserviceable Property. No Accountability on the Record of the Consignor."

Such items will be picked up on the records of and become the responsibility of the repair shop. Generally, repaired equipment will be returned to a supply depot and subsequently redistributed to stations in the normal manner.

f. Items beyond repair will be salvaged according to existing procedure.

g. When serviceable items are not available for exchange, the unserviceable equipment will be accepted for repair and return on a hand receipt.

(1) Supplies to be repaired locally will be repaired and returned to the organization upon completion.

(2) Supplies to be repaired by a central repair shop and returned will be shipped on a shipping ticket as prescribed above. The station supply officer will maintain an open file of such supplies and, upon return, will note the return on the document and place it in permanent file.

TURN-IN PROPERTY VOUCHER

No. -----

DATE -----

T₀ _____

FROM _____

QUANTITY	ITEM	AUTHORITY FOR ISSUE OR DISPOSITION OF PROPERTY

FIGURE 3.

22. Station stock status report.—*a.* At the end of each month or when requested by the chiefs of supply services, station supply officers will prepare reports to the distributing depots containing the following information on selected items as prescribed by the chiefs of supply services, through the supplying depots:

- (1) Maximum stock level.
- (2) Balance on hand.
- (3) Balance on hand memorandum receipt account.
- (4) Balance due in.
- (5) Balance due out.

(6) Cumulative initial issues, past three months.

(7) Cumulative replacement issues, past three months.

b. It is intended that the more critical items will be reported each month or oftener, and that all items appearing on the stock record account will be covered at least once quarterly. The depot responsible for supplying a particular station will furnish preprinted forms, or prepunched cards, on which this data may be entered. Where EAM cards are furnished, the station supply officers will note the information required thereon, in pencil, and return the cards to the depots, where they will be cut, the report printed and the station furnished a copy thereof. In addition to the above figures, the reports will be supported by the following information:

(1) Average strength, past three months.

(2) Anticipated strength, next three months.

(3) Type and number of organizations to be supplied, including average weapon and vehicle strength.

c. These reports will serve three primary purposes:

(1) They will provide a means for periodical editing of station stock levels and for determination of excesses.

(2) They will serve as a means of obtaining essential data for the supply services as to total stocks available in stations.

(3) They will provide data on consumption for use in planning future procurements.

d. Station stock status reports will be prepared from the stock record cards. In submitting data to depots for the preparation of station stock status reports or at the time of submitting station stock status reports, the station supply officer will take steps to correct unsatisfactory conditions disclosed and will make appropriate notations setting forth action taken as well as explanatory notes where questionable levels are justified by other than previous issue experience and where excesses are held for a particular purpose.

e. Station stock status reports will be reviewed and analyzed by depots. Stations will be advised of revised stock levels. In the event the station has just reason for levels other than those submitted by the depot, the station supply officer will contact the depot requesting reconsideration.

23. Excess and obsolete stocks.—*a.* Any excess equipment returned to station stock by an organization will be picked up by the station supply officer on an OS&D report. Reports on controlled items of equipment will be forwarded to chief of service in accordance with standard practice. Other supplies will be included in the warehouse stock at the station.

b. Generally, stock in excess of maximum stock levels will be considered excess. The depot is responsible for the review of station stock status reports and for the issuance of instructions on disposition of excess, obsolete and outmoded stocks. This action will be taken on all excesses of substantial proportions or where the items are in urgent demand at other installations. It will be the responsibility of station personnel to insure that the depot takes such action. The station supply officer will bring to the attention of the service command headquarters all instances in which the depot has not furnished disposition instructions for stocks on hand which are in excess of the reasonable needs of the station. When excesses are ordered returned to a depot, shipment will be made as directed, unless there have been unexpected changes in the stock demand at the station and specific authority is obtained from the depot, cancelling or revising the shipping order. Station commanders are responsible that excess stocks returned are fully serviceable, that the supplies are properly packed, and that shipping tickets are accomplished in the prescribed manner.

• **24. Inventories.**—*a.* A continuous inventory program will be exercised, designed to cover critical items at least quarterly and all items at least semi-annually. An inventory crew or crews will be designated at each station, whose duties shall be to count stock on hand. This inventory procedure will operate under the direction of the individual supply service property officers so that personnel familiar with Ordnance stocks will inventory those stocks, etc. The composition of the inventorying crews will be from personnel available to the station commander, civilian or enlisted, but to be effective it must be adequately supervised.

b. Results of the inventory will be entered on the stock record cards, *in red*, as follows:

(1) In the date column, the date of the inventory.

(2) In the "Initial Issue" and "Replacement Issue" columns, the word "Inventory."

(3) In the "Balance on Hand" column, the inventory figure.

c. In the event there is an excess of physical inventory over the last balance on hand figure, such excess will be entered in the "Quantity Received" column. If there is a deficiency, it will be entered in the "Transfers" column.

d. Any difference will be adjusted in accordance with the provisions of Section IV, War Department Circular 101, April 12, 1943, "Simplified Inventory Adjustment Procedure," (AR 35-6640). A voucher number will be assigned to the entire inventory, an OS&D Report for Overages and a Report of Survey for Shortages being considered a single adjustment document.

SECTION V

CHEMICAL WARFARE SERVICE

Organizational requisitioning procedure.....	Paragraph 25
----------------------------------------------	--------------

25. Organizational requisitioning procedure.—Monthly credits are established at depots by Office, Chief Chemical Warfare Service, making available specific quantities of training ammunition to these units designated by Commanding General, Army Ground Forces, Army Air Forces, Army Service Forces, and field commanders.

SECTION VI

CORPS OF ENGINEERS

Outline of supply procedure.....	Paragraph 26
Organizational requisition procedure.....	27
Receiving procedure.....	28
Stock level procedure.....	29
Memorandum receipt procedure.....	30
Engineer stock status report procedure.....	31

26. Outline of supply procedure.—*a.* The procedures outlined in this section apply to the supply of engineer property to troop units, and do not pertain to construction activities or to utilities supply to posts, camps, and stations. Requisitions from stations to depots are of two types: special requisitions and replenishment requisitions. Special requisitions should list only quantities of articles in excess of established allowances, or articles not authorized. Replenishment requisitions should contain only such articles as are needed to replenish authorized items or sets of equipment, including controlled items, for organizations at the station or for station stock. The depots receiving these requisitions will, after editing, furnish all authorized items by direct shipment to the station. The depots will extract to agencies designated by the Chief of Engineers authorized items not in stock and all controlled items, and will forward special requisitions and extracts for controlled items to the Chief of Engineers for administrative action.

b. The depots will review station stock levels for stations within their area and the Chief of Engineers will establish depot stock levels. The depots will submit to the Chief of Engineers, for review, such station stock levels as the Chief of Engineers may direct. The Chief of Engineers will make necessary adjustments among depots of excess depot stocks. Post commanders will report to the appropriate depot changes of station of organizations leaving their

stations, and will send necessary information to the depot and to the new station of the organization so that changed shipping instructions may be issued. The depot supplying the previous station will take steps to see that the depot supplying the new station completes supply to the organization changing station of outstanding requisitions.

c. All stations will send requisitions for spare parts for mechanical equipment and for noncontrolled items of barrage balloon equipment and spare parts to the Engineer Section, Columbus Quartermaster Depot, Columbus, Ohio. All stations will send requisitions for searchlight parts to the Engineer Section, Schenectady Quartermaster Depot, Schenectady, New York. Detailed information on searchlight cleaning and preserving materials is furnished in O. C. E. Circular Letter No. 2044, September 18, 1942. Requisitions for explosives will be sent to the Chief of Engineers.

27. Organizational requisition procedure (par. 11).—a. From time to time, organizations need items in excess of authorized allowances, or items not authorized in order to accomplish a specific mission. These items will be requisitioned by the unit supply officer from the engineer property officer in the usual manner, but such a requisition is not to be filled, even though the item may be in station stock, until the requisition has been approved by the Chief of Engineers. Such requisitions should contain a full explanation as to the need and proposed use of the items.

b. The agencies charged with reviewing special requests are required to consider the availability of stock and the relative priority of the requesting unit, balanced against the explanation submitted by the unit of the need and proposed use of the items requested. Therefore, it must be remembered that these agencies are not familiar with the situation *within* the particular organization, and lack of sufficient justification will result in disapproval of the request. Such statements as "urgently needed by this unit" or "needed for proper operation of this unit" will not be accepted as sufficient justification.

c. In the past, initial activation requisitions have been prepared at the station at which a unit was activated or by the headquarters of the service command. Effective June 1, 1943, all initial activation requisitions will be prepared by the Chief of Engineers at the Granite City Engineer Depot, Granite City, Illinois. The present procedure of preparation of such requisitions will be continued on all activation orders bearing a date prior to June 1, 1943. The Granite City Engineer Depot will prepare initial activation requisitions on activation orders dated on or subsequently to June 1, 1943.

28. Receiving procedure (par. 15).—Certain articles, such as mechanical spare parts, are carefully processed and packed at the shipping source for all-round weather protection. On receipt of such supplies, the station property officer's inspection should be that of ascertaining that essentially the supplies itemized on the packing list have been received. *The hermetically sealed wrapping of each individual part should not be disturbed.*

29. Stock level procedure (par. 18).—*a.* Station stock levels have been established for some time at certain stations. These levels will not be canceled, but will be immediately reviewed and adjusted in accordance with procedures outlined in paragraph 18.

b. It is not intended that complete stocks of engineer items shall be established at all stations. The more critical an item, the more closely centralized must be its distribution. The troop composition of many stations is such that no engineer station stocks are warranted. One of the purposes of establishing station stock levels is to prevent the accumulation of quantities of any item that are not actively issued at that station. Such idle stocks are of no use to any agency, and they tie up vitally needed supplies and storage space. Therefore, a station stock should consist only of those items commonly used at the station, and which have a relatively active turnover. The stock levels of these items should be sufficient to supply the troop needs between requisitioning dates, and no more.

c. The engineer property officer will submit to the depot supplying the station a list of items desired for stock, with the desired maximum stock level for each item. After review by the depot, the station will maintain this level by periodic requisition on the depot in accordance with the station requisitioning schedule. In the event the station has just reason for a level other than the one thus submitted by the depot the station will contact the depot and request reconsideration. The Chief of Engineers will direct the depots to submit from time to time certain station stock levels for review. Stations that do not obtain an approved stock level in this manner will not be permitted to retain any engineer property in station stocks. All items at such stations will be disposed of in accordance with existing procedures governing disposition of excess stocks. The station stock should consist primarily of class II items that are consumed at a fairly uniform rate, plus certain items of class IV stocks, such as fortification and camouflage materials. Controlled items, mechanical spare parts, and certain items in a critical supply status will not be carried in station stock.

d. A change in type of units at the station will require an immediate review of stock levels, both from the point of view of the items

stocked and the levels of each item. For example, the transfer of an aviation engineer battalion from a station and the arrival of a topographic battalion may not materially change the troop strength, but will radically revise the engineer items to be stocked at the station.

30. Memorandum receipt procedure (par. 20).—Engineer property officers will have out on memorandum receipt primarily training equipment, i. e., ponton and foot bridges. Troop stock items will not be issued to organizations or post headquarters agencies on memorandum receipt except for temporary use. Any agency desiring such property, on a permanent basis, in excess of authorized allowances, will be required to submit a special requisition, giving justification of the need therefor. If such a requisition is approved by the Chief of Engineers, the property will be shipped to the requesting agency in the usual manner. The disapproval of such a requisition precludes the issue of the item. The property thus received by the station property officer that can be rendered serviceable locally will be picked up on the stock record account. Items in condition for immediate reissue will be placed in stock. Items that can be repaired locally, using local station facilities, will be repaired and placed in stock. If necessary, engineer maintenance funds for this purpose will be made available to the post commander by the service command upon request. Commercial repair facilities may be used.

31. Engineer stock status report procedure (par. 22).—Engineers will not require monthly reports but the depots may call for an interim report on certain selected items from time to time as designated by the Chief of Engineers.

SECTION VII

MEDICAL DEPARTMENT

	Paragraph
General.....	32
Station requisition procedure.....	33
Initial and replacement issues.....	34
Maximum stock levels.....	35
Stock record card.....	36
Memorandum receipt procedure.....	37
Stock status report procedure.....	38
Miscellaneous.....	39

32. General.—This section contains additional instructions that apply to the Medical Department.

33. Station requisition procedure (par. 14).—Station requisition procedure will conform to the procedures outlined below.

a. Kinds of requisitions.—Requisitions initiated by a station medical supply officer consist of the following types:

- (1) Monthly.
 - (a) For all standard expendable items (Form No. 135).
 - (b) For standard nonexpendable items (Form No. 136A).
- (2) Special and emergency.

(a) To be used when unusual or unforeseen circumstances arise. For determination as to definition of "special" or "emergency" requisitions, see AR 40-1705. These requisitions must be accompanied by a concise statement, preferably on face of requisition, setting forth the nature of the emergency or special condition which necessitates submission.

(b) *For nonstandard items* which are essential, as distinguished from those which are desirable, to prevent suffering or distress among the sick. W. D., Q. M. C. Form No. 400, as modified (requisition), will be used for requisitioning nonstandard items and will give a complete description of each item, name of manufacturer, model, serial number, etc., when applicable, and the estimated cost. Each nonstandard requisition must be accompanied by a statement, preferably on face of requisition, giving in detail the necessity for each item and whether or not the Medical Department Supply Catalog contains a similar item.

(c) Procurement requisitions requesting authority for local procurement (standard or nonstandard). Such requisitions will be submitted in accordance with instructions now in effect or issued by The Surgeon General's Office from time to time.

b. Where to send requisitions.—All station requisitions are forwarded to the designated distribution depot with the following exceptions:

(1) Medical Department Supply Catalog Items 17000 to 17516, inclusive, will be forwarded direct to the Director, Army Medical School, Army Medical Center, Washington, D. C.

(2) Medical Department Supply Catalog Items 18030 to 18280, inclusive, direct to the service command laboratory.

(3) Certain biologicals are stored only in the Kansas City Medical Depot. These are announced by The Surgeon General's Office from time to time. Requisitions will be submitted to the Kansas City Medical Depot, rather than to the distribution depot.

34. Initial and replacement issues (par. 17).—For convenience, the following rule of thumb will be applied unless definite information in a specific case renders this rule inapplicable:

a. Nonexpendable items will be classed as initial issues unless their issue is covered by a turn-in of unserviceable equipment or unless the

requisition for these items indicates that they are to replace similar items lost or destroyed.

b. Expendable items will be classed as replacement issues unless the issue is clearly made to initially equip an organization.

35. Maximum stock levels (par. 18).—*a.* Maximum stock levels will be computed as outlined below, and entered on the stock record card and also on the station stock status report. Unless large changes occur in troop strength or in the fixed installations of the station, it will be necessary to make this computation only once each quarter at the time of submission of the station stock status report.

b. Nonexpendable items.—The Surgeon General's Office will publish "model stocks" for nonexpendable items to be stocked at stations. Until such "model stock" lists are published, the following procedure will be used. The maximum stock level for nonexpendable items is the sum of quantities authorized all post fixed installations (per equipment lists) plus 10% and plus 10% of quantities authorized all tactical organizations (per T/BA and T/E). This latter does not apply to "controlled items" on which no stock level is allowed.

Example: The fixed installations at the post have a total allowance per equipment lists of 2,600 towels. The tactical units at the post have a total allowance of 1,400 towels. The maximum level is 3,000 as follows:

Fixed post installations.....	2,600
10% of above.....	260
10% of allowance for tactical units.....	140
Total.....	3,000

The total of 3,000 is inserted in the maximum level space, as shown in figure 4.

There are certain installations particularly the named general hospitals in existence prior to the present expansion which cannot be fitted into the standard equipment list pattern. Special equipment lists for such installations will be developed without delay. There are certain other installations which for reason of specialized function or physical construction of the hospital require slight deviation from the standard equipment list pattern. In such instances, depots are authorized to develop in conjunction with the station supplemental individual equipment lists and to approve these lists.

c. Expendable items.—Maximum levels of expendable items are established in accordance with troop strength allowances, as shown in the 1943 Medical Supply Catalog. The 1943 Medical Supply Catalog will show allowances on a 1,000 men per month basis for both deteriorating and nondeteriorating items. The maximum stock

level for expendable items will be computed in accordance with instructions which appear both in the Introduction to the Medical Department Supply Catalog and on the reverse side of the revised April 1, 1943, expendable requisition forms (M. D. Form No. 135 series).

d. No maximum levels are established for "Issue While in Stock" items. Stations may requisition these in quantities desired. However, when depot stocks are exhausted, requisitions will be cancelled by depot.

e. Re-order Point.

(1) Until such time as model stock lists are published, *nonexpendable items* reach a re-order point whenever the balance on memorandum receipt plus that on hand plus quantity on order drops below maximum level. Requirements will be included on monthly requisition unless justification exists for special or emergency requisition.

(2) *Expendable items* reach a re-order point when the balance on hand, plus on order, falls below $\frac{2}{3}$ (66%) of the maximum level; monthly requisition is then submitted to bring stock up to the maximum level. The re-order point will be entered in proper space on Stock Record Card.

f. Not mandatory to requisition to maximum stock level.—Stations are not required to requisition up to their maximum stock levels; in fact, it is not desired that stocks be requested unless a need is contemplated. If items are requested in amounts less than allowed, the surgeon of the post should be consulted.

36. Stock record card (see fig. 4 for samples of entries for nonexpendable items).

37. Memorandum receipt procedure (par. 20).—Memorandum receipts are recorded on the following records:

a. Signed consolidated list of property held on memorandum receipt by each individual agency or activity—QMC Form No. 487 or suitable substitute.

b. Locator card, W. D., Q. M. C. Form No. 488, or a suitable substitute which produces the same information.

c. By record of property on Memorandum Receipt. See last column on Stock Record Card (fig. 4).

38. Stock status report procedure (par. 22).—*a.* In order to establish stock control, a warehouse inventory will be taken when the revised stock record cards are placed in use. The result of this inventory will be used as the opening figure of "Balance on Hand" column on the revised stock record card. Simultaneously, a consolidation of memorandum receipts will be made and the total amount appearing on location card (W. D., Q. M. C. Form No. 488) will be

Date		Interchangeability		Description		Class		Stock No.				
1.1.1.	Max. Level Recorder Point					Unit	Std. Pack	Order Sheet				
<div style="display: flex; justify-content: space-between;"> <div> DUE IN & DUE OUT </div> <div> RECEIPTS & ISSUES </div> </div>												
DATE	ORDER NUMBER	DEPT OR ORG.	QUANTITY ORDERED	Rec'd. Bal.	Rec'd. Bal.	DATE	QUANTITY REC'D.	VOUCHER NUMBER	INITIAL ISSUE	REPL. ISSUE	TRANS. FERS	BALANCE ON HAND
12-23-42	70	38.19	1449	245	245	12-5-42	(a)	(1)	(Per Inventory)			1000
		(1)				12-7-42	(b)	M-16	700			300
						12-6-42	(c)	M-20	500			800
						12-10-42	(d)	O-25		24		776
						12-20-42	(e)	O-28			400	376
						12-30-42	(f)	O-29			25	351
						1-5-43	(g)	D-30				361
						1-15-43	(h)	D-31			25	561
						1-20-43		O-32				2175
Explanatory Notes												
(a) Inventory shown 1000 in warehouse and 200 in memo Receipt												
(b) Issue from warehouse to memo Receipt of 700												
(c) 500 returned from memo Receipt account												
(d) Issue of 24 to a troop unit which reduced accountability.												
(e) Transfer of 400 to another station on instructions from distribution depot												
(f) Credit adjustment of 25 representing approved survey of unseizable warehouse stock												
(g) Receipt of 10 represents a turn-in of excess stock by a tactical unit												
(h) Receipt of 200 from depot												
(i) Credit adjustment of 25 representing approval survey of memo receipt property												
(j) Requisition for 400 submitted to ship - see entry (h) covering receipt of partial shipment												
(k) 5 represents credit voucher B represents Memo Receipt Receipt voucher and does not alter total accountability.												
EXHIBIT NO. 1												

FIGURE 4.

used as the opening figure in the "Memorandum Receipt" column. Balances will be adjusted in accordance with paragraph 24.

b. Station stock status report (see fig. 5), will be submitted to distribution depot quarterly on all items, and monthly on selected items designated by the Office of The Surgeon General. The station stock status report for medical items will show five months accumulative initial and five months accumulative maintenance issue instead of the three months' issue prescribed for other services.

c. The initial "station stock status reports" will be submitted to depots on or before June 7, 1943, and will reflect stock condition as of May 29, 1943. This report requires that medical property for which the station medical supply officer is accountable (quantity "on hand" on the present stock cards) be broken down to show the amounts on hand in warehouse and on hand on memorandum receipt. This will be done regardless of whether the new stock card system has been instituted at time of submission of report. Subsequent station stock status reports will be submitted reflecting stock condition as of September 30, December 31, March 31, and June 30, and will reach the depot not later than October 15, January 15, April 15, and July 15, respectively.

39. Miscellaneous.—*a. Equipment lists.*—Applicable equipment lists for use by supply officers in determining items authorized for installations, such as station hospitals, dental clinics, regimental infirmaries, flight surgeon's units, etc., will be obtained when required by requisition submitted direct to the Commanding Officer, St. Louis Medical Depot. Equipment lists will not be furnished unless they are applicable to the station concerned.

b. Expendable dental supplies.—At many large stations it has been a common practice to issue all stocks of expendable dental supplies to the dental clinics as soon as received, regardless of need. This practice will be discontinued. Dental clinics will be issued supplies only in quantities required for current needs. Reserve stocks will be retained under the control of the station medical supply officer.

c. Expiration dates on biological material.—Prior to preparation of requisitions for biologicals, the medical supply officer should verify expiration date of biologicals then in stock. When quantities requisitioned appear excessive due to expiration of stock on hand a remark to that effect should accompany the requisition.

STATION STOCK STATUS REPORT

ACTIVE ITEMS

Item No.	(1) Maximum stock level	(2) 5 month cum. re- plen- ishing issues	(3) 5 month cum. initial issues	(4) Balance due in	(5) Balance due out	(6) Balance on hand in ware- house	(7) Balance on hand M/R account	(8) Total on hand (column 6 & 7)
10010								
10020								
10025								
10030								
10040								
10050								
10060								
10070								
10080								
10090								
10100								
10102								
10103								
10104								
10105								
10110								
10120								

* List on reverse side sizes, voltages, or any identifying information.
Medical Department, U. S. Army.

FIGURE 5

SECTION VIII

ORDNANCE DEPARTMENT

	Paragraph
Organizational requisitioning procedure-----	40
Station requisitioning procedure-----	41
Stock levels-----	42

40. Organizational requisitioning procedure (par. 11).—Spare parts will be issued to using organizations only in cases where the basis clearly establishes the authority for issue. Insofar as possible spare parts will be supplied by direct exchange of unserviceable for serviceable items without requisition.

41. Station requisitioning procedure (par. 14).—*a.* The station supply officer, through the post commander, is charged with the definite responsibility of maintaining a current record of the weapon and vehicle population of the organizations located at his station, such information to be furnished to the distribution depot as requested.

b. Requisitions will be prepared by station supply officer and forwarded to the distribution depot for supply when change in organizations served by the station requires parts and supplies in addition to those previously stocked. In those instances, covering items on which no issue information exists, the initial order will be computed by reference to the SNL Addendum. A 30-day supply will be computed for the number of weapons or vehicles to be served and such quantities requisitioned on the distribution depot. Requisitions must state clearly the basis for such items.

c. The following general rules will apply in the preparation of all requisitions:

(1) Separate requisitions will be prepared for items falling under each different SNL, Group A through N; however, more than one SNL subgroup may be included on a single requisition. Separate requisitions for parts for general purpose vehicles will be prepared covering such parts pertaining to each manufacturer. The SNL group under which items are requisitioned should be clearly specified in the column headed "Nomenclature & Unit."

(2) Sufficient identifying information and standard nomenclature of items requisitioned must be included on the requisition to permit positive and expeditious identification of the desired item. Wherever the Item Stock Number is available on the stock record cards or in SNL's or parts catalogs, it will be shown in column headed "Stock No." In absence of the Item Stock Number, it is essential to show the Ordnance Piece Mark or Manufacturer's Part Number in the column headed "Stock No."

(3) Requisitions of an urgent nature will give sufficient information as to clearly indicate the necessity for urgent supply, such as: Task

Forces, Units placed in A-2 priority, Immediate action, etc. Immediate action requisitions will also include a statement as to the exact description and number of weapons or vehicles "deadlined" by the lack of parts on the requisition.

(4) Requisitions for replenishment will be confined to items listed in the SNL Addenda. In the event parts not included in the SNL Addenda are required for supply, they will be requisitioned separately. Such requisitions should clearly state in detail the reason for the items required and also include a statement to the effect that such items can be serviced with existing tools and facilities at the station or in the organization and that the scope of repair is not beyond the maintenance mission prescribed for the requisitioning unit.

(5) All requisitions forwarded to the distribution depot will be double spaced.

(6) All stock replenishment requisitions submitted by the station supply officer will include as a part of the basis of issue the approximate number of weapons or vehicles to be serviced by the maximum level of stock indicated on the requisition.

42. Stock levels (par. 18).—Maximum stock level will be computed by taking the average of the last 90 days' issues divided by 2. If no issue figures are available, the SNL Addendum will be used, giving consideration to weapon or vehicle density at the station. Normally, the quantities requisitioned should not be in excess of the maximum level of supply. In the event the stock position, because of dues out or other factors, requires a demand for a quantity greater than the maximum level, a full explanation will be made on the requisition.

SECTION IX

QUARTERMASTER CORPS

	Paragraph
General	43
Special procedures	44
Forage, fuel, gasoline and lubricants	45
Laundry supplies	46
Reclamation supplies	47
Office furniture, machines, and warehouse equipment	48
Specific instructions regarding clothing	49
Use of Kardex records	50
Posting in maintenance and transfer columns	51
Unserviceable property returned to stock	52
Stock status reports	53
Quarterly report of repaired items returned to stock	54
Preparation of forms	55
Establishment of initial stock levels	56
Initial report of excess	57
Inventory procedure	58

43. General.—This section is designed to give specific instructions for Quartermaster officers having to do with problems peculiar to quartermaster items.

44. Special procedures.—The following items are subject to special procedures, although they will be recorded on the same stock record cards as all other items (sec. IV) :

- a.* Forage.
- b.* Fuel.
- c.* Gasoline and lubricants.
- d.* Laundry supplies.
- e.* Reclamation supplies.
- f.* Office furniture and machines.
- g.* Warehouse equipment.

45. Forage, fuel, gasoline, and lubricants (par. 19).—Due to the following factors, stock levels will not be set on this group of items :

- a.* Long term blanket contracts.
- b.* Extreme variation in use.
- c.* Necessity of stocking far in advance, i. e., coal in summer. In ordering these items, care should be taken that quantities are determined in accordance with the best estimates of needs.

46. Laundry supplies (pars. 14 and 18).—These will be requisitioned in accordance with AR 30-2135, 90 days in advance for a quarter. Therefore, the maximum level for this type of supplies will be 180 days. Re-order point will not be used, unless stock on hand is equal to 180 days supply.

47. Reclamation supplies (pars. 14 and 18).—The present procedure of dropping reclamation supplies upon issue will be continued by the station supply officer. A reclamation officer, however, will maintain a record of quantities on hand and on order. The present procedure of ordering 30 days in advance for a quarter will be continued, therefore, the maximum level for this type of supplies will be 120 days. Re-order point will not be used, unless stock on hand is equal to 120 days.

48. Office furniture, machines, and warehouse equipment (par. 18).—No stock level will be set on these items, as they are restricted and may not be issued without approval of the Office of The Quartermaster General.

49. Specific instructions regarding clothing.—*a.* Clothing will be accounted for by sizes, each size to be carried as a separate stock item and will have established therefor a separate maximum stock level and re-order point (par. 18).

b. Supplemental and extra tariff sizes. Stations at which reception centers are located are authorized to carry as additional stock certain

supplemental (nontariff) sized clothing and shoes. The maximum quantities of such supplemental and extra tariff sizes to be carried at such stations will in each case be as specifically directed by The Quartermaster General (par. 18).

c. There are on hand at many posts, camps, and stations stocks of sized items which are no longer included in the tariff tables. It should be determined which of the nontariff sizes can be used as substitutes for standard sizes. The nonstandard sized items should be included as assets applying against the maximum stock level of the standard size. In the event that any station determines that its stock of nonstandard sized items cannot be used within a period of two months, it should be reported to the appropriate quartermaster depot. Quartermaster depots will take prompt action to withdraw this excess from such stations and redistribute to stations having reception centers, with instructions that the nonstandard sized items will be utilized as soon as possible (par. 23).

50. Use of Kardex records (par. 17).—*a.* All stations at which reception centers are located, and all stations having an authorized strength of 5,000 or more, will be automatically furnished by their quartermaster regional depot with Kardex cabinets. Each cabinet will be complete with the following supplies:

- 1,000 ea. QMC Form #418, white, Title Insert.
- 1,000 ea. QMC Form #418, buff, Title Insert.
- 2,000 ea. QMC Form #419, white, Due In and Due Out.
- 1,000 ea. QMC Form #419, buff, Due In and Due Out.
- 2,000 ea. QMC Form #421, white, Receipts and Issues.
- 1,000 ea. QMC Form #421, buff, Receipts and Issues.
- 800 ea. Signals, red.
- 200 ea. Signals, green.

In every instance, white will be temporarily used for nonexpendables in place of the green used in the tub cards.

b. Each cabinet will include a book of instructions showing the method of placing the card in the cabinet. All information contained on the standard stock record card is included on the three forms. On Form No. 418 there is a space for a danger point which need not be used. Forms Nos. 418 and 421 will be placed in the lower position in the pockets, and Form No. 419 in the upper.

c. Immediately upon receipt of the equipment, the title insert space on the back of Form No. 418 will be filled in on the typewriter giving stock number and nomenclature for each item.

d. Form No. 419 is perforated down the center. If either the Due In or Due Out side of the card fills up, the card can be torn in

half and reversed. Additional half cards can be inserted whenever necessary.

e. The red signals are to be placed in the visible celluloid pocket whenever the balance on hand is below the re-order point. The green signal will be placed in the pocket whenever stock reaches a point that requires special attention or follow-up on the depot.

f. Remington-Rand, Inc., which is furnishing this equipment, has branch offices in most of the larger cities in the United States. These branches are informed of this system and will assist and instruct station supply personnel in setting up the cabinets when called on.

g. If the quantity of cabinets shipped to any station is too small, immediate requisition should be made on the depot for additional cabinets. Each cabinet contains space for 1,264 items. If a station receives more cabinets than it needs, excess should be immediately returned to the depot.

51. Posting in maintenance and transfer columns (par. 17).—*a.* Replacement issues will consist of all maintenance issues, including those made on requisitions, exchange forms, reports of survey and statements of charges, as well as sales to officers and other authorized personnel. Issues of property on memorandum receipt which are made in exchange for unserviceable memorandum receipt property and those made as replacement for memorandum receipt property, covered by reports of survey or statements of charges, will be classified as replacement.

b. Issue of expendable supplies will be considered replacement.

c. The practice of handling incoming expendable supplies without picking them up on stock records, by means of matching up incoming and outgoing vouchers or by placing an expended certificate on the incoming voucher, will be discontinued under the stock control system insofar as concerns shipments of items *normally stocked at stations and on which stock levels have been established*. Such items must be picked up on stock records and dropped when issued.

d. Clothing of special types, such as nurses' or WAAC's clothing, may be received from time to time as replacement issues at stations where that type is not normally stocked. This clothing must be picked up and dropped from stock records. However, a record by sizes need not be kept unless the item is normally stocked at the station.

e. Exchange of sizes.—Clothing requisitions submitted by organizations (W. D., Q. M. C. Form No. 409) will not be held at station warehouses after the issue has been made awaiting possible exchange of sizes or return. Returns made by organizations after the requisition has been sent to the property office for posting will be picked up on a tally-in, a copy of which will be furnished the organization, as

evidence of the quantity returned against the requisition. In order to provide a means for correcting stock records on sized items to provide for exchanges of sizes, there will be maintained an informal but accurate record showing quantities by size turned in for exchange and the quantity by size issued in exchange. At the end of each week a tally-in and tally-out abstract, or OS&D report will be prepared covering these quantities by sizes and sent to the property office for posting. These vouchers must agree as to quantities of each item exchanged by size. If tally-in and tally-out are used, each will bear the same voucher number and will be filed together. At stations where there is a large volume of exchanges of this nature, improvised exchange forms may be used, if desired, and assigned voucher numbers and posted accordingly.

f. Class X clothing will be carried on a separate record from the regular stock record account, and will be maintained on W. D., Q. M. C. Form No. 423 or 424.

52. Unserviceable property returned to stock (pars. 17 and 21).—It is essential that a report be obtained for use in the Office of The Quartermaster General showing the quantities of unserviceable property repaired and returned to regular station stocks. To obtain a record which will segregate these particular receipts, the voucher covering the receipt of such property will be posted to "Receipts" on the stock record in a different colored ink or pencil than used to record receipts from other sources.

53. Stock status reports (par. 22).—*a.* Stock status reports will be submitted as follows:

(1) *Monthly*.—Reports on items to be submitted monthly will be submitted as follows:

Classes 29, 55, 56 and 71; to reach the depot on or before the tenth day of each month.

Classes 24, 72, 73 and 74; to reach the depot on or before the twentieth day of each month.

(2) *Quarterly*.—The following classes of Quartermaster supply will be submitted as follows:

Classes 5, 7, 11, 14, 17, 18, 19, 21, 22, 26, 28 and 53, so as to reach the depot on or before the first day of August, November, February and May.

Classes 27, 30, 31, 33, 34, 36 (excluding repair parts), 37, 38, 43, 51, 52, 58, 63, 64, 65, 66, 68, 69 and 70, so as to reach the depot on or before the first day of September, December, March and June.

Classes 40, 41, 42, 54, so as to reach the depot on or before the first day of October, January, April and July.

(3) *Special*.—Class 35, repair parts in class 36, class 56 and 67 will be submitted only on call of The Quartermaster General.

b. How prepared.—(1) Each depot will prepare a set of preprinted EAM tabulating cards for each station in its distributing area, covering the items stocked at that station. These cards will show stock number and nomenclature on each item covered by a preprinted card. This set of preprinted cards with a quantity of blank cards will be sent to each station in the depot area of distribution.

(2) Each station will prepare the report referred to above by insertion of data listed in paragraph *c* below on the partially completed EAM tabulating cards. If the station does not receive a preprinted card covering any item on which it must report, a blank card will be inserted in the set to cover that item, showing thereon the stock number and nomenclature; and the data will also be filled in on these cards in pencil.

c. Data to be shown.—The following information will be filled in by the station on each card:

(1) Maximum stock level as of the reporting date for those items on which levels are established.

(2) Initial issue for past 3 calendar months.

(3) Maintenance issue for past 3 calendar months.

(4) Stock on hand:

(a) As of the end of the last month for items on which reports are due in the depot on the 10th of the month.

(b) As of the 10th of the month for items on which reports are due in the depot on the 20th of the month.

(c) As of the 20th of the month for items on which reports are due in the depot on the 1st of the month.

(5) Stock on order, either from the depot or on local purchase, as of the same dates as above.

(6) Stock due out to organizations on the post as of the same dates as above.

d. The stock status report, in the case of reception centers, will also include the number of men actually processed in each of the past 3 months, as well as the number of men expected to be processed in the succeeding 3 months.

e. The information furnished on the stock status reports for subsistence (perishable and nonperishable) will be limited to the following:

(1) Inventory on hand at the end of the month.

(2) Issues for the previous month.

A separate report will be made for each size container (for example, No. 2 cans and No. 10 cans of an item) except that fresh fruits and

vegetables will be reduced to pounds. The records to be maintained at a post, camp or station to provide the data on issues are left to the discretion of the local sales officer, as well as the method of converting fresh fruits and vegetables.

54. Quarterly report of repaired items returned to stock (par. 21).—*a.* A report covering the quantities of unserviceable property repaired and *returned to station stock* will be rendered each quarter as of September 1, 1943, and at the end of each quarter thereafter by each station direct to the distributing depot. One copy of this report will be furnished the service command headquarters concerned for the information of the salvage officer.

b. The report will show the stock number, nomenclature, and quantity of each item picked up on stock record cards after reclamation.

55. Preparation of forms (par. 17).—In preparing stock record cards, consolidation of all items used interchangeably will be made to the greatest extent possible. For example, the number of cards carried on desks, office, flat top, should be limited to the number required to show separately the various combinations of steel or wood, commercial, double pedestal, or single pedestal, regardless of size variations; also one card for each size of shirts, flannel, including convertible collar and coat style; and one card for cans, meat, regardless of model. The practice of maintaining separate stock record cards for each individual office machine or typewriter will be discontinued.

56. Establishment of initial stock levels (par. 18).—*a.* The following basis will be used for the *initial* establishment of levels:

- (1) Use past issue experience on items of—

Clothing.

Individual equipment issued at reception centers.

Stationery and office supplies.

Miscellaneous cleaning and sanitary supplies.

Animal equipment and supplies.

Blank forms.

- (2) Use maintenance factors, a list of which is attached, applied to the current or authorized strength of the station on—

Individual equipment not issued at reception centers.

Organizational equipment (C&E and GS).

Station equipment (barrack and sanitary equipment) (C&E and GS).

Tableware, kitchen and mess equipment.

- (3) The maximum quantity of china and glassware to be stocked at the post will not exceed 15 percent of the total money value allow-

ance authorized for the station. The quantity of each item to be stocked will be based on past experience, provided that the total stockage does not exceed the money value prescribed herein.

b. Special instructions on clothing on the initial establishment of levels.—(1) Maximum levels on items of clothing will be computed on the basis of past issues, except that the issue figures used will be the total for the item of clothing under consideration, *not broken down by sizes*. After arriving at the total maximum stock to be carried on any clothing item this total will be broken down to size requirements by applying the published Tariff of Sizes. The levels arrived at by the tariff may be modified in the light of past experience at the station, and as soon as sufficient issue experience is gained, the use of the tariff will be discontinued.

(2) At any station where reception center is operated, the computation of maximum levels will include maintenance requirements based upon past issues, plus initial issues, based upon T/BA allowance for the number of men expected to be inducted within the next 90 days.

(3) The tariff to be used for establishment of levels of sized items at reception center stations will be based upon the issue experience of the reception center.

57. Initial report of excess (par. 23).—As soon as possible, but no later than June 25, a report will be submitted to the distributing depot giving the following information:

a. Items which are obsolete, obsolescent, or outmoded. Report entire quantity on hand, except where the item is a usable substitute for a standard item.

b. Items on which stock levels were not required to be established, such as office equipment. Report the quantity considered as being in excess of reasonable requirements of the station.

c. Report all quantities on hand of items no longer required because of changes in type of organizations. For example, animal equipment or mounted type clothing, if the station no longer has troops entitled thereto.

d. This report will be rendered in duplicate and items will be double spaced and arranged by class and stock number within the groups listed above.

e. This report is for the purpose of relieving the stations of stock no longer required, and will be submitted only on the date shown above.

58. Inventory procedure (par. 24).—All warehouse stocks of clothing, individual equipment, organizational equipment (C&E and GS) and station equipment (C&E and GS) will be physically inventoried once every 30 days. At any time after this system has been

in effect for over 90 days, any individual station may apply to service command headquarters, for authority to take this physical inventory less frequently, but the service command may authorize a maximum of once each 90 days for classes referred to above. This authority will not be granted by the service command until inspection of the station indicates that stock records are accurate, up to date, and in agreement with stocks in warehouses.

MAINTENANCE FACTORS

INDIVIDUAL EQUIPMENT NOT ISSUED AT RECEPTION CENTERS*

<i>Item</i>	<i>Monthly 2/1 P. C. & S. Stockage Factor</i>
Bag, canvas, field, O. D. M1936	1.5%
Bar, mosquito	1.5%
Belt, cartridge, Cal. .30, dismit., M1923	1.5%
Belt, cartridge, Cal. .30, Mtd. M1923	1.5%
Belt, magazine, M1937, BAR	1.5%
Belt, pistol or revolver, M1936	1.5%
Blanket, wool, O. D. M1934	1.0%
Brassard, M. P.	2.0%
Brassard:	
Corporal	1.0%
Sergeant	1.0%
Carrier, Pack, M1928	2.0%
Club, M. P.	2.0%
Comforter, cotton-filled	1.5%
Cover, canteen, mounted, M1941	2.0%
Haversack, M1928	2.0%
Headnet, mosquito, M1942	2.0%
Pin, tent, shelter, wood	7.5%
Pocket, magazine, double web, EM, M1923	1.5%
Pole, tent, shelter	2.0%
Pouch, first-aid packet, M1924	1.5%
Roll, bedding, waterproofed, M1935	1.0%
Rope, parachutist, 5/8" x 30'	7.5%
Strap, carrying, O. D. bag, canvas, field	2.0%
Suspenders, belt, M1936	1.0%
Tape, ankle, 2"	7.5%
Tent, shelter-half	5.0%

*Items based on T/BA 21, 1/7/43; and AR 615-40, 9/1/42.

The percentages shown apply to the quantity of the items in the hands of troops or organizations and *not* to the total strength of the station.

MAINTENANCE FACTORS

ORGANIZATIONAL EQUIPMENT

(C and E and General Supplies)

<i>Item</i>	<i>Monthly 2/1 P. C. & S. Stockage Factor</i>
Axes : bars : hammers : hatchets : shovels.....	1.0%
Bags—canvas (water) ; mail ; money.....	1.5%
Cans, metal.....	2.0%
Bridles, Covers.....	1.5%
Carriers, Cases.....	1.5%
Chests.....	1.5%
Desks, fibre.....	1.0%
Extinguisher, fire.....	1.0%
Flags:	
National Standard : standard.....	0.2%
Other flags.....	1.5%
Forks.....	1.5%
Harness.....	1.0%
Lanterns.....	2.0%
Musical Instruments.....	1.0%
Outfits:	
Butchers', cooking.....	2.5%
Officers', Mess.....	1.5%
Baking, field.....	0.2%
Ropes.....	2.0%
Scabbards.....	1.0%
Tool Sets.....	1.5%
Tents:	
Paulins.....	2.0%
Tool kits; and Component.....	1.0%
Other organizational equipment.....	1.0%

The percentages shown apply to the quantity of the items in the hands of troops or organizations and *not* to the total strength of the station.

MAINTENANCE FACTORS

STATION EQUIPMENT (BARRACK AND SANITARY EQUIPMENT)

(C and E and General Supplies)

<i>Item</i>	<i>Monthly Z/I P. C. & S. Stockage Factor</i>
Bedstead, wooden.....	0.1%
Cover, mattress.....	1.5%
Halyard, cotton 220'.....	7.5%
Locker, box.....	1.0%
Mattress, cotton.....	1.0%
Pillow.....	1.0%
Pillow cases.....	1.0%
Rods, mosquito bar hardwood.....	0.1%
Sheets.....	1.5%
Other station equipment.....	1.0%

The percentages shown apply to the quantity of the items in the hands of troops or organizations and *not* to the total strength of the station.

MAINTENANCE FACTORS

TABLEWARE, KITCHEN AND MESS EQUIPMENT

<i>Item</i>	<i>Monthly Z/I P. C. & S. Stockage Factor</i>
<i>Tableware:</i>	
Forks, knives, spoons.....	1.5%
Pitchers, platters, trays (metal).....	2.0%
<i>Kitchen and Mess Equipment:</i>	
Skimmers, spoons basting, forks, steels (butcher), scrapers, ladles.....	2.0%
Dippers, filters (coffee), sieves, spatulas (wood), whip (egg), pins (rolling), measures (tin), masher (potato).....	5.0%
Pans—bake and roasting, cake, dish, fry, pie.....	5.0%
Graters.....	5.0%
Knives—boning, bread, butcher, paring.....	2.0%
Pots.....	2.0%
Machines, hand-operated, chopper or grinder without fly wheel, meat and food.....	2.0%
Other kitchen and mess equipment.....	1.5%

The percentages shown apply to the quantity of the items in the hands of troops or organizations and *not* to the total strength of the station.

SECTION X

SIGNAL CORPS

Paragraph

Telephone cable----- 59

59. Telephone cable.—*a.* Telephone cable of the following description will be held at the station and not returned to the depot although in excess of needs (par. 23) :

(1) Paper insulated, lead covered, aerial and subterranean types of cable having less than 100 pairs of conductors, and if less than 250 feet in length.

(2) Paper insulated, lead covered, aerial and subterranean types of cable having 100 or more pairs of conductors, and if less than 100 feet in length.

(3) Paper insulated, lead covered, submarine types of cable having any number of pairs of conductors, and if less than 500 feet in length.

b. Short lengths of various types and sizes of cable are in many cases of value at posts, camps, and stations for maintenance purposes, and such stocks as are already on hand and deemed necessary for this purpose may be retained thereat if so desired. Short lengths of submarine types of cable and that which is unfit for further submarine use can generally be used for subterranean purposes at a post.

c. One-or-two-pair rubber-insulated and subterranean types of cable in lengths in excess of 25 feet, and silk and cotton-insulated cable of all sizes in lengths in excess of 10 feet can be used to advantage and will be recalled by the depot if not required at the station.

d. Short lengths of cable not needed for maintenance purposes at stations should be disposed of under the provisions of TM 38-1.

e. Quantities of "Special" cable (i. e. not standard Signal Corps Types) remaining excess after completion of a project should be retained at the post for maintenance of the original cable and should not be used for other purposes without authority of the Chief Signal Officer.

[A. G. 062.11 (4-22-43).]

BY ORDER OF THE SECRETARY OF WAR :

G. C. MARSHALL.

OFFICIAL :

Chief of Staff.

J. A. ULIO,

Major General,

The Adjutant General.

DISTRIBUTION : X

(For explanation of symbol see FM 21-6.)

